

Ventura County Community College District
District Council on Human Resources (DCHR)
January 12, 2017

Present: Michael Arnoldus, Silvia Barajas, Dana Boynton, Nenagh Brown, Howard Davis, Dr. Diane Eberhardy, Dr. Tim Harrison, Alan Hayashi, Dr. Linda Kama'ila, Alex Kolesnik, Gary Maehara, Dr. Damien Peña, Michael Shanahan, Dr. Christina Tafoya
Absent: Dr. Greg Gillespie, Valerie Nicoll
Approved: February 9, 2017

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
	Meeting Opened	The meeting began at 9:35 a.m.	N/A	N/A	N/A
1	Review 12/08/16 DCHR Meeting Minutes	Motion to approve by: Ms. Brown; second by: Mr. Kolesnik. The minutes were approved by all, without objection.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
2	Policy/Procedure Review				
a	BP 7211 Minimum Qualifications & Equivalencies	The group discussed proposed changes to BP 7211 Minimum Qualifications & Equivalencies. After additional revisions are incorporated, the Academic Senates will review and the BP will return for additional discussion.	Return for review.	Next meeting.	Mr. Kolesnik, and Ms. Brown
b	AP 7211 Minimum Qualifications & Equivalencies	The group discussed proposed changes to AP 7211 Minimum Qualifications & Equivalencies which call for consensus instead of unanimity as the equivalency committee objective. This will return for further discussion after additional revision. Mr. Arnoldus will work with Mr. Kolesnik to incorporate coaching experience language. In the meantime, Mr. Shanahan will brief the Administrative Services Committee.	Return for review.	Next meeting.	Mr. Kolesnik, and Ms. Brown
d	First Reading: BP 7270 Student Workers and AP Recruitment and Hiring: Student Workers	The members reviewed proposed changes to BP 7270 Student Workers and AP 7270 Recruitment and Hiring: Student Workers, reflecting updated California minimum wage law. It was discussed that minimum wage law may eventually create classified salary compression. The group also discussed student worker step movement. Mr. Shanahan suggested investigating development of a process with college payroll/fiscal to provide regular automatic reports to student worker supervisors to alert them when student workers have enough time to move up a step.	Place on Chancellor's Cabinet Agenda for review.	As soon as possible.	Ms. Holst

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		<p>In the fall, student hiring will be centralized at Ventura College and Oxnard College. These will return in the fall for additional review in light of evolving college processes.</p> <p>Ms. Boynton moved for approval of the proposed changes as presented. Mr. Maehara seconded, and all approved.</p>			
3	For Your Information/Status Update	<p>The committee received informational copies of:</p> <ul style="list-style-type: none"> a. Final DCHR Meeting Minutes - November 10, 2016 b. For January 17, 2017, Board of Trustees' Meeting <ul style="list-style-type: none"> i. BP 2432 CEO Succession – Temporary Absence ii. BP/AP 2435 Evaluation of the Chancellor iii. BP/AP 2610 Presentation of Initial Collective Bargaining Proposals BP 2431 CEO Selection c. For February 10, 2017, Policy, Legislative, and Communication Committee Meeting: <ul style="list-style-type: none"> iv. BP 2431 CEO Selection v. AP 2431 Recruitment and Hiring: Chancellor vi. BP 7120 Recruitment and Hiring vii. AP 7120-A Recruitment and Hiring: Vice Chancellor(s) viii. AP 7120-B Recruitment and Hiring: College President ix. BP/AP 2710 Conflict of Interest x. BP/AP 3410 Nondiscrimination 	N/A	N/A	N/A
4	NEOGOV Update	<p>Mr. Arnoldus reported that NEOGOV is fully implemented, and work is underway on the user side. More information as implementation nears. NEOGOV is now doing everything PeopleAdmin used to do and we have the PeopleAdmin extract.</p>	N/A	N/A	N/A
7	HR Department Performance	<p>Dr. Kama'ila noted a districtwide recommendation is expected on the accreditation report, because faculty evaluations do not expressly tie to SLOs. Mr. Shanahan said this will be discussed in faculty negotiations. Dr. Kama'ila noted that Service Unit Outcomes (SUOs) will also need attention and must tie to assessment.</p> <p>The committee discussed the January CCC Registry Job Fair at LAX and the A2mend Job Fair. These will be discussed at the</p>	Regular Agenda Item.	N/A	N/A

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
		<p>Special Board Meeting on January 21. Mr. Shanahan also discussed county demographic data from the Federal Reserve Bank of San Francisco that indicates 30% of the Latino/Hispanic community has no online access (either they have equipment, but no internet, or no internet). It says to us, if we are trying to reach locally, and we are doing it online, we are missing a full third of potential candidates. Mr. Shanahan discussed ways that HR is being more assertive in recruiting and advertising. Ideas and items in development discussed include:</p> <ul style="list-style-type: none"> • Creating a career page on LinkedIn • Dina Pielat has repurposed iPads to collect recruitment information for a database. • Increasing job fair participation. Let us know if you plan a job fair because HR wants to partner. Moorpark College is having one on February 23. • Consider planning a “hire me day” to have faculty discuss what applicants should know about hiring committees and the application process. • Quarterly job fairs at the colleges and a District job fair. • Help from Department chairs in outreach to people in the discipline. • Reimbursement for faculty interviews (per recruitment, not per candidate). • Skype interviews. • Forwarding HR Facebook postings. • Deciding on interview dates in advance for travel planning purposes. 			
8	Open Discussion	There were no items.	Regular Item.	N/A	N/A
9	Future Agenda Items	None reported.	Regular Item.	N/A	N/A
10	Meeting Adjourned	Meeting adjourned at 11:35 a.m.	N/A	N/A	N/A
11	Next DCHR Meeting	Next meeting: February 9, 2017, in the DAC-Lakin Board Room, at 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]