

**Ventura County Community College District
District Council on Human Resources (DCHR)
March 10, 2016**

Present: Michael Arnoldus, Dana Boynton, Patricia Ewins, Alan Hayashi, Dr. Linda Kama’ila, Alex Kolesnik, Gary Maehara, Mary Rees, Michael Shanahan, Ken Sherwood; **Via Skype:** Dr. Oscar Cobian, Dr. Kim Hoffmans
Recorder: Jennifer Holst
Approved: April 14, 2016

Meeting Minutes

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting commenced at 9:37 a.m.	N/A	N/A	N/A
Approval of February 11, 2016, DCHR Meeting Minutes:	Motion by: Dr. Kama’ila. Second by: Ms. Rees. Minutes were approved.	Post final minutes on DCHR webpage.	As soon as possible.	Ms. Holst
For Your Information a. Final January DCHR Meeting Minutes b. BP 7270 Student Workers/AP 7270 Recruitment & Hiring: Student Workers (Approved at February Board Meeting). c. BP 7211/AP 7211 Minimum Qualifications & Equivalencies (on Chancellor’s Cabinet Agenda 3/15/16)	<p><u>BP 7270 Student Workers/AP 7270 Recruitment & Hiring: Student Workers (Approved at February Board Meeting):</u> At the Policy, Legislation and Communication meeting, questions were asked about minimum units/maximum hours for student workers, who are at-will employees, exempted from classified service by Ed Code. VCCCD limitation is 20 hours per week; slightly higher when class is out of session. Hours are limited also for ACA threshold concerns. The Student Trustee proposed the limit be flexible. This will be a college-level discussion first, then HR review for liability purposes. It was suggested to clearly state on hiring paperwork that students must be in good academic/conduct standing. A supervisor can be notified, without confidential details, if a student no longer qualifies. Students are eligible for workers’ compensation. HR to investigate Banner tracking of student standing information.</p> <p><u>BP 7211/AP 7211 Minimum Qualifications & Equivalencies (On Chancellor’s Cabinet Agenda for 3/15/16):</u> Academic Senate Presidents to research state equivalency procedures, discuss with their Senates, and may return with proposed modifications. Mr. Shanahan indicated there are legal and academic questions on whether or not you can do equivalencies for CTE. If we postulate a question, we can ask advice of legal counsel. The Senates may converse and bring a proposal. Current revisions to go forward now, but may return for updating.</p>	Investigate Banner tracking of student workers’ good standing.	As soon as possible.	Mr. Maehara

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<p>NEOGOV Update</p>	<p>Mr. Arnoldus reported on NEOGOV implementation, soon to begin for part-time faculty. HR will notify part-time faculty in PeopleAdmin they will have 30 days to create a new application in NEOGOV, and suggest copying their former applications and transcripts for reference. March 14 is the last date to use PeopleAdmin pools, but the process must be finished by May 16. The pools will close like every year, just a little bit later. However, this year more work is involved for applicants reapplying in NEOGOV. HR is constantly communicating with the colleges on hiring process status. Management receives weekly updates on all classified exams. HR is reviewing processes to increase hiring speed.</p>	<p>Keep DCHR updated on status and implementation date.</p>	<p>Continuing.</p>	<p>Mr. Arnoldus</p>
<p>Policy/Procedure Review</p> <ul style="list-style-type: none"> • BP 3430 Prohibition of Unlawful Harassment and Discrimination • AP 3430 Prohibition of Unlawful Harassment and Discrimination 	<p>The committee reviewed revisions to BP/AP 3430 Prohibition of Unlawful Harassment and Discrimination, recommended by DTRW in light of Title IX changes and student impact. A change was requested to the flowchart attachment to indicate complaint goes to intake coordinator, who then determines if process to continue formally or informally. There should be two designated intake coordinators for each college, or a complainant can always go to the District Office if they do not want to make their complaint at the college. The intake coordinator does not have to work alone and can always consult with HR. Ms. Ewins to coordinate linking this information on the website and the catalogue appendices so always up-to-date. Mr. Hayashi suggested modifying the flowchart for simplicity in the catalogue. Mr. Maehara will revise the flowchart before this goes to Chancellor’s Cabinet, and will e-mail it to the committee. Motion to approve with change to flowchart by: Dr. Kama’ila. Second by: Ms. Rees. Motion approved.</p>	<p>Revise flowchart, e-mail to committee, add to Chancellor’s Cabinet agenda.</p>	<p>As soon as possible.</p>	<p>Mr. Maehara, Ms. Holst</p>
<p>Diversity Training</p>	<p>The online diversity training video is nearly finished. HR is working on a diversity training tracking system. We will make the final video available to all employees. To date, over 450 employees have been trained and are ready to serve on committees. We have hired 8 new diversity facilitators so there are now 17. Mr. Arnoldus is creating a process check-off sheet for diversity facilitators’ discussion with committees, with suggested diversity questions, and revising the confidentiality form for diversity reminders. When each committee begins, the diversity facilitator will give a mini-refresher on the principles.</p>	<p>Keep on agenda.</p>	<p>Continuing.</p>	<p>Mr. Arnoldus</p>

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Outreach Strategies	Mr. Shanahan discussed outreach strategies. Project Match is getting some traction. It is an enormous amount of cooperation and work, but gives significant opportunities. He suggested looking at San Diego's program. Expanded community outreach will be a goal. The committee also discussed the Board's concerns about diversity. It was suggested that a process be initiated where job availability information is sent regularly to local four-year universities.	Work to continue	Continuing.	Mr. Shanahan
Application Materials for Classified Interview Panels	Mr. Arnoldus indicated that this is in process but should be complete in about three weeks.	Keep on agenda	Next Meeting	Mr. Arnoldus
2016-2017 DCHR Schedule	The committee received 2016-2017 proposed meeting schedule.	Schedule meetings.	Right away.	Ms. Holst
HR Department Performance	There was insufficient time for this item.	N/A	N/A	N/A
Open Discussion	<p><u>AP/BP Review</u>: Ms. Rees wants to ensure review is the responsibility of the committee, not the Vice Chancellors. Mr. Shanahan indicated he is responsible to bring the procedures that fall under Human Resources to DCHR. The HR management team will review the index provided by the Chancellor's Office.</p> <p><u>Upcoming Training</u>: Mr. Maehara announced training on performance management on April 28 for L.E.A.D.</p>	HR team to review AP/BP Index.	As soon as possible.	Mr. Shanahan, Mr. Maehara, Mr. Arnoldus
Future Agenda Items	Ms. Rees asked why the hiring APs were not on the agenda, indicating that all three colleges want to develop interim hiring procedures for executives, and the Board specifically asked to refine the mechanism for interim hiring. Mr. Kolesnik indicated that the Board has asked particularly for review of AP 7120-B Recruitment and Hiring: College President. Dr. Kama'ila stated that at a minimum the interim process should reflect diversity. Mr. Shanahan indicated HR is developing the language, which will be drafted and included in a future agenda.	Revise hiring APs.	As soon as possible	HR
Meeting Adjourned	The meeting adjourned at 11:53 a.m.	N/A	N/A	N/A
Next Meeting	The next meeting is scheduled for April 14, 2016, in the Lakin Board Room at the DAC from 9:30-11:30 a.m.	N/A	N/A	N/A