



VCCCD District Council on Human Resources (DCHR)
February 28, 2019

Present: Michael Arnoldus, Silvia Barajas, Laura Barroso, Dana Boynton, Nenagh Brown, Dr. Oscar Cobian, Dr. Howard Davis, Dr. Diane Eberhardy, Amparo Medina, Lydia Morales, Michael Shanahan, Michael Sheetz, Maria Urenda
Via Skype: Dr. Tim Harrison, Robert Cabral
Absent: Dr. Cynthia Azari, Rojelio Vasquez
Approved: April 11, 2018

Meeting Minutes

#	Agenda Item	Discussion Summary	Action	Timeline	Responsible
1	Start Time	The meeting began at 9:34 a.m.	N/A	N/A	N/A
2	Meeting Minutes	Draft 01/10/19 minutes were approved without objection. Copies of final 12/13/18 minutes and revised final minutes of 11/8/18 provided.	Post on web.	ASAP	J. Holst
3	HR Vacancies and Classified Exams	Human Resources recruiting for HR Assistant vacancy, working on classified exams, all HR Analyst positions are filled.	N/A	N/A	N/A
4	Open Discussion/New Business				
5	Emergency Hiring	Tim Harrison requested emergency/exigent hiring process review. DCHR members check with constituencies on how it is being used and report back.	Discuss again.	Next time.	Committee
6	Equivalencies	Tim Harrison requested review of equivalency process exact match language.	Review.	Next time.	Committee
7	Temporary Faculty Moving To Tenure Track.	For 2nd versus 3rd year tenure-track contracts, N. Brown wants assurance all colleges consistently apply the non-tenure, emergency full-time one semester, then tenure-track procedures. California Education Code section 87478.B.1, requires that: “[I]f reemployed for the following school year in a ‘faculty position,’ be classified as a contract employee—and have the previous year’s employment as a temporary employee deemed a year of contract employment. In other words, under this scenario the faculty member’s status upon being rehired is a second year probationary employee.” Section 87478.B.2 adds: “Again, if the employee serves for a complete school year and is rehired into a faculty position, the governing board must classify the employee as a contract employee, and count the prior year as a year of contract employment.”	N/A	N/A	N/A
8	Personnel Commission Rules Training	<ul style="list-style-type: none"> • 120 - Classified Employment Applications <ul style="list-style-type: none"> ○ Update - Only online applications unless an accommodation is needed. ○ Failure of probation is not discipline as no cause is required. ○ HR is reviewing State Chancellor’s recent convictions memo. Will probably come out of the application. 	N/A	N/A	N/A



#	Agenda Item	Discussion Summary	Action	Timeline	Responsible
		<ul style="list-style-type: none"> ○ Veteran’s Credit is given to those who put themselves in harm’s way to serve the country. ● 130 – Examinations – Update to 15 days instead of 10. ● 133 – Eligibility –Because of time constraints, we cannot always do a new exam. If someone has already gone through it, they would have an unfair advantage. For performance exams like MS Word, we have multiple exams. ● 134 – Cannot be arbitrary. We develop exam format based on information collected during the job analysis. ● 134.1 – Title V. ● 134.2 – 1st- or 2nd-leve; supervisors do not sit on interview panels so they cannot skew results to get someone they want. Sometimes we go outside the District because people are unavailable or an in-house person would be a 1st- or 2nd-level supervisor. ● 135 – The parts are not weighted; must pass each section to move forward. Update Director of Employment Services title. ● 136 – An email is sent describing the opportunity to appeal the results. ● 137 – Remove fax machine reference. An appeal does not lead to hiring, it only gets an applicant back in the process or on an eligibility list. ● 138 – Only scores and evaluations are available to review. We try to be transparent. Committee members make rater’s notes so there is rationale for the scores. If asked to be reviewed, they are typed separately so handwriting cannot be recognized. HR trains those reviewing the applications. There is some judgment involved. We try to be specific and clear. That is why we have the appeal process, which is not a bad thing. We sometimes misjudge. The Commission sets the classified minimum qualifications (mqs) and equivalencies. Faculty’s are set by the state. People often call ahead to see if mqs match. The qualified representative of the Personnel Commission is typically the analyst who ran the exam. We could strike “qualified.” ● It was suggested Classified Senates could sponsor training on Personnel Commission Rules outside of Training & Tours. 			
10	Future Agenda Items	<ul style="list-style-type: none"> ● Student Volunteer Conduct Codes/Procedures, Volunteer Forms, Student Worker Packets: A. Ingley and T. Harrison are revising. ● BP/AP 7125 Criminal Record Check/State Chancellor’s Memo – M. Arnoldus ● Send requested agenda items to J. Holst. 	N/A	N/A	N/A
11	Meeting Ended	Meeting adjourned at 10:41 a.m.	N/A	N/A	N/A
12	Next Meeting	Thursday, March 14, 2019, DAC-Lakin Board Room, 9:30 a.m.	N/A	N/A	N/A

[Notes by Jennifer Holst]