



VCCCD District Council on Human Resources (DCHR)
November 8, 2018

Present: Michael Arnoldus, Dr. Michael Bush for Silvia Barajas, Laura Barroso, Dana Boynton, Nenagh Brown, Robert Cabral, Dr. Oscar Cobian, Dr. Diane Eberhardy, Amparo Medina, Lydia Morales, Michael Shanahan, Maria Urenda
Via Skype: Dr. Cynthia Azari, Dr. Howard Davis, Dr. Tim Harrison, Rojelio Vasquez
Absent: Doug Thiel
Approved: December 13, 2018

Meeting Minutes

#	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	Draft Meeting Minutes Review	October 4, 2018, meeting minutes approved without objection.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
3	For Your Information/Status Update				
a	Final Meeting Minutes	Copy of final DCHR Meeting Minutes of September 6, 2018, provided.	N/A	N/A	N/A
4	HR Department Performance				
a	HR Staff Vacancies	Mr. Arnoldus noted two HR Analyst positions have been filled. The HR Tech II position is now vacant as Janice Endo moved to Benefits. Recruiting will start soon for HR Tech II.	N/A	N/A	N/A
b	Classified Exams on Hold	Fewer positions are on backlog. One is on hold due to HR, and two are awaiting information from the colleges.	N/A	N/A	N/A
c	HR on Campus	All colleges now have HR staff on campus four days/week with good feedback. A log of services provided is being kept. Most seem to be services that could be provided by phone. HR is preparing a list of available services. Send suggestions to HR. Dr. Bush said having HR staff there is appreciated and enables short-circuiting things. Deans/supervisors can meet directly with HR staff who explained where to file recruitment items in HR Tools and how the process works. Those considering retirement can ask HR staff. Dr. Harrison said the location should be announced. A personal connection is great and as they get to know us, there is the ability to have confidential conversations. Ms. Brown and Ms. Morales asked for an all-user email to announce the times, places, and help HR staff can give. Ms. Morales stated the faculty is very excited. Mr. Cabral said it was helpful that Jenine Daly worked through the front end processes for a new Culinary Instructional Lab Tech. Mr. Shanahan appreciated the positive	Send all-user email re HR on campus.	As soon as possible.	Mr. Shanahan Mr. Arnoldus Ms. Barroso



#	Agenda Item	Discussion Summary	Action	Timeline	Responsible
		<p>comments, but wants the committee to know there have been some delays getting things done at the DAC. HR wants to keep satisfaction up, but not drop it elsewhere. Perhaps better use of technology can help, with digital files/workflows, understanding where pinch points are and how to change them. This is a trial run for six months.</p>			
d	<p>Discussion of DCHR Self-Appraisal Analysis</p>	<p>Ms. Brown was disappointed to see only 10 responses and asked that responses be randomized in future. There was a misunderstanding about DCHR having a faculty co-chair. Ms. Brown suggests that be addressed in the Decision-Making Handbook. Mr. Shanahan is concerned that some might feel they are being shut down. He will attempt to be more receptive and welcomes the committee members to let him know if they feel shut down. Ms. Boynton stated that from the classified perspective, DCHR is one of the few places where she feels that her voice is heard. Dr. Eberhardy said although Mr. Shanahan has a strong personality, all are responsible for presenting and getting their ideas across. Mr. Shanahan and Mr. Arnoldus stressed that if committee members want an item on the agenda, contact us and we will add it. Discuss at your college. If it is a college-supported initiative, we will discuss in DCHR. Both EEO Advisory Committee and DCHR have open-agenda policies. HR does not censure. Discussion of items of concern is DCHR's purpose. The committee also discussed the timeliness of moving items through the committee.</p>	<p>Ask Chancellor's office to randomize the responses on the evaluation in future.</p>	<p>As soon as possible.</p>	<p>Mr. Shanahan</p>
5	Open Discussion / New Business				
a	<p>Proposal to Restructure Full-Time Faculty Hiring</p>	<p>Mr. Shanahan said there has been recent discussion from the State Chancellor's Office's General Counsel on how to navigate between aggressive hiring practices and Title IX prohibition of race discrimination. HR took feedback from the State Chancellor, the Board of Trustees, and the Chancellor's Cabinet, and created a conceptual proposal. This is a conceptual shift moving committees away from a gatekeeping role, because currently they have a lot of authority over who gets forwarded for an interview. There is nothing now in the Administrative Procedures to say what happens if the committee refuses to pass on more candidates. One way of thinking is that as hiring is a management right, it is inappropriate for hiring committees to exert that much control over the process. Another line of thought is committees give opinions on the candidates, rather than gatekeeping. The proposal is an overview of approaches to increase inclusion in the hiring process and reduce gatekeeping. Mr. Shanahan explained that the Board and the Chancellor have identified full-time</p>	<p>Discuss with constituent groups.</p> <p>This item will return again for additional review.</p>	<p>Next time.</p>	<p>Committee</p>



#	Agenda Item	Discussion Summary	Action	Timeline	Responsible
		faculty as our problem hiring area and the top priority for shifting demographics to match our students. The committee members should discuss with their constituent groups.			
6	Requested Agenda Items				
a	Personnel Commission Rules Training – 215 Reclassification (Ed. Code, § 88104)	Time was insufficient to discuss this item.	Return to agenda.	Next meeting.	Ms. Holst
b	Conviction Record Data Sheet	Time was insufficient to discuss this item.	Return to agenda.	Next meeting.	Ms. Holst
c	Student Volunteer Conduct Codes / Procedures	There was insufficient time to discuss this item.	Return to agenda.	Next meeting.	Ms. Holst
d	Volunteer Forms	There was insufficient time to discuss this item.	Return to agenda.	Next meeting.	Ms. Holst
e	Gender/Ethnicity and Disability Information Form	Ms. Brown asked about Spectrum Club’s suggested terminology and objection to gender variant. The State Academic Senate, Chancellor’s Office, and CCCApply selected non-binary. Mr. Shanahan explained the form is for employees, not students. Based on the EEO Advisory Committee’s review, it will be simplified and further modified with current language so that certain employees are visible. Mr. Arnoldus stated that this information is reported to the State Chancellor. They still have only male/female. Adding male/female to transgender will allow us to report. Mr. Shanahan added that a transgender employee raised this question. HR is trying to capture specific MIS data. The EEO committee settled on transgender male/transgender female. Decline to state to be removed. If nothing is checked, it is considered a decline. The veteran question will be revised to ask only if a veteran or not because we do not provide extra points for specific veteran statuses.	The form to be revised.	As soon as possible.	Ms. Barroso
7	Future Agenda Items	None were discussed.	N/A	N/A	N/A
8	Meeting Ended	Meeting adjourned at 11:46 a.m.	N/A	N/A	N/A
9	Next Meeting	December 13, 2018, DAC-Lakin Board Room, 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]