



<http://www.vcccd.edu/committees/dchr>

**Ventura County Community College District
District Council on Human Resources (DCHR)
March 8, 2018**

Present: Michael Arnoldus, Silvia Barajas, Dana Boynton, Nenagh Brown, Dr. Diane Eberhardy, Michael Shanahan, Dr. Christina Tafoya, Maria Urenda
Via Skype Dr. Cynthia Azari, Dr. Kimberly Hoffmans, Paula Muñoz, Jason Robinson as designee for Gabriela Wood
Absent: Howard Davis, Angeline Gonzalez, Dr. Tim Harrison, Amparo Medina, Lydia Morales, Dr. Damien Peña
Approved: April 12, 2018

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Timeline	Responsible
	Meeting Opened	The meeting began at 9:03 a.m.	N/A	N/A	N/A
1	Review 1/11/18 Meeting Minutes	Confirm if Dr. Pamela Yeagley attended by Skype. The minutes were approved without objections.	Post on webpage.	As soon as possible.	Ms. Holst
2	Policy/Procedure Review				
a	AP 7120-E Recruitment and Hiring: Part-Time Faculty	The committee discussed proposed revisions to AP 7120-E (multi-college assignment notice). Moorpark College Academic Senate approves. The proposed changes would apply for part-time faculty and full-time faculty with extra-hourly assignments. For full-time faculty, it can be considered for an extra assignment, but not for part of base load. Mr. Shanahan will discuss the proposed revisions with AFT.	Mr. Shanahan to discuss with AFT.	As soon as possible.	Mr. Shanahan
3	For Your Information/Status Update				
a	Disciplines Unique to a College - AP 7211 Attachment	DTRW-I updated the list of Disciplines Unique to a College in 2017. It is reviewed in DCHR for consultation and information. The revisions to the attachment will move forward for consideration at Chancellor's Cabinet.	Review in Chancellor's Cabinet.	Place on Cabinet agenda.	Ms. Holst
b	BP/AP 3420 Equal Employment Opportunity	Mr. Shanahan indicated the EEO Plan is being revised. It will return for review at DCHR when finished. Ms. Brown voiced Moorpark College's Academic Senate approval of the previous revisions.			
5	HR Department Performance				
a	HR Director Interviews	HR Director interviews are complete. Reference checks will be done and the outcome should be known soon.	N/A	N/A	N/A
b	Facilitator Checklist and	The committee reviewed the Facilitator Checklist and Guide and had a lengthy discussion concerning the facilitator expectations. If people	Prepare simplified	Mr. Arnoldus	As soon as possible.



No.	Agenda Item	Discussion Summary	Action	Timeline	Responsible
	Guide EEO Committee Diversity Training	<p>observe that the facilitators are not following the checklist, please let Mr. Arnoldus know. Mr. Shanahan proposed preparing a simplified version for committee members so they know the expectations. Mr. Shanahan suggested creating a package for all who serve on committees that can also be posted on the website. Mr. Arnoldus will distribute the guide to the at-large hiring committees. He will also review and refine with the facilitators at their annual meeting.</p> <p>Diversity training was discussed. Mr. Shanahan asked that questions and issues be sent to him so the training process can be improved. The committee had a lengthy discussion concerning improving the District's culture concerning the value of diversity, and the lack of resources for training.</p> <p>The EEO Plan will be reviewed at the next EEO Advisory Committee Meeting on April 13, 2018. Mr. Shanahan wants to bring a diversity mini-grant program to the EEO committee, and to encourage ideas for things to do to celebrate/encourage diversity. HR is also working to sanitize the employment application to remove items that trigger intrinsic biases.</p>	checklist for committee members.		
c	Hiring	Ms. Brown asked about hiring timing. The committees are now putting together timetables for opening meetings. Mr. Arnoldus stated that in general the colleges were off to a late start for faculty full-time hiring, which may have an impact. HR will do its best despite being short-staffed.			
6	Open Discussion / New Business	There were no items.	Regular Item	N/A	N/A
7	Future Agenda Items: EEO Plan – AP 3420	DCHR requests to review the EEO Plan again.	Review EEO Plan next time.	Send to DCHR when revised.	Ms. Holst
8	Meeting Adjourned	Meeting adjourned at 10:06 a.m.	N/A	N/A	N/A
9	Next DCHR Meeting	April 12, 2018, DAC-Lakin Board Room, 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]