



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR AUGUST 16, 2018

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

#### **FIVE HUNDRED AND FIFTY-SECOND**

The five hundred and fifty-second meeting of the Personnel Commission of the Ventura County Community College District was held on August 16, 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, and James King. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Jillian Sturek, Executive Assistant.

Absent: Commissioner Sherry Manley

##### **3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

Maria Urenda, SEIU Chief Steward, thanked Director Arnoldus and the Commission staff for their work on the classified salary study. Ms. Urenda then requested the addition an item on upcoming agendas for status updates regarding the classified salary study.

##### **4. MINUTES**

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the July 19, 2018, meeting were approved a noted amendment.

Voted Yes: Commissioner Harison, Commissioner King

##### **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 there was nothing to report from the August 8, 2018, Board of Trustees meeting.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 12 current classified recruitments. The *Positions Filled Report* reflected 3 positions filled and 8 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 in progress.

D. Commissioners' Reports

None

**8. REVISION OF PERSONNEL COMMISSION RULES – SECTION 240 TRANSFERS AND REASSIGNMENTS (FIRST READING)**

The Commissioners and Director Arnoldus discussed the proposed amendments to Personnel Commission Rule 240 Transfers and Reassignments.

Ms. Urenda asked a question regarding the appeal process. A discussion ensued between Ms. Urenda, the Commissioners, and Director Arnoldus regarding the topic.

No action was taken.

**9. ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Director Arnoldus stated that there were currently no positions assigned to the classifications of Instructional Technologist and Mesa Program Specialist and there was no foreseeable need for these classifications in the future. The classifications were recommended for abolishment.

The classification of Community Services Specialist was removed from the list at the request of the Director.

On motion by Commissioner King and seconded by Commissioner Harison, the abolishment of the classifications of Instructional Technologist and Mesa Program Specialist were approved.

Voted Yes: Commissioner Harison, Commissioner King

**10. RECESS TO CLOSED SESSION**

None

**11. RECONVENE IN OPEN SESSION**

N/A

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

None

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

The date and time of the next scheduled meeting of the Personnel Commission is September 20, 2018, 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.

**14. ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Harison, the meeting adjourned at 5:50 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  
Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010  
(805) 652-5521