



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR SEPTEMBER 20, 2018

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

FIVE HUNDRED AND FIFTY-THIRD

The five hundred and fifty-third meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, September 20, 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, and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the August 16, 2018, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner King

Abstained: Commissioner Manley

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

Maria Urenda, SEIU Chief Steward, reported that Michael Haberberger, SEIU Director, and she meet with Vice Chancellor Shanahan and Director Arnoldus to discuss the classified salary study. Chief Steward Urenda indicated that they were pleased with the direction the study was headed.

B. Board of Trustees Meeting Report

Director Arnoldus stated that at the September 11, 2018, the Board of Trustees took action to approve the establishment of four classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 14 current classified recruitments. The *Positions Filled Report* reflected 7 positions filled and 8 positions pending. The *Upcoming Recruitments Report* included 13 upcoming recruitments. The *Classified Study Report* included 2 studies on hold.

Director Arnoldus stated that as a reminder, the employee in the Student Outreach Specialist study is on leave and is not expected to be back until January at which time they will start the study. Director Arnoldus also stated that the Office Assistant position would start soon, but the current level of selection workload is the highest priority.

A discussion ensued between Director Arnoldus and the Commissioners regarding current recruitments.

Director Arnoldus also reported on the Classified Salary Study and indicated that Vice Chancellor Shanahan and he meet with SEIU representatives, Ms. Urenda and Mr. Haberberger

D. Commissioners' Reports

None

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

Director Arnoldus gave a brief overview of the proposed amendments for rules 241, 242 and 243.

On motion by Commissioner King and seconded by Commissioner Manley, the revisions to Personnel Commission rules 241, 242 and 243 with the removal of rule 242.1 were approved as presented.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

9. **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Bookstore Cashier
Bookstore Cashier (seasonal)
Bookstore Stock Assistant (seasonal)
College Bookstore Manager
Community Services Specialist

Director Arnoldus stated there were currently no positions assigned to the classifications presented and there was no foreseeable need for these classifications in the future. The classifications were recommended for abolishment.

On motion by Commissioner Manley, the abolishment for the classifications for Bookstore Cashier, Bookstore Cashier (seasonal), Bookstore Stock Assistant (seasonal), College Bookstore Manager and Community Services Specialist, effective September 21, 2018.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. 2017 – 2018 PERSONNEL COMMISSION ANNUAL REPORT

Director Arnoldus presented the 2017-2018 Personnel Commission Annual Report. Director Arnoldus commented that the workload had decreased from the previous year due to less hiring. A discussion ensued between Director Arnoldus and the Commissioners regarding the report.

On motion by Commissioner King and seconded by Commissioner Manley, the 2017-2018 Personnel Commission Annual Report was approved with noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

11. TEMPORARY DOWNGRADE OF A HUMAN RESOURCES ANALYST II POSITION IN THE HUMAN RESOURCES DEPARTMENT TO ADDRESS STAFFING CHALLENGES

Director Arnoldus presented a proposed temporary downgrade of a Human Resources Analyst II position to a Human Resources Analyst I position provided the recruitment for a Human Resources Analyst II were to fail. A discussion ensued between Director Arnoldus and the Commissioner regarding the proposal.

12. DISCUSSION OF PERSONNEL COMMISSIONER SELECTION PROCESS

Commissioner Harison explained the process for the joint appointment of a Personnel Commissioner. Commissioner Harison asked Commissioner Manley if she was interested in another term. Commissioner Manley stated she was interested in another term.

On motion by Commissioner King and seconded by Commissioner Harison, Commissioner Manley was appointed for another three year term (2019-2021) commencing on December 1, 2018.

Voted: 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 scheduled meeting of the Personnel Commission is October 18, 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.

17. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:10 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
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