



VCCCD District Council on Human Resources (DCHR)

October 4, 2018

Present: Michael Arnoldus, Dr. Cynthia Azari, Silvia Barajas, Laura Barroso, Dana Boynton, Nenagh Brown, Dr. Oscar Cobian, Dr. Howard Davis, Dr. Diane Eberhardy, Amparo Medina, Lydia Morales, Doug Thiel, Maria Urenda, Rojelio Vasquez
Via Skype: Dr. Tim Harrison
Absent: Robert Cabral, Michael Shanahan
Approved: November 8, 2018

Meeting Minutes

#	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	Meeting Minutes Review	Dr. Eberhardy moved, Ms. Barajas seconded, and September 6, 2018, meeting minutes approved without objection.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
3	For Your Information/Status Update				
	a	The committee received copies of items reviewed by the Board of Trustees in September. <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. BP/AP 3420 Equal Employment Opportunity. Notice to be given to community members. BP 7120/AP 7120-E Recruitment & Hiring: Part-Time Faculty. 	Ask Vice Presidents re inviting Depart. Chairs to AP 7120-E revisions information meetings.	As soon as possible.	Mr. Arnoldus
	b	Copies of final May 10, 2018, DCHR meeting minutes provided.	N/A	N/A	N/A
4	HR Department Performance	<u>HR Staff Vacancies</u> <ul style="list-style-type: none"> HR Analyst I position filled. Analyst II position still vacant. If someone cannot be found, HR considering downgrading Analyst II to I, and providing training. I is journey-level now functioning at associate level. II is advanced journey level requiring independent work without training. Salaries not where they should be to attract qualified people. Benefits Technician Sarah Howell is leaving. <u>Classified Exams on Hold</u> - Employment Services weekly report: 14 exams; 3 new classifications; 7 exams on hold; 1 class establishment upcoming; 2 exams on hold as college not ready to move forward. <u>HR on Campus</u> - Program has been underway for two months at	Regular Item	N/A	N/A



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		<p>Oxnard, two weeks at Moorpark. Ventura has identified an office, should start next week. Dr. Azari appreciates having them there. She can walk down the hall, ask questions, have them check on things. HR Assistants/HR Techs on campus Monday/Wednesday for one, Tuesday/Thursday the other; tracking their work. Feedback is appreciated. We will report on how it is going.</p> <p><u>DCHR Self-Appraisal Analysis</u> – Tabled to next month.</p>			
5	Open Discussion / New Business				
a	<p>Personnel Commission Rules 180 - Probationary Period (Ed. Code, §§ 88005, subd. (c), 88079, 88120, & 88124)</p>	<p><u>Probation</u></p> <ul style="list-style-type: none"> • Six months for classified; management/police are full year. • Add senior classified administrative management, who are at-will, from an unranked eligibility list, not restricted to the top three eligibility list ranks, and usually get contracts. • Provisional employees who exceed six months are permanent. • Eligibility lists are effective one year after established. If we certify a list, that includes interview. Ensure all are treated the same. Consideration means give them an interview. Can go back out if you do not want to interview top three ranks. If no more names, can run new selection process. Check as ranked people may no longer be interested. • Employee requests for transfer/voluntary demotion are separate from eligibility list. You must interview, but don't have to hire. • Ask listed people if still interested. State failure to respond is considered a decline. • Return record of interview slip to HR. • There are no restricted positions here. <p><u>Performance Evaluations During Probation</u></p> <ul style="list-style-type: none"> • For quality/timely feedback so employee can be successful. • To find out if they are capable of meeting our expectations. • You don't have to go through six months to release during probation. If something egregious happens, call Ms. Barroso, and she can advise you. Hopefully evaluations have been done and problems discussed with the employee. We don't believe in surprises. During the probation, people should be aware of how we view their performance. But sometimes things change and it 	<p>Add Senior Classified Administrative Management.</p> <p>Review concerning no vacation during probation. Can unpaid time be used for pre-planned vacation? Clarify for managers / supervisors.</p> <p>Check on retreat rights for at-will employment.</p>	<p>As soon as possible.</p> <p>As soon as possible.</p> <p>As soon as possible.</p>	<p>Mr. Arnoldus</p> <p>Mr. Arnoldus and Ms. Barroso</p> <p>Mr. Arnoldus and Ms. Barroso</p>



