



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR AUGUST 31, 2015

Thomas G. Lakin Board Room
District Administrative Center
255 W. Stanley Ave, Suite 150
Ventura, CA 93001

FOUR HUNDRED AND SEVENTY-EIGHTH

The four hundred and seventy-eighth meeting of the Personnel Commission of the Ventura County Community College District was held on Monday, August 31, 2015, 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 David Gonzales, Barbara Harison, and James King. Others present included Bernard Luskin, Chancellor; Michael Shanahan, Vice Chancellor of Human Resources; Michael Arnoldus, Director of Employment Services/Personnel Commission; Sophia Crocker, Senior Human Resources Analyst; and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner King and seconded by Commissioner Gonzales, the minutes of the Thursday, June 18, 2015, meeting were approved with a noted date change.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

On motion by Commissioner Gonzales and seconded by Commissioner Harison, the minutes of the Thursday, August 6, 2015, meeting were approved with noted corrections in items 7D and 8. Commissioner King was not present at the August 6, 2015, meeting and abstained from the vote.

Voted Yes: Commissioner Gonzales and Commissioner Harison

Abstained: Commissioner King

5. **CORRESPONDENCE**

None

6. **OLD BUSINESS**

None

7. **REPORTS**

A. Classified Employees Representative's Report

None

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the August 11, 2015, Board of Trustees meeting and noted the establishment of three classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 16 current classified recruitments. The *Positions Filled Report* reflected 12 positions filled and 13 positions pending. The *Upcoming Recruitments Report* included 4 upcoming recruitments. The *Classified Study Report* included 5 studies in progress and 2 studies on hold.

D. Commissioners' Reports

Commissioner King thanked Commissioner Gonzales for his services with the Commission.

8. **DISCUSSION OF JOINT PERSONNEL COMMISSION AND BOARD OF TRUSTEES MEETING**

Director Arnoldus reported that more specificity was needed with regards to the request for a joint Personnel Commission / Board meeting. Director Arnoldus noted that he would be drafting a letter for presentation by the Chancellor to the Board Chair which would include the specific meeting topics as recommended by the Personnel Commission. Discussion ensued among Director Arnoldus and the Commissioners regarding meeting topics.

9. **DISCUSSION OF PERSONNEL COMMISSIONER SELECTION PROCESS**

Director Arnoldus discussed the proposed process and timeline. After discussion, the Commissioners approved the process and timeline.

On motion by Commissioner King and seconded by Commissioner Gonzales the selection process and timeline for the recruitment of a Personnel Commissioner was approved with a noted amendment.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

10. **TITLE CHANGE AND REVISION OF CLASSIFICATION SPECIFICATION**

A. From: Executive Assistant – (Confidential) / To: Executive Assistant to the Vice Chancellor (Confidential)

Director Arnoldus discussed the basis for the proposed title change to Executive Assistant to the Vice Chancellor (Confidential) as well as the changes to the classification specification. A discussion ensued among the Commissioners, Director Arnoldus, Vice Chancellor Shanahan and Chancellor Luskin regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Gonzales, the classification title change from Executive Assistant (Confidential) to Executive Assistant to the Vice Chancellor (Confidential) was approved with the understanding that the one essential duty as noted would be revisited.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

B. From: Director of Administrative Relations / To: Director of Communications and Chief of Staff

Director Arnoldus discussed the basis for the proposed title change to Director of Communications and Chief of Staff as well as the changes to the classification specification. A discussion ensued among the Commissioners, Director Arnoldus, Vice Chancellor Shanahan and Chancellor Luskin regarding the proposed changes.

On motion by Commissioner Gonzales and seconded by Commissioner King, the classification title change from Director of Administrative Relations to Director of Communications and Chief of Staff was approved with the noted changes.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

11. REVISION OF CLASSIFICATION SPECIFICATION

A. Grounds Maintenance Worker

Ms. Crocker discussed the revision of the classification specification for Grounds Maintenance Worker. A discussion ensued among the Commissioners, Director Arnoldus and Ms. Crocker regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Gonzales, the revision of the classification specification for Grounds Maintenance Worker was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

B. Vice Chancellor, Business and Administrative Services

Director Arnoldus discussed the revision of the classification specification of Vice Chancellor, Business and Administrative Services. A discussion ensued between the Commissioners and Director Arnoldus regarding the proposed changes as well as concerns about the salary.

On motion by Commissioner Gonzales and seconded by Commissioner King, the revision of the classification specification for Vice Chancellor, Business and Administrative Services was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

12. RECESS TO CLOSED SESSION

None

13. RECONVENE IN OPEN SESSION

N/A

14. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

15. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is September 17, 2015, at 5:30 p.m. The meeting will take place in the Black Box Theater at Oxnard College at 400 South Rose Avenue, Oxnard, California.

16. **ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting adjourned at 6:31 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 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 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
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