



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR SEPTEMBER 21, 2017

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

FOUR HUNDRED AND NINETY-NINETH

The four hundred and ninety - ninth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, September 21, 2017, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**

Commissioner Manley called the meeting to order at 5:30 p.m.

2. **ROLL CALL**

In attendance were Commissioners Sherry Manley, Barbara Harison and James King. Others present included Dr. Norman Marten, Dean of Student Learning - Moorpark College; Michael Arnoldus, Director of Employment Services/Personnel Commission; Andrea Ingley, Senior Human Resources Analyst; Stephanie Low, Human Resources Analyst; 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 August 17, 2017, meeting were approved.

Voted Yes: Commissioner King, Commissioner Manley

Abstained: Barbara Harison

5. **CORRESPONDENCE**

None

6. **OLD BUSINESS**

None

7. **REPORTS**

A. Classified Employees Representative's Report

Correspondence received by Dr. Pamela Yeagley, 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 September 12, 2017, Board of Trustees meetings and noted the establishment of 5 classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 14 current classified recruitments. The *Positions Filled Report* reflected 10 positions filled and 9 positions pending. The *Upcoming Recruitments Report* included 5 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

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

D. Commissioners' Reports

Commissioner King reported that he had a meeting with President Sanchez of Moorpark College and had a discussion regarding the merit system and recruitment.

Commissioner Harison reported that she was unable to attend the August meeting but was feeling better.

Commissioner Manley complimented the District on the open house.

8. ESTABLISHMENT OF CLASSIFICATIONS

A. Assessment Specialist

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 Harison and seconded by Commissioner King, the establishment of Assessment Specialist at Classified Salary Schedule #260 (\$51,300 - \$70,776/annual) was approved with a noted change.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

B. Program Coordinator I

C. Program Coordinator II

D. Program Director I

E. Program Director II

Director Arnoldus discussed the basis for the establishment of the proposed classification series and the associated salaries along with item nine of the agenda. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Ingley regarding the proposed classification series and the reallocation of salary for an existing classification.

On motion by Commissioner King and seconded by Commissioner Harison, the establishment of Program Coordinator I Classified Salary Schedule #285 (\$58,692 - \$80,916/annual); Program Coordinator II Classified Supervisor Salary Schedule#295 (\$61,404 - \$85,284/annual); Program Director I Management Salary Schedule #90 (\$76,530 - \$105,551.04/annual); Program Coordinator II Management Salary Schedule #105 (\$82,359 - \$110,364/annual) were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

9. REALLOCATION OF SALARY FOR AN EXISTING CLASSIFICATION

Grant Director – Basic Skills & Student Outcomes Transformation Program (BSSOTP)

Director Arnoldus discussed the basis for the reallocation of the salary for the Grant Director – Basic Skills & Student Outcomes Transformation Program (BSSOTP).

On motion by Commissioner King and seconded by Commissioner Harison, the salary for the classification of Grant Director – Basic Skills & Student Outcomes Transformation Program (BSSOTP) was reallocated from Management Salary Schedule #105 (\$82,359 - \$110,364/annual) to Management Salary Schedule #90 (\$76,530 - \$102,551.04/annual) was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. REVISION OF A CLASSIFICATION SPECIFICATIONS

A. Instructional Lab Technician II – Registered Veterinary Technician

Ms. Low discussed the proposed revision of the classification specification for Instructional Lab Technician II – Registered Veterinary Technician. A discussion ensued among the Commissioners, Dr. Marten, Director Arnoldus, and Ms. Low regarding the proposed changes.

On motion by Commissioner Harison and seconded by Commissioner King, the revised classification specification for Instructional Lab Technician II – Registered Veterinary Technician was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

B. Student Services Specialist – International Students

Ms. Ingley discussed the proposed revision of the classification specification for Student Services Specialist – International Students. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Ingley regarding the proposed changes.

On motion by Commissioner Harison and seconded by Commissioner King, the revised classification specification for Student Services Specialist – International Students was approved with a noted change.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

C. Student Services Specialist – Student Information Center

Ms. Low discussed the proposed revision of the classification specification for Student Services Specialist – Student Information Center. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Low regarding the proposed changes.

On motion by Commissioner Harison and seconded by Commissioner King, the revised classification specification for Student Services Specialist – Student Information Center was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

11. RECESS TO CLOSED SESSION

None

12. RECONVENE IN OPEN SESSION

N/A

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next meeting of the Personnel Commission was changed to October 26, 2017, 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.

15. ADJOURNMENT

On motion by Commissioner Harison and seconded by Commissioner King, the meeting adjourned at 7:03 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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