



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR APRIL 19, 2018

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

FIVE HUNDRED AND FOURTH

The five hundred and fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, April 19, 2018, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

Commissioner Harison called the meeting to order at 5:30 p.m.

2. ROLL CALL

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

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Manley, the minutes of the March 15, 2018, 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

Correspondence received by Sebastian Szczebiot, Classified Senate President of Ventura College, was reviewed by the Commission.

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the March 20, 2018, Board of Trustees meeting or the April 10, 2018, 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 10 current classified recruitments. The *Positions Filled Report* reflected 13 positions filled and 7 positions pending. The *Upcoming Recruitments Report* included 9 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

A discussion ensued between Director Arnoldus and the Commissioners regarding current recruitments and the classification studies in progress. Director Arnoldus also gave an update regarding the status of the Human Resources staff vacancies and the impact on recruiting. Chair Harison noted she would contact the Vice Chancellor of Human Resources to discuss the vacancies and the impact on recruiting.

D. Commissioners' Reports

None

8. **PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2018 - 2019**

Director Arnoldus presented the proposed Personnel Commission budget for fiscal year 2018 – 2019. Discussion ensued between Director Arnoldus and the Commissioners regarding the proposed budget for fiscal year 2018 – 2019.

Director Arnoldus stated that the budget would be presented for public hearing and approved at the May Commission meeting.

9. **REVISION OF PERSONNEL COMMISSION RULES 133 AND 292.2 (SECOND READING)**

Director Arnoldus gave a brief overview of the proposed amendments for rules 133 and 292.3.

On motion by Commissioner King, and seconded by Commission Manley, the amendment of Personnel Commission Rule 133, was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

On motion by Commissioner Manley, and seconded by Commission King, the amendment of Personnel Commission Rule 292.2, was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. **REVISION OF CLASSIFICATION SPECIFICATIONS**

A. Community College Police Officer Lieutenant

B. Community College Police Officer I

C. Community College Police Officer II – Sergeant

Ms. Low discussed the proposed revisions of the classification specifications for Community College Police Officer Lieutenant, Community College Police Officer I and Community College Police Officer II – Sergeant. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed changes.

On motion by Commissioner Manley and seconded by Commissioner King, the revised classification specifications for Community College Police Officer Lieutenant, Community College Police Officer I and Community College Police Officer II - Sergeant were approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

11. ABOLISHMENT OF AN UNUSED CLASSIFICATION SPECIFICATION

Community College Police Officer – Lateral Entry

Ms. Low stated that there were currently no positions assigned to the classification and there was no foreseeable need for this classification in the future, the classification was recommended for abolishment.

On motion by Commissioner King and seconded by Commissioner Manley, the abolishment of the classification of Community College Police Officer – Lateral Entry was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

12. RECESS TO CLOSED SESSION

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

Title: Director of Employment Services/Personnel Commission

Closed session convened at 6:07 p.m.

13. RECONVENE IN OPEN SESSION

Open session reconvened at 6:15 p.m.

Commissioner Harison stated that there was nothing to report.

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is May 19, 2018, 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.

16. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Manley, the meeting adjourned at 6:17 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, Suite 200, 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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