



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR OCTOBER 15, 2015

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

#### FOUR HUNDRED AND EIGHTIETH

The four hundred and eightieth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 15, 2015, at 4:30 p.m.

#### ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**

Commissioner Harison called the meeting to order at 4:30 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; Sophia Crocker, Senior Human Resources Analyst; Andrea Ingley, Human Resources Analyst II; Jillian Sturek, Executive Assistant. Peder Nielsen, Classified Senate President, Ventura College.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the September 17, 2015, meeting were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

5. **SELECTION OF PERSONNEL COMMISSIONER**

Joint appointment of Personnel Commissioner for 2016-2018

A. Discuss process and interview questions

Director Arnoldus gave a brief overview of the process and explained the start times for each candidate. A discussion ensued between the Commissioners and Director Arnoldus regarding the process and the interview questions.

B. Conduct interviews

The Personnel Commission interviewed Ms. Victoria Lugo, Ms. Sherry Manley Dreher and Mr. Guillermo Partida.

C. Select joint appointee

The Commissioners discussed each candidate.

On motion by Commissioner King and seconded by Commissioner Harison, the selection of the 2016-2018 Joint Personnel Commissioner appointment of Ms. Sherry Manley Dreher was approved.

Voted Yes: Commissioner King, Commissioner Harison

**6. CORRESPONDENCE**

Director Arnoldus discussed a letter sent by Board Chair Dianne McKay accepting the request by the Personnel Commission for a joint Personnel Commission / Board meeting.

**7. OLD BUSINESS**

None

**8. REPORTS**

A. Classified Employees Representative's Report

Mr. Nielsen reported on Ventura College initiatives regarding AB-2558 "Community Colleges: Faculty and Staff Development".

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the October 13, 2015, Board of Trustees meeting and noted the establishment of five classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 15 current classified recruitments. The *Positions Filled Report* reflected 14 positions filled and 11 positions pending. The *Upcoming Recruitments Report* included 7 upcoming recruitments. The *Classified Study Report* included 3 studies in progress and no studies on hold.

A discussion ensued between Director Arnoldus and the Commissioners regarding current Classification Studies in progress.

D. Commissioners' Reports

None

**9. RECESS TO CLOSED SESSION**

None

**10. RECONVENE IN OPEN SESSION**

N/A

**11. REVISION OF CLASSIFICATION SPECIFICATIONS**

A. Payroll Technician

Ms. Crocker discussed the revision of the classification specification for Payroll Technician. A discussion ensued among the Commissioners, Director Arnoldus and Ms. Crocker regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Gonzales, the revision of the classification specification for Payroll Technician was approved with the noted change.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

B. Senior Payroll Technician

Ms. Crocker discussed the revision of the classification specification for Senior Payroll Technician. A discussion ensued among the Commissioners, Director Arnoldus and Ms. Crocker regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Gonzales, the revision of the classification specification for Senior Payroll Technician was approved with the noted change.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

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

None

13. **DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next scheduled meeting of the Personnel Commission is October 22, 2015, 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.

14. **ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting adjourned at 6:47 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  
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