



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MARCH 15, 2018

Thomas G. Lakin Board Room
District Administrative Center
761 E. Daily Drive, Suite 200
Camarillo, CA 93010

FIVE HUNDRED AND THIRD

The five hundred and third meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, March 15, 2018, 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 Barbara Harison, Sherry Manley and James King. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Andrea Ingley, Senior Human Resources Analyst; Stephane Low, Human Resources Analyst I; and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Manley, the minutes of the December 21, 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 Sebastian Szczebiot, 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 16, 2018, Board of Trustees meeting or the February 20, 2018, Board of Trustees meeting and noted the establishment of nine classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 20 current classified recruitments. The *Positions Filled Report* reflected 13 positions filled and 10 positions pending. The *Upcoming Recruitments Report* included 8 upcoming recruitments. The *Classified Study Report* included 3 studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding current recruitments and the classification studies in progress.

D. Commissioners' Reports

None

8. TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION

Director of Fiscal Services

Ms. Ingley discussed the basis for the title change to Executive Director of Fiscal Services and the proposed changes. Discussion ensued among the Commissioners, Director Arnoldus, and Ms. Ingley regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Manley, the revisions to the classification specification were approved. The title change was not approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

9. ESTABLISHMENT OF A CLASSIFICATION

Director of International Students

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

On motion by Commissioner Manley and seconded by Commissioner King, the establishment of Director of International Students at Management Salary Schedule #90 (\$76,530 - \$102,540/annually) was approved with a noted change pending Director Arnoldus' review.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. REALLOCATION OF A POSITION AND INCUMBENT

Maintenance Worker I

Ms. Low presented on the proposed reallocation of the Maintenance Worker I position occupied by Carl Hill and the reclassification of the incumbent with the position. A discussion ensued between Director Arnoldus, Ms. Low and the Commissioners regarding the proposal.

On motion by Commissioner King and seconded by Commissioner Manley, the reallocation of the Maintenance Worker I position occupied by Carl Hill to the classification of Maintenance Worker II and the reclassification of Mr. Hill with the position was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

11. ABOLISHMENT OF A UNUSED CLASSIFICATION

Student Services Assistant I (Seasonal)

Ms. Ingley stated that the Student Services Assistant I (Seasonal) classification should have been abolished at the same time as the Student Services Assistant I classification. Ms. Ingley also stated that given that there were currently no positions assigned to Student Services I (Seasonal) and because there was no foreseeable need for this classification in the future, the classification was recommended for abolishment.

On motion by Commissioner Manley and seconded by Commissioner King, the abolishment of the classification of Student Services Assistant I (Seasonal) was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

12. REVISION OF PERSONNEL COMMISSION RULES 133 AND 292.2 (FIRST READING)

A discussion occurred between the Commissioners and Director Arnoldus regarding the proposed amendment of Personnel Commission Rule 133 and 292.2. No action was taken.

13. ESTABLISHMENT OF A PERSONNEL COMMISSION RULE (DISCUSSION ONLY)

A discussion occurred between the Commissioners and Director Arnoldus regarding a scarcity differential. No action was taken.

14. RECESS TO CLOSED SESSION

None

15. RECONVENE IN OPEN SESSION

N/A

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 April 19, 2018, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

18. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:35 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
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