



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR OCTOBER 9, 2014

Ventura County Community College District  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001

#### FOUR HUNDRED AND SEVENTIETH

The four hundred and seventieth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 9, 2014 at 5:30 p.m.

#### ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**

Commissioner Gonzales 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 Michael Arnoldus, Director of Employment Services/Personnel Commission, Sophia Crocker, Human Resources Analyst II; and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the Tuesday, August 26, 2014 meeting were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

5. **CORRESPONDENCE**

None

6. **OLD BUSINESS**

None

7. **RECESS TO CLOSED SESSION**

A. Public Employee Discipline/Dismissal/Release (Pursuant to Government Code section 54957) Consideration of Hearing Officer's Report for Employee #900056288

B. Public Employee Discipline/Dismissal/Release (Pursuant to Government Code section 54957) Consideration of Hearing Officer's Report for Employee #900242350

C. Public Employee Performance Evaluation (Pursuant to Government Code section 54954.5)  
Title: Director of Employment Services/Personnel Commission

Closed session convened at 5:33 p.m.

## 8. RECONVENE IN OPEN SESSION

Open session convened at 6:44 p.m.

Commissioner Gonzales stated there were three matters discussed during closed session which included the performance evaluation for the Director of Employment Services/Personnel Commission and the consideration of reports submitted by hearing officers for two separate disciplinary action appeals.

Commissioner Gonzales stated that in regards to the disciplinary action for employee# 900056288, the Commission voted unanimously to sustain the disciplinary action taken by the District.

Commissioner Gonzales stated that in regards to the disciplinary action for employee# 900242350, the Commission voted unanimously to sustain the disciplinary action taken by the District.

## 9. REPORTS

### A. Classified Employees Representative's Report

Ms. Olivia Long, Curriculum Technician from Ventura College reported on behalf of Mr. Peder Nielsen, Classified Senate President from Ventura College. Ms. Long reported that the Classified Senate Scholarship Fundraiser was a success. Ms. Long also announced her new role as the Chief Steward for the SEIU and indicated she would be hosting a meet and greet at each college campus and the District office.

### B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the Board of Trustees meeting and noted the approval of several new positions that were presented and approved for establishment.

Commissioner King stated that the Board of Trustees took action on the Personnel Commission appointment and decided to have an open recruitment.

### C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included nine current classified recruitments. The *Positions Filled Report* reflected ten positions filled and six positions pending. The *Upcoming Recruitments Report* included two upcoming recruitments.

### D. Commissioners' Reports

None

## 10. RESTRUCTURING OF THE CLASSIFICATION SYSTEM

Classifications Affected: Instructional Technologist  
Instructional Design Specialist

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Ms. Sophia Crocker, Human Resources Analyst II, provided an overview regarding the restructuring of the classification plan and the associated process. Ms. Crocker discussed the concerns associated with the current classifications and the basis for the establishment of the proposed classification of Instructional Technologist/Designer. In addition, she discussed the

rationale for the establishment of the new classification and the basis for the recommended salary. A discussion ensued between the Commission and Director Arnoldus regarding internal equity.

Ms. Olivia Long, SEIU Chief Stewart, respectively asked the Commission not to take action on item ten (10) and asked for more consideration before taking action. Ms. Rebecca Chandler, Instructional Technologist, Ventura College; Mr. Marc Prado, Instructional Design Specialist, Oxnard College; and Ms. Ashley Chelonis, Instructional Technologist, Moorpark College addressed the Commission and presented their concerns pertaining to the recommendations. Discussion ensued regarding the proposed classification specification language and the urgency of the proposed changes.

Upon recommendation of Director Arnoldus and on motion by Commissioner Harison and seconded by Commissioner King, the establishment of the classification was placed on hold. No action was taken.

#### **11. ABOLISHMENT OF UNUSED CLASSIFICATIONS**

Benefits Assistant  
Web Developer

Director Arnoldus stated there were currently no positions assigned to these classifications, and there was no foreseeable need for these classifications in the future. Consequently, the classifications were recommended for abolishment.

On motion by Commissioner Harison and seconded by Commissioner King, the abolishment of the classifications of Benefits Assistant and Web Developer were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

#### **12. 2013 – 2014 PERSONNEL COMMISSION ANNUAL REPORT**

Director Arnoldus presented the proposed 2013-2014 Personnel Commission Annual Report. Director Arnoldus noted that the report was similar to those in the past with a couple of changes which included the revision of the number of applications processed, the revision of the number of classified employees and the date the data was collected. Director Arnoldus explained that the numbers were recalculated and revised after discovering they were inaccurate. Director Arnoldus recommended that going forward, the data which is reported to the State Chancellors Office on September 30<sup>th</sup> of each year be used for generating portions of this report. Director Arnoldus reported that the decrease in classified hiring in 2013-2014 was partially due to Human Resources staffing issues and how the department was only able to work on the most critical classification studies.

On motion by Commissioner Harison and seconded by Commissioner King, the 2013-2014 Personnel Commission Annual Report was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

#### **13. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

None

**14. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next regularly scheduled meeting of the Personnel Commission is November 20, 2014 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.

**15. ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Harison, the meeting adjourned at 8:00 p.m.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

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  
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Ventura, CA 93001  
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