

**Ventura County Community College District  
District Council on Human Resources (DCHR)  
September 8, 2016**

**Present:** Michael Arnoldus, Nenagh Brown, Howard Davis, Dr. Greg Gillespie, Alan Hayashi, Alex Kolesnik, Gary Maehara, Dr. Damien Peña, Michael Shanahan, Ken Sherwood  
**Via Skype:** Dana Boynton  
**Approved:** October 13, 2016

**Meeting Minutes**

No.	Agenda Item	Discussion Summary	Action (If Required)	Completion Timeline	Responsible
	<b>Meeting Opened</b>	The meeting began at 9:33 a.m.	N/A	N/A	N/A
<b>1</b>	<b>Review DCHR Meeting Minutes of June 23, 2016</b>	Motion to approve by: Mr. Maehara; second by: Mr. Sherwood; minutes approved by all.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
<b>2</b>	<b>Policy/Procedure Review</b>				
	<ul style="list-style-type: none"> <li><b>AP 7120-E Recruitment and Hiring: Part-Time Faculty</b></li> </ul>	<p>The committee discussed proposed revisions to AP 7120-E, including new language to increase focus on diversity and EEO principles, and the administrator’s responsibility to adhere to those principles.</p> <p>Mr. Hayashi asked about guidelines and diversity/EEO training for administrators. Mr. Shanahan said training must be done through L.E.A.D. and under the EEO Plan.</p> <p>The committee will send the AP forward now as revised, and then bring it back to DCHR with additional proposed language for discussion on:</p> <ul style="list-style-type: none"> <li>• Prescreening/screening work can be done simultaneously if the two committees are the same;</li> <li>• Removing reference checks for part-time faculty;</li> <li>• Emergency hires; and</li> <li>• Transfers.</li> </ul>	<p>Place on Chancellor’s Cabinet Agenda for Review.</p> <p>Return to DCHR to review additional changes.</p>	<p>As soon as possible.</p> <p>As soon as possible.</p>	<p>Ms. Holst</p> <p>Mr. Arnoldus</p>
	<ul style="list-style-type: none"> <li><b>BP/AP 2431 CEO Selection</b></li> </ul>	The committee addressed Policy, Legislative & Communications Committee and the Board of Trustees review of BP/AP 2431. DCHR proposes no changes at this time.	N/A	N/A	N/A
	<ul style="list-style-type: none"> <li><b>BP/AP 7211 Minimum Qualifications and</b></li> </ul>	Mr. Kolesnik presented proposed revisions to BP 7211. Mr. Shanahan asked that the Academic Senate Presidents	Review proposed	As soon as possible.	Academic Senate Presidents

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	<i>Equivalencies</i>	prepare a redlined copy for review with their Senates and return the BP to DCHR for review once the Senates agree on the revisions.	revisions with Academic Senates and return to DCHR.		
	<ul style="list-style-type: none"> <li>• <i>BP/AP 2710 Conflict of Interest</i></li> <li>• <i>AP 2712 Conflict of Interest Code – Form 700: Statement of Economic Interests</i></li> </ul>	<p>The committee reviewed proposed changes.</p> <p>Motion to approve the proposed changes by Dr. Gillespie. Second by Mr. Maehara.</p> <p>The proposed revisions were approved by all.</p>	Place on Chancellor’s Cabinet Agenda for review.	As soon as possible.	Ms. Holst
	• <i>BP 2432 CEO Succession – Temporary Absence</i>	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
	• <i>BP/AP 2435 Evaluation of the Chancellor</i>	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
	• <i>BP/AP 2610 Presentation of Initial Collective Bargaining Proposals</i>	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
	• <i>BP/AP 3410 Nondiscrimination</i>	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
3	<b>DCHR Self-Evaluation Results</b>	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
4	<b>NEOGOV Update</b>	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
5	<b>Student Workers Weekly Hour Limitation, Grades/Conduct Standards</b>	There was insufficient time for this item. However, Mr. Shanahan noted the committee does need to finish this.	Place on next agenda.	Next meeting.	Ms. Holst
6	<b>Equivalency Process</b>	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
7	<b>Application Materials for Classified Interview Panels</b>	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
8	<b>New Rater Agreement Form</b>	There was insufficient time for this item.	Place on next agenda.	Next meeting.	Ms. Holst
9	<b>Status Update</b>	The committee members received informational copies of: a. Final DCHR Meeting Minutes: May 12, 2016	N/A	N/A	N/A

No.	Agenda Item	Discussion Summary	Action (If Required)	Completion Timeline	Responsible
		b. Final approved by Board of Trustees on August 9, 2016. <ul style="list-style-type: none"> <li>• BP/AP 3510 Workplace Violence Plan</li> <li>• BP/AP 3515 Reporting of Crimes</li> <li>• BP/AP 3540 Sexual and Other Assaults</li> </ul> c. Reviewed in Chancellor’s Cabinet on July 19 & 26, 2016; Policy, Legislative & Communication Committee on August 10, 2016 (additional changes made); on Board Agenda September 13, 2016. <ul style="list-style-type: none"> <li>• BP 7120 Recruitment &amp; Hiring</li> <li>• AP 7120-A Recruitment &amp; Hiring: Vice Chancellor(s)</li> <li>• AP 7120-B Recruitment &amp; Hiring: College President</li> <li>• AP 7120-C Recruitment &amp; Hiring: Academic Managers</li> <li>• AP 7120-D Recruitment &amp; Hiring: Full-Time Faculty</li> </ul>			
10	<b>HR Department Performance</b>	There was insufficient time for this item	Regular Agenda Item.	N/A	N/A
11	<b>Open Discussion</b>	There was insufficient time for this item	Regular Agenda Item.	N/A	N/A
12	<b>Future Agenda Items</b>	There was insufficient time for this item.	Regular Agenda Item.	N/A	N/A
13	<b>Meeting Adjourned/Next DCHR Meeting</b>	The meeting adjourned at 11:29 a.m. Next meeting: October 13, 2016; DAC-Lakin Board Room; 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]