



**VCCCD District Council on Human Resources (DCHR)**  
**Meeting Minutes**

**February 13, 2020 - District Administrative Center – Lakin Board Room**

**Present:** Laura Barroso, Dana Boynton, Nenagh Brown, Robert Cabral, Dan Clark, Oscar Cobian, Howard Davis, Jim Dembowski, Amy Edwards, Tim Harrison, Andrea Ingley, Amparo Medina, Christopher Renbarger, Luis Sanchez, Maria Urenda

**Via Skype:** Robert Cabral

**Absent:** Greg Gillespie, Michael Sheetz

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Responsible</b>
<b>Meeting Opened</b>	Meeting started at 10:00 a.m.	N/A	N/A	N/A
<b>1. Approval of the Minutes</b>	<p>a. On motion by Howard Davis, and seconded by President Sanchez the meeting minutes for December 12, 2019, were approved with noted changes. All others present were in favor. Dan Clark and all absent abstained.</p> <p>b. On motion by Howard Davis, and seconded by Dan Clark the meeting minutes for January 9, 2020, were approved with noted changes. All others present were in favor. All absent abstained.</p>	<ul style="list-style-type: none"> <li>Post approved minutes to the website</li> </ul>	ASAP	J. Sturek
<b>2. HR Report</b>	<p>a. HR Staff Vacancies – Andrea Ingley</p> <ul style="list-style-type: none"> <li>Andrea Ingley reported that there were currently three vacancies in HR which included the Director of Employee Relations/Personnel Commission, the Vice Chancellor of Human Resources and a Human Resources Technician I.</li> </ul> <p>b. Classified Exam Status – Andrea Ingley</p> <ul style="list-style-type: none"> <li>Andrea Ingley reviewed the Director’s Report, which included 15 current classified recruitments, 15 positions filled, 2 positions pending being filled, and 0 upcoming</li> </ul>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>



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	<p>recruitments. The Classification Studies Report included 4 studies in progress.</p> <ul style="list-style-type: none"> <li>- Maria Urenda asked if the start date for the Vice Chancellor of Human Resources position is expected to be July 1, 2020.</li> <li>- Jim Dembowski indicated that the Human Resource staff had started working on the recruitment process for the Vice Chancellor of Human Resources. A consultant would be working with Human Resources and would be handling the posting, recruiting, exams and setting up the process and as independent as possible from the district staff.</li> <li>- Jim Dembowski then stated that for the Director recruitment that the Human Resources department was struggling to find a consultