



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

**PERSONNEL COMMISSION MEETING MINUTES
FOR SEPTEMBER 19, 2019
4:30 p.m.**

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

**FOUR HUNDRED AND
SIXTY-FIFTH**

The five hundred and sixty-fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Wednesday, September 19, 2019, at 4:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

Commissioner King called the meeting to order at 4:30 p.m.

2. ROLL CALL

In attendance were Commissioners Commissioner Barbara Harison, James King, and Sherry Manley. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Andrea Ingley, Senior Human Resources Analyst; and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Michael Haberberger, SEIU Director of Union Relations, requested to speak on item ten during the item.

4. MINUTES

On motion by Commissioner Harison and seconded by Commissioner Manley, the minutes of the August 22, 2019, 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 Maria Urenda, reported that SEIU had campus site meetings that were well attended. At these meetings, employees were provided with updates regarding salary and benefits updates. Ms. Urenda also reported that SEIU is in the process of bargaining and it is moving.

B. Board of Trustees Meeting Report

Director Arnoldus stated that at the September 10, 2019, Board of Trustees meeting the Board took action to approve the establishment of three classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 16 current classified recruitments. The *Positions Filled Report* reflected 13 positions filled and 14 positions pending. The *Upcoming Recruitments Report* included 3 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

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

Director Arnoldus reported that the Classified Salary Study was in progress and that the consultant had provided a draft of the report. Director Arnoldus also reported that he was in the process of setting up a meeting with the consultant and SEIU to answer any questions.

D. Commissioners' Reports

None

8. REVISION OF PERSONNEL COMMISSION RULES

PC Rule 292.2 – Classified Management Employees (first reading)

PC Rule 292.3 – Limited-Term and Provisional Classified Employees (first reading)

Director Arnoldus provided an overview of the proposed changes. Director Arnoldus stated that although it was the first reading, Commission could consider taking action to approve the proposed changes.

A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed changes.

On motion by Commissioner Manley, and seconded by Commission King, the amendment of Personnel Commission Rules 292.2 and 292.3 were approved with noted changes.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

9. REVISION OF A CLASSIFICATION SPECIFICATION

Vice Chancellor, Human Resources

Director Arnoldus discussed the proposed revisions for the classification specification for Vice Chancellor, Human Resources. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed changes.

On motion by Commissioner Harison and seconded by Commissioner Manley, the revision of the classification specification for Vice Chancellor, Human Resources was approved with noted changes.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

10. ESTABLISHMENT OF NEW CLASSIFICATIONS

Before Director Arnoldus presented on the proposed establishment of new classifications, Commissioner King addressed Mr. Haberberger and asked if he would like to speak before the item. Mr. Haberberger indicated he would like to speak before item 10(b).

A. Director of Outreach and Marketing

Director Arnoldus discussed the proposed establishment for the classification specification for Director of Outreach and Marketing. A discussion ensued among the Commissioners, Director Arnoldus, and President Sanchez of Oxnard College regarding the proposed classification.

On motion by Commissioner Manley and seconded by Commissioner Harison, the establishment of the new classification of Director of Outreach and Marketing at Management Salary Schedule #90 (\$78,069 - \$104,613/annual) was approved.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

B. Marketing and Communications Supervisor

Before the item was presented, Commissioner King called on Mr. Haberberger to speak. Mr. Haberberger read several duties from the existing classification for the Administrative Officer to the Chancellor and Board of Trustees. He expressed his concern that the duties being presented for the new classification of Marketing and Communications Supervisor had conceptual overlap.

Ms. Ingley discussed the proposed establishment for the classification specification Marketing and Communications Supervisor. A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Ingley regarding the proposed classification.

On motion by Commissioner Harison and seconded by Commissioner Manley, the establishment of the new classification of Marketing and Communications Supervisor at Supervisor Salary Schedule #295 (\$62,952 - \$87,432/annual) was approved with noted changes.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

11. ABOLISHMENT OF AN UNUSED CLASSIFICATION

Instructional Lab Technician I – Learning Center

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 Harison and seconded by Commissioner Manley, the abolishment of the classification for Instructional Lab Technician I – Learning Center was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

12. DISCUSSION REGARDING MODIFICATION OF PERSONNEL COMMISSION AGENDA MATERIALS

Discussion ensued regarding the guidelines for changes made to supporting documentation for agenda items prior to the meeting. It was determined that any changes made to the supporting materials be available by 3:00 p.m. the day prior to the meeting for the Commissioners and the public.

13. EXTENSION OF OUT-OF-CLASS ASSIGNMENT

Vice President of Business Services – Oxnard College

A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed extension.

On motion by Commissioner Manley and seconded by Commissioner Harison, a (90) day extension per Personnel Commission rule 299 was approved for the Vice President of Business Services at Oxnard College.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

14. RECESS TO CLOSED SESSION

None

15. RECONVENE IN OPEN SESSION

N/A

16. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

17. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is October 17, 2019, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

18. ADJOURNMENT

On motion by Commissioner Manley and seconded by Commissioner Harison, the meeting adjourned at 5:30 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, 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
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