



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR JULY 3, 2019

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

FOUR HUNDRED AND SIXTY-THIRD

The five hundred and sixty-third meeting of the Personnel Commission of the Ventura County Community College District was held on Wednesday, July 3, 2019, at 5:30 p.m.

ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. CALL TO ORDER

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

2. ROLL CALL

In attendance were Commissioners Sherry Manley and James King. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Andrea Ingley, Senior Human Resources Analyst; Claudia Barragan, Human Resources Analyst II; Jenine Daly, Human Resources Analyst I; and Jillian Sturek, Executive Assistant.

Absent: Commissioner Barbara Harison

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner Manley and seconded by Commissioner King, the minutes of the May 16, 2019, meeting were approved.

Voted Yes: Commissioner King, Commissioner Manley

On motion by Commissioner King and seconded by Commissioner Manley, the minutes of the June 26, 2019, meeting were approved.

Commissioner King noted there was no quorum as he was the only Commissioner present at the June 26, 2019, meeting.

Voted Yes: Commissioner King, Commissioner Manley

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. **REPORTS**

A. Classified Employees Representative's Report

Ms. Dana Boynton, SEIU Steward, Oxnard College, reported that they welcomed a new Steward from Oxnard College, Ronillo Lacson, and that negotiations were to resume at the end of July. She also reported that SEIU was pleased to see the rule revisions presented later in the agenda.

B. Board of Trustees Meeting Report

Director Arnoldus stated that he had nothing to report given that the Board of Trustees had not met since the last Personnel Commission meeting held on June 26, 2019.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 24 current classified recruitments. The *Positions Filled Report* reflected 20 positions filled and 5 positions pending. The *Upcoming Recruitments Report* included 9 upcoming recruitments. The *Classified Study Report* included 1 study in progress.

A discussion ensued between the Commissioners and Director Arnoldus regarding the positions pending.

Director Arnoldus reported that the Classified Salary Study was in progress and that the consultant estimated it would be completed in August.

D. Commissioners' Reports

None

8. **REVISION OF A CLASSIFICATION SPECIFICATION**

Costume Technician

Ms. Barragan discussed the proposed revisions for the classification specification for Costume Technician. A discussion ensued among the Commissioners, Director Arnoldus and Ms. Barragan regarding the proposed changes.

On motion by Commissioner Manley and seconded by Commissioner King, the revision of the classification specification for Costume Technician was approved with noted changes.

Voted Yes: Commissioner King, Commissioner Manley

9. **TITLE CHANGE AND REVISION OF A CLASSIFICATION SPECIFICATION**

Dental Hygiene Administrative Assistant

Ms. Barragan discussed the basis for the title change to Dental Assistant. Discussion ensued among the Commissioners, Director Arnoldus, and Ms. Barragan regarding the proposed changes.

On motion by Commissioner Manley and seconded by Commissioner King, the title change from Dental Hygiene Administrative Assistant to Dental Assistant, and the revisions to the classification specification were approved with noted changes.

Voted Yes: Commissioner King, Commissioner Manley

10. RETITLE AND REVISION OF PERSONNEL COMMISSION RULES

PC Rule 133 – Eligibility (second reading)

PC Rule 292 – Initial Appointment (second reading)

PC Rule 293 – Salary Step Advancements within Class for Regular Employees and Restricted Employees (second reading)

PC Rule 298 – Reinstatement (second reading)

Director Arnoldus gave a brief overview of the proposed amendments for rules 133, 292, 293 and 298.

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

Voted Yes: Commissioner King, Commissioner Manley

On motion by Commissioner Manley, and seconded by Commission King, the amendment of Personnel Commission Rule 292.3, was approved.

Voted Yes: Commissioner King, Commissioner Manley

On motion by Commissioner Manley, and seconded by Commission King, the amendment of Personnel Commission Rule 293.1, was approved.

Voted Yes: Commissioner King, Commissioner Manley

On motion by Commissioner Manley, and seconded by Commission King, the amendment of Personnel Commission Rule 298, was approved.

Voted Yes: Commissioner King, Commissioner Manley

11. INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE STUDY

A discussion ensued between Commissioner King and Director Arnoldus regarding the Institutional Effectiveness Partnership Initiative Study and the recommendations for the Human Resources Department. No action was taken.

12. DESIGNATION OF CONTINUOUS EXAMINATIONS

Director Arnoldus presented on the designation of continuous examinations. A discussion ensued between Commissioner King and Director Arnoldus regarding the potential for designation of all exams as continuous.

13. DISCUSSION REGARDING CHANGING THE DATE OF THE AUGUST PERSONNEL COMMISSION MEETING

A discussion ensued between the Commissioners and Director Arnoldus regarding changing the August meeting date. After discussion it was determined the tentative date for the August meeting would be changed to August 8, 2019.

14. RECESS TO CLOSED SESSION

None

15. RECONVENE IN OPEN SESSION

N/A

16. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

17. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is August 8, 2019, 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.

18. ADJOURNMENT

On motion by Commissioner Manley and seconded by Commissioner King, the meeting adjourned at 6:53 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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