



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MARCH 16, 2017

Thomas G. Lakin Board Room
District Administrative Center
255 W. Stanley Ave, Suite 150
Ventura, CA 93001

FOUR HUNDRED AND NINETY-FOURTH

The four hundred and ninety-fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, March 16, 2017, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

Commissioner Manley called the meeting to order at 5:30 p.m.

2. ROLL CALL

In attendance were Commissioners Barbara Harison, Sherry Manley and James King. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Dave Fuhrmann, Associated Vice Chancellor of Information Technology; 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 Harison, the minutes of the January 19, 2017, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

Correspondence received by Dr. Pamela Yeagley, Classified Senate President of Ventura College was reviewed by the Commission.

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the January 17, 2017, or February 21, 2017, Board of Trustees meetings and noted the establishment a Director of Economic and Workforce Development, Grants and Contracts and multiple Academic positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 17 current classified recruitments. The *Positions Filled Report* reflected 22 positions filled and 6 positions pending. The *Upcoming Recruitments Report* included 2 upcoming recruitments. The *Classified Study Report* included 6 studies in progress.

A discussion ensued between the Commissioners regarding the status of positions pending.

D. Commissioners' Reports

None

8. AMENDMENT OF PERSONNEL COMMISSION RULES 214 AND 219 (SECOND READING)

Director Arnoldus gave a brief overview of the proposed amendments for rules 214 and 219.

On motion by Commissioner King and seconded by Commissioner Harison, the amendments to Personnel Commission Rules 214 and 219 were approved as presented.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

9. ESTABLISHMENT OF A NEW CLASSIFICATION

Database Administrator

This item was moved up to follow the Commissioners' Report at the request of the Associate Vice Chancellor Fuhrmann.

Ms. Crocker discussed the basis for the establishment of the proposed classification and the associated Salary. A discussion ensued among the Commissioners, Director Arnoldus, Associated Vice Chancellor Fuhrmann and Ms. Crocker regarding the new classification specification and proposed salary.

After discussion, Director Arnoldus recommended that the item be tabled to allow for Commission staff to gather more salary data and bring the item back to the Commission in April. No action was taken.

10. REVISION OF A CLASSIFICATION SPECIFICATION

Director of College Information Technology Services

Ms. Crocker discussed the revision of the classification specification.

On motion by Commissioner King and seconded by Commissioner Harison, the revision of the classification specification for Director of College Information Technology Services was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

11. CHANGE OF CLASSIFICATION TITLES

A. Assistant College Trainer

Director Arnoldus discussed the change of classification titles for Assistant College Trainer and College Trainer concurrently.

On motion by Commissioner Harison and seconded by Commissioner King, the title change of Assistant College Trainer to Assistant Athletic Trainer was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

B. College Trainer

On motion by Commissioner Harison and seconded by Commissioner King, the title change of College Trainer to Athletic Trainer was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

12. ABOLISHMENT OF AN UNUSED CLASSIFICATION

Graphic Artist/Multimedia Specialist

Director Arnoldus stated that there were currently no positions assigned to this classification and there was no foreseeable need for this classification in the future. Consequently, the classification was recommended for abolishment.

On motion by Commissioner Harison and seconded by Commissioner King, the abolishment of the classification for Graphic Artist/Multimedia Specialist was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

N/A

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

On motion by the Commissioner Harison and seconded by Commissioner King, the regularly scheduled meeting for Thursday April 20, 2017, has been moved to Tuesday, April 18, 2017 at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, California.

17. ADJOURNMENT

On motion by Commissioner Harison and seconded by Commissioner Manley, the meeting adjourned at 5:58 p.m.

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of
Michael Arnoldus, Director of Employment Services/Personnel Commission
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521