



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR DECEMBER 17, 2015

Thomas G. Lakin Board Room
District Administrative Center
255 W. Stanley Ave, Suite 150
Ventura, CA 93001

FOUR HUNDRED AND EIGHTY - THIRD

The four hundred and eighty-third meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, December 17, 2015, 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 Dave Fuhrmann Associated Vice Chancellor, Information Technology; Michael Arnoldus, Director of Employment Services/Personnel Commission; Sophia Crocker, Senior Human Resources Analyst; Andrea Ingley, Human Resources Analyst II; 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 10, 2015, Joint Personnel Commission and Board of Trustees meeting as presented were approved.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the November 19, 2015, meeting were approved.

Voted Yes: Commissioner Harison, Commissioner King

6. **CORRESPONDENCE**

None

7. **OLD BUSINESS**

None

8. REPORTS

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the November 10, 2015, Board of Trustees meeting and noted the establishment of one classified position.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 16 current classified recruitments. The *Positions Filled Report* reflected 6 positions filled and 18 positions pending. The *Upcoming Recruitments Report* included 7 upcoming recruitments. The *Classified Study Report* included 3 studies in progress and zero studies on hold.

A discussion ensued between Director Arnoldus and the Commissioners regarding the consistency of the report.

D. Commissioners' Reports

None

9. SCHEDULE OF 2016 PERSONNEL COMMISSION MEETINGS

Director Arnoldus presented the proposed Personnel Commission meeting schedule for 2016. The meetings are scheduled to occur the third Thursday of each month.

On motion by Commissioner King and seconded by Commissioner Manley, the Personnel Commission meeting schedule for 2016 was unanimously approved.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

10. ATTENDANCE AT THE 2016 CSPCA CONFERENCE

It was determined that Commissioner Manley would attend the conference scheduled for February 25 - 28, 2016, in Anaheim, California.

11. ESTABLISHMENT OF A NEW CLASSIFICATION

Network Administrator I

Ms. Crocker discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued among the Commissioners, Director Arnoldus, Associate Vice Chancellor Fuhrmann and Ms. Crocker regarding the new classification specification.

On motion by Commissioner Manley and seconded by Commissioner King, the establishment of the new classification of Network Administrator I at Classification Salary Schedule #310 (\$65,112 - \$89,904/annual) with noted changes was approved.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

12. TITLE CHANGE OF A CLASSIFICATION

From: Network Administrator to Network Administrator II

Director Arnoldus suggested the item be brought back at the next meeting of the Personnel Commission to reflect both the title change and the revision of the classification specification. A discussion ensued between Director Arnoldus and the Commissioners regarding the classification specification. No action was taken.

13. RECLASSIFICATION OF A POSITION

A. Library Assistant

From: Library Assistant

To: Instructional Lab Technician I – Learning Resources

Ms. Crocker presented on the proposed reclassification of a Library Assistant position at Ventura College occupied by Ms. Sarah Downs. A discussion ensued between Director Arnoldus, Ms. Crocker, and the Commissioners regarding the proposal.

On motion by Commissioner King and seconded by Commissioner Manley, the reclassification of the Library Assistant position occupied by Ms. Sarah Downs to the classification of Instructional Lab Technician I – Learning Resources and the reclassification of Ms. Downs subject to passing a qualifying examination was approved.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

B. Maintenance Worker I

From: Maintenance Worker I

To: Maintenance Worker II

Ms. Ingley presented on the proposed reclassification of a Maintenance Worker I position occupied by Mr. David Esquivel at Ventura College. A discussion ensued between Director Arnoldus, Ms. Ingley, and the Commissioners regarding the proposal.

On motion by Commissioner King and seconded by Commissioner Manley, the reclassification of the Maintenance Worker I position occupied by David Esquivel to the classification of Maintenance Worker II and the reclassification of Mr. Esquivel with the position was approved.

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

14. REVISION OF A CLASSIFICATION

Marketing Specialist

Director Arnoldus discussed the revision of the classification specification for Marketing Specialist. A discussion ensued among the Commissioners and Director Arnoldus, regarding the proposed changes.

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

Voted Yes: Commissioner Harison, Commissioner Manley, Commissioner King

- 15. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2016**
Commissioner Harison nominated Commissioner King as Personnel Commission Chair for 2016. Commissioner Manley seconded the motion and all were in favor. Commissioner King accepted the assignment.
- 16. RECESS TO CLOSED SESSION**
None
- 17. RECONVENE IN OPEN SESSION**
N/A
- 18. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**
None
- 19. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**
The date and time of the next scheduled meeting of the Personnel Commission is January 21, 2016, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center at 255 West Stanley Avenue, Suite 150, in Ventura, California.
- 20. ADJOURNMENT**
On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:39 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 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 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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Ventura, CA 93001
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