

**Ventura County Community College District
District Council on Human Resources (DCHR)
 December 8, 2016**

Present: Michael Arnoldus, Silvia Barajas, Dana Boynton (via Skype), Nenagh Brown, Howard Davis, Alan Hayashi, Dr. Linda Kama’ila, Alex Kolesnik, Gary Maehara, Dr. Damien Peña, Michael Shanahan, Dr. Julius Sokenu, Dr. Christina Tafoya (via Skype)
Absent: Dr. Greg Gillespie, Dr. Tim Harrison, Valerie Nicoll
Approved: January 12, 2017

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
	Meeting Opened	The meeting began at 9:37 a.m.	N/A	N/A	N/A
1	Review DCHR Meeting Minutes of Nov. 10, 2016	Motion to approve by: Ms. Brown; second by: Mr. Maehara. The minutes were approved by all.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
2	BP/AP 7211 Minimum Qualifications & Equivalencies	<p>The committee discussed changes proposed by Mr. Kolesnik to BP/AP 7211 Minimum Qualifications & Equivalencies, including creation of a districtwide standing equivalency committee to meet regularly, at least monthly and more often as needed. The committee to be comprised of the Academic Senate Presidents plus two faculty from each college. The proposal includes having an HR representative sitting in. Discipline faculty experts can be called in to consult as needed. Voting would be two-thirds instead of unanimous. There would be a quorum of at least one per college. Each senate will articulate a process by which the discipline expert consultants are identified and utilized. If approved, we can review again in six months, or for the next cycle to see how it is working. Where the Senates exercise discretion, they do so openly and transparently.</p> <p>Mr. Shanahan summarized that this will be a nine-member districtwide standing equivalency committee with a 10th ex officio member from HR that meets a minimum once per month to review</p>	<p>Mr. Kolesnik to revise. Place on agenda for review again at next meeting.</p> <p>Review with constituencies.</p>	<p>Next meeting’s agenda.</p> <p>Before next meeting.</p>	<p>Mr. Kolesnik</p> <p>Committee</p>

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		<p>all equivalency requests. Three members must be Academic Senate Presidents or designees. Anyone who is not a Senate President, must be a tenured faculty member, even the designee. The standing committee members will always be tenured faculty and Academic Senate. The consultants do not need to be full-time, just whoever knows the most about the discipline.</p> <p>On page 3 of the AP, it should read “no later than two days after the recruitment closing date.” However, if HR has the resources to forward the applications earlier, that would be preferable.</p> <p>Mr. Arnoldus will check the proposed process with HR staff to see if it is feasible, and will report back. If it is possible, HR can do it.</p> <p>The committee thanks Mr. Kolesnik for writing up these proposed revisions to the Board Policy and Administrative Procedure.</p> <p>The committee members will carefully review the proposals with their constituency members, Mr. Kolesnik will make the requested edits, and this will return for a second reading next month.</p>			
3	Policy/Procedure Review				
a	First Reading BP/AP 2710 Conflict of Interest	The committee approved changes to the AP as recommended by the Community College League of California. The proposed revisions will go to the Chancellor’s Cabinet for review.	Place on Chancellor’s Cabinet Agenda for review.	As soon as possible.	Ms. Holst
b	Second Reading				
	BP 2431 CEO Selection AP 2431 Recruitment and Hiring: Chancellor	The committee members reviewed the proposed changes with their constituent members. There is resounding disagreement with the proposed changes.	Relay DCHR and Presidents’ comments to the Policy, Legislative, and	Next Policy, Legislative, and Communication Committee meeting.	Mr. Shanahan

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	<p>BP 7120 Recruitment and Hiring</p> <p>AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</p> <p>AP 7120-B Recruitment and Hiring: College President</p> <p>AP 7120-C Recruitment and Hiring: Academic Managers</p>	<p>Mr. Shanahan reported that at Chancellor’s Cabinet the three college presidents also opposed the proposed revisions. They also suggested an initial committee interview would be agreeable, but not an automatic advance to the final interview.</p> <p>Mr. Shanahan reported that these changes were initiated by the Chancellor’s Office. He will report at the December Policy, Legislative, and Communication Committee that DCHR and the college presidents are opposed to the proposed changes, but would agree to a committee interview for applicants who are interim employees.</p>	<p>Communication Committee.</p>		
	<p>BP/AP 3410 Nondiscrimination</p>	<p>This was approved to go to Chancellor’s Cabinet.</p>	<p>Place on Chancellor’s Cabinet agenda.</p>	<p>As soon as possible.</p>	<p>Ms. Holst</p>
	<p>AP 7120-E Recruitment and Hiring: Part-Time Faculty</p>	<p>This will return for continued discussion on notification to part-time faculty of opportunities for assignments at the other colleges.</p> <p>The committee discussed attending job fairs, use of technology at job fairs for name collection for job notifications, and workshops for those interested in working at VCCCD.</p>	<p>Place on next month’s DCHR meeting agenda.</p>	<p>Next meeting.</p>	<p>Ms. Holst</p>
<p>4</p>	<p>For Your Information/Status Update</p>	<p>The committee received copies of:</p> <ol style="list-style-type: none"> a. Final DCHR Minutes of October 13, 2016 b. Revised Confidentiality Agreement – Student Workers/Interns/Professional Experts/Provisionals/Volunteers (now on HR Tools) c. For December Policy, Legislative and Communications Committee <ul style="list-style-type: none"> • BP 2432 CEO Succession – Temporary Absence • BP/AP 2435 Evaluation of the 	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

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		Chancellor <ul style="list-style-type: none"> • BP/AP 2610 Presentation of Initial Collective Bargaining Proposals 			
4	NEOGOV Update	Nothing new to report.	N/A	N/A	N/A
7	HR Department Performance	The committee discussed the approval process for starting a new hiring pool.	Regular Agenda Item.	N/A	N/A
8	Open Discussion	Mr. Shanahan described the proposal for a mini-grant program discussed at the EEO Advisory Committee.	Regular Agenda Item.	N/A	N/A
9	Future Agenda Items	None reported.	Regular Agenda Item.	N/A	N/A
10	Meeting Adjourned	Meeting adjourned at 11:48 a.m.	N/A	N/A	N/A
11	Next DCHR Meeting	Next meeting: January 12, 2017, in the DAC-Lakin Board Room, at 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]