Ventura County Community College District
District Council on Human Resources (DCHR)
May 12, 2016

Present: Michael Arnoldus, Dana Boynton, Alan Hayashi, Dr. Jennifer Kalfsbeek-Goetz, Dr. Linda Kama'ila, Alex Kolesnik, Gary Maehara, Rick Post, Michael Shanahan, Ken Sherwood
Via Skype: Greg Gillespie, Mary Rees
Approved: June 23, 2016

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action (If Required)	Completion Timeline	Responsible
1	**Meeting Opened**	The meeting began at 9:38 a.m.	N/A	N/A	N/A
2	**Approve April 14, 2016, DCHR Meeting Minutes:**	Motion by: Mr. Kolesnik. Second by: Mr. Maehara. Minutes approved.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
3	**Policy/Procedure Review** • *AP 7120-A Recruitment and Hiring: Vice Chancellor(s)* • *AP 7120-B Recruitment and Hiring: College President* • *AP 7120-C Recruitment and Hiring: Academic Managers* • *AP 7120-D Recruitment and Hiring: Full-Time Faculty* • *AP 7120-E Recruitment and Hiring: Part-Time Faculty*	The committee discussed revisions to the listed procedures. Mr. Arnoldus will revise the procedures again in light of the discussion and the committee will review the procedures again next meeting. There was insufficient time to look at the committee composition components of the procedures, so that discussion was postponed to the next meeting. A concern was raised regarding the Board of Trustees meeting in closed session to discuss a Public Employee Appointment and then not reporting out afterwards. It was stated that the Board's role is only to approve an employment contract after the Chancellor has made a selection. If there is no report-out following Closed Session, the Colleges have no evidence for Accreditation of what happened in Closed Session.	Make revisions.	Next meeting.	Mr. Arnoldus.

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4	**Policy/Procedure Review** • *BP/AP 3510 Workplace Violence Plan)* • *BP/AP 3515 Reporting of Crimes* • *BP/AP 3540 Sexual and Other Assaults)*	Mr. Post and Dr. Kalfsbeek-Goetz met with the committee to discuss proposed revisions to the listed policies/procedures, which are needed for compliance with Title IX requirements. Mr. Post and Dr. Kalfsbeek-Goetz will revise the policies/procedures for review at the next DCHR meeting. The Academic Senate Presidents will then review with the Senates in the Fall.			
5	**NEOGOV Update**	A concern was voiced that e-mails from NEOGOV look like junk mail. Many people ignored them and did not register within the brief timeframe. Mr. Arnoldus is working on this issue with NEOGOV. All part-time pool applicants were notified to reapply in NEOGOV because part-time faculty hiring is now being done in that system.	Keep on agenda for regular updates during implementation process.	N/A	Mr. Arnoldus
6	**Diversity Training**	HR's online diversity training video is now available. Please request link information from Mr. Maehara.	N/A	N/A	N/A
7	**Policy/Procedure Review** • *BP/AP 7211 Minimum Qualifications & Equivalencies*	The Board of Trustees pulled this item from the May Board Agenda and asked that it be returned in June with clarification on the equivalency process. This procedure will be discussed at the next DCHR meeting and in the meantime will be pulled from the June Board agenda.	Pull from June Board Meeting Agenda and add to next DCHR meeting agenda.	Next meeting.	Ms. Holst
8	**DCHR Self-Evaluation Results**	There was insufficient time for this item.	Bring forward to next agenda.	N/A	N/A
9	**DCHR Membership (Decision-Making Handbook Update)**	There was insufficient time for this item.	Bring forward to next agenda.	N/A	N/A
10	**Equivalency Process**	This was discussed under Item 7.	See above.	N/A	N/A
11	**Application Materials for Classified Interview Panels**	There was insufficient time for this item.	Bring forward to next agenda.	N/A	N/A

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12	**HR Department Performance**	There was insufficient time for this item.	Regular Agenda Item.	N/A	N/A
13	**Open Discussion**	There was insufficient time for this item.	Regular Agenda Item.	N/A	N/A

14	**Status Update**
	
	  o **Final DCHR Meeting Minutes of February and March 2016.**
	  o **BP/AP 3430 Prohibition of Unlawful Harassment and Discrimination**
		The committee received informational copies of: a) Final February and March 2016 DCHR Meeting Minutes; and b) BP/AP 3430 Prohibition of Unlawful Harassment and Discrimination as reviewed in the May Board Meeting,	N/A	N/A	N/A

15	**Future Agenda Items**	The committee scheduled a special June meeting. The committee requested that BP/AP 2431 CEO Selection be reviewed at the June DCHR meeting.	Regular Agenda Item.	N/A	N/A
16	**Meeting Adjourned**	The meeting adjourned at 12:25 p.m.	N/A	N/A	N/A
17	**Next Meeting**	Next DCHR meeting set for June 23, 2016, DAC-Lakin Board Room, 9:30-11:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]