

**Ventura County Community College District  
District Council on Human Resources (DCHR)  
February 9, 2017**

**Present:** Michael Arnoldus, Dana Boynton, Nenagh Brown, Howard Davis, Dr. Diane Eberhardy, Dr. Greg Gillespie, Dr. Tim Harrison, Alan Hayashi, Dr. Linda Kama’ila, Alex Kolesnik, Gary Maehara, Dr. Damien Peña, Michael Shanahan, Dr. Christina Tafoya  
**Absent:** Silvia Barajas, Valerie Nicoll  
**Approved:** March 9, 2017

**Meeting Minutes**

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
	<b>Meeting Opened</b>	The meeting began at 9:34 a.m.	N/A	N/A	N/A
1	<b>Review 12/08/16 DCHR Meeting Minutes</b>	Motion to approve by Dr. Eberhardy, with correction of her title; second by Dr. Kama’ila. The minutes were approved by all, without objection.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
2	<b>Policy/Procedure Review</b>				
a	<b>BP and AP 7211 Minimum Qualifications &amp; Equivalencies</b>	<p>The group discussed proposed changes to BP and AP 7211 Minimum Qualifications &amp; Equivalencies. Moorpark College wants the decisions for equivalency on the standing districtwide equivalency committee to be unanimous, with each college having one vote. There will be nine people, three from each college, but only one vote per college. The committee will meet once per month with a proviso for twice a month if needed. It is the expectation that the hiring administrator will attempt to synchronize the selection process with the equivalency committee meeting schedule. Equivalencies should be reviewed by the committee 2-2.5 weeks after the pool closes.</p> <p>It was asked if HR can keep records of equivalencies granted, in case someone is not hired at the time the equivalency is granted, but later applies for another position.</p> <p>The districtwide equivalency committee should publish its calendar and distribute to the hiring administrators.</p> <p>It would be preferable if all participants attended the meetings, even though it will be one vote per college.</p>	Return for review.	Next meeting.	Mr. Kolesnik, and Ms. Brown

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		<p>Ms. Brown will review the language to ensure it does not prohibit forwarding of equivalency requests at pool closure.</p> <p>It was agreed to keep the requirements as is and they can be reviewed again later after the standing districtwide equivalency committee has had the chance to make some decisions.</p> <p>After edit and review by the Academic Senates, the BP and the AP will return next month to DCHR.</p>			
d	<p><b>Fourth Reading:</b></p> <p><b>AP 7120-E Recruitment and Hiring: Part-Time Faculty</b></p>	<p>Pages one and two have changed to reflect the proposed transfer/multi-college assignment language, which gives discretion and responsibility for process administration to the hiring dean, who can send out notification to all faculty. The Vice Presidents can help with sending out e-mail notification to AllFaculty e-mail user list. A proviso should be added that all provisions of the Collective Bargaining Agreement will apply. Mr. Shanahan will discuss this with the union. The Academic Senates will also review the proposed language. The AP will return again to DCHR.</p>	Return for review.	Next meeting.	Ms. Holst
	<p><b>Policy, Legislative, and Communication Committee Meeting in February.</b></p>	<p>It was mentioned that the numbers are off on AP 2431 Recruitment and Hiring: Chancellor. Mr. Shanahan will bring up at the Policy, Legislative, and Communication Committee Meeting that there are still zeros stated there.</p> <p>Concern was voiced about the Board initiating changes to the Administrative Procedure, as that is not the Board's role.</p> <p>Concern was voiced that granting an interview to an interim cuts out the entire hiring committee and the participatory governance process.</p>	N/A	N/A	N/A
3	<p><b>For Your Information/Status Update</b></p>	<p>The committee members received informational copies of:</p> <ul style="list-style-type: none"> <li>i. Final DCHR Meeting Minutes: December 8, 2016</li> <li>ii. Revisions Approved at January 17, 2017, Board of Trustees Meeting <ul style="list-style-type: none"> <li>• BP 2432 CEO – Temporary Absence</li> </ul> </li> </ul>	N/A	N/A	N/A

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
		<ul style="list-style-type: none"> <li>• BP/AP 2435 Evaluation of the Chancellor</li> <li>• BP/AP 2610 Presentation of Initial Collective Bargaining Proposals</li> </ul> <p>iii. For Policy, Legislative &amp; Communications Committee Meeting on February 10, 2017</p> <ul style="list-style-type: none"> <li>• BP 2431 CEO Selection</li> <li>• AP 2431 Recruitment and Hiring: Chancellor</li> <li>• BP 7120 Recruitment and Hiring</li> <li>• AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</li> <li>• AP 7120-B Recruitment and Hiring: College President</li> <li>• BP/AP 2710 Conflict of Interest</li> <li>• BP/AP 3410 Nondiscrimination</li> <li>• BP 7270 Student Workers and AP 7270 Recruitment and Hiring: Student Workers</li> </ul>			
7	<b>HR Department Performance</b>	There were no items.	Regular Agenda Item.	N/A	N/A
8	<b>Open Discussion</b>	There were no items.	Regular Item.	N/A	N/A
9	<b>Future Agenda Items</b>	None reported.	Regular Item.	N/A	N/A
10	<b>Meeting Adjourned</b>	Meeting adjourned at 12:12 p.m.	N/A	N/A	N/A
11	<b>Next DCHR Meeting</b>	Next meeting: March 9, 2017, in the DAC-Lakin Board Room, at 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]