

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

Present: Michael Arnoldus, Dana Boynton, Nenagh Brown, Howard Davis, Dr Tim Harrison, Alan Hayashi, Dr. Linda Kama’ila, Alex Kolesnik, Gary Maehara (via Skype), Dr. Damien Peña (via Skype), Michael Shanahan, Dr. Julius Sokenu (via Skype) Dr. Christina Tafoya,
Absent: Silvia Barajas, Dr. Greg Gillespie, Valerie Nicoll
Approved: December 8, 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 Oct. 13, 2016	Motion to approve by: Dr. Kama’ila; second by: Mr. Kolesnik. Minutes were approved by all.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
2	Policy/Procedure Review				
a	BP 2431 CEO Selection AP 2431 Recruitment and Hiring: Chancellor BP 7120 Recruitment and Hiring AP 7120-A Recruitment and Hiring: Vice Chancellor(s) AP 7120-B Recruitment and Hiring: College President	<p>The committee reviewed and unanimously opposed proposed revisions to AP 2431 Recruitment and Hiring: Chancellor, AP 7120-A Recruitment and Hiring: Vice Chancellor(s), and AP 7120-B Recruitment and Hiring: College President.</p> <p>Comments included:</p> <ul style="list-style-type: none"> • Concern that this may violate EEO and diversity principles. Why limit to senior executives; if the principle is sound, it should be sound for everybody. • Public perception is also important. It relates back to the process of who is getting selected as an interim. • Concern that the change undermines the robust nature of our hiring process that serves us well in terms of diversity. 	<p>The committee will review all management hiring BP/APs next month.</p> <p>Place on next month’s meeting agenda.</p>	Next month.	Ms. Holst

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		<ul style="list-style-type: none"> • A good candidate going through the process would rise to the top anyway. • There is concern regarding inconsistency in the interim selection process. • These changes could undermine the committee deliberations and minimize the credibility of the candidate. • Instead of these changes, it would be preferable to give an interim an initial interview with the committee. • There is a certain idea of competency because someone is in the interim position, and not to exclude someone who has put themselves in a position of risk as an interim. We can honor the service of interims by not rejecting them outright. • It would be preferable to work on adding specificity language to the interim hiring process. • Concern about our reputation in the community. • Could it be interpreted that you would have to be the current interim in that particular position? • At each level of the vetting process, the committee looks for different things. There is progressive scrutiny that would be missed. It vets people culturally and professionally, collegially. There are many facets and they are not done in one 			

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		<p>step. It takes the totality of those steps to produce qualified candidates.</p> <ul style="list-style-type: none"> • The word “Acting” means filling a short-term need, and there is no vacancy in the position. “Acting” should be removed from the proposed language. • There needs to be EEO review throughout the entire process. You can have an unintentional discriminatory aspect at any point, if there is an adverse impact against a group. • If you bring someone in outside of the process, it can be a legal concern. • This is a can of worms for all management and interim hiring. • Having a reputation that interims get a fast track to the job could minimize our process. People will not apply here for an interview if they don’t think we are serious. • There may be Personnel Commission concern because two of the positions are/will be classified. This language is contrary to merit principles. • Stakeholders from DCHR unanimously oppose this change because it undermines the integrity of the selection process and raises EEO concerns. 			
b	AP 7120-E Recruitment and Hiring: Part-Time Faculty	After discussion of concerns regarding HR staff workload and Collective Bargaining Agreement	Return next time.	Next month.	Ms. Holst

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		<p>impact in connection with transfer proposals, it was decided to bring this item back for additional discussion on how to give part-time faculty notice of additional opportunities at the other colleges.</p> <p>It was proposed to consider hiring adjunct faculty at the District, with an assignment at a site. ARFs could be submitted for the District.</p>			
c	BP/AP 3715 Intellectual Property	<p>After discussion, including AFT concern for how this procedure will work in light of ongoing negotiations, and if there is a difference between the terminology scholarly and academic, the committee decided to bring this item back for further conversation at the December meeting.</p> <p>Mr. Shanahan asked that any questions or concerns be e-mailed to him before the next meeting.</p> <p>HR will check on the sources for this proposed Administrative Procedure.</p>	Return next time.	Next month.	Ms. Holst
d	BP/AP 7211 Minimum Qualifications and Equivalencies	There was insufficient time to discuss this item. Place at the top of the agenda next month.	Add to top of next month's agenda.	Next month.	Ms. Holst
3	For Your Information/Status Update	<p>The committee received copies of these items:</p> <ul style="list-style-type: none"> • Final DCHR Meeting Minutes: September 8, 2016 • November 2016 Board of Trustees' Meeting: <ul style="list-style-type: none"> • BP 7120 Recruitment and Hiring • AP 7120-E Recruitment and Hiring: Part-Time Faculty • BP/AP 2710 Conflict of Interest • AP 2712 Conflict of Interest Code – Form 700: Statement of Economic Interests • 11/1/16 - Chancellor's Cabinet review; December Policy, Legislative & 	N/A	N/A	N/A

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
		<p>Communications Committee Meeting Agenda</p> <ul style="list-style-type: none"> • BP 2432 CEO Succession – Temporary Absence • BP/AP 2435 Evaluation of the Chancellor • For Chancellor’s Cabinet Review on 11/15/16 <ul style="list-style-type: none"> • BP/AP 2610 Presentation of Initial Collective Bargaining Proposals <p>BP 2610 language does not exactly match the AFT Agreement. It was explained that this general language comes from the Community College League of California Policies and Procedures Service and affects both union agreements. Mr. Shanahan will take the notation under advisement and see if this can be kept as close as possible to contract language.</p>			
4	NEOGOV Update	<p>Upon inquiry, Mr. Arnoldus explained that it is not possible to lengthen the time on e-mail access to more than 24 hours.</p> <p>It was requested that HR create a cheat sheet.</p> <p>A NEOGOV update will make full-time and part-time faculty accessible on the home page.</p> <p>It was noted not to use the internal buttons.</p>	N/A	N/A	N/A
5	Selection Committee Member Agreement and Confidentiality Agreement	<p>This form is now being used by Academic Selection Committees.</p>	N/A	N/A	N/A
6	Confidentiality Agreement – Student Workers/Interns/Professional Experts/Provisions/Volunteers	<p>The committee reviewed this form. “Student Workers” should be added throughout. This will be posted on HR Tools. Let HR know if you have any issues concerning the form.</p>	Add “Student Workers” as necessary and post on HR Tools.	As soon as possible.	Gary Maehara
7	HR Department Performance	<p>There were no items.</p>	Regular Agenda Item.	N/A	N/A

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8	Open Discussion	<p>The previous changes to AP 7120-E were approved last night, so there will be no more reference checks for part-time faculty. Mr. Arnoldus will send out an announcement.</p> <p>HR will work harder to disseminate information on Board Policy/Administrative Procedure changes. We are trying to build a library of important HR information on the website.</p>	Regular Agenda Item.	N/A	N/A
9	Future Agenda Items	There were no items.	Regular Agenda Item.	N/A	N/A
10	Meeting Adjourned	Meeting adjourned at 11:48 a.m.	N/A	N/A	N/A
11	Next DCHR Meeting	<p>Next meeting: December 8, 2016 DAC-Lakin Board Room Beginning at 9:30 a.m.</p>	N/A	N/A	N/A

[Notes by Jennifer Holst]