



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR APRIL 23, 2015

Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001

#### FOUR HUNDRED AND SEVENTY-FOURTH

The four hundred and seventy-fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, April 23, 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 Michael Arnoldus, Director of Employment Services/Personnel Commission, Sophia Crocker, Human Resources Analyst II; Andrea Ingley, Human Resources Analyst I; and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

Ms. Olivia Long, Chief Steward for SEIU, went on record by saying she supported items 11C, 9, and 15 of the April 23, 2015, Personnel Commission agenda.

Ms. Long also read an email from Matthew Moore, Instructional Design Specialist from Ventura College, who was also in support of item 11C of the April 23, 2015, of the Personnel Commission agenda.

4. **MINUTES**

On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the Thursday, February 19, 2015 meeting were approved with the correction to add Management level staff who were present.

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 March 10, 2015, Board of Trustees meeting and noted the establishment of two positions which included one classified position.

Director Arnoldus also stated he did not attend the April 14, 2015, Board of Trustees meeting and noted the establishment of one classified management position.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 15 current classified recruitments. The *Positions Filled Report* reflected 13 positions filled and 2 positions pending.

Director Arnoldus stated that a consulting firm was hired to help with exam workload and aid in the development of eight exams. He also mentioned that exams and classification studies were still on hold due to the increase in workload. Director Arnoldus also stated that Commission staff would still be responsible for administering the exams.

Director Arnoldus gave an update regarding the Human Resources Staffing Plan. He indicated that the plan was still going through the review process with the District and did not foresee it being added to the May Board agenda. Director Arnoldus stated he would update the Commissioners of any developments.

D. Commissioners' Reports

Commissioner Harison stated she had the pleasure of attending the Ventura Foundation event held at the Wright Event Center. Commission Harison also stated that the event was well attended and more than twenty scholarships were awarded.

8. **CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE PRESENTATION**

Ms. Krista Mendelsohn, Curriculum Technician, Oxnard College; Ms. Crocker and Ms. Long gave an in depth presentation on the voluntary Personal Professional Development Plan (PPDP) developed by the Classified Professional Development Committee. In addition the presenters discussed the tools available to staff on Lynda.com for growth and development.

A discussion ensued between the Commissioners and the presenters pertaining to various details of the plan.

Commissioner Harison stated she was pleased to see that classified staff and administration are collaborating in the development of staff.

9. **2015 PERSONNEL COMMISSION MEETING SCHEDULE**

Ms. Sturek presented a marketing flyer and highlighted the dates of future meetings to be held at the college campus. Director Arnoldus discussed marketing to promote attendance.

**10. PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015-2016**

Director Arnoldus presented the proposed Personnel Commission budget for fiscal year 2015-2016. Commissioner King asked for explanation on the increase of Workers Compensation costs. Gary Maehara, Director of Human Resources Operations explained it was due to the number of larger claims and more reporting. Discussion ensued between Director Arnoldus and the Commissioners regarding the increase costs associated with the hiring of the consulting firm for fiscal year 2015. Commissioner King then asked how adjustments to the budget would be handled during the fiscal year. Director Arnoldus indicated he would return with an answer at a later date.

May 21, 2015 was selected for the public hearing for the Personnel Commission budget for fiscal year 2015-2016.

On motion by Commissioner King and seconded by Commissioner Gonzales, the public hearing date of the Personnel Commission Budget for Fiscal Year 2015-2016 was set for May 21, 2015 at 5:30 p.m.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**11. RECLASSIFICATION OF POSITIONS**

A. From: Assistant College Trainer

To: College Trainer

Ms. Ingley presented on the proposed reclassification of the Assistant College Trainer position occupied by Cherisse Sherman and the reclassification of the incumbent with the position. A discussion ensued between Director Arnoldus, Ms. Ingley and the Commissioners regarding the proposal.

On motion by Commissioner King and seconded by Commissioner Gonzales, the reclassification of the Assistant College Trainer position occupied by Cherisse Sherman to the classification of College Trainer and the reclassification of Ms. Sherman with the position was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

B. From: Accountant

To: Senior Accountant

Ms. Crocker presented on the proposed reclassification of the Accountant position occupied by Larry Maher and the reclassification of the incumbent with the position. A discussion ensued between Director Arnoldus, Ms. Crocker and the Commissioners regarding the proposal. Ms. Emily Day, Director of Financial Services, provided background to support the recommendation.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reclassification of the Accountant position occupied by Larry Maher to the classification of Senior Accountant and the reclassification of Mr. Maher with the position was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

C. From: Instructional Design Specialist

To: Instructional Technologist/Designer (New Classification)

Ms. Crocker discussed the basis for the establishment of the proposed classification and the associated salary. Ms. Crocker also discussed the basis for the reclassification of all of the Instructional Technologist and Instructional Design Specialist positions to the new classification of Instructional Technologist/Designer. A discussion ensued between Director Arnoldus and the Commissioners regarding the new classification specification and the reclassification recommendation.

On motion by Commissioner Gonzales and seconded by Commissioner King, the reclassification of all Instructional Design Specialist and Instructional Technologist positions to the new classification of Instructional Technologist/Designer at Classified Salary Schedule #300 (\$59,784 - \$82,560/annual) was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**12. REVISION OF CLASSIFICATION SPECIFICATIONS**

A. Budget Director

Director Arnoldus discussed the proposed revision of the classification specification for Budget Director.

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

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

B. Student Services Specialist/International Students

Director Arnoldus discussed the revision of the classification specification for Student Services Specialist/International Students.

On motion by Commissioner Gonzales and seconded by Commissioner King, the revision of the classification specification for Student Services Specialist/International Students as presented was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**13. TITLE CHANGE, REVISION OF A CLASSIFICATION SPECIFICATION, AND REALLOCATION OF SALARY**

From: Zoo Day Camp Technician

To: Zoo Day Camp Counselor

Director Arnoldus requested permission from the Commission to discuss items thirteen (13) and fourteen (14) together. Director Arnoldus then introduced Ms. Crocker to present the associated recommendations. Director Arnoldus further discussed the basis for the abolishment of the Zoo Day Camp Aide and the title change of the Zoo Day Camp Technician to Zoo Day Camp Counselor. A discussion ensued between Director Arnoldus, Ms. Crocker and the Commissioners regarding the classification specification and the minimum qualifications.

On motion by Commissioner King and seconded by Commissioner Gonzales, the title change and revision of Zoo Day Camp Technician to Zoo Day Camp Counselor, at Classified Salary Schedule #170 (\$29,772 – \$44,640/annual ) with stated changes was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**14. ABOLISHMENT OF AN UNUSED CLASSIFICATION**

Zoo Day Camp Aide

The discussion regarding the abolishment of the Zoo Day Camp Aide occurred in conjunction with item thirteen (13).

On motion by Commissioner King and seconded by Commissioner Gonzales, the abolishment of the classification of Zoo Day Camp Aide was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**15. ESTABLISHMENT OF A NEW CLASSIFICATION**

College Services Supervisor

Ms. Crocker discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued between Director Arnoldus, Ms. Crocker and the Commissioners regarding the classification specification.

On motion by Commissioner King and seconded by Commissioner Harison, the establishment of the new classification of College Services Supervisor at Classified Supervisor Salary Schedule # 270 (\$51,192 - \$70,944/annual) was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**16. RECESS TO CLOSED SESSION**

None

**17. RECONVENE IN OPEN SESSION**

N/A

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

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

The date and time of the next regularly scheduled meeting of the Personnel Commission is May 21, 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.

**20. ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting adjourned at 7:26 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  
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