



VCCCD District Council on Human Resources (DCHR)

April 11, 2019

Present: Michael Arnoldus, Silvia Barajas, Laura Barroso, Dr. Howard Davis, Amparo Medina, Maria Urenda

Via Skype: Dr. Tim Harrison, Michael Sheetz

Absent: Dr. Cynthia Azari, Dana Boynton, Nenagh Brown, Robert Cabral, Dr. Oscar Cobian, Dr. Diane Eberhardy, Lydia Morales, Rojelio Vasquez

Approved:

Meeting Minutes

#	Agenda Item	Discussion Summary	Action	Timeline	Responsible
1	Meeting Opened	The meeting began at 10:06 a.m.	N/A	N/A	N/A
2	Meeting Minutes	Feb. 28, 2019, DCHR Minutes were approved with revision to Item Number 7 - Temporary Faculty Moving to Tenure Track. Final minutes of Jan. 10, 2019, were provided.	Post on web.	ASAP	J. Holst
3	Proposed 2019-2020 Schedule	Revise 2019-2020 schedule to cut August meeting and pick earlier date in May. Let HR know of any other problem dates.	Revise 2019-2020 DCHR Schedule.	ASAP	J. Holst
4	HR Vacancies/ Classified Exams	Human Resources is working to fill departmental vacancies. There are no classified exams on hold. HR staff vacancies are not affecting ability to conduct classified exams. There is currently no plan for an interim Vice Chancellor, Human Resources; the duties are being shared in the department.	N/A	N/A	N/A
5	Student Worker Packets	<p>The committee discussed draft Student Worker and Volunteer Orientation materials provided by Tim Harrison.</p> <p>Discuss package at colleges. At next DCHR meeting, if all three colleges agree on package, HR can upload it to HR Tools.</p>	<p>Review with constituencies and discuss again.</p> <p>Check that new students get Title IX Training Portal notification.</p> <p>Check if Gender Ethnicity Form language is what was decided.</p> <p>Check with Terry Cobos re golf cart usage. Must have a</p>	<p>Next meeting.</p> <p>Next meeting.</p> <p>Next meeting.</p> <p>Next time.</p>	<p>Committee</p> <p>L. Barroso</p> <p>L. Barroso</p> <p>T. Harrison</p>



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			<p>driver's license to drive golf carts.</p> <p>Add to checklist - provide verification of watching the videos.</p> <p>Check with K. Lyon re districtwide Keenan FERPA training.</p>	<p>Next time.</p> <p>Next time.</p>	<p>T. Harrison</p> <p>T. Harrison</p>
6	Volunteer Forms	Terry Cobos is reviewing the Volunteer Forms. They are primarily for determining liability in case something unfortunate happens and for workers' compensation matters.	On agenda next time.	Next meeting.	Committee
7	HR At the Colleges	Program has been discontinued as not widely used. HR suspects transaction work is not the need. Having HR staff at the colleges slowed down HR processes.	N/A	N/A	N/A
8	Administrator Evaluations	Laura Barroso said evaluations will be out soon. Committee members said expect evaluation comments re what is needed from HR, and where resources should be spent to improve HR functions. Michael Arnoldus indicated he and Laura Barroso would like to visit the colleges soon to hear deans' concerns.	HR to prepare list of top 10 things that are needed for more efficient functioning.	Next meeting.	M. Arnoldus, L. Barroso
9	Future Agenda Items	<ol style="list-style-type: none"> BP/AP 7125 Criminal Record Check and State Chancellor's Memo on Convictions – M. Arnoldus Student/Volunteer Conduct Codes/Procedures – T. Harrison Emergency Hiring Procedure (BP 7120 Recruitment & Hiring/AP 7120-E Recruitment & Hiring: Part-Time Faculty) – M. Arnoldus Equivalency Procedure (BP/AP 7211 Minimum Qualifications and Equivalencies, Attachment to AP 7211 Disciplines Unique to a College – review requested in DTRW-I) <ol style="list-style-type: none"> Facilitate Academic Senates creating "B" lists – T. Harrison Future Committee Goals – T. Harrison/ S. Barajas 	<p>Add these items to next DCHR Agenda.</p> <p>Send agenda item requests to J. Holst.</p> <p>T. Harrison to send M. Arnoldus list of deans' questions re emergency hiring.</p>	<p>Future meeting.</p> <p>ASAP</p> <p>ASAP</p>	<p>J. Holst</p> <p>Committee</p> <p>T. Harrison</p>
10	Meeting Ended	Meeting adjourned at 10:59 a.m.	N/A	N/A	N/A
11	Next Meeting	Thursday, May 9, 2019, DAC-Lakin Board Room.	N/A	N/A	N/A

[Notes by Jennifer Holst]