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**Ventura County Community College District
District Council on Human Resources (DCHR)
 May 10, 2018**

Present: Michael Arnoldus, Silvia Barajas, Dana Boynton, Nenagh Brown, Dr. Howard Davis, Dr. Diane Eberhardy, Amparo Medina, Lydia Morales, Michael Shanahan, Dr. Christina Tafoya, Maria Urenda
Via Skype Dr. Cynthia Azari, Dr. Kimberly Hoffmans, Paula Muñoz, Dr. Tim Harrison
Absent: Dr. Damien Peña
Approved: September 6, 2018

Meeting Minutes

#	Agenda Item	Discussion Summary	Action	Timeline	Responsible
1	Meeting Opened	The meeting began at 9:00 a.m.	N/A	N/A	N/A
2	Minutes Review	04/12/18 meeting minutes were approved. No objections.	Post on webpage.	As soon as possible.	Ms. Holst
3	Policy/Procedure Review				
a	BP/AP 3420 Equal Employment Opportunity	<p>The committee considered additional revisions to the Equal Employment Opportunity Plan, including re-insertion of longitudinal analysis and minimum qualification language for defining the initial applicant pool.</p> <ul style="list-style-type: none"> Revise to say applicants have met the state’s minimum qualifications for academic positions or Personnel Commission minimum qualifications for classified employees, and measuring from the initial stage of the process. Send any time to Mr. Arnoldus information on groups you think should be included on Attachment A (organizations to get annual notice of the EEO Plan). <p>With the additional changes, ready for EEO Advisory Committee review. Once approved, will be posted online. Mr. Shanahan proposes a more user-friendly, public-facing document that is not just a compliant policy.</p>	<p>Revise. EEO Advisory Committee to review next.</p> <p>Send group information for EEO Plan notification to Mr. Arnoldus.</p>	<p>As soon as possible.</p> <p>Anytime.</p>	<p>Mr. Arnoldus and Ms. Holst</p> <p>Committee members</p>
5	For Your Information/Status Update				
a	Final Minutes	Final minutes from March 8, 2018, provided for information.	N/A	N/A	N/A



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b	AP 7211 Attachment	Disciplines Unique to a College was approved by the Board on May 8, 2018. Copy emailed to all employees on May 9, 2018.	N/A	N/A	N/A
c	AP 7120-E Recruitment and Hiring: Part-Time Faculty	Mr. Shanahan has requested to meet/discuss with AFT the proposed changes (transfers/multi-campus assignments) and has received no response. Recommended to evaluate part-time faculty who come to your college for the first time, because they will be on the road to longevity. HR will review AP to ensure contract compliance and will move ahead.	Review proposed AP revisions for AFT Agreement compliance.	As soon as possible.	Mr. Shanahan and Mr. Arnoldus
6	HR Department Performance	Mr. Arnoldus indicated all new classified exams are currently on hold due to HR staff vacancies/leaves. HR is looking for temporary employees to help, and is having difficulty recruiting for two HR Analyst positions. Dr. Eberhardy suggested using career/technical strong workforce services to find apprenticeships, interns, to serve double duty with the new funding model. The colleges could use the opportunity to put together an HR certificate program. Dr. Hoffmans said with the colleges being slower for summer, it could free up people to help to get prioritized positions moving. HR will consider how to use that help.	Regular Item	N/A	N/A
5	Open Discussion / New Business	<p><u>Background Checks-Student Aides</u> - Background checks for student aides are done through Access/EAC. Aides are paid via 3rd party agencies. VCCCD live-scans for subsequent conviction information. Suggest Access/EAC reviews Agency Agreement.</p> <p><u>Volunteer Forms</u> – Review regarding fingerprinting requirement for those who exceed 10 business days. Getting results can take months.</p> <ul style="list-style-type: none"> • Send feedback to Terry Cobos. • Talk to your constituent groups about live-scanning before you start employment. • Ms. Barajas and Dr. Harrison to work on this. <p><u>Volunteer Age Limitations</u> - State on the volunteer form that there are additional forms (e.g., work permit) for those under age 18. Our policy says must be 16 to volunteer.</p>	<p>As indicated or discuss again next time.</p> <p>See highlighted items.</p>	Next meeting.	Committee



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		<ul style="list-style-type: none"> • HR to check on age requirement to see if specific to VCCCD. • Work on a form revision for minor volunteers. <p><u>Volunteer Family Relationships</u></p> <ul style="list-style-type: none"> • Include disclosure of family relationship in volunteer form, or add as part of the package. <p><u>Ban the Box</u> - New California law that you cannot ask people about criminal history until job offer is made, but schools are exempt due to custodial responsibilities. It has only seemed to be a problem when there is incomplete disclosure, which is often good faith error.</p> <p><u>Conviction Data Record Sheet</u></p> <ul style="list-style-type: none"> • Add Vice President signature line, to indicate they have seen this. • Column headings will be added for more specificity. • Ms. Barajas will revise and bring it back. <p><u>Student Conviction Guidelines</u> – Slightly different for students.</p> <p><u>Student Volunteer Conduct Codes/Procedures</u> - It is unclear if this is a topic for DCHR as it relates to students.</p> <ul style="list-style-type: none"> • Dr. Harrison volunteered to draft something. <p><u>Personnel Commission Rules Training</u></p> <ul style="list-style-type: none"> • Include Ed. Code references. • Look at a few rules each time. <p><u>Diversity Ad Hoc Committee</u> - This is a Trustee committee.</p> <p><u>Diversity Director Position</u> - Diversity Director position was discussed, including bringing all districtwide strings together,</p>			



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		<p>community outreach, job descriptions, and faculty mentor program.</p> <p>On behalf of Moorpark College faculty, Ms. Brown wants to track the college role and is concerned about position funding.</p> <ul style="list-style-type: none"> • Concern if all emphasis is from the District out, college efforts might not be encouraged. Every single element needs to be involved. • Annual live districtwide diversity training. • Another request from Moorpark College faculty hiring committees is to increase that budget. • Moorpark College faculty would love the college concerns to be incorporated with the new positions. <p>Mr. Shanahan said the Board and Chancellor recognize that 80% of diversity activities must happen at the colleges. The position under consideration will encourage, not direct. Things like a faculty mentorship program cannot happen without college involvement.</p>			
8	Future Agenda Items:	<ol style="list-style-type: none"> 1. Personnel Commission Rules Training 2. Board of Trustees' Diversity Ad Hoc Work Group 3. Diversity Director funding and job description. 	For next time.	Next meeting.	Committee
9	Meeting Adjourned	Meeting adjourned at 10:38 a.m.	N/A	N/A	N/A
10	Next Meeting	September 6, 2018, DAC-Lakin Board Room, 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]