



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR NOVEMBER 15, 2018

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

#### **FIVE HUNDRED AND FIFTY-FIFTH**

The five hundred and fifty-fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, November 15, 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 requested to speak on an agenda item eight during the item.

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

On motion by Commissioner King and seconded by Commissioner Manley, the minutes of the October 25, 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 thanked Director Arnoldus and the Personnel Commission for their follow-up regarding questions that were raised during the October 25, 2018, meeting. Chief Steward Urenda also stated that they were pleased with the current progress of the classified salary study.

###### **B. Board of Trustees Meeting Report**

Director Arnoldus stated he did not attend the November 13, 2018, Board of Trustees meeting and noted that no classified positions were established.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 17 current classified recruitments. The *Positions Filled Report* reflected 3 positions filled and 10 positions pending. The *Upcoming Recruitments Report* included 7 upcoming recruitments. The *Classified Study Report* included 1 study in progress and 1 study on hold.

Director Arnoldus stated that after the *Current Recruitment Report* was published several more recruitments were opened.

D. Commissioners' Reports

Commissioner King reported that he was asked and was pleased to participate in the Chancellor's Leadership Academy where he was asked to discuss the Commission's role.

**8. ESTABLISHMENT OF A NEW CLASSIFICATION**

Basic Needs Specialist

Director Arnoldus stated that this position was being brought back for further consideration at the request of the Personnel Commission. Director Arnoldus then discussed the basis for the establishment of the proposed classification, changes to the classification specification, and the associated salary.

Alma Rodriguez, Financial Aid Officer, Ventura College, and supervisor to the proposed position addressed the Commissioners to provide information concerning the establishment of the proposed classification.

Public comments were taken before the motion. Chief Steward Urenda indicated that she was satisfied regarding the answers they received pertaining to the establishment of this position and were in support.

A discussion ensued between the Commissioners, Director Arnoldus and Financial Aid Officer Rodriguez regarding the proposed classification.

On motion by Commissioner Manley and seconded by Commissioner King, the establishment of Basic Needs Specialist at Classified Salary Schedule #260 (\$52,596 - \$72,552/annually) was approved with a noted correction.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**9. REESTABLISHMENT OF AN ABOLISHED CLASSIFICATION AND TITLE CHANGE**

Career Resources Specialist II

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

On motion by Commissioner King and seconded by Commissioner Manley, the reestablishment for the classification of Career Resources Specialist II and the title change to Career Resources Specialist was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**10. REVISION OF CLASSIFICATION SPECIFICATIONS**

Human Resources Assistant  
Human Resources Technician (Confidential)  
Human Resources Technician II (Confidential)  
Human Resources Technician II

Director Arnoldus discussed the proposed revisions of the classification specifications for Human Resources Assistant, Human Resources Technician (Confidential), Human Resources Technician II (Confidential) and Human Resources Technician II. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed changes. The revisions of the classification specification for Human Resources Technician (Confidential) and Human Resources Technician II (Confidential) were tabled to the next meeting to provided Director Arnoldus time to look into why the Human Resources Technician positions are confidential and report back to the Personnel Commission.

On motion by Commissioner King and seconded by Commissioner Manley, the revision of the classification specifications for Human Resources Assistant and Human Resources Technician II 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 scheduled meeting of the Personnel Commission is December 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.

**15. ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:15 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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Camarillo, CA 93010  
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