



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR FEBRUARY 20, 2014

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

#### **FOUR HUNDRED AND SIXTY-FOURTH**

The four hundred and sixty fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, February 20, 2014, at 5:30 p.m.

#### **1. CALL TO ORDER**

Commissioner Gonzales called the meeting to order at 5:30 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; Michael Shanahan, Vice Chancellor of Human Resources; Sophia Spiteri, Human Resources Analyst II; and Jillian Sturek, Executive Assistant, Human Resources.

#### **3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

#### **4. MINUTES**

Commissioner King requested clarification on several motions and seconded motions from the minutes of the December 19, 2013, Personnel Commission meeting. Director Arnoldus suggested a review of the minutes and approval to be considered at the next Personnel Commission meeting. Commissioner Gonzales raised a question regarding formatting of future votes. Director Arnoldus suggested two options: (1) not listing individual votes when unanimous; or (2) listing each Commissioner's name and vote. Commissioner Gonzales requested that the minutes list each Commissioner's name and vote. No action was taken to approve the December 19, 2013 Personnel Commission meeting minutes.

#### **5. CORRESPONDENCE**

None

#### **6. OLD BUSINESS**

Director Arnoldus reported on the disciplinary action appeal hearing for employee #900000558, confirming that the request for appeal had been withdrawn. Each Commissioner received a copy of the employee's letter withdrawing the appeal. Commissioner Gonzales asked if the request for withdrawal was timely, and Director Arnoldus confirmed that the District did incur costs associated with cancelling the services of the hearing officer.

## 7. REPORTS:

### A. Classified Employees Representative's Report

Peder Nielsen, Classified Senate President from Ventura College, reported on the upcoming full-day retreat for classified employees at Ventura College. Commissioner King stated it was great to see that the classified staff are holding a retreat. The Commissioners and Mr. Nielsen discussed the event logistics and activities.

### B. Board of Trustees Meeting Report

Mr. Arnoldus recapped various items discussed at the January 21, 2014, Board of Trustees meeting.

### C. Director's Report

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

### D. Commissioners' Reports:

Commissioner Harison reported on the annual CSPCA conference held February 6 – February 9, 2014. She noted several workshop topics of interest including *Multi-Generational Workforce, Legislative, and Leadership*.

## 8. ESTABLISHMENT OF A NEW CLASSIFICATION

### Sports Information Specialist (Classified Salary Schedule #235; \$3,511-\$4,855/month)

Ms. Spiteri reported that Ventura College requested establishment of a new classification to perform duties pertaining to the management of sports information for the college's athletics program. Ms. Spiteri discussed the duties of the proposed classification and the salary recommendations based on the analysis of seven community college districts in Southern California. Director Arnoldus noted that the duties associated with the proposed classification have historically been performed by professional experts and a need has been recognized to bring these positions into the classified service. Discussion ensued between the Commission and Director Arnoldus regarding professional experts, salary placement, and the representative duties.

On motion by Commissioner King, seconded by Commissioner Harison, the establishment of the classification of Sports Information Specialist was approved.

Yes: Commissioner King, Commissioner Harison, and Commissioner Gonzales

## 9. POLICIES AND PROCEDURES PERTAINING TO THE RECRUITMENT AND SELECTION OF EXECUTIVE CLASSIFIED MANAGEMENT

The Commission and Director Arnoldus discussed the Board's policy and procedure pertaining to the recruitment and selection of academic and classified Vice Chancellor(s). Commissioner King suggested a possible modification of *Administrative Procedure 7120-A Recruitment and Hiring Vice Chancellor(s)*, to include an exception for recruitments of classified Vice Chancellors. Commissioner King requested, with confirmation from Commissioner Gonzales, that the Vice Chancellor of Human Resources consider making changes to the procedure. Director Arnoldus indicated that he will discuss this issue with the Vice Chancellor of Human Resources and will provide a status report to the Commission at a future meeting.

**10. RECESS TO CLOSED SESSION**

None

**11. RECONVENE IN OPEN SESSION**

N/A

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

None

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

The date and time of the next regularly-scheduled meeting of the Personnel Commission is March 20, 2014, at 5:30 p.m. The meeting will take place in the Dr. Thomas G. Lakin Boardroom at the District Administrative Center, 255 West Stanley Avenue, Suite 150, in Ventura, California.

**14. ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Harison, 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: Ventura County Community College District Administrative Center, 255 West Stanley Avenue, Suite 150, Ventura, California 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, California 93001; (805) 652-5513.