



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR APRIL 18, 2017

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

FOUR HUNDRED AND NINETY-FIFTH

The four hundred and ninety-fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Tuesday, April 18, 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; Bernard Luskin, Chancellor; Greg Gillespie, President, Ventura College; Sophia Crocker, Senior Human Resources Analyst; Andrea Ingley, Human Resources Analyst II; Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

Peter Sezzi, AFT Local 28 Chief Negotiator, addressed the Personnel Commission regarding a concern with item 9C of the agenda.

4. **MINUTES**

On motion by Commissioner Harison and seconded by Commissioner King, the minutes of the March 16, 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. Commissioner King raised a question regarding "Nine plus One". Olivia Long, SEIU Chief Stewart, gave a brief overview on "Nine plus One".

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the April 11, 2017, Board of Trustees meeting and noted the establishment of one classified position.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 11 current classified recruitments. The *Positions Filled Report* reflected 10 positions filled and 10 positions pending. The *Upcoming Recruitments Report* included three upcoming recruitments. The *Classified Study Report* included five studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding current recruitments.

D. Commissioners' Reports

Commissioner Harison stated that she had the pleasure of attending the Phoenix Scholarship Ceremony hosted by the Ventura Foundation held at the Wright Event Center. Commissioner Harison also stated that she attended the production of the *Titanic* at the Ventura College Theater.

8. NEOGOV UPDATE

Director Arnoldus gave a brief update regarding the timeline for implementation of the new NEOGOV Online Hiring Center (OHC) and the electronic workflow approval process for new hires.

9. ESTABLISHMENT OF NEW CLASSIFICATIONS

A. Administrative Officer to the Chancellor and Board of Trustees

Public comments were taken before the recommendation of the establishment of the position. Ms. Olivia Long, SEIU Chief Steward, Ms. Dina Pielacet, Marketing Specialist, and Mr. Michael Haberberger, SEIU Project/Small Units Director individually presented their concerns to the Commission.

Director Arnoldus discussed the basis for the establishment of the proposed classification and the associated Salary. A discussion ensued among the Commissioners, Director Arnoldus, Chancellor Luskin, and President Gillespie regarding the new classification specification.

On motion by Commissioner King and seconded by Commissioner Harison, the establishment of Administrative Officer to the Chancellor and Board of Trustees at Management Salary Schedule #125 (\$90,800.04 - \$121,677.96) was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

B. Database Administrator

Director Arnoldus gave a brief overview regarding the additional salary comps as requested.

Ms. Crocker discussed the additional salary information that was collected. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Crocker regarding the new classification and the associated salary.

On motion by Commissioner Harison and seconded by Commissioner King, the establishment of Database Administrator at Classified Salary Schedule #365 (\$90,144 - \$124,284) was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

C. MESA Program Coordinator

Director Arnoldus addressed the concerns of AFT prior to the presentation of the recommendation for the establishment of the classification.

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.

On motion by Commissioner Harison and seconded by Commissioner King, the establishment of MESA Program Specialist at Classified Salary Schedule #285 (\$58,692 - \$80,916) was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

D. Grant Director – Career and Technical Education

Mr. Matthew Escobedo, Human Resources Analyst II, 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.

On motion by Commissioner Harison and seconded by Commissioner King, the establishment of Grant Director – Career and Technical Education at Management Salary Schedule #105 (\$82,359 - \$110,364) was approved with noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATIONS

A. Disabled Student Services Technician

B. Disabled Student Services Specialist/Interpreter

Ms. Ingley discussed the basis for the title change to Disabled Student Services Technician and Disabled Student Services Specialist/Interpreter. Discussion ensued among the Commissioners, Director Arnoldus, and Ms. Ingley regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Harison, the title change from Disabled Student Services Technician to Disability Services Technician, and the revisions to the classification specification were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

On motion by Commissioner King and seconded by Commissioner Harison, the title change from and Disabled Student Services Specialist/Interpreter to Disability Services Specialist/Interpreter, and the revisions to the classification specification were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

11. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2017-2018

Director Arnoldus presented the proposed Personnel Commission budget for fiscal year 2017 – 2018. Discussion ensued between Director Arnoldus and the Commissioners regarding the proposed budget for fiscal year 2017 – 2018.

Director Arnoldus stated that the budget would be presented for public hearing and approved at the May Commission meeting.

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is May 18 2017, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

16. ADJOURNMENT

On motion by Commissioner Harison and seconded by Commissioner King, the meeting adjourned at 7:12 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 761 E. Daily Drive, Suite 200 Camarillo, CA 93010 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
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