



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR MAY 19, 2016

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

FOUR HUNDRED AND EIGHTY-SIXTH

The four hundred and eighty-sixth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, May 19, 2016, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**

Commissioner King 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 John Sinutko, Director of Facilities, Maintenance and Operations at Moorpark College; Michael Arnoldus, Director of Employment Services/Personnel Commission and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner Harison and seconded by Commissioner Manley, the minutes of the April 20, 2016, 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

None

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the May, 10, 2016, Board of Trustees meeting and noted the establishment of one classified position. Director Arnoldus also mentioned the Board took action to approve the contract for the Vice Chancellor of Business and Administrative Services David El Fattal.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 11 current classified recruitments. The *Positions Filled Report* reflected 5 positions filled and 12 positions pending. The *Upcoming Recruitments Report* included 3 upcoming recruitments. The *Classified Study Report* included 4 studies in progress and 0 studies on hold.

D. Commissioners' Reports

Commissioner King stated had spoken with Director Arnoldus regarding placing an item on the next Personnel Commission agenda to discuss the issues brought forth by April Doud, Classified Senate Representative at Moorpark College, concerning noted Personnel Commission Rules.

8. PUBLIC HEARING OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016-2017

There were no comments or questions from the public, after which Commissioner King closed the public hearing.

9. ADOPTION OF THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2016-2017

On motion by Commissioner Manley and seconded by Commissioner Harison, the adoption of the Personnel Commission budget for fiscal year 2016-2017 was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. ESTABLISHMENT OF A NEW CLASSIFICATION

Assistant Director of Facilities, Maintenance, and Operations

Matthew Escobedo, provisional Human Resources Analyst II, discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued among the Commissioners, Director Arnoldus, Director Sinutko, and Mr. Escobedo regarding the new classification specification.

On motion by Commissioner Harison and seconded by Commissioner Manley, the establishment of the new classification with the title of Assistant Director of Facilities, Maintenance, and Operations at Management Salary Schedule #120 (\$85,991.04 - \$115,232.04) was approved with the noted changes.

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 June 30, 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.

15. ADJOURNMENT

On motion by Commissioner Manley and seconded by Commissioner Harison, the meeting adjourned at 5:54 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
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
(805) 652-5521