



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES

FOR NOVEMBER 21, 2019

5:30 p.m.

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

**FOUR HUNDRED AND
SIXTY-SIXTH**

The five hundred and sixty-sixth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, November 21, 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 Barbara Harison, James King, and Sherry Manley. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; Andrea Ingley, Senior Human Resources Analyst; Claudia Barragan; Human Resources Analyst II; and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

None

4. MINUTES

On motion by Commissioner Manley and seconded by Commissioner Harison, the minutes of the October 17, 2019, 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

Commissioner King stated that a Classified Employees Representative Report was received by Commission staff from Ms. Maria Urenda, Chief SEIU Steward, for the Commissioners to review. A discussion followed regarding the SEIU's appointment to the Personnel Commission.

B. Board of Trustees Meeting Report

Director Arnoldus stated that at the November 12, 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 14 current classified recruitments. The *Positions Filled Report* reflected 13 positions filled and 7 positions pending. The *Upcoming Recruitments Report* included 6 upcoming recruitments. The *Classified Study Report* included one study completed and one study in progress.

A discussion ensued between the Commissioners and Director Arnoldus regarding the Positions Filled Report.

Director Arnoldus reported that he had received a draft of the final Classified Salary Study report from the consultant, and that he was in the process of scheduling a meeting with the consultant and SEIU to review the report. Director Arnoldus also indicated that the intent was to bring it to the Board of Trustees in January. Commissioner King asked if the Commission would be afforded an opportunity to review the report. Director Arnoldus indicated that once he had received a final report that he would bring it to the Commission. Commissioner King then asked if the Commission would see it before the Board took action. Director Arnoldus indicated that he was not expecting the Board to take action as it would be presented as an information item. Director Arnoldus then stated that if it was ready to go to the Board in January it could be brought to the January Commission meeting.

D. Commissioners' Reports

Commissioner Harison reported that December would be her last meeting.

Commissioner King stated he had nothing to report but wanted to use the time to request that a portion of the December meeting be utilized to recognize Commissioner Harison for her outstanding service to the District and to the Personnel Commission.

8. EXTENSION OF AN OUT-OF-CLASS ASSIGNMENT

Senior Accounting Technician at Oxnard College

Director Arnoldus presented the request for an extension of an out-of-classification assignment for a Senior Accounting Technician at Oxnard College per Personnel Commission Rule 299. Christopher Renbarger, Interim Vice President of Business Services at Oxnard College, addressed the Commission regarding the out-of-class assignment. A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed extension.

On motion by Commissioner Harison and seconded by Commissioner Manley, a (90) day extension was approved for the Senior Accounting Technician at Oxnard College.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

9. RECLASSIFICATION OF A POSITION

Accounting Technician at the District Administrative Center

Ms. Claudia Barragan discussed the proposed reclassification of the Accounting Technician position at the District Administrative Center. A discussion ensued among the Commissioners, Ms. Barragan, and Director Arnoldus regarding the proposed reclassification.

On motion by Commissioner Manley and seconded by Commissioner Harison, the reclassification of the Accounting Technician position occupied by Jessica Lau to the classification of Senior Accounting Technician with the requirement that Ms. Lau pass a qualifying exam prior to placement in the reclassified position.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

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 December 11, 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.

14. ADJOURNMENT

On motion by Commissioner Manley and seconded by Commissioner Harison, the meeting adjourned at 6:06 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, 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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