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**Ventura County Community College District
District Council on Human Resources (DCHR)
 September 6, 2018**

Present: Michael Arnoldus, Silvia Barajas, Laura Barroso, Dana Boynton, Nenagh Brown, Robert Cabral, Dr. Oscar Cobian, Dr. Howard Davis, Dr. Diane Eberhardy, Amparo Medina, Lydia Morales, Michael Shanahan, Doug Thiel, Maria Urenda
Via Skype Dr. Cynthia Azari, Dr. Tim Harrison, Rojelio Vasquez
Approved: October 4, 2018

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Timeline	Responsible
1	Meeting Opened	The meeting began at 9:33 a.m.	N/A	N/A	N/A
2	Minutes Review	May 10, 2018, meeting minutes approved without objection.	Post on webpage.	As soon as possible.	Ms. Holst
3	For Your Information/Status Update				
	a	<p>The committee discussed Board Policies and Administrative Procedures to be reviewed at the Board Meeting on September 11, 2018.</p> <ul style="list-style-type: none"> • BP 2710/AP 2710 Conflict of Interest; AP 2712 Conflict of Interest Code – Form 700 Statement of Economic Interests. <ul style="list-style-type: none"> ○ Minor revisions increase gift amount and remove named bond consultants who are no longer here. • BP/AP 3420 Equal Employment Opportunity <ul style="list-style-type: none"> ○ Send ideas for EEO best practices for hiring committees to Mr. Arnoldus. ○ Let Mr. Arnoldus know of other community organizations to add to Attachment A. ○ HR is preparing longitudinal analysis for 2014-2017. DCHR will review when finished. • BP 7120/AP 7120-E Recruitment and Hiring: Part-Time Faculty <ul style="list-style-type: none"> ○ Adding multi-campus assignment for part-time faculty. Following the contract, longevity will carry over to the other college with the second semester. 	N/A	N/A	N/A
	b	Final April 12, 2018, DCHR meeting minutes provided.	N/A	N/A	N/A



No.	Agenda Item	Discussion Summary	Action	Timeline	Responsible
4	HR Department Performance	<p><u>Classified Exams on Hold and HR Staff Vacancies</u></p> <ul style="list-style-type: none"> • HR has been without two analysts, but one should be hired soon. • A recent Classified Exam and Classification Work Status Update report was reviewed. HR will replace “TBD” with something more informative. <p><u>HR on Campus</u></p> <ul style="list-style-type: none"> • Mr. Cabral stated it has been very helpful to have HR staff on campus at Oxnard College to ask questions. • Mr. Shanahan said once confidential office space is designated, HR staff will also go to Moorpark College and Ventura College. <p><u>Diversity Director</u></p> <ul style="list-style-type: none"> • The Diversity Director position probably will be held until the PRT organizational study of the DAC is complete. 	Regular Item	N/A	N/A
5	Open Discussion / New Business	<p><u>Conviction Record Data Sheet</u></p> <ul style="list-style-type: none"> • HR to add an initial box or some way to indicate the Dean and Vice President have reviewed. <p><u>Student Volunteer Conduct Codes/Procedures.</u></p> <ul style="list-style-type: none"> • Dr. Harrison will provide a draft next time. <p><u>Personnel Commission Rules Training</u></p> <ul style="list-style-type: none"> • Mr. Arnoldus explained restrictions on hiring/length of assignments for Temporary Employees <ul style="list-style-type: none"> ○ 163 Limited-Term Appts (Ed. Code, § 88105) ○ 164 Provisional Appts (Ed. Code, §§ 88106, 88107, 88108) <p><u>Gender/Ethnicity and Disability Information Form</u></p> <ul style="list-style-type: none"> • The committee discussed revisions. This will be reviewed with the EEO Advisory Committee and be brought back. 	Regular item.	Next meeting.	Committee
6	Future Agenda Items	<p><u>DCHR Committee Assessment Feedback</u></p> <ul style="list-style-type: none"> • Mr. Shanahan to ask for the feedback to review next time. 	For next time.	Next meeting.	Mr. Shanahan
7	End of Meeting	Meeting adjourned at 10:58 a.m.	N/A	N/A	N/A
8	Next Meeting	October 4, 2018, DAC-Lakin Board Room, 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]