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**Ventura County Community College District
District Council on Human Resources (DCHR)
 April 12, 2018**

Present: Silvia Barajas, Dana Boynton, Amparo Medina, Michael Shanahan, Maria Urenda, Jesus Vega (on behalf of Dr. Howard Davis)
Via Skype Dr. Tim Harrison, Paula Muñoz, Dr. Christina Tafoya
Absent: Michael Arnoldus, Dr. Cynthia Azari, Nenagh Brown, Dr. Diane Eberhardy, Angeline Gonzalez, Dr. Kimberly Hoffmans, Lydia Morales, Dr. Damien Peña
Approved: May 10, 2018

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Timeline	Responsible
1	Meeting Opened	The meeting began at 9:38 a.m.	N/A	N/A	N/A
2	Review March 8, 2018, Meeting Minutes	The minutes were approved without objections.	Post on webpage.	As soon as possible.	Ms. Holst
3	Proposed 2018-2019 DCHR Schedule	There were no concerns with the proposed 2018-2019 DCHR Schedule. Mr. Shanahan noted that if there is a light agenda, the meeting may be cancelled. But, if there is something you need to discuss, please say something as we are happy to meet.	Post on webpage. Calendar meetings.	During summer.	Ms. Holst
4	Policy/Procedure Review				
a	BP/AP 3420 Equal Employment Opportunity	The committee discussed removal of longitudinal analysis language no longer required in Title 5. Mr. Shanahan will consider adding language concerning longitudinal analysis/trend data as a bullet point in Component 10. The proposed revisions are scheduled to be discussed tomorrow in the EEO Advisory Committee. All suggestions will be compiled and revisions brought back for additional review.	Revise and return for additional review.	Next meeting.	Mr. Shanahan and Mr. Arnoldus
5	For Your Information/Status Update				
a	Final DCHR Minutes – January 11, 2018	Copy provided for information.	N/A	N/A	N/A
b	Disciplines Unique to a College - AP 7211 Attachment	AP 7211 attachment scheduled for review in Policy, Planning, and Student Success Committee (April 19, 2018), and Board of Trustees (May 2018). The equivalency process review is still underway in the Academic Senates.	N/A	N/A	N/A



No.	Agenda Item	Discussion Summary	Action	Timeline	Responsible
c	AP 7120-E Recruitment and Hiring: Part-Time Faculty	Mr. Shanahan has requested to meet to discuss the proposed changes (multi-campus assignments) with AFT before implementing. AFT has not yet responded.	N/A	N/A	N/A
6	HR Department Performance	There were no items.	Regular Item	N/A	N/A
7	Open Discussion / New Business	<p>A concern was raised about something a volunteer said in a classroom. Classroom management is done by the faculty.</p> <p>Also aides were discussed. Aides are not employed by the District, and not volunteers. What is District’s custodial responsibility for students and the people they will be around? Aides should be live-scanned and contact information should be collected through Access/EAC Office.</p>	Discuss again next time.	Next meeting.	Committee
8	Future Agenda Items:	<ul style="list-style-type: none"> • Volunteers – intake, paperwork, live-scanning, age limits, forms(include forms on next agenda) • Disclose family relationships on volunteer forms. Include supervisor signature line to acknowledge family relationships. • Guest Lecturers • Access Student Aides • Ban the Box – cannot ask about criminal record before offer of hire. Are we still exempt? • Training on criminal background checks. • Convictions • Student Conviction Guidelines • Student Conduct Codes/Procedures • Training on the Personnel Commission Rules, including Education Code references. 	Discuss again next time.	Next meeting.	Committee
9	Meeting Adjourned	Meeting adjourned at 11:05 a.m.	N/A	N/A	N/A
10	Next DCHR Meeting	May 10, 2018, DAC-Lakin Board Room, 9:30 a.m.; time subsequently changed to 9:00 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]