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		<p>depends on the situation.</p> <ul style="list-style-type: none"> Ms. Barroso suggested when reviewing before completion of probation, give some leeway as they are learning. Note things for improvement; talk to them about it. Once they pass probation, they are yours. Mr. Arnoldus added if it is clearly not working, then we can talk about releasing the employee. Please call Ms. Barroso if you have questions on how to document, or Mr. Arnoldus if she is unavailable. Probation length of time is in Education Code. The only way to lengthen probation is if an employee was on leave during the probationary period. Then probation is extended by the amount of time of the leave. Mr. Arnoldus and Ms. Barroso will review PC Rules and perhaps clarify for managers/supervisors on the inability of probationary employees to take vacation during probation and if they can use unpaid time if something has been pre-planned before hire. A current classified employee has retreat rights to previous position if unsuccessful in a promotion. HR to check re at-will employees. 			
b	Conviction Record Data Sheet	<ul style="list-style-type: none"> Ms. Barroso to review re expungement of criminal records for juvenile and adult crimes. Review Administrative Procedure 7125. Change language on Conviction Record Data Sheet concerning arrested and pending conviction. Change signature line to applicant/volunteer instead of employee. Dr. Cobian to review AP 7125 in DTRW. CCLC may have updated. 	<p>Review form re expungement and revise signature line.</p> <p>Review AP 7125. Add language re arrested/pending conviction.</p>	As soon as possible.	Ms. Barroso
c	Student Volunteer Conduct Codes / Procedures	<p>Add instructions to complete Conviction Record Data Sheet form if yes is checked. Mr. Arnoldus to review.</p> <p>Dr. Cobian to send Mr. Arnoldus an e-mail concerning County sponsoring CalWORKs students.</p>	<p>Review.</p> <p>Send copy of County/CalWORKs e-mail to Mr. Arnoldus</p>	<p>As soon as possible.</p> <p>As soon as possible.</p>	<p>Mr. Arnoldus</p> <p>Dr. Cobian</p>



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d	Student Worker and Volunteer Orientation	<ul style="list-style-type: none"> Strengthen Title IX language, list site coordinators. As responsible employees, required by Federal Law to complete Title IX Training. Give Dr. Harrison your feedback and review again in DCHR. Consider adding to student worker and volunteer packets. Decide which groups to receive orientations. For a limited-period volunteer, might set an amount of business days. Fingerprinting not required for volunteers of less than 10 days. Dr. Harrison to make a recommendation. 	<p>Send feedback to Dr. Harrison.</p> <p>Dr. Harrison to revise and return revisions for review in DCHR.</p>	<p>As soon as possible.</p> <p>When revisions complete.</p>	<p>Committee</p> <p>Dr. Harrison</p>
e	Gender / Ethnicity and Disability Information Form	<ul style="list-style-type: none"> EEO Advisory Committee to review. Gender categories - if more than one box checked, it is recorded as two-or-more. For adverse impact analysis, the organization can choose. We have two-or-more as a category but can do a deeper dive, usually only for DFEH complaints. On demographic sheet when employed, choice of different boxes. Ms. Brown reviewed with Moorpark College Spectrum Club. They recommend only male, female, and non/binary, which are the least evaluative. "Male/female/non-binary/decline to answer." We are required to collect this information. Federal government has provided no guidance on this. Mr. Thiel asked for clarification on Protected/Non-protected Veteran Status. Ms. Barroso to check with Veterans Centers. 	<p>Review gender choices in EEO Advisory Committee and return to DCHR.</p> <p>Ask Veterans Centers re Protected/Non-Protected Veteran Status.</p>	<p>Next meeting.</p> <p>As soon as possible.</p>	<p>Ms. Barroso</p> <p>Ms. Barroso</p>
6	New Business	VCCCD Leadership Academy – Ms. Brown asked who is participating. Ms. Barroso to ask Chancellor’s Office/provide to Ms. Brown.	Ask Chancellor’s Office/advise Ms. Brown.	As soon as possible.	Ms. Barroso
7	Future Agenda Items	Dr. Harrison to revise volunteer forms and student worker packets.	Revise and review again in DCHR.	As soon as possible.	Dr. Harrison
8	Meeting Over	Meeting adjourned at 11:06 a.m.	N/A	N/A	N/A
9	Next Meeting	November 8, 2018, DAC-Lakin Board Room, 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]