



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR JULY 19, 2018

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

#### **FIVE HUNDRED AND FIFTY-FIRST**

The five hundred and fifty-first meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, July 19, 2018, at 5:00 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; 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 May 25, 2018, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

##### **5. CORRESPONDENCE**

None

##### **6. OLD BUSINESS**

###### Salary Reallocation

Director Arnoldus gave a brief update regarding salary reallocation. Director Arnoldus stated that this item was previously placed on the Board agenda for approval and was subsequently removed. There has been discussion regarding looking into doing a salary study for the classified services as a whole. Director Arnoldus also stated that the Human Resources department is currently working on a plan that will be brought forward at a later date. A discussion ensued among the Commissioners and Director Arnoldus regarding the attributes of a salary study.

**7. REPORTS**

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus stated that there was not a regular meeting held in July. He also stated that he did not attend the June 12, 2018, Board of Trustees meeting and noted the establishment of seven classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 10 current classified recruitments. The *Positions Filled Report* reflected 11 positions filled and 3 positions pending. The *Upcoming Recruitments Report* included 14 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding current classification studies and current classified positions filled.

D. Commissioners' Reports

Commissioner Harison stated that she had met with the Chancellor Gillespie and Vice Chancellor Shanahan in June after the May Personnel Commission meeting. Commissioner Harison stated that she was informed that the outcome was doing a full salary study of all classifications. She also stated that she was informed the Human Resources staff would provide outreach to the college campuses which would involve staff being on campus once a week.

A discussion ensued between Director Arnoldus and the Commissioners regarding campus outreach.

**8. RECESS TO CLOSED SESSION**

Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

Closed session convened at 5:58 p.m.

**9. RECONVENE IN OPEN SESSION**

Open session reconvened at 6:23 p.m.

Commissioner Harison stated that there was nothing to report.

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

None

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

The date and time of the next scheduled meeting of the Personnel Commission is August 16, 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.

**12. ADJOURNMENT**

On motion by Commissioner Manley and seconded by Commissioner King, the meeting adjourned at 6:25 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, 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  
Ventura County Community College District  
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Camarillo, CA 93010  
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