



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

Present: Michael Arnoldus, Dr. Cynthia Azari, Dana Boynton, Dr. Mike Bush (for Silvia Barajas), Dr. Diane Eberhardy, Angeline Gonzalez, Dr. Steven Hall, Lydia Morales, Lisa Putnam (for Dr. Kimberly Hoffmans), Michael Shanahan, Maria Urenda
Via Skype Dr. Tim Harrison, Dr. Damien Peña, Dr. Christina Tafoya
Absent: Nenagh Brown, Howard Davis
Approved: January 11, 2018

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
	Meeting Opened	The meeting began at 9:34 a.m.	N/A	N/A	N/A
1	Review 10/12/17 Meeting Minutes	The minutes were approved without objections, corrections, or concerns.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
2	Policy/Procedure Review				
a	AP 7120-E Recruitment and Hiring: Part-Time Faculty	<p>The committee discussed proposed revisions to AP 7120-E. Mr. Shanahan indicated that language concerning the part-time faculty transfer process will be discussed with AFT regarding issues with PAL, longevity, etc. However, Mr. Shanahan does not want to discuss with AFT until the proposal is acceptable to the Academic Senates.</p> <p>Mr. Arnoldus pointed out that Nenagh Brown noted an inconsistency, and recommended changing “shall” to “may” in section a.I.</p> <p>Ms. Morales said the Ventura College Academic Senate would review these changes at their next meeting. Dr. Eberhardy indicated Oxnard College was all right with the changes.</p>	<p>Academic Senate Presidents to discuss with their Senates.</p> <p>On next DCHR agenda for follow-up from Academic Senate Presidents.</p>	<p>As soon as possible.</p> <p>Next month.</p>	<p>Ms. Brown Dr. Eberhardy Ms. Morales</p> <p>Ms. Holst</p>



No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
b	BP/AP 7211 Minimum Qualifications & Equivalencies – Academic Senates Questions	Oxnard College’s Academic Senate is fine with the proposed revisions to BP/AP 7211, which have been thoroughly vetted. Ventura College’s Academic Senate still has issues with the proposed changes. Mr. Shanahan asked that if an Academic Senate has specific issues, it should bring them forward in writing, including the specific edits. Mr. Shanahan stated that the proposed changes will not move forward until the Academic Senates reach consensus.	Academic Senate Presidents to discuss. Place on next DCHR agenda for follow up from Academic Senate Presidents.	As soon as possible. Next month.	Ms. Brown Dr. Eberhardy Ms. Morales Ms. Holst
c	BP/AP 7270 Student Workers – Rate Changes	The committee reviewed proposed changes to BP/AP 7270 Student Workers in light of scheduled January 1, 2018, increase to California minimum wage. Mr. Shanahan indicated the changes to BP 7270 Student Workers are in line with the stepping of the state minimum wage. Ms. Boynton noted that in 2020, student workers will be paid more than the lowest paid classified employee. Dr. Bush recommended compressing the student worker salary schedule steps. The committee agreed it would be preferable to give students less money or fewer hours rather than no jobs. Human Resources will revise to keep the top line and compress the schedule. Mr. Shanahan thanked the committee for the suggestion.	Revise BP 7270 Student Workers and place on Chancellor’s Cabinet agenda.	As soon as possible.	Mr. Shanahan and Mr. Arnoldus.
d	Discussion of BP/AP 3420 Equal Employment Opportunity Plan – Review Edits	The committee reviewed proposed revisions to the District’s EEO Plan contained in BP/AP 3420. Appendix A is a notification list of community groups to whom HR can send job listings to broaden our outreach. Mr. Shanahan asked everyone to send to HR any contacts they come across. HR will provide job listing e-mails to those groups. Section 11 will be expanded for clarification.	Revise EEO Plan and review again in DCHR.	As soon as possible.	Mr. Shanahan and Mr. Arnoldus



No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
		<p>The committee discussed the lack of availability through the State Chancellor’s Office of applicant pool data and community demographics data. HR is now doing longitudinal analyses of hiring processes, and looking at local demographics, and the data that is available. HR reviews the hiring process multiple times throughout. However, diversity is not just a hiring issue; it is a cultural issue throughout the entire District.</p> <p>Dr. Bush said our EEO Plan should tell our employees and our potential employees how we feel about equal employment and what we do about it.</p> <p>Bring the revised EEO Plan back to DCHR for additional review next time.</p>			
3	DCHR Membership Discussion	The committee addressed the Classified Senates’ request for DCHR membership. The committee decided the request should be discussed instead in Consultation Council.	Place on Consultation Council agenda.	As soon as possible.	Mr. Shanahan
4	For Your Information/Status Update	Committee members received informational copies of the Final March 9, 2017, DCHR Meeting Minutes.	N/A	N/A	N/A
5	HR Department Performance	There were no items.	N/A	N/A	N/A
6	Open Discussion/New Business	There was a discussion of Mr. Shanahan’s memo to all employees on cell phone usage. HR will post additional information on the California Public Records Act on the Announcements and Important Information from Human Resources webpage.	Post additional information on HR webpage.	ASAP	Mr. Shanahan
7	Future Agenda Items	None requested.	Regular Item.	N/A	N/A
8	Meeting Adjourned	Meeting adjourned at 11:09 a.m.	N/A	N/A	N/A
9	Next DCHR Meeting	Next meeting: 12/14/17, DAC-Lakin Bd Rm, 9:30-11:30 a.m.	N/A	N/A	N/A