



**VCCCD District Council on Human Resources (DCHR)
January 10, 2019**

Present: Michael Arnoldus, Silvia Barajas, Dana Boynton, Nenagh Brown, Robert Cabral, Dr. Howard Davis, Dr. Diane Eberhardy, Amparo Medina, Lydia Morales, Michael Shanahan, Maria Urenda, Michael Sheetz for AFT
Via Skype: Dr. Cynthia Azari, Laura Barroso, Dr. Tim Harrison, Rojelio Vasquez
Absent: Dr. Oscar Cobian
Approved: February 28, 2019

Meeting Minutes

#	Agenda Item	Discussion Summary	Action	Timeline	Responsible
1	Meeting Opened	The meeting began at 9:32 a.m.	N/A	N/A	N/A
2	Minutes Review	With correction of Doug Thiel’s name, the December 13, 2018, DCHR meeting minutes were approved.	Post on web.	Right away.	Jennifer Holst
3	HR Department Performance				
a	HR Staff Vacancies	The HR Tech II position is vacant, but that does not affect recruiting.	N/A	N/A	N/A
b	Classified Exams	The backlog has been finished. Exams are being completed in a timely manner.	N/A	N/A	N/A
4	Open Discussion/New Business				
a	Full-Time Faculty Hiring	<p>The committee discussed faculty hiring. If colleges provide anticipated hiring information early, HR can better plan for getting hiring done in a timely fashion. Michael Arnoldus will send e-mail requesting anticipated hiring needs to Silvia Barajas and the Academic Senate Presidents.</p> <p><u>L.A. Job Fair</u> - HR requests lists and flyers concerning current college hiring. If we can get a list to the L.A. Job Fair by tomorrow, they will publish our openings. For programs special to our District, such as smoke-jumpers, EATM, or RDA dental, if we can get marketing flyers in time for the event, we can have those on the tables.</p> <p><u>Advertising</u> - Michael Arnoldus said when extra funds are needed for additional advertising for hard-to-fill positions, please make a request. We can check the budget. That is why planning is important. We have some discretion on funding. If we know in advance, we can ask for more advertising money.</p>	<p>Send e-mail re Fall hiring to Silvia Barajas and Academic Senate Presidents.</p> <p>Provide upcoming hiring information to Michael Arnoldus.</p>	<p>As soon as possible.</p> <p>As soon as possible.</p>	<p>Michael Arnoldus</p> <p>Vice Presidents</p>
5	Requested Agenda Items				
a	Personnel Commission Rules Training:	Michael Arnoldus described the classified salary placement process. The philosophy is it should be done in a manner that is appropriate and reproducible so as to avoid wage discrimination litigation. The goal is to eliminate the	N/A	N/A	N/A



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	290 Salary Plan	<p>possibility for the process to be arbitrary and capricious. It is designed to prevent corruption. There is discretion when determining if education is relevant, but it eliminates the ability to negotiate.</p> <ul style="list-style-type: none"> • For initial appointments, education/experience beyond what is minimally required is considered. There is a difference between similar and related. • What is used for meeting the minimum qualifications cannot be used to get additional steps. Under California law, we cannot ask what you were previously making. • Section 292.1A – consider removing “similar” to use a clearer definition. • Some of the older job announcements need revision since we no longer require that you ask for advanced salary placement. • HR is working to document the process for management salary placement. • If you find a mistake has been made, please let Michael Arnoldus know. • 295. Employees are considered under the same conditions whether promoting or coming in as a new employee. • 295.4. Involuntary demotion, or voluntary demotion, you will be placed as close to your previously salary position as possible. • 292.A. Revise the language to say “beyond what is required to meet the minimum qualifications.” Remove “comparable.” 			
b	BP/AP 7125 Criminal Record Check	<p>Michael Shanahan discussed the State Chancellor’s Office’s recent Legal Advisory concerning the Fair Chance Act, prohibiting employers from asking about criminal records until a job offer is made to avoid prejudice stemming from having a criminal record, and because adverse impact convictions fall more on certain groups of individuals. However, we are required by the California Education Code to do background checks. As schools, we have more responsibility than other employers. The Fair Chance Act applies to non-instructional student workers. We have instructional student workers such as Supplemental Instructors, and perhaps Tutors. Clarification is needed.</p> <p>Conviction question will be removed from the application. When an offer is made, the self-disclosure is completed. If we rescind a job offer because of a conviction record, the law requires us to tell employee and give them an opportunity to respond. They can provide a court record of rehab certification or expungement. Now, a third option because rehab certification costs money. HR makes the decision, and each case is individually reviewed. AP 7125’s lists are guidelines in escalating seriousness of convictions. The committee will review BP/AP 7125 next time.</p>	<p>Remove criminal conviction question from Employment Application.</p> <p>Review again in more detail.</p>	<p>As soon as possible.</p> <p>Next meeting.</p>	<p>Michael Arnoldus</p> <p>Committee</p>



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6	For Your Information/Status Update				
a	Final Minutes	The agenda packet included final meeting minutes from November 8, 2018. A sentence was requested to be removed from the minutes.	N/A	N/A	N/A
b	Conviction Record Data Sheet	The agenda packet included a revised copy of the Conviction Record Data Sheet. Anyone reviewing information on the form could raise an alarm if they see concerns. This is a post-offer form, and an early warning before the Live Scan report comes in. It can also be an interesting opportunity for discussion with the employee if the information is falsified.	N/A	N/A	N/A
7	Future Agenda Items	<p><u>Student Volunteer Conduct Codes/Procedures, Volunteer Forms, Student Worker Packets</u>. Postponed to March 2019 – Andrea Ingley and Tim Harrison are updating these forms. Mr. Shanahan noted that Cabinet members agreed they do not want to have volunteers under age 16 due to oversight and liability issues.</p> <p><u>Personal Student Aides</u> - Amparo Medina asked that in reviewing the forms, the forms for personal aides be reviewed. They are a different entity from volunteers. Sometimes they are family members who have gone through Access. Amparo Medina will provide the information that she has developed.</p> <p><u>Conceptual Proposal to Restructure Full-Time Hiring</u> - Nenagh Brown said the Moorpark College Academic Senate did a first reading and has since pulled it from the Senate agenda. They had a positive discussion except for the last section, which faculty would not approve. It will not go back unless there is a new draft. Michael Shanahan said with change of Board members, current thinking is unknown and Human Resources will continue to work on it.</p> <p><u>Student Workers</u> - Based on a request during the last meeting, Michael Shanahan provided a report on the numbers of VCCCD Student Workers.</p>	Update Student Volunteer Conduct Codes/Procedures, Volunteer Forms, Student Worker Packets	For March meeting	Tim Harrison Andrea Ingley Michael Arnoldus
8	Meeting Ended	Meeting adjourned at 11:12 a.m.	N/A	N/A	N/A
9	Next Meeting	Thursday, February 14, 2019, DAC-Lakin Board Room, 9:30 a.m., subsequently rescheduled to February 28, 2019.	N/A	N/A	N/A

[Notes by Jennifer Holst]