



VCCCD District Council on Human Resources (DCHR)
December 13, 2018

Present: Michael Arnoldus, Silvia Barajas, Laura Barroso, Dana Boynton, Robert Cabral, Dr. Oscar Cobian, Dr. Diane Eberhardy, Amparo Medina, Michael Shanahan, Doug Thiel, Maria Urenda
Via Skype: Dr. Cynthia Azari, Dr. Tim Harrison, Lydia Morales, Rojelio Vasquez
Absent: Nenagh Brown, Dr. Howard Davis
Approved: January 10, 2019

Meeting Minutes

#	Agenda Item	Discussion Summary	Action	Timeline	Responsible
1	Meeting Opened	The meeting began at 9:31 a.m.	N/A	N/A	N/A
2	Minutes Review	November 8, 2018, DCHR meeting minutes were approved without objection.	Post on web.	Right away.	Ms. Holst
3 HR Department Performance					
a	HR Staff Vacancies	HR Analyst vacancies have all been filled.	N/A	N/A	N/A
b	Classified Exams	With two new HR Analysts, HR is up-to-date with classified examinations.	N/A	N/A	N/A
c	HR on Campus	DCHR discussed college feedback re pilot program of HR staff on campus. HR is compiling statistics on the questions, numbers, and types of visits received. So far, the services requested don't seem to require in-person staff as most visits have been general questions that could be handled by phone. A detailed summary is being prepared for Chancellor's Cabinet. The challenge is HR staff members are falling behind on work at the DAC. Perhaps the embedded need is an analyst level, not transactional. Maybe with the right classification, better service can be given. Dr. Cobian asked what HR staff can and can't do on campus. Focus on what each campus needs, including training staff and providing counsel. CBT will be analyzing HR and its business practices. HR is not looking for one-size-fits-all and will continue to adjust/calibrate so the colleges receive maximized service, including individual conversations on how to best serve each college. HR is also an employee-facing operation and employees should feel able to come to HR directly. Mr. Thiel and Ms. Barroso to discuss leveraging HR efforts for AFT/CalSTRS retirement training workshops.	Instructions on what HR Techs / Assistants on campus can do. Discuss individually with the colleges. Discuss CalSTRS retirement workshops.	As soon as possible. When timely.	Mr. Arnoldus, Ms. Barroso Mr. Shanahan, Mr. Arnoldus, Ms. Barroso Mr. Thiel Ms. Barroso
4	Policy & Procedure Review				
	BP 7270 Students Workers/AP 7270	In December, the Board approved revisions to the student worker salary schedule to a multi-year plan incorporating California minimum wage increases to 2022 in	Provide numbers of	As soon as possible.	Mr. Shanahan



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	Recruitment and Hiring: Student Workers	BP 7270. It is unusual to be in a Board Policy, which perhaps can be reviewed in future. To mitigate minimum wage impacts and to provide a more efficient student hiring structure, the schedule was condensed from 4 to 3 levels. This was important for budgetary predictability and because annual salary increases will impact the District's numerous student workers. Steps were eliminated because they assumed students would be here for 3-4 years. Dr. Cobian asked how many student workers are federal work-study versus paid by the department. Student salaries may eventually bump up against classified employee salaries. HR is working on getting salary surveys done to analyze these issues.	student workers on work-study or paid by depts.		
5	Requested Agenda Items				
a	Personnel Commission Rules Training: 214-215 Reclassification (Ed. Code, § 88104)	The merit system resulted from corruption at LAUSD. The goals are to: hire/promote through a competitive process; prevent crony hiring; not to give opportunities to bid for jobs. The default is open recruitment. A reclassification occurs when there is a change in assigned duties to a filled position resulting in an employee working out-of-class in a different classification. Alternatively, if you need something new and want to reclassify a position, that is not a reclassification. A reclassification is if you have an incumbent in the position and the job has evolved. A reclassification recognizes that job duties may drift or change. It is inequitable to throw someone out and make them bid for the job. Creating something new is not drift. There are different procedures if it happens temporarily, deliberately, or accidentally. There is a difference in reclassifying a person or a position. The Personnel Commission (PC) looks at how duties were accumulated, intentionally or not. The incumbent must have been in the position more than 2 years with satisfactory evaluations. If a position is reclassified, the incumbent must test for it. The PC examines if people should have known or was there collaboration to avoid a competitive selection process. If it is felt it was done deliberately, the PC may ask for a competitive selection process. The PC decides how the position should be classified and what happens with the person in it. The Board establishes the position and fiscal impact, and can deny a reclassification. A desk review can be initiated by an employee or a supervisor. A PIQ starts the analysis. It goes in the queue for position assessment. Desk audits are rarely conducted. Assigned duties are discussed separately with the employee and the supervisor. Sometimes the duties do not line up with what the supervisor believes were assigned. A decision is made based on assigned duties. HR does desk audits. Mr. Arnoldus advises against contracting out desk audits because they take a considerable amount of time. Contractors don't make money if they put in the	Send HR training ideas to HR managers.	As soon as possible.	Committee



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		<p>required time. Also, if PC staff study the jobs, it helps them understand the jobs and classification interrelationships.</p> <p>Any retroactive compensation goes back to the date a study was requested. We validate what the supervisor has assigned and expects. We want to understand everyone's perceptions. The administration has ultimate control over this. No employee has an entitlement to an up-class unless the duties stay. Usually the supervisor is supportive. The intent here is over time the job is changing. One day, people realize the job has changed. But a supervisor adding duties to get around the selection process is not the intent. We ask: What is the actual classification? Can the employee move, or is it a fake upgrade and a recruitment must be done? Duties can be removed.</p> <p>HR wants to create an annual HR training calendar. Please provide suggestions on what you want to see, including your needs and specific HR Training that would be helpful. Trainings would rotate by campus and repeat.</p>			
b	Conviction Record Data Sheet	Employees must disclose permanent convictions but not sealed/expunged items. If something is dismissed after conviction, there must be a judicial certification of rehabilitation. The conviction policy is scaled with lowest a 5-year ban from conviction date. Not every conviction in our policy. Review next time. We are exempted from ban-the-box, but must do criminal background checks.	Review conviction policy.	Next time.	Mr. Arnoldus
c	Student Volunteer Conduct Codes / Procedures, and Volunteer Forms	Dr. Harrison is working on these. Mr. Shanahan reported Chancellor's Cabinet is unanimously opposed to a volunteer age of less than 16 years due to liability and oversight issues. HR to provide notice to deans over athletics to ensure people know of the minimum age, but college administration must enforce.	Provide volunteer age notice.	As soon as possible.	Mr. Shanahan
6	Final Minutes	The agenda packet included final Meeting Minutes from October 4, 2018.	N/A	N/A	N/A
7	Future Agenda Items	Mr. Shanahan received Academic Senates' feedback on the Full-Time Faculty Conceptual Hiring Process Proposal, with items to incorporate and agreement in some areas. To be reviewed in light of new Board and their priorities. Dr. Eberhardy thanked Mr. Shanahan and HR staff for all they do, for doing a great job, for this particular committee, for bringing these issues forward to learn from the discussion, and then discussing back at the colleges.	N/A	N/A	N/A
8	Meeting Ended	Meeting adjourned at 10:48 a.m.	N/A	N/A	N/A
9	Next Meeting	Thursday, January 10, 2019, DAC-Lakin Board Room, 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]