

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

**Present:** Michael Arnoldus, Dana Boynton, Patricia Ewins, Greg Gillespie, Alan Hayashi, Dr. Linda Kama’ila, Alex Kolesnik, Gary Maehara, Mary Rees, Michael Shanahan, Ken Sherwood

**Approved:** May 12, 2016

**Meeting Minutes**

Agenda Item	Discussion Summary	Action (If Required)	Completion Timeline	Responsible
<b>Meeting Opened</b>	The meeting began at 9:37 a.m.	N/A	N/A	N/A
<b>Approval of March 10, 2016, and Revision of February 11, 2016 DCHR Meeting Minutes:</b>	<b>Motion by:</b> Ms. Rees. <b>Second by:</b> Mr. Maehara, with a clarification that the motion was to approve March and revise the February minutes. <b>Minutes were approved.</b>	Post final minutes on DCHR webpage.	As soon as possible.	Ms. Holst
<b>Policy/Procedure Review</b>  <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>	The committee reviewed the following procedures.  <b>AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</b> <ul style="list-style-type: none"> <li>• There was consensus for delineation of an interim selection process. The minimum process should be:                             <ol style="list-style-type: none"> <li>1. An e-mail notice to the District, widespread notice of the opening so that individuals have the opportunity to make it known they are interested;</li> <li>2. Stakeholder involvement in the selection;</li> <li>3. Carried out in compliance with Title 5.</li> </ol> </li> <li>• A suggestion was made that notification to unsuccessful applicants be made by a phone call.</li> <li>• Language regarding a summary to be removed.</li> <li>• Search consultant role to be defined. The search consultant is not the committee chair, which needs to be someone internal to the District.</li> <li>• Suggestion to state that the committee will assure that only candidates they feel are qualified for the position are forwarded,</li> </ul>	Make revisions.	Next meeting.	Mr. Arnoldus.

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	<p>i.e., anyone forwarded is definitely qualified and I will support them for the job. If there are no acceptable candidates, you do not have to forward anyone.</p> <ul style="list-style-type: none"> <li>• Strike number 4. Make sure the facilitators talk.</li> <li>• Insert from page 27 of the meeting agenda. It is in the other procedures, just missing from 7120-A.</li> <li>• Page 36. Strike the first sentence, keep the second sentence. The changes will be consistent in all 7120 procedures.</li> <li>• A concern was stated that two Trustees sat in on the recent Vice Chancellor interviews with the Chancellor. Any discussion with the Trustees concerning a selection process should be done in closed session with all Trustees present.</li> </ul> <p>Proposed revisions to <i>AP 7120-B Recruitment and Hiring: College President</i>, and <i>AP 7120-C Recruitment and Hiring: Academic Managers</i> were discussed.</p> <p><b><i>AP 7120-D Recruitment and Hiring: Full-Time Faculty 7120-D</i></b></p> <ul style="list-style-type: none"> <li>• A box will be added for anticipated meeting of minimum qualifications.</li> <li>• Add language that the decision regarding minimum qualifications will be made under BP/AP 7211 Minimum Qualifications and Equivalencies.</li> <li>• Work on streamlining the equivalency procedure and then revise the equivalency language here.</li> <li>• The summary language will be removed.</li> <li>• These procedures will be revised and returned for additional discussion at the next meeting.</li> <li>• Committee composition will also be discussed next time.</li> </ul>			

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	<ul style="list-style-type: none"> <li>The Policy Committee was pleased with the efforts to streamline the equivalency process and said to keep up the good work.</li> </ul>			
<b>NEOGOV Update</b>	There was insufficient time for this item.	Keep DCHR updated status.	Continuing.	Mr. Arnoldus
<b>DCHR Membership (Decision-Making Handbook Update)</b>	There was insufficient time for this item.	Bring forward to next agenda.	N/A	N/A
<b>Diversity Training</b>	There was insufficient time for this item.	Keep on agenda.	N/A	N/A
<b>Equivalency Process</b>	There was insufficient time for this item.	Bring forward to next agenda.	N/A	N/A
<b>Application Materials for Classified Interview Panels</b>	There was insufficient time for this item.	Bring forward to next agenda.	N/A	N/A
<b>HR Department Performance</b>	There was insufficient time for this item.	Regular Agenda Item.	N/A	N/A
<b>Open Discussion</b>	There was insufficient time for this item.	Regular Agenda Item.	N/A	N/A
<b>Status Update</b> <ul style="list-style-type: none"> <li><b>BP/AP 3430 Prohibition of Unlawful Harassment and Discrimination</b></li> <li><b>BP 7211/AP 7211 Minimum Qualifications &amp; Equivalencies</b></li> </ul>	The committee received copies: <ul style="list-style-type: none"> <li><b>BP 7211/AP 7211 Minimum Qualifications &amp; Equivalencies</b> Chancellor's Cabinet Meeting 3/22/16 Policy, Legislative and Communication Committee Meeting 04/13/16</li> <li><b>BP/AP 3430 Prohibition of Unlawful Harassment and Discrimination</b> Chancellor's Cabinet Meeting 3/22/16 Policy, Legislative and Communication Committee Meeting 04/13/16</li> </ul>	N/A	N/A	N/A
<b>Future Agenda Items</b>	There was insufficient time for this item.	Regular Agenda Item.	N/A	N/A
<b>Meeting Adjourned</b>	The meeting adjourned at 11:36 a.m.	N/A	N/A	N/A
<b>Next Meeting</b>	Next DCHR meeting scheduled for May 12, 2016, in the Lakin Board Room at the DAC from 9:30-11:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]