



VCCCD District Council on Human Resources (DCHR)
Meeting Minutes

October 10, 2019 - District Administrative Center – Lakin Board Room

Present: Michael Arnoldus, Laura Barroso, Dana Boynton, Nenagh Brown, Oscar Cobain, Howard Davis, Jim Dembowski, Diane Eberhardy, Amparo Medina, Lydia Morales, Maria Urenda, Luis Sanchez

Via Skype: Tim Harrison

Absent: Silvia Barajas, Robert Cabral, Greg Gillespie, Michael Sheetz

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Responsible |
|--|--|---|--|---|
| Meeting Opened | Meeting started at 10:05 a.m. | N/A | N/A | N/A |
| 1. Approval of the Minutes | <ul style="list-style-type: none"> On motion by Dana Boynton, and seconded by Amparo Medina the meeting minutes for September 12, 2019, were approved. All others present were in favor. All absent abstained. | <ul style="list-style-type: none"> Post approved minutes to the website | ASAP | J. Sturek |
| 2. For Your Information/Status Update | a) Updated 2019-2020 DCHR Schedule <ul style="list-style-type: none"> Committee members acknowledged the change of the April 9th meeting to April 2nd (10:00 a.m. to 12:00 p.m.) | N/A | N/A | N/A |
| 3. Open Discussion / New Business | a) DCHR Committee Charge and Membership <ul style="list-style-type: none"> Charge <ul style="list-style-type: none"> Is taken from the decision making handbook which Amparo stated that it is reviewed every three years. The charge will be reviewed in the next year. Nenagh suggested adding Diversity Training (similar to EEO) and Job Descriptions to the Charge. Luis Sanchez stated that a fourth prong to the Charge is broad and that we could bring items of common interest. | <ul style="list-style-type: none"> Review Charge for changes and suggestions N/A N/A | Next meeting (on-going over the next year) N/A N/A | Committee members N/A N/A |



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| 3. Open Discussion/ New Business (cont.) | <ul style="list-style-type: none"> • Membership <ul style="list-style-type: none"> ○ Amparo stated that a Tri-Chair has be part of the discussion along with allowing another SEIU member ○ Diane Eberhardy, Luis Sanchez and Jim Dembowski all suggested looking at the Charge for instruction. ○ Jim Dembowski stated that SEIU having a seat on the surface seemed to be a reasonable request. He also stated that he was looking at one Chair who has the authority and the responsibility and ultimately it is the Chancellor’s responsibility. ○ Diane would like to take back the Charge to the Senate to inquire about a co-chair but didn’t think they would be interested. ○ Maria Urenda stated she would like to recommend that SEIU would appoint a classified representative from each campus and a Chief Steward. | <p>N/A</p> <ul style="list-style-type: none"> • Review the Charge for instruction. <p>N/A</p> <ul style="list-style-type: none"> • Take Charge back to Senate <p>N/A</p> | <p>N/A</p> <p>Next meeting</p> <p>N/A</p> <p>Next meeting</p> <p>N/A</p> | <p>N/A</p> <p>Committee members</p> <p>N/A</p> <p>D. Eberhardy</p> <p>N/A</p> |
| 4. Requested Agenda Items | <ul style="list-style-type: none"> a) Student Worker Packets – Tim Harison <ul style="list-style-type: none"> • Move to the next meeting b) Volunteer Forms – Michael Arnoldus <ul style="list-style-type: none"> • Confirmation was received from committee members that the forms were complete and ready to publish. c) Equivalency Procedure BP/AP 7211 – Minimum Qualifications and Equivalencies | <ul style="list-style-type: none"> • Add to next agenda • Publish to HRTools • Confirm there are no more changes from all three Academic Senate Presidents. Add to the | <p>Next meeting</p> <p>ASAP</p> <p>ASAP</p> | <p>J. Sturek</p> <p>J. Sturek</p> <p>J. Sturek</p> |



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| | <ul style="list-style-type: none"> • Nenagh Brown stated that the BP/AP7211 had already been through Moopark and Oxnard. Ventura had a couple changes including: <ul style="list-style-type: none"> ○ List “B” section to add “in a related field”. ○ Change wording from “three out of three colleges need to vote” to “vote needs to be unanimous among all colleges with that discipline”. d) Emergency Hiring Procedure – Tim Harison <ul style="list-style-type: none"> • Move to the next meeting e) Committee Goals – Silvia Barajas/Tim Harison/Committee Discussion <ul style="list-style-type: none"> • Move to the next meeting f) Offers and Placement – Tim Harison <ul style="list-style-type: none"> • Move to the next meeting g) Review of Classification Work <ul style="list-style-type: none"> • Michael Arnoldus explained the process for classification work and opened up the topic for discussion with the committee. | <p>next Policy agenda for approval.</p> <ul style="list-style-type: none"> • Add to next agenda • Add to next agenda • Add to next agenda <p>N/A</p> | <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>N/A</p> | <p>J. Sturek</p> <p>J. Sturek</p> <p>J. Sturek</p> <p>N/A</p> |
| <p>5. HR Performance (Standing Item)</p> | <p>a) HR Staff Vacancies – Michael Arnoldus</p> <ul style="list-style-type: none"> • Move to the next meeting <p>b) Classified Exams Status – Michael Arnoldus</p> <ul style="list-style-type: none"> • Move to the next meeting | <ul style="list-style-type: none"> • Add to next agenda • Add to next agenda | <p>Next meeting</p> <p>Next meeting</p> | <p>J. Sturek</p> <p>J. Sturek</p> |
| <p>6. Future Agenda Items</p> | <p>a) AP 7120-B: Recruitment and Hiring – College President – Nenagh Brown</p> <p>b) AP 7120-C: Recruitment and Hiring – Academic Managers – Nenagh Brown</p> | <ul style="list-style-type: none"> • Add to next agenda • Add to next agenda | <p>Next Meeting</p> <p>Next Meeting</p> | <p>J. Sturek</p> <p>J. Sturek</p> |
| <p>7. Next Meeting</p> | <ul style="list-style-type: none"> • Thursday, November 14, 2019 | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> |



<http://www.vcccd.edu/committees/dchr>

[Recorder: Jillian Sturek]