



**Ventura County Community College District
District Council on Human Resources (DCHR)
 October 12, 2017**

Present: Michael Arnoldus, Dana Boynton, Nenagh Brown, Howard Davis, Dr. Diane Eberhardy, Dr. Steven Hall, Dr. Tim Harrison, Gary Maehara, Lydia Morales, Lisa Putnam, Michael Shanahan Dr. Christina Tafoya
Via Skype Dr. Cynthia Azari, Dr. Damien Peña
Absent: Silvia Barajas, Angeline Gonzales
Approved: November 9, 2017

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
	Meeting Opened	The meeting began at 9:05 a.m.	N/A	N/A	N/A
1	Review March 9, 2017, DCHR Meeting Minutes	Approved without objection.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
2	Policy and Procedure Review				
a	AP 7120-E Recruitment and Hiring	This is the same version reviewed by DCHR in March. Mr. Shanahan will discuss the transfer process with AFT, but he does not believe the proposed changes will impact the contract. Ms. Brown wants to review the proposed changes with the Academic Senate and they may have questions. Mr. Shanahan requested that questions about the proposed changes be provided to him in writing. Ms. Brown requested that DCHR agendas be distributed earlier.	Provide written questions concerning the proposed changes to Mr. Shanahan.	As soon as possible.	Committee Members
b	BP/AP 7211 Minimum Qualifications & Equivalencies	The Ventura College Academic Senate has concerns and is not ready to move forward with the revisions approved by DCHR in March. Ms. Morales said the Ventura College Academic Senate prefers to improve the current process. They have concerns about people deciding on disciplines in which they are not experts. There were issues with people being assigned to equivalency committees and they were not told in advance. Ms. Brown explained that there were provisions added to allay some of these concerns, specifically that all three colleges have to agree, and the members may consult with discipline faculty at their colleges, determined by processes developed by the	Send written concerns and statement of the process to Mr. Shanahan.	As soon as possible.	Academic Senate Presidents



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		<p>colleges. Dr. Eberhardy explained that when an expert is needed, one can be brought in. Ms. Brown explained that the equivalency decisions are not hiring decisions and do not change the hiring process. The focus is just on trying to expand the applicant pools. Mr. Shanahan requested that the Ventura College Academic Senate provide him with its questions in writing, as soon as possible. Mr. Shanahan and Mr. Arnoldus will research the issues and then will come speak to the Ventura College Academic Senate. Alternatively, the proposed process can be stripped and the BP will move forward as it remains. There is mutual agreement that the current equivalency process does not work well. Ms. Brown indicated that it is the Academic Senates' responsibility to train on equivalency decisions. She also said that a list is sent out and the members are given some time to review. If they do not respond in time, they move it forward without their input. Mr. Shanahan asked for that statement in writing. Ms. Brown again requested that the DCHR agenda be provided earlier before the meetings.</p>			
3	<p>Spring 2017 DCHR Annual Self-Appraisal Results Review</p>	<p>The committee reviewed the Spring 2017 Annual DCHR Self-Appraisal results. It was noted that sometimes the committee gets bogged down in wordsmithing, which might be better done outside of the committee.</p>	N/A	N/A	N/A
4	<p>DCHR Membership Discussion</p>				
a	<p>Classified Senates' Request</p>	<p>The Classified Senates requested to have DCHR representation. Dr. Hall wondered why AFT has only one representative, while SEIU has three. It was suggested that the Classified Senates each send one representative to DCHR, and SEIU have one representative, as does AFT. Mr. Shanahan will discuss this with SEIU. Changing the DCHR membership would need to be changed in the Decision-Making Handbook, and would need to go through that revision process.</p>	<p>Discuss this issue with SEIU.</p>	<p>As soon as possible</p>	<p>Mr. Shanahan</p>
b	<p>Business and Administrative Services Representative</p>	<p>The committee discussed having DAC Business and Administrative Services department representative attend DCHR. The committee decided that a request for attendance by a DAC Business Services representative could be made if</p>	N/A	N/A	N/A



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		needed, but there was no strong support for creating a permanent seat on the committee.			
5	For Your Information/Status Update	Informational copies of the final February 9, 2017, DCHR Meeting Minutes and the Academic Year 2017-2018 DCHR Dates were provided.	N/A	N/A	N/A
6	HR Department Performance	<p>Mr. Davis said that the entire HR staff does a great job, including Michael Arnoldus, Maria Orozco, and Gary Maehara.</p> <p>Ms. Brown noted there is a delay getting faculty position adverting. She asked what can be done at the colleges to help speed things up. Mr. Shanahan will answer that question, and mentioned that Mr. Arnoldus has sent out an e-mail asking for the colleges' best guess on faculty hiring for next year.</p> <p>Dr. Harrison asked about the initial salary placement process. The Deans need to know how to explain the placement. Mr. Shanahan and Mr. Arnoldus will look at the contract language to see if they can put something together to explain the process.</p> <p>Dr. Harrison mentioned progressive disciplinary action. Mr. Shanahan mentioned the FRISK Training on discipline for managers and supervisors that will take place on October 31.</p> <p>The committee asked to discuss Mr. Shanahan's memo on cell phone communications. Mr. Shanahan asked to be provided specific questions in advance.</p>	<p>What can be done at the colleges to speed up faculty hiring?</p> <p>Describe salary placement decisions.</p> <p>N/A</p> <p>Send questions on cell phone memo to Mr. Shanahan</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>As soon as possible.</p>	<p>Mr. Shanahan and Mr. Arnoldus</p> <p>Mr. Shanahan and Mr. Arnoldus</p> <p>N/A</p> <p>Committee Members</p>
7	Open Discussion	Mr. Davis noted this is Gary Maehara's last meeting, and wished him a happy retirement.	Regular Item.	N/A	N/A
8	Future Agenda Items	None requested.	Regular Item.	N/A	N/A
9	Meeting Adjourned	Meeting adjourned at 11:12 a.m.	N/A	N/A	N/A
10	Next DCHR Meeting	Next meeting: November 9, 2017, in the DAC-Lakin Board Room, at 9:30 a.m.	N/A	N/A	N/A

[Recorder: Jennifer Holst]