



**Ventura County Community College District
District Council on Human Resources (DCHR)
 January 11, 2018**

Present: Michael Arnoldus, Dr. Cynthia Azari, Silvia Barajas, Dana Boynton, Nenagh Brown, Howard Davis, Dr. Diane Eberhardy, Dr. Tim Harrison, Dr. Kimberly Hoffmans, Amparo Medina, Lydia Morales, Paula Munoz, Michael Shanahan, Dr. Christina Tafoya, Maria Urenda
Via Skype Dr. Pamela Yeagley attempted to phone in but was unable to receive sound on the call.
Absent: Angeline Gonzalez, Dr. Damien Peña
Approved: March 8, 2018

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
	Meeting Opened	The meeting began at 9:40 a.m.	N/A	N/A	N/A
1	Review 10/12/17 Meeting Minutes	The minutes were approved with no objections, including correction in Section 2.a.	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 continued the discussion concerning the proposed revisions to AP 7120-E (multi-college assignment notice). The committee decided that HR should send out the notice after receiving request from a dean. Mr. Shanahan will discuss with AFT once all changes have been made. The committee decided to add “or chair’s designee” in paragraph A.1. Paragraph A.2. will be divided into subparts, and will incorporate current paragraphs 3 and 4 as subparts. Concern about longevity was expressed, and Mr. Shanahan explained that it would be no different than what occurs now with a transfer. Per Article 5 of the AFT Agreement, after successful completion of the first semester, longevity will transfer. It will be important under these circumstances, that the college complete an evaluation during the first semester.</p> <p>Dr. Harrison suggested it would be helpful to create an orientation guide for Deans with this and other processes explained.</p>	<p>Academic Senates to review.</p> <p>On next DCHR agenda for final discussion.</p>	Next meeting.	<p>Ms. Brown Dr. Eberhardy Ms. Morales</p> <p>Ms. Holst</p>



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		Ms. Brown requested a clean version of the revised AP.			
b	BP/AP 7211 Minimum Qualifications & Equivalencies – Academic Senates Questions	Mr. Shanahan requested that the Academic Senates meet, develop their questions and concerns, and provide them to Mr. Shanahan. This item will appear again on the next agenda.	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	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. The committee decided it was important to keep the longitudinal analysis paragraph under Plan Component 2. Veterans and LGBTQ organizations will be added to Attachment A. Mr. Shanahan asked the committee to provide any community organizations suggestions they can think of. Ms. Brown requested a clean copy of the revised document.	Revise EEO Plan. Place on Chancellor’s Cabinet Agenda. Send revised copy to committee members.	As soon as possible.	Mr. Shanahan and Mr. Arnoldus Ms. Holst Ms. Holst
4	For Your Information/Status Update	Committee members received informational copies of the final October 12, 2017, DCHR Meeting Minutes and revisions to BP 7270 Student Workers, which the Board of Trustees will review at their January 2018 Meeting.	N/A	N/A	N/A
5	HR Department Performance	Dr. Hoffmans requested something in written form for deans to give to applicants about how salary level is decided. Mr. Arnoldus indicated his staff is preparing something.	Provide colleges with salary placement process.	As soon as possible.	Mr. Arnoldus



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		<p>There was a complaint about diversity facilitators not giving information from the Diversity Dashboard to faculty selection committees. Mr. Arnoldus and Mr. Shanahan asked that anyone who sees that this is not happening should contact them right away. This is part of a facilitator's responsibility and they want to ensure it is happening. If it is not provided in the organizational meeting, let them know and it can be provided in a later committee meeting. The facilitators have a checklist of the things they need to discuss, what to say, and what information to give to the committees. The checklist will be reviewed at the next DCHR meeting.</p> <p>Mr. Arnoldus will send e-mail he sends to the facilitators to the deans.</p> <p>Mr. Shanahan mentioned that the Diversity Dashboard information is public and available to all on the website, but data from the Dashboard concerning the division/department for the hire is to be provided in particular to selection committees.</p>	<p>Let Mr. Arnoldus or Mr. Shanahan know if Diversity Dashboard information is not provided to faculty selection committees.</p> <p>Send e-mail for facilitators to the deans.</p> <p>Review checklist at next DCHR meeting.</p>	<p>As soon as possible.</p> <p>Add to next DCHR agenda.</p>	<p>Mr. Arnoldus</p> <p>Ms. Holst</p>
6	Open Discussion/New Business	There were no items.			
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: February 8, 2018, DAC-Lakin Board Room, 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]