

**Ventura County Community College District
District Council on Human Resources (DCHR)
October 13, 2016**

Present: Michael Arnoldus, Silvia Barajas, Dana Boynton, Nenagh Brown, Howard Davis, Dr Tim Harrison (via Skype), Alan Hayashi, Dr. Linda Kama’ila, Alex Kolesnik, Gary Maehara, Michael Shanahan, Ken Sherwood, Christina Tafoya
Absent: Dr. Greg Gillespie, Dr. Damien Peña, Valerie Nicoll
Approved: November 10, 2016

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
	Meeting Opened	The meeting began at 9:36 a.m.	N/A	N/A	N/A
1	Review DCHR Meeting Minutes of September 8, 2016	Motion to approve (with correction) by: Mr. Maehara; second by: Mr. Sherwood. Minutes were approved by all, with correction.	Correct/post on DCHR webpage.	As soon as possible.	Ms. Holst
2	Policy/Procedure Review				
a	<i>AP 7120-E Recruitment and Hiring: Part-Time Faculty</i>	The committee discussed a process for notification and hire of current employees for internal part-time faculty openings. The conversation will continue at the next meeting.	Please on agenda for review at next meeting.	Next meeting.	Ms. Holst
b	<i>BP 2432 CEO Succession – Temporary Absence</i>	The committee reviewed proposed revisions to BP 2432. With the change of returning the second sentence to its previous location, Mr. Arnoldus moved for approval. Mr. Maehara seconded. The revisions were approved.	Revise and place on Chancellor’s Cabinet Agenda.	As soon as possible.	Ms. Holst
c-1	<i>BP 2435 Evaluation of the Chancellor</i>	The proposed revisions were approved without objection.	Place on Chancellor’s Cabinet Agenda.	As soon as possible.	Ms. Holst
c-2	<i>AP 2435 Evaluation of the Chancellor</i>	With the addition of the word “fiscal” in front of “year” in the third paragraph, Mr. Maehara moved to approve. Ms. Barajas seconded. The item was approved without opposition.	Revise and place on Chancellor’s Cabinet Agenda.	As soon as possible.	Ms. Holst
d-1	<i>BP 2610 Presentation of Initial Collective Bargaining Proposals</i>	Proposed revisions to BP 2610 were approved without objection.	Place on Chancellor’s Cabinet Agenda.	As soon as possible.	Ms. Holst

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d-2	AP 2610 Presentation of Initial Collective Bargaining	The committee requested addition of a new heading before the last two bullet points. The proposed revisions to AP 2610, as amended, were approved without objection.	Revise and place on Chancellor's Cabinet Agenda.	As soon as possible.	Ms. Holst
e	BP/AP 3410 Nondiscrimination	<p>The committee reviewed proposed changes to AP/BP 3410.</p> <p>Dr. Kama'ila objects to the language here about sex.</p> <p>The Academic Senates will discuss adding veterans and military to the AP and bring any changes back to DCHR. In the meantime, the proposed changes, as modified, were approved.</p>	<p>Revise and place on Chancellor's Cabinet Agenda.</p> <p>Review suggested additions with the Academic Senates.</p>	As soon as possible.	<p>Ms. Holst</p> <p>Academic Senate Presidents</p>
3	BP/AP 7211 Minimum Qualifications and Equivalencies	The Academic Senate Presidents will review BP/AP 7211 with their Senates and return to DCHR with consolidated red-lined versions of proposed revisions.	Review with Senates. Return consolidated red-lined versions to DCHR.	As soon as possible.	Academic Senate Presidents
4	Status Update	<p>The committee members received copies of:</p> <ol style="list-style-type: none"> a. Final DCHR Meeting Minutes 06/23/16 b. Final revisions after 09/13/16 Board of Trustees' Meeting: <ul style="list-style-type: none"> • BP 7120 Recruitment and Hiring • AP 7120-A Recruitment and Hiring: Vice Chancellor(s) • AP 7120-B Recruitment and Hiring: College President • AP 7120-C Recruitment and Hiring: Academic Managers • AP 7120-D Recruitment and Hiring: Full-Time Faculty c. On October 2016 Policy, Legislative, & Communication Committee Agenda: <ul style="list-style-type: none"> • BP/AP 2710 Conflict of Interest • AP 2712 Conflict of Interest Code – Form 700: Statement of Economic 	N/A	N/A	N/A

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		Interests <ul style="list-style-type: none"> AP 7120-E Recruitment and Hiring: Part-Time Faculty 			
5	DCHR Self-Evaluation Results	The committee reviewed Spring 2016 self-evaluation results. DCHR minutes are posted on the VCCCD website at: http://www.vcccd.edu/committees/dchr and DCHR is linked from the HR Department webpage at: http://www.vcccd.edu/departments/human-resources .	N/A	N/A	N/A
6	Student Workers Weekly Hour Limitation, Grades/Conduct Standards	HR has heard nothing further on this item. It will be removed from the agenda.	N/A	N/A	N/A
7	NEOGOV Update	Mr. Shanahan reported that NEOGOV is functional now and running well.	N/A	N/A	N/A
8	Application Materials for Classified Interview Panels	This practice has changed and HR now provides application copies with interview materials.	N/A	N/A	N/A
9	Classified Interview Rater and Confidentiality Agreement	This form for classified interview raters now includes language that applications are provided with the interview materials.	N/A	N/A	N/A
10	Academic Selection Committee Member Agmt.	The committee members should review this form for discussion at the next meeting.	Review before next meeting.	Next meeting.	Committee members.
11	HR Department Performance	There were no items.	Regular Agenda Item.	N/A	N/A
12	Open Discussion	There were no items.	Regular Agenda Item.	N/A	N/A
13	Future Agenda Items	Dr. Harrison asked that the Student Worker Confidentiality Agreement be an official form. HR will review it to ensure it is current.	Review Student Worker Confidentiality Agreement for currency.	As soon as possible.	Mr. Maehara
14	Meeting Adjourned/Next DCHR Meeting	Meeting adjourned at 11:54 a.m. Next meeting: Nov. 10, 2016; DAC-Lakin Board Rm.; 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]