



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR JUNE 19, 2014

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

FOUR HUNDRED AND SIXTY-SEVENTH

The four hundred and sixty-seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, June 19, 2014 at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

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; and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the Thursday, May 15, 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 the Personnel Commission budget for fiscal year 2015 was approved by the Ventura County Office of Education with two minor changes that were made due to rounding errors.

7. **REPORTS**

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus indicated that he was not in attendance and noted the new Chief of Police was sworn in at the meeting.

C. Director's Report

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

D. Commissioners' Reports

None

8. **DISCUSSION OF PERSONNEL COMMISSION RULE 295**

The Commission allowed Ms. Olivia Long, Curriculum Technician at Ventura College, to address the Commission. Ms. Long requested an amendment of the Personnel Commission Rule 295 with a retroactive date of May 16, 2013, and the basis for the proposed amendment request.

Director Arnoldus presented a conceptual framework for a revision of Rule 295 based on proposed changes to Rule 292.

Discussion ensued between the Commissioners and Director Arnoldus, after which the Commissioners requested that Director Arnoldus draft language for review at the July 17, 2014 Personnel Commission meeting. No action was taken.

9. **RECESS TO CLOSED SESSION**

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

Title: Director of Employment Services/Personnel Commission

B. Public Employee Discipline/Dismissal/Release (Pursuant to Government Code section 54957)

Consideration of Disciplinary Action Appeal Hearing for Employee# 900056288

Closed session convened at 6:30 p.m.

10. **RECONVENE IN OPEN SESSION**

Open session reconvened at 6:50 p.m.

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

11. **DETERMINATION/SELECTION OF HEARING OFFICER FOR DISCIPLINARY ACTION APPEAL HEARING**

The Commission decided to appoint a hearing officer for the disciplinary action hearing for employee # 900056288.

On motion by Commission King and seconded by Commissioner Harison, the motion to retain a hearing officer was approved.

Voted: Commissioner Gonzales, Commissioner Harison, Commissioner King

The Commissioners discussed the selection of hearing officers from the list provided by Director Arnoldus and selected the following individuals to serve in order of priority: David Hart, Edward Lacey, Kristine Kwong and Patricia Barrett.

On motion by Commissioner Harison and seconded by Commissioner King, the motion to select a hearing officer in order of priority was approved.

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 regularly scheduled meeting of the Personnel Commission is July 17, 2014, at 5:00 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 Harison, the meeting adjourned at 7:00 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
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