



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

---

### PERSONNEL COMMISSION MEETING MINUTES FOR DECEMBER 18, 2018

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

#### **FIVE HUNDRED AND FIFTY-SIXTH**

The five hundred and fifty-sixth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, December 18, 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; Andrea Ingley, Senior Human Resources Analyst; Claudia Barragan, Human Resources Analyst II; and Jillian Sturek, Executive Assistant.

**3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

**4. ADMINISTRATION OF THE OATH OF OFFICE**

Director Arnoldus administered the Oath of Office to Commissioner Manley for a three year term.

**5. MINUTES**

On motion by Commissioner King and seconded by Commissioner Manley, the minutes of the November 15, 2018, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**6. CORRESPONDENCE**

None

**7. OLD BUSINESS**

None

**8. REPORTS**

A. Classified Employees Representative's Report

Correspondence was received by Sebastian Szczebiot, Classified Senate President of Ventura College, was reviewed by the Commission.

Chief Steward Urenda expressed that she was looking forward to see the classified salary study report. Chief Steward Urenda also stated that SEIU starting hold campus meetings during the week of December 10, 2018, in anticipation of the start of the SEIU negotiations.

B. Board of Trustees Meeting Report

Director Arnoldus noted that six classified positions were established at the December 11, 2018, Board of Trustees meeting.

Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 15 current classified recruitments. The *Positions Filled Report* reflected 7 positions filled and 11 positions pending. The *Upcoming Recruitments Report* included 5 upcoming recruitments. The *Classified Study Report* included 2 studies in progress and 1 study on hold. Director Arnoldus reported on the Classified Salary Study update and stated that three proposals were received and would be reviewed with Vice Chancellor Shanahan shortly.

A discussion ensued between the Commissioners and Director Arnoldus regarding the positions pending.

C. Commissioners' Reports

None

**9. ATTENDANCE AT THE 2019 CSPCA CONFERENCE**

A discussion ensued among the Commissioners regarding attendance at the conference. Commissioner Harison, Commissioners King, and Commissioner Manley all indicated they were unable to attend. Commissioner Harison indicated that perhaps a staff member would be able to attend. No action was taken.

**10. ESTABLISHMENT OF A CLASSIFICATION**

Director of Outreach

Ms. Barragan discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued between the Commissioners and Director Arnoldus regarding the proposed classification.

On motion by Commissioner King and seconded by Commissioner Manley, the establishment of Director of Outreach at Management Salary Schedule #90 (\$78,069 – \$104,613/annually) was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**11. REVISION OF CLASSIFICATION SPECIFICATIONS**

A. Locksmith

Ms. Barragan discussed the proposed revisions for the classification specification of Locksmith. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Barragan regarding the proposed changes.

On motion by Commissioner Manley and seconded by Commissioner King, the revision of the classification specification for Locksmith was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

B. Web Developer

Ms. Ingley discussed the proposed revisions of the classification specification for Web Developer. A discussion ensued among the Commissioners, Director Arnoldus and Ms. Ingley regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Manley, the revision of the classification specification for Web Developer was approved with noted changes.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**12. ABOLISHMENT OF AN UNUSED CLASSIFICATION**

Public Information Officer

Director Arnoldus stated there were currently no positions assigned to this classification and there was no foreseeable need for this classification in the future. Consequently, the classification was recommended for abolishment.

On motion by Commissioner Manley and seconded by Commissioner King, the abolishment of the classification for Public Information Officer was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**13. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2019**

Commissioner Manley nominated Commissioner King as Personnel Commission Chair for 2019. Commissioner Harison seconded the motion and all were in favor. Commissioner King accepted the assignment.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**14. SCHEDULE OF 2019 PERSONNEL COMMISSION MEETINGS**

Director Arnoldus presented the proposed Personnel Commission meeting schedule for 2019. The meetings are scheduled to occur the third Thursday of each month.

Commissioner King stated that the Ventura County Planning Commission also meets on the third Thursday of the month in the morning as needed, and that if it becomes a conflict, he would ask that the Commissioners be flexible to perhaps change the week or day. A discussion ensued between the Commissioners and Director Arnoldus regarding the schedule.

**15. RECESS TO CLOSED SESSION**

None

**16. RECONVENE IN OPEN SESSION**

N/A

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

None

**18. 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.

**19. ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:13 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