

Ventura County Community College District
District Council on Human Resources (DCHR)
January 14, 2016

Present: Michael Arnoldus, Dr. Lori Bennett, Dana Boynton, Pat Ewins, Alan Hayashi, Dr. Linda Kama'ila, Alex Kolesnik, Gary Maehara, Michael Shanahan, Ken Sherwood Dr. Greg Gillespie
Via Lync: Dr. Oscar Cobian
Recorder: Jennifer Holst
Approved: February 11, 2016

Meeting Minutes

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Responsible |
|--|--|--|----------------------------|--------------------|
| Meeting Opened | The meeting commenced at 9:35 a.m. | N/A | N/A | N/A |
| Approval of Minutes | Moved by: Dr. Kama'ila Seconded by Mr. Maehara December 14, 2015, DCHR Meeting Minutes were approved. | Post on the website. | As soon as possible. | Ms. Holst |
| Student Worker Minimum Wage (First Reading) <ul style="list-style-type: none"> • BP 7270 Student Workers • AP 7270 Recruitment and Hiring: Student Workers | The committee reviewed revisions to BP 7270 Student Workers. Ms. Boynton noted that the Student Specialist compensation numbers were incorrect. Motion by Dr. Gillespie Second by Mr. Maehara. Proposed revisions to BP 7270 were approved, with the correction noted. | Make corrections and place on Chancellor's Cabinet Agenda. | As soon as possible. | Ms. Holst |
| NEOGOV | Mr. Arnoldus reported that Human Resources is working on implementation with NEOGOV. <ul style="list-style-type: none"> • Reviewing what similar organizations have done. • Start-up goal is opening part-time faculty positions in February. • Training to be provided; Mr. Arnoldus will work with college representatives during the transition. • It was requested that thank you notes go out to those who have applied. • Mr. Shanahan proposed having a single point of contact at the colleges for the new position process, including running NEOGOV reports, etc. It was suggested that a Vice President Assistant or President Assistant would be appropriate. | Keep DCHR updated on status and implementation date. | Continuing. | Mr. Arnoldus |
| Equivalency Process | The committee discussed modifications to AP 7211. This | Return for | Ongoing. | Mr. Arnoldus |

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| <ul style="list-style-type: none"> <i>AP 7211 Minimum Qualifications and Equivalencies</i> | will return for further review next time. | additional discussion. | | |
| Recruiting Outreach Strategies | <p>Mr. Arnoldus is working with the colleges when they think there is a need for additional passive advertising. The committee provided the following suggestions:</p> <ul style="list-style-type: none"> • Department Chairs can contact people they know in the disciplines. • List-serves are useful. • Make use of contacts with universities, national organizations. • Provide training for Department Chairs. • Add employment links to each college's main webpage. • Replace District home webpage FAFSA link with one that says "We are hiring now." • Dr. Bennett volunteers to work on this. • The HR page should have a brief statement of what a community college is and what an equivalency is. • Consider developing a Project Match program. | <p>Keep DCHR updated on status.</p> <p>Bring back for additional discussion.</p> | Continuing. | Mr. Arnoldus |
| Administrators Teaching | For committee consultation, Mr. Shanahan provided the proposed District procedure for administrators who wish to teach. | None. | N/A | N/A |
| 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> | Revisions to these documents will be discussed at the February meeting. | Provide feedback in e-mail to Mr. Arnoldus. | Before next meeting. | Committee members |
| HR Department Performance | The committee discussed exclusion of application materials from Classified employee interview panels. This will be on the agenda again next time. | Discuss again at next meeting. | Add to February agenda. | Ms. Holst |

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| Open Discussion | The committee discussed diversity training opportunities. | Dr. Bennett to provide attendance roster from recent Moorpark College training to Mr. Arnoldus. | Dr. Bennett | As soon as possible. |
| Future Agenda Items | None were discussed. | N/A | N/A | N/A |
| Meeting Adjourned | The meeting was adjourned at 12:04 p.m. | | | |
| Next Meeting | The next meeting is scheduled for February 11, 2016, at the DAC from 9:30-11:30 a.m. | N/A | N/A | N/A |