

Ventura County Community College District
District Council on Human Resources (DCHR)
October 8, 2015

Present: Michael Arnoldus, Dr. Lori Bennett, Dana Boynton, Alan Hayashi, Alex Kolesnik, Gary Maehara, Valerie Nicoll, Mary Rees, Michael Shanahan, Ken Sherwood
Via Lync: Dr. Greg Gillespie, Dr. Linda Kama'ila
Recorder: Sarah Howell
Approved: November 12, 2015

Meeting Minutes

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting commenced at 10:05 a.m.	N/A	N/A	N/A
Approval of Minutes	After a motion by Ms. Rees, and a second from Ms. Bennett, the September 10, 2015, DCHR Meeting Minutes were approved.	Post final minutes on the website.	As soon as possible.	Ms. Howell
NEOGOV	Mr. Arnoldus reported on the status of NEOGOV system implementation for employment applications. The contract has been signed. Implementation and training should begin in December, and the contract with People Admin expires at the end of January. The committee discussed enrollment numbers for each college, and due to the large count, proposed either implementing the NEOGOV system earlier than expected, or extending the contract with People Admin. To expedite the hiring process, Mr. Arnoldus explained that HR can open new postings without a posting number, if the positions have been approved by Cabinet first.	Keep DCHR updated on status and implementation date.	Continuing.	Mr. Arnoldus
Equivalency Process	Mr. Arnoldus resumed the discussion regarding AP 7211, and the committee reviewed the suggested changes. As presented previously, if the equivalency committee is unable to meet within five days following the closing date, the meeting will be furnished to the Academic Senates to manage together or asynchronously. To further clarify, if the HR schedules the meeting, and the meeting is two or three weeks away, all relevant information will be forwarded to the Academic Senates. The Academic Senates agreed that if necessary, asynchronous meetings	Return for additional discussion in DCHR.	Ongoing.	Mr. Arnoldus

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	<p>prove effective for time management, and the request appears reasonable due to the high volume of new hires. The committee will review the changes and discuss at the next meeting.</p> <p>Ms. Rees informed the committee that the Senates are refining the pre-screening list, and have chosen the three most problematic disciplines for pre-determined equivalencies: child development, counseling, and theater. The campuses are thrilled with the proposed idea; meetings will be scheduled in coming weeks.</p>			
Faculty Internships	<p>During last month's discussion on faculty recruiting and outreach efforts, the question was asked as to whether faculty internships were a possibility in the midst of hiring deadlines. Mr. Arnoldus explained there are requirements for interns in Ed Code 87487, attached behind the agenda, and Title 5 further details the provisions by which they are hired. The supervisor need not be present in the classroom 100% of the time and consideration needs to be made regarding the time allotment of the extra duties assigned to the mentor. Mr. Shanahan stressed the importance of hiring interns with the intention of building the program and developing their skills, versus not finding an instructor with minimum qualifications. Discussion continued with interest in researching and implementing a program like LACCD's Project MATCH, a program designed to recruit and build up a diverse pool of faculty interns who will be role models and conscious to the needs of students and their community.</p>	Provide the committee more information regarding Project MATCH.	Upcoming meetings.	Mr. Shanahan
Part-Time Faculty on Hiring Committees	<p>During the last meeting, a request was made for part-time faculty to participate on hiring committees. Mr. Arnoldus shared that AP 7120-D, Recruitment and Hiring, explains that part-time faculty may sit on hiring committee if needed. The committee discussed circumstances in which a part-time instructor may be asked to participate; however, as a whole, the committee agreed that to full-time instructors are preferred due to their depth of expertise in the classroom. The committee agreed that it will also be</p>	N/A	N/A	N/A

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	beneficial for employees on hiring committees to attend interactive interview training to further refine their skills.			
Recruiting Outreach Strategies	Human Resources has contacted the registries of the LA and Bay area job fairs in January. Tentative plans are underway for VCCCD to have several booths that showcase the campuses unique components, such as EATM and the Fire Safety Training Academy. The additional outreach strategies in use or being considered include reaching out to recent Masters graduates from local universities, contacting department colleagues at other universities for candidate recommendations, and advertising via Facebook and LinkedIn. More information will be provided in upcoming meetings.	Keep DCHR updated on status.	Continuing.	Mr. Arnoldus
Demographics	Several updates were recently added to the Diversity Dashboard upon receiving criteria from the California Department of Education for EEOC reporting. The two areas of additional tracking include veteran's status and a breakout of Asian nationalities. The committee also suggested removing, "other," from locations, and looking at revisions to the gender section, although these are not mandatory for EEOC reporting.	N/A	N/A	N/A
Administrators Teaching	Our District includes many talented administrators who would also be qualified instructors. No written rule has been found to indicate they are not allowed to teach in addition to their administrative duties; however, it was not allowed in past practice. Both sides of the argument were discussed. If enacted, Mr. Kolesnik advised that guidelines would need to be put into place for those that wish to teach, to ensure the administrator excels in both areas, with neither area suffering due to the increased load. Ms. Bennett added that there are other community colleges who allow the practice, others who forbid it, and others who allow with restrictions. Pay is also an area to consider, since deans are paid a flat salary, and not provided overloads or extra assignments. The committee agreed this concept is conditionally interesting, and would like further	Provide the committee proposed guidelines and information regarding administrators teaching.	Next meeting	Mr. Shanahan

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	clarification at a future meeting.			
Policy/Procedure Review <ul style="list-style-type: none"> • <i>AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</i> • <i>AP 7120-B Recruitment and Hiring: College President</i> • <i>AP 7120-C Recruitment and Hiring: Academic Managers</i> • <i>AP 7120-D Recruitment and Hiring: Full-Time Faculty</i> • <i>AP 7120-E Recruitment and Hiring: Part-Time Faculty</i> 	<p>The committee reviewed the suggested changes to the hiring procedures, and approved. The committee discussed the oral interview rating scoring, and suggested the oral interview ratings be revised to, “Yes- Recommend, No- Do Not Recommend, and Maybe- Discuss” versus the numbered rating system. The committee also needs to decide who determines if a position will be interim. Revisions will be presented at the next meeting.</p>	<p>Additional discussion at next DCHR meeting.</p>	<p>Next meeting.</p>	<p>Mr. Shanahan</p>
HR Department Performance	There was insufficient time for discussion of this item.	N/A	N/A	N/A
Open Discussion	There was insufficient time for discussion of this item.	N/A	N/A	N/A
Future Agenda Items	There was insufficient time for discussion of this item.	N/A	N/A	N/A
Meeting Adjourned	The meeting was adjourned at 12:00 p.m.			
Next Meeting	The next meeting is scheduled for November 12, 2015, in the Lakin Board Room at the DAC from 9:30 to 11:30 a.m.	N/A	N/A	N/A