



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR NOVEMBER 19, 2015

Campus Center Conference Room  
7075 Moorpark Road  
Moorpark, CA 93021

#### FOUR HUNDRED AND EIGHTY-SECOND

The four hundred and eighty-second meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, November 19, 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 David Keebler, Vice Chancellor, Business Services; 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 October 22, 2015, meeting were approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, 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 November 10, 2015, Board of Trustees meeting and noted the establishment of three classified positions. Director Arnoldus also noted the Board of Trustees took action to approve the executive management salary range.

Discussion ensued between Director Arnoldus and the Commissioners regarding the joint Board of Trustees and Personnel Commission meeting.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 16 current classified recruitments. The *Positions Filled Report* reflected 10 positions filled and 17 positions pending. The *Upcoming Recruitments Report* included 7 upcoming recruitments. The *Classified Study Report* included 3 studies in progress and 0 studies on hold.

A discussion ensued between Director Arnoldus and the Commissioners regarding the Director's Report and previous designation of continuous exams.

D. Commissioners' Reports

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

**8. RECOGNITION OF SERVICE**

Commissioner Harison presented a plaque to Commissioner Gonzales in recognition of his service to the Commission.

**9. PUBLIC HEARING FOR THE JOINT APPOINTMENT OF A PERSONNEL COMMISSIONER**

Commissioner Harison opened the public hearing for the joint appointment of Personnel Commissioner. There were no public comments.

**10. APPOINTMENT OF A PERSONNEL COMMISSIONER**

Immediately following the public hearing for the joint appointment of a Personnel Commissioner, the appointment was confirmed.

On motion by Commissioner King and seconded by Commissioner Harison, the joint appointment of a Personnel Commissioner, Ms. Sherry Manley was approved.

Voted Yes: Commissioner Harison, Commissioner King

Abstained: Commissioner Gonzales

**11. ESTABLISHMENT OF A NEW CLASSIFICATION**

Human Resources Analyst – Employee Relations and Staff Development

Ms. Crocker discussed the basis for the establishment of the proposed classification and the associated salary. A discussion ensued among the Commissioners, Director Arnoldus and Ms. Crocker regarding the new classification specification. Commissioner King expressed his concerns that given the uniqueness of the classification specification that it was going to be a difficult recruitment.

On motion by Commissioner Gonzales and seconded by Commissioner King, the establishment of the new classification of Human Resources Analyst – Employee Relations and Staff Development at Classified Salary Schedule #310 (\$65,112 - \$89,904/annual) was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**12. REVISION OF A CLASSIFICATION SPECIFICATION**

Budget Director

Ms. Crocker discussed the revision of the classification specifications for Budget Director. A discussion ensued among the Commissioners, Director Arnoldus, Vice Chancellor Keebler and Ms. Crocker regarding the proposed changes.

On motion by Commissioner King and seconded by Commissioner Gonzales, the revision of the classification specification for Budget Director was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**13. 2014 – 2015 PERSONNEL COMMISSION ANNUAL REPORT**

Director Arnoldus presented the proposed 2014-2015 Personnel Commission Annual Report. Commissioner King and Commissioner Harison each pointed out a correction on the report, after which a discussion ensued between Director Arnoldus and the Commissioners regarding the report.

On motion by Commissioner Gonzales and seconded by Commissioner King, the 2014-2015 Personnel Commission Annual Report was approved with noted changes.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

**14. RECESS TO CLOSED SESSION**

Closed session convened at 6:18 p.m.

**15. RECONVENE IN OPEN SESSION**

Open session convened at 6:49 p.m.

Commissioner Harison stated that the evaluation for the Director of Employment Services concluded and was approved.

**16. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

None

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

The date and time of the next scheduled meeting of the Personnel Commission is December 17, 2015 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.

**18. ADJOURNMENT**

On motion by Commissioner King and seconded by Commissioner Gonzales, the meeting adjourned at 6:50 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  
255 West Stanley Avenue • Suite 150, Ventura, CA 93001 • (805) 652-5521