



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

---

### PERSONNEL COMMISSION MEETING MINUTES FOR AUGUST 22, 2019

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

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

The five hundred and sixty-fourth meeting of the Personnel Commission of the Ventura County Community College District was held on Wednesday, August 22, 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 Commissioner Barbara Harison, James King, and Sherry Manley. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Andrea Ingley, Senior Human Resources Analyst; and Jillian Sturek, Executive Assistant.

**3. PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

**4. MINUTES**

On motion by Commissioner Manley and seconded by Commissioner King, the minutes of the July 3, 2019, meeting were approved.

Voted Yes: Commissioner King and Commissioner Manley

Abstain: Commissioner Harison

A discussion was held regarding the minutes for the Joint Personnel Commission and Board of Trustees meeting held on June 11, 2019. Commissioner King noted that Vice-Chair Larry Kennedy was not present as listed. No action was taken.

**5. CORRESPONDENCE**

None

**6. OLD BUSINESS**

None

## 7. REPORTS

### A. Classified Employees Representative's Report

Chief Steward Maria Urenda, reported that a review of a preliminary report and a semi-final report occurred during a meet with Director Arnoldus and members of the SEIU team. The next step will be to meeting with a representative from Gallagher. Ms. Urenda also reported that SEIU is in the process of bargaining and there was nothing currently to report.

### B. Board of Trustees Meeting Report

Director Arnoldus stated that at the August 13, 2019, Board of Trustees meeting the Board took action to approve the establishment of three classified positions.

### C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 30 current classified recruitments. The *Positions Filled Report* reflected 27 positions filled and 11 positions pending. The *Upcoming Recruitments Report* included 3 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

A discussion ensued between the Commissioners and Director Arnoldus regarding the Classified Studies in progress. Additional discussions ensued between the Commissioners and Director Arnoldus regarding current recruitments and positions pending being filled.

Director Arnoldus reported that the Classified Salary Study was in progress and that the consultant has provided a preliminary data but we have not yet received their recommendations.

### D. Commissioners' Reports

None

## 8. ESTABLISHMENT OF A NEW CLASSIFICATION

### Zoo Development Coordinator

Ms. Ingley discussed the basis for the establishment of the proposed classification, the changes previously requested by the Personnel Commission, and the associated salary.

Commissioner King stated that a change was sent out just hours before the meeting and wanted to know if a discussion item could be added to a future meeting.

Director Arnoldus introduced members of the audience from Moorpark College which included: Julius Sokenu, President, Moorpark College; Silvia Barajas, Vice President of Business Services; James Schuelke, Director of Institutional Advancement, Communication and Marketing; Mary Rees, Interim Vice President of Academic Affairs; Michlyn Hines, Teaching Zoo Operations Supervisor.

A discussion ensued among the Commissioners, Director Arnoldus, and Ms. Ingley regarding the proposed classification.

On motion by Commissioner Manley and seconded by Commissioner Harison, the establishment of the new classification of Zoo Development Coordinator at Classified Salary Schedule #285 (\$60,168-\$82,944/annual) was approved with a noted change.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

**9. EXTENSION OF OUT-OF-CLASS ASSIGNMENTS**

Director of Employment Services/Personnel Commission

Director of Employee Relations and Human Resources Operations

Director Arnoldus introduced Ms. Laura Barroso, Director of Employee Relations and Human Resources Operations. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed extensions. No action was taken.

**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 scheduled meeting of the Personnel Commission is September 19, 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.

**14. ADJOURNMENT**

On motion by Commissioner Harison and seconded by Commissioner Manley, the meeting adjourned at 6:13 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  
Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010  
(805) 652-5521