

**REVISED**  
**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**February 11, 2016**

**Present:** Michael Arnoldus, Dr. Lori Bennett, Dana Boynton, Patricia Ewins, Alan Hayashi, Dr. Linda Kama'ila, Alex Kolesnik, Gary Maehara, Mary Rees, Michael Shanahan  
**Recorder:** Jennifer Holst  
**Approved:** March 10, 2016

**Meeting Minutes**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
<b>Meeting Opened</b>	The meeting commenced at 9:38 a.m.	N/A	N/A	N/A
<b>Approval of DCHR Meeting Minutes: January 14, 2016</b>	<b>Motion by:</b> Mr. Maehara <b>Second by:</b> Dr. Bennett <b>Minutes were approved.</b> Ms. Rees abstained.	Post final minutes on the website.	As soon as possible.	Ms. Howell
<b>NEOGOVS Update</b>	<p>Mr. Arnoldus reported on NEOGOV system implementation that will begin in March for part-time faculty. Vice Presidents have the timeline. HR will inform those in ORAP to reapply in NEOGOV, suggesting applicants print old applications for assistance in creating a NEOGOV application and keep transcript copies. Applicants can access ORAP after the cut-off, but information will not transfer to NEOGOV.</p> <p>March 14 was selected as the last date to use ORAP for part-time faculty. All records to be accurate in ORAP and old pool process completely done before shut down on May 16. Classified, management and full-time faculty will remain in ORAP until NEOGOV is fully operational.</p> <p>HR is setting up applicant tracking in NEOGOV, then requisition processing, and electronic hiring approval. There will be meetings on setting up approval chains. Consider assigning by role and having a central college point person.</p> <p>Within two weeks, the Academic Senate Presidents will gather comments for Mr. Arnoldus on the most immediate things to consider revising in the application. DCHR will thereafter do an annual review. Mr. Arnoldus will provide NEOGOV options.</p>	Keep DCHR updated on status and implementation date.	Continuing.	Mr. Arnoldus

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<p><b>Equivalency Process</b></p> <ul style="list-style-type: none"> <li><i>AP 7211 Minimum Qualifications and Equivalencies</i></li> </ul>	<p>Mr. Arnoldus explained proposed revisions to AP 7211.</p> <p>Once a districtwide equivalency committee has made an equivalency decision, the Senate President leading the committee sends an e-mail to HR with the result. The signature can be added later, but the e-mail keeps the process moving. The e-mail will say the committee met and this was the result. There must be unanimous agreement: approve/disapprove, and justification. If someone does not participate on time, they waive their opportunity. Hiring committees do not get to challenge the equivalency decision.</p> <p>Mr. Kolesnik requests that we later look at the eminency BP.</p> <p><b>Moved to approve revisions:</b> Dr. Kama'ila  <b>Seconded:</b> Ms. Rees  <b>All approved the motion.</b></p>			
<p><b>Recruiting Outreach Strategies</b></p>	<p>Mr. Shanahan discussed a successful January L.A. Community College Job Fair at the Airport Hilton. VCCCD had a prominent position in the large <i>L.A. Times</i> spread the week before.</p> <p>HR is trying to advertise more actively, including looking at local job fairs, conferences with job fairs, and local college and university and community-based job fairs, such as the Strawberry Festival and the County Fair. We need support from the colleges, as the L.A. job fair received. This could be for students and for employment. Include sign-in sheets with room for comments.</p> <p>HR wants to start building a consortium with four-year universities and local businesses for non-traditional teaching candidates. Other options are interns and Project Match, to give people who have not thought about teaching an opportunity.</p>	<p>Keep DCHR updated on status.</p> <p>Create a quick link on college websites to the VCCCD job site.</p>	<p>Continuing.</p> <p>As soon as possible.</p>	<p>Mr. Arnoldus</p>
<p><b>Application Materials for Classified Interview Panels</b></p>	<p>Tabled until next month.</p>	<p>Keep on agenda</p>	<p>Next Meeting</p>	<p>Ms. Holst</p>
<p><b>Diversity Training</b></p>	<p>HR's instruction video is nearly final and the first draft is already available online.</p> <p>Mr. Hayashi voiced a faculty concern about diversity training</p>	<p>None</p>	<p>N/A</p>	<p>N/A</p>

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	<p>requirements. Faculty members can speak with Mr. Maehara for clarification. It was suggested that HR Assistants add taglines to their e-mails with instructions to contact Mr. Maehara with questions.</p> <p>The committee discussed hiring committee service as diversity training refresh. Initial training is required every two years, but can be kept up by serving on selection committees.</p> <p>The committee suggested changes to the diversity facilitator role, including an inclusive written statement read by each facilitator. It was proposed that the title be revised to eliminate confusion on who is leading the committee. Mr. Shanahan said delineating the role of diversity facilitators is a matter for negotiations.</p> <p>Ms. Rees suggested developing sample diversity questions. HR will work on clarifying the facilitator’s role and ensuring the refresh is sufficient.</p> <p>Ms. Ewins suggested adding language to the Confidentiality Agreement. Mr. Shanahan indicated the EEO Advisory Committee is discussing this. Let HR know of any suggestions.</p>			
<p><b>Policy/Procedure Review</b></p> <ul style="list-style-type: none"> <li>• <i>AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</i></li> <li>• <i>AP 7120-B Recruitment and Hiring: College President</i></li> <li>• <i>AP 7120-C Recruitment and Hiring: Academic Managers</i></li> <li>• <i>AP 7120-D Recruitment and Hiring: Full-Time Faculty</i></li> <li>• <i>AP 7120-E Recruitment and Hiring: Part-Time Faculty</i></li> </ul>	<p>Discussion of these items was postponed.</p>	<p>Future agenda.</p>	<p>Future agenda</p>	<p>Ms. Holst</p>

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Responsible</b>
<b>Update on status of revisions to:</b> <ul style="list-style-type: none"> <li>• <b>BP 7270 Student Workers/AP 7270 Recruitment &amp; Hiring: Student Workers</b></li> </ul>	<p>Revisions to BP 7270 were reviewed in the Policy, Legislation and Communication Committee meeting on February 3, 2016, and are on the February Board agenda.</p> <p>Feedback was received that higher pay levels for student workers are needed.</p>	<p>Keep committee updated on revision status.</p>	<p>March DCHR meeting.</p>	<p>Mr. Shanahan</p>
<b>HR Department Performance</b>	<p>There was insufficient time to discuss this item.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<b>Open Discussion</b>	<p>Ms. Rees discussed contract issues, condensed calendar, and non-credit classes, which impact all of instruction, and asked if they are being discussed. Mr. Shanahan indicated that no college administrator has given HR a proposed condensed calendar. HR can negotiate the calendar, but it is not HR's role to create it.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<b>Future Agenda Items</b>	<p>There was insufficient time to discuss this item.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<b>Meeting Adjourned</b>	<p>The meeting was adjourned at 11:54 a.m.</p>			
<b>Next Meeting</b>	<p>The next meeting is scheduled for March 10, 2016, in the Lakin Board Room at the DAC from 9:30-11:30 a.m.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>