



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR AUGUST 26, 2014

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

FOUR HUNDRED AND SIXTY-NINTH

The four hundred and sixty-ninth meeting of the Personnel Commission of the Ventura County Community College District was held on Tuesday August 26, 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, Sophia Crocker, Human Resources Analyst II; and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Ms. Olivia Long, Curriculum Technician from Ventura College addressed the Commission regarding item eight on the agenda.

4. MINUTES

Commissioner King noted an error in the time in which the July 17, 2014 meeting was called to order.

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the Thursday, July 14, 2014 meeting were approved with the correction of the error noted.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

Ms. Olivia Long, Curriculum Technician from Ventura College reported on behalf of Mr. Peder Nielsen, Classified Senate President from Ventura College. Ms. Long reported on the logistics and details of the upcoming Classified Senate Scholarship Fundraiser to be held on September 10, 2014.

B. Board of Trustees Meeting Report

Director Arnoldus indicated that he was in attendance and noted the approval of several new positions that were presented and approved for establishment.

Discussion ensued between Director Arnoldus and the Commissioners on the details of the positions approved for establishment. Director Arnoldus indicated that he felt this was an item of interest as it would have an impact on workload.

C. Director's Report

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

D. Commissioners' Reports

Commissioner King reported that Chair Gonzales and he had the privilege of attending the Classified Employee Appreciation event at Ventura College and expressed his appreciation for the invitation.

Chair Gonzales reported that he also had the privilege of attending the Classified Employee Appreciation event and described the positive reception by the attendees. Chair Gonzales also expressed his appreciation for the invitation.

8. REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (SECOND READING)

This item was tabled for discussion at a future meeting at the request of the Vice Chancellor, Human Resources.

9. REVISION OF A CLASSIFICATION SPECIFICATION

Learning Resources Supervisor

Sophia Crocker, Human Resources Analyst II, discussed the proposed revision of the classification specification for Learning Resources Supervisor. A discussion ensued between Director Arnoldus, Ms. Crocker, and the Commissioners regarding the details of the revised language.

On motion by Commissioner King, and seconded by Commissioner Harison, the revision of the classification specification for Learning Resources Supervisor was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

10. ESTABLISHMENT OF A NEW CLASSIFICATION

Benefits Technician

Sophia Crocker, Human Resources Analyst II, discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued between Director Arnoldus, Ms. Crocker, Gary Maehara (Director of Human Resources Operations) and the Commissioners regarding internal alignment and minimum qualifications.

On motion by Commissioner King and seconded by Commissioner Harison, the establishment of the new classification of Benefits Technician at Classified Confidential Salary Schedule #230 (\$43,104 - \$59,568/annual) was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

11. RECESS TO CLOSED SESSION

Director Arnoldus recommended that item eleven be pulled from the agenda as the employee number listed was incorrect. The item will be placed on an agenda.

12. RECONVENE IN OPEN SESSION

N/A

13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

14. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Harison, the meeting adjourned at 6:05 p.m.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

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
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