



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

PERSONNEL COMMISSION

PERSONNEL COMMISSION MEETING MINUTES FOR DECEMBER 11, 2014

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

FOUR HUNDRED AND SEVENTY-FIRST

The four hundred and seventy-first meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, December 11, 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

Ms. Olivia Long, Chief Steward for SEIU from Ventura College went on record by saying she supported items 10, 11 and 12 of the December 11, 2014, Personnel Commission agenda.

4. MINUTES

On motion by Commissioner King and seconded by Commissioner Harison, the minutes of the Thursday, October 9, 2014 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

Ms. Long 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 and raised five hundred dollars.

B. Board of Trustees Meeting Report

Director Arnoldus stated he did not attend the November 11, 2014, Board of Trustees meeting and noted the abolishment of an academic position, Executive Vice President of Student Learning and the establishment of two academic positions, Vice President of Academic Affairs and Student Learning and a Vice President of Student Development at Oxnard College.

Director Arnoldus stated that he did attend the beginning of the December 9, 2014, Board of Trustees meeting and he presented during a study session on the topic of Enrollment Management. Accompanying him at the study session were the Vice Chancellor of Business Services and the Executive Vice Presidents from each college. Another noteworthy item included the Board taking action to approve six positions including a Dean of Student Learning for Oxnard College and five classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 4 current classified recruitments. The *Positions Filled Report* reflected 11 positions filled and 3 positions pending. The *Upcoming Recruitments Report* included 9 upcoming recruitments.

Director Arnoldus also discussed the current and upcoming classification workload including the studies that were placed on hold due to insufficient staffing resources. Discussion ensued among the Commissioner and Director Arnoldus regarding the classification workload.

The Commissioners and Director Arnoldus also discussed the need for a joint Board of Trustees and Personnel Commission meeting in 2015.

D. Commissioners' Reports

Commissioner King reported his reappointment by the Board of Trustees to serve another term and thanked everyone for their support.

8. **SCHEDULE OF 2015 PERSONNEL COMMISSION MEETINGS**

Director Arnoldus presented the proposed Personnel Commission meeting schedule for 2015. The meetings are scheduled to occur the third Thursday of each month with the exception of January 29, 2015.

On motion by Commissioner King and seconded by Commissioner Harison, the Personnel Commission meeting schedule for 2015 was unanimously approved with the correction of all meetings to occur at 5:30 p.m.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

9. **ATTENDANCE AT 2015 CSPCA CONFERENCE**

It was determined that Commissioner Gonzales would attend the conference scheduled for January 22 - 25, 2015 in San Diego, California.

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

From: Warehouse Operator II / To: Warehouse Operator

Director Arnoldus stated that the recommendation was being presented in conjunction with the abolishment of the classification Warehouse Operator I. Director Arnoldus then introduced Ms. Sophia Crocker, Human Resources Analyst II, to present the study recommendations. Ms. Crocker discussed the basis for the proposed title change to Warehouse Operator as well as the changes to the classification specification. Discussion ensued among the Commissioners, Director Arnoldus and Ms. Crocker regarding the classification specification.

On Motion by Commissioner King and seconded by Commissioner Harison the classification title change from Warehouse Operator II to Warehouse Operator and the revision of the classification specification was unanimously approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

11. ABOLISHMENT OF AN UNUSED CLASSIFICATION

Warehouse Operator I

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

On motion by Commissioner King and seconded by Commissioner Harison, the abolishment of the classification of Warehouse Operator I was approved.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

12. ESTABLISHMENT OF A NEW CLASSIFICATION

Student Success and Support Services Supervisor

Director Arnoldus introduced Dr. Patrick Jefferson, Executive Vice President of Ventura College to present on the Student Success and Support Program and the need for the proposed classification, after which Ms. Crocker discussed the proposed recommendations. A discussion ensued between Ms. Crocker, Dr. Jefferson, and the Commissioners regarding the proposed classification.

On motion by Commissioner Harison and seconded by Commissioner King, the establishment of the new classification of Student Success and Support Services Supervisor at Classified Supervisor Salary Schedule #320 (\$67,164 - \$93,192/annual) was approved with stated grammatical changes.

Voted Yes: Commissioner Gonzales, Commissioner Harison, Commissioner King

13. REVISION OF PERSONNEL COMMISSION RULES 292 AND 295 (FIRST READING)

The Commission allowed Ms. Long to address the Commission. Ms. Long expressed her support for the proposed changes to Rule 292 and 295.

Director Arnoldus discussed the proposed revisions to Personnel Commission Rule 292 and 295. Discussion ensued between the Commissioners and Director Arnoldus, after which the Commissioners requested that Director Arnoldus make several changes for review at the January 29, 2015 Personnel Commission meeting. No action was taken.

14. ELECTION OF THE PERSONNEL COMMISSION CHAIR FOR 2015

Commissioner King nominated Commissioner Harison as Personnel Commission Chair for 2015. Commissioner Gonzales seconded the motion and all were in favor. Commissioner Harison accepted the assignment.

15. RECESS TO CLOSED SESSION

None

16. RECONVENE IN OPEN SESSION

N/A

17. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS

None

18. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING

The date and time of the next regularly scheduled meeting of the Personnel Commission is January 29, 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.

19. ADJOURNMENT

On motion by Commissioner King and seconded by Commissioner Harison, the meeting of the Personnel Commission adjourned at 7:12 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
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