



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR JULY 17, 2014

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

**FOUR HUNDRED AND
SIXTY-EIGHTH**

The four hundred and sixty-eighth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, July 17, 2014 at 5:00 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

Commissioner Gonzales called the meeting to order at 5:00 p.m.

2. ROLL CALL

In attendance were Commissioners David Gonzales, Barbara Harison, 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

Prior to closed session, Commissioner Gonzales allowed public comments regarding agenda items. Ms. Olivia Long, Curriculum Technician at Ventura College, addressed the Commission. Ms. Long expressed her appreciation to Director Arnoldus and the Commission regarding their work on the request to amend Personnel Commission Rule 295.

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the Thursday, June 19, 2014 meeting of the Personnel Commission were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

5. CORRESPONDENCE

None

6. OLD BUSINESS

Director Arnoldus stated that a report for the Disciplinary Action Appeal Hearing for Employee #900242350 would be completed by the end of the month. Director Arnoldus informed the Commissioners that the report would not include transcripts but a recording would be available for their review.

7. **REPORTS**

A. Classified Employees Representative's Report

Immediately prior to closed session, Commissioner Gonzales allowed the Classified Employees Representative's Report. Peder Nielsen, Classified Senate President from Ventura College, reported on the upcoming appreciation lunch for classified employees at Ventura College. Mr. Nielsen also extended an invitation to the Commissioners and provided directions to the event.

B. Board of Trustees Meeting Report

Director Arnoldus indicated that he had nothing to report as the regularly scheduled Board meeting was moved to July 22, 2014.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included six current classified recruitments. The *Positions Filled Report* reflected seven positions filled and two positions pending. The *Upcoming Recruitments Report* included four upcoming recruitments.

D. Commissioners' Reports

Commissioner Gonzales stated that he met with the Vice Chancellor of Human Resources on a couple of items that he would report in closed session.

8. **REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (FIRST READING)**

Director Arnoldus presented a report for the revision of Personnel Commission Rule 292 and 295. Director Arnoldus stated that in conjunction to looking at the request to amend Personnel Commission Rule 295, he also reviewed the application of the language in Personnel Commission Rule 292.1 and recommended amendments of both rules.

Discussion ensued between the Commissioners and Director Arnoldus, after which the Commissioners requested that Director Arnoldus draft revised language for review at the next Personnel Commission meeting. No action was taken.

9. **ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Management Intern
District Budget Officer

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

On motion by Commissioner Harison and seconded by Commissioner King, the abolishment of the classifications of District Budget Officer and Management Intern were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

10. ESTABLISHMENT OF A NEW CLASSIFICATION

Director Arnoldus presented a new classification specification for Grant Director - California Career Pathways Trust Grant. Director Arnoldus reported the salary placement was based on internal alignment with the District's two existing Grant Director classifications. Discussion occurred between the Commissioners and Director Arnoldus regarding the duties and responsibilities. The Commissioners recommended a few changes.

On motion by Commissioner King and seconded by Commissioner Harison, the establishment of the classification for Grant Director - California Career Pathways Trust Grant was approved with changes at Management Salary Schedule #105.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

11. RECESS TO CLOSED SESSION

Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)

Title: Director of Employment Services/Personnel Commission

Closed session convened at 5:56 p.m.

12. RECONVENE IN OPEN SESSION

Open session reconvened at 6:42 p.m.

Commissioner Gonzales stated that no action was taken in closed session.

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

14. CHANGE OF DATE AND TIME FOR AUGUST 2014 PERSONNEL COMMISSION MEETING

On motion by Commissioner King and seconded by Commissioner Harison, the August 2014 meeting date was changed to August 14, 2014, at 5:30 p.m.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

15. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Harison, the meeting adjourned at 6:45 p.m.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

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
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