



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR MAY 21, 2015

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

#### FOUR HUNDRED AND SEVENTY-FIFTH

The four hundred and seventy-fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, May 21, 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, Gary Maehara, Director of Human Resources Operations; Sophia Crocker, Human Resources Analyst II; 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 Thursday, April 23, 2015 meeting were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

5. **CORRESPONDENCE**

None

6. **OLD BUSINESS**

Director Arnoldus reported on the timing of the proposed Human Resources Staffing Plan. Director Arnoldus also explained that there are additional funds available under the current budget allocation formula to provide for the establishment of a position presented on the Human Resources Staffing Plan. A brief discussion ensued between the Commissioners and Director Arnoldus regarding the staffing needs of the department. No action was taken.

7. **REPORTS**

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the May 12, 2015, Board of Trustees meeting and noted the establishment of six positions which included three classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 14 current classified recruitments. The *Positions Filled Report* reflected 8 positions filled and 3 positions pending. The *Upcoming Recruitments Report* included 6 upcoming recruitments.

A discussion ensued between the Commissioners and Director Arnoldus regarding the upcoming workload.

D. Commissioners' Reports

None

8. **PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015-2016**

There were no comments or questions from the public. A brief discussion ensued amongst the Commissioners and Director Arnoldus regarding the process for amending the budget, after which Commissioner Harison closed the public hearing.

9. **ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2015-2016**

On motion by Commissioner Gonzales and seconded by Commissioner King, the adoption of the Personnel Commission budget for fiscal year 2015-2016 was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

10. **DISCUSSION OF ROLL CALL PROTOCOL FOR PERSONNEL COMMISSION MEETINGS**

Discussion ensued between the Commissioners and Director Arnoldus regarding the different options for recording roll call.

On motion by Commissioner Gonzales and seconded by Commissioner King, the Roll Call Protocol was approved to reflect the Commission staff, District managers and organizational representatives (e.g., Classified Senate Presidents) under the "Others Present" section of Roll Call.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

11. **ESTABLISHMENT OF A NEW CLASSIFICATION**

Supervising Human Resources Analyst

Director Arnoldus stated that given the additional funds available under the current budget allocation formula, both the Vice Chancellor of Business Services and the Vice Chancellor of Human Resources support the establishment of the proposed new classification of Supervising Human Resources Analyst. Director Arnoldus also stated that the proposed position is in accordance with the plan previously presented for a multi-year restricting of the department.

Director Arnoldus presented a new classification specification for Supervising Human Resources Analyst. Director Arnoldus discussed the classification specification and the salary placement. Discussion occurred between the Commissioners and Director Arnoldus regarding the duties and a change in the title to Senior Human Resources Analyst.

On motion by Commissioner Gonzales and seconded by Commissioner King, the establishment of the new classification of Senior Human Resources Analyst at Classified Supervisor Salary Schedule #330 (\$70,9044 – 98,316/annual) was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**12. TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION**

From: Lead Human Resources Technician (Confidential) / To: Human Resources Technician II (Confidential)

Ms. Crocker discussed the basis for the proposed title change to Human Resources Technician II (Confidential) as well as the changes to the classification specification. Discussion ensued among the Commissioners, Director Arnoldus and Ms. Crocker regarding the classification specification.

On motion by Commissioner King and seconded by Commissioner Gonzales, the classification title change from Lead Human Resources Technician (Confidential) to Human Resources Technician II (Confidential) and the revision of the classification specification was approved with the noted removal of the word "Banner" in the classification specification.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**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**

The date and time of the next regularly scheduled meeting of the Personnel Commission is June 18, 2015, at 5:30 p.m. The meeting will take place in Guthrie Hall at Ventura College at 4667 Telegraph Road, Ventura, California.

**17. ADJOURNMENT**

On motion by Commissioner Gonzales and seconded by Commissioner King, the meeting adjourned at 6:21 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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