VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES
FOR DECEMBER 11, 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-SEVENTH

The five hundred and sixty-seventh meeting of the Personnel Commission of the Ventura County Community College District was held on Wednesday, December 11, 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; and Jillian Sturek, Executive Assistant.

3. PUBLIC COMMENTS REGARDING AGENDA ITEMS

Commissioner King acknowledged he had received three requests to speak. He confirmed that Ms. Maria Urenda, SEIU Chief Steward, wished to speak on agenda item eight. He also confirmed that Ms. Dana Boynton, Library Technician from Ventura College, requested to speak on agenda items nine and fifteen.

4. MINUTES

On motion by Commissioner Manley and seconded by Commissioner Harison, the minutes of the November 21, 2019, meeting were approved with noted changes.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

5. CORRESPONDENCE

None

6. OLD BUSINESS

None

7. REPORTS

A. Classified Employees Representative's Report

Ms. Maria Urenda, Chief SEIU Steward, reported that SEIU held meetings at each site to provide updates regarding negotiations and benefits. Ms. Urenda mentioned that negotiations were scheduled for December 13th and 17th, and that there was also a meeting schedule for December 20, 2019, with the consultant to go over the salary study.

B. Board of Trustees Meeting Report
Director Arnoldus stated that at the next Board of Trustees Meeting had not yet occurred and is scheduled for Tuesday, December 17, 2019, therefore, there was nothing to report.

C. Director's Report
Director Arnoldus reviewed the *Current Recruitments Report* that included 10 current classified recruitments. The *Positions Filled Report* reflected 9 positions filled and 7 positions pending. The *Upcoming Recruitments Report* included 2 upcoming recruitments. The *Classified Study Report* included one study completed and one study in progress.

Director Arnoldus reported that he had set-up a meeting with SEIU and the consultant to go over the Classified Salary Study.

D. Commissioners' Reports
None

8. RECOGNITION OF SERVICE

Ms. Barbara Harison, Personnel Commissioner

Commissioner King honored Commissioner Harison for her 21 years of service with the Commission.

Commissioner Harison spoke regarding her years of service and thanked the Commission staff and colleagues for their support.

Commissioner King introduced Ms. Urenda who presented Ms. Harison with a plaque for her service.

Commissioner King then called for a short recess at 5:45 p.m. in recognition of Commissioner Harison.

The meeting reconvened at 6:00 p.m.

9. REVISION OF A CLASSIFICATION SPECIFICATION

Library Assistant

Prior to the item Commissioner King called on Ms. Boynton to address the Commission. Ms. Boynton acknowledged the dedication of all parties involved and indicated she was pleased with the changes.

Ms. Ingley discussed the proposed revisions for the classification specification of Library Assistant. A discussion ensued among the Commissioners, Director Arnoldus, Ms. Ingley, and Ms. Boynton regarding the proposed changes.

On motion by Commissioner Harison and seconded by Commissioner Manley, the revision of the classification specification for Library Assistant was approved.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

10. ATTENDANCE AT THE 2020 CSPCA CONFERENCE

February 20 - 22, 2020, San Francisco, California

A discussion ensued among the Commissioners regarding attendance at the conference. Commissioner King, and Commissioner Manley indicated they were unable to attend. Commissioner King and Commissioner Manley suggested that perhaps the new Commissioner would be able to attend. No action was taken.

11. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2020

Commissioner Harison nominated Commissioner Manley for Personnel Commission Chair for 2020. Commissioner King seconded the motion and all were in favor. Commissioner Manley accepted the assignment.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

12. SCHEDULE OF 2020 PERSONNEL COMMISSION MEETINGS

Director Arnoldus presented the proposed Personnel Commission meeting schedule for 2020. The meetings are scheduled to occur the third Thursday of each month with the exception of January which is currently scheduled for Wednesday, January 22, 2020.

Commissioner King stated that the Ventura County Planning Commission also meets on the third Thursday of the month in the morning as needed, and that if it becomes a conflict, he would ask that the Commissioners be flexible to perhaps change the week or day.

13. RECESS TO CLOSED SESSION

None

14. RECONVENE IN OPEN SESSION

N/A

15. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

Commissioner King introduced Ms. Boynton to speak regarding a non-agenda item. Ms. Boynton informed the Personnel Commission regarding intent of the establishment of part-time position or an existing classification at Ventura College.

Commissioner King acknowledged Ms. Boynton's comments. No action was taken.

16. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next scheduled meeting of the Personnel Commission is January 22, 2020, 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.

17. ADJOURNMENT

Commissioner King adjourned the meeting in honor of Commissioner Harison.

On motion by Commissioner Manley and seconded by Commissioner King, the meeting adjourned at 6:20 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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