FOUR HUNDRED AND EIGHTY-SECOND

The four hundred and eighty-second meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, November 19, 2015, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER
   Commissioner Harison called the meeting to order at 5:30 p.m.

2. ROLL CALL
   In attendance were Commissioners David Gonzales, Barbara Harison, and James King. Others present included David Keebler, Vice Chancellor, Business Services; Michael Arnoldus, Director of Employment Services/Personnel Commission; Sophia Crocker, Senior Human Resources Analyst; and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS
   None

4. MINUTES
   On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the October 22, 2015, meeting were approved.

   Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

5. CORRESPONDENCE
   None

6. OLD BUSINESS
   None

7. REPORTS
   A. Classified Employees Representative’s Report
      None
B. Board of Trustees Meeting Report
Director Arnoldus stated he did not attend the November 10, 2015, Board of Trustees meeting and noted the establishment of three classified positions. Director Arnoldus also noted the Board of Trustees took action to approve the executive management salary range.

Discussion ensued between Director Arnoldus and the Commissioners regarding the joint Board of Trustees and Personnel Commission meeting.

C. Director's Report
Director Arnoldus reviewed the Current Recruitments Report that included 16 current classified recruitments. The Positions Filled Report reflected 10 positions filled and 17 positions pending. The Upcoming Recruitments Report included 7 upcoming recruitments. The Classified Study Report included 3 studies in progress and 0 studies on hold.

A discussion ensued between Director Arnoldus and the Commissioners regarding the Director's Report and previous designation of continuous exams.

D. Commissioners' Reports
Commissioner King thanked Commissioner Gonzales for his service with the Commission.

8. RECOGNITION OF SERVICE
Commissioner Harison presented a plaque to Commissioner Gonzales in recognition of his service to the Commission.

9. PUBLIC HEARING FOR THE JOINT APPOINTMENT OF A PERSONNEL COMMISSIONER
Commissioner Harison opened the public hearing for the joint appointment of Personnel Commissioner. There were no public comments.

10. APPOINTMENT OF A PERSONNEL COMMISSIONER
Immediately following the public hearing for the joint appointment of a Personnel Commissioner, the appointment was confirmed.

On motion by Commissioner King and seconded by Commissioner Harison, the joint appointment of a Personnel Commissioner, Ms. Sherry Manley was approved.

Voted Yes: Commissioner Harison, Commissioner King
Abstained: Commissioner Gonzales

11. ESTABLISHMENT OF A NEW CLASSIFICATION
Human Resources Analyst – Employee Relations and Staff Development
Ms. Crocker discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued among the Commissioners, Director Arnoldus and Ms. Crocker regarding the new classification specification. Commissioner King expressed his concerns that given the uniqueness of the classification specification that it was going to be a difficult recruitment.

On motion by Commissioner Gonzales and seconded by Commissioner King, the establishment of the new classification of Human Resources Analyst – Employee Relations and Staff Development at Classified Salary Schedule #310 ($65,112 - $89,904/annual) was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King
12. **REVISION OF A CLASSIFICATION SPECIFICATION**
   
   **Budget Director**
   
   Ms. Crocker discussed the revision of the classification specifications for Budget Director. A discussion ensued among the Commissioners, Director Arnoldus, Vice Chancellor Keebler and Ms. Crocker regarding the proposed changes.

   On motion by Commissioner King and seconded by Commissioner Gonzales, the revision of the classification specification for Budget Director was approved.

   Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

13. **2014 – 2015 PERSONNEL COMMISSION ANNUAL REPORT**

   Director Arnoldus presented the proposed 2014-2015 Personnel Commission Annual Report. Commissioner King and Commissioner Harison each pointed out a correction on the report, after which a discussion ensued between Director Arnoldus and the Commissioners regarding the report.

   On motion by Commissioner Gonzales and seconded by Commissioner King, the 2014-2015 Personnel Commission Annual Report was approved with noted changes.

   Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

14. **RECESS TO CLOSED SESSION**

   Closed session convened at 6:18 p.m.

15. **RECONVENE IN OPEN SESSION**

   Open session convened at 6:49 p.m.

   Commissioner Harison stated that the evaluation for the Director of Employment Services concluded and was approved.

16. **PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

   None

17. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

   The date and time of the next scheduled meeting of the Personnel Commission is December 17, 2015 at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.

18. **ADJOURNMENT**

   On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting adjourned at 6:50 p.m.