



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR OCTOBER 25, 2018

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

FIVE HUNDRED AND FIFTY-FOURTH

The five hundred and fifty-fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 25, 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

Maria Urenda, SEIU Chief Steward, and Michael Haberberger, SEIU Director requested to speak on agenda item nine during the item.

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Manley, the minutes of the September 20, 2018, 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

Chief Steward Urenda stated that they were pleased with the progress of the benchmarks for the classified salary study. Chief Steward Urenda expressed concern regarding the establishment of new positions and reports that they were being promised to existing employees before a selection process was completed.

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the October 9, 2018, Board of Trustees meeting and noted the establishment of two classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 17 current classified recruitments. The *Positions Filled Report* reflected 11 positions filled and 6 positions pending. The *Upcoming Recruitments Report* included 9 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding *Current Recruitments Report*.

Director Arnoldus also provided an update on the *Classified Salary Study* and indicated that benchmarks were created and sent to SEIU for their feedback. Director Arnoldus confirmed he received SEIU's feedback. Director Arnoldus also stated that he submitted a draft of the Request for quote to the Purchasing department and he was waiting for their input.

D. Commissioners' Reports

None

8. ESTABLISHMENT OF A NEW CLASSIFICATION

Basic Needs Specialist

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

The establishment of the classification was tabled to the next meeting so that more background information could be provided. No action was taken.

9. REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION

Web Developer

Director Arnoldus discussed the basis for the reestablishment of the classification. A discussion ensued among the Commissioners and Director Arnoldus regarding the reestablishment of the classification.

Public comments were taken before the motion. Chief Steward Urenda, and SEIU Director Haberberger, individually addressed the Commission.

On motion by Commissioner King and seconded by Commissioner Manley, the reestablishment for the classification of Web Developer was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. ABOLISHMENT OF UNUSED CLASSIFICATIONS

Box Office Assistant
Career Resources Specialist I
Career Resources Specialist II
Financial Aid Technology Support Specialist
Sign Language Interpreter

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.

A discuss ensued between the Commissioners and Director Arnoldus regarding the abolishment of the unused classifications. Commissioner King suggested a MOU be created to document part-time provisional assignments.

On motion by Commissioner King and seconded by Commissioner Manley, the abolishment for the classifications were approved as presented with an effective date of October 26, 2018.

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 scheduled meeting of the Personnel Commission is November 15, 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 100, in Camarillo, California.

15. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:23 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
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