

**Ventura County Community College District
District Council on Human Resources (DCHR)
June 23, 2016**

Present: Michael Arnoldus, Dana Boynton, Dr. Greg Gillespie, Alan Hayashi, Alex Kolesnik, Gary Maehara, Dr. Damien Peña, Michael Shanahan, Ken Sherwood
Via Skype: Mary Rees, Dr. Linda Kama'ila, Dr. Kimberly Hoffmans
Approved: September 8, 2016

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action (If Required)	Completion Timeline	Responsible
1	Meeting Opened	The meeting began at 9:38 a.m.	N/A	N/A	N/A
2	Approve May 12, 2016, DCHR Meeting Minutes	Motion by: Dr. Gillespie; second by: Mr. Maehara. Minutes approved.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
3	Policy/Procedure Review <ul style="list-style-type: none"> • <i>BP/AP 3510 Workplace Violence Plan</i> • <i>BP/AP 3515 Reporting of Crimes</i> • <i>BP/AP 3540 Sexual and Other Assaults</i> 	<p>The committee reviewed revisions that incorporated DCHR's comments into the proposals from DTRW.</p> <p>Moved to approve: Mr. Maehara; seconded: Ms. Rees. Approved without objection.</p>	Notify Rick Post and Jennifer Kalfsbeek-Goetz.	As soon as possible.	Ms. Holst
4	Policy/Procedure Review <ul style="list-style-type: none"> • <i>BP 7120 Recruitment and Hiring</i> • <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 discussed proposed revisions to the listed policy/procedures.</p> <p><i>AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</i></p> <p>Motion to approve AP 7120-A with the proposed changes in content and retaining the committee structure, except for the Subject Matter Experts. Yellow highlighted areas on committee structure will return to what they were.</p> <p>Moved by Dr. Gillespie; Seconded by Ms. Barajas. All approved.</p> <p><i>AP 7120-B Recruitment and Hiring: College President</i></p> <p>Motion to approve suggested revisions: Mr. Kolesnik; seconded: Mr. Maehara. Motion approved by all.</p>	<p>Make revisions.</p> <p>Place on Cabinet Agenda.</p> <p>AP 7120-E to return to DCHR for additional review.</p>	As soon as possible.	Mr. Arnoldus and Ms. Holst

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		<p><i>AP 7120-C Recruitment and Hiring: Academic Managers</i></p> <p>After discussion, it was agreed that the committee composition will have 3 faculty representatives and 1 classified representative chosen in consultation with the President. DAC representation will be removed as it is unnecessary for academic college-based management positions. The student will be advisory only, and the facilitator will be non-voting. The facilitator as non-voting will be consistent throughout all the 7120 APs.</p> <p>Moved to approve as revised and pursuant to discussed changed by Ms. Rees; seconded by Mr. Maehara. Motion was approved.</p> <p>Mr. Shanahan noted the suggested committee changes were not done for purely productivity purposes. DCHR exists to revisit things if they don't work. If we have issues and stakeholders are not being represented, we have a responsibility to review them again.</p> <p><i>AP 7120-D Recruitment and Hiring: Full-Time Faculty</i></p> <p>Following discussion, it was agreed to change "Skype" to "videoconference" throughout the 7120 APs. In addition, "Ex Officio" will be clarified as "non-voting" in all the 7120 APs.</p> <p>Moved to approve revisions: Mr. Kolesnik; seconded by Mr. Maehara. Motion was approved by all.</p> <p><i>AP 7120-E Recruitment and Hiring: Part-Time Faculty</i></p> <p>The committee discussed part-time faculty search committee composition. It was proposed that the word "minimum" be removed from the number for the Academic administrator and the Department</p>			

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		<p>chair/coordinator or designee designations, but kept for the Academic faculty from the discipline (may include department chair/coordinator) designation.</p> <p>The committee also discussed responsibility for diversity. It was suggested the academic administrator have responsibility for EEO principles in the committee. Mr. Arnoldus will craft language and this AP will return for review at the next DCHR meeting.</p>			
4	<p>Policy/Procedure Review</p> <ul style="list-style-type: none"> <i>BP/AP 2431 CEO Selection</i> 	<p>Mr. Kolesnik voiced the Academic Senate Presidents' concern about the committee structure for an external search and ensuring inclusion of all groups. The language is very general and does not address balance and constituency. The timeframe is also a concern. The goal is for a search to be completed in a reasonable amount of time. After discussion, the committee iterated that it is DCHR's strong advice that for an external or an internal search, the process and the committee structure would remain the same.</p> <p>Mr. Hayashi asked if the Vice Chancellor of Human Resources, as the Screening Committee Facilitator, is a voting member of the committee.</p> <p>The committee will discuss this AP again next time.</p>	Place on next meeting's agenda.	Next meeting.	Ms. Holst
5	<p>Policy/Procedure Review</p> <ul style="list-style-type: none"> <i>BP/AP 7211 Minimum Qualifications & Equivalencies</i> 	Dr. Kama'ila and Mr. Kolesnik will meet to discuss changes the Academic Senates wish to propose for equivalency review.	Discuss changes.	As soon as possible.	Dr. Kama'ila and Mr. Kolesnik
	DCHR Self-Evaluation Results	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
7	NEOGOV Update	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
8	Student Workers Weekly Hour Limitation, Grades/Conduct Standards	Mr. Shanahan noted the committee does need to finish this.	Place on next agenda.	Next meeting.	Ms. Holst

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10	Application Materials for Classified Interview Panels	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
11	New Rater Agreement Form	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
12	Status Update <ul style="list-style-type: none"> • <i>Final April 2016 DCHR Minutes</i> 	The committee received informational copies of the final April 2016 DCHR Meeting Minutes	N/A	N/A	N/A
13	HR Department Performance	There were no issues to discuss.	Regular Agenda Item.	N/A	N/A
14	Open Discussion	There were no items for discussion.	Regular Agenda Item.	N/A	N/A
15	Future Agenda Items	There was insufficient time for this item.	Regular Agenda Item.	N/A	N/A
16	Meeting Adjourned/Next DCHR Meeting	The meeting adjourned at 11:32 a.m. The next meeting is set for August 11, 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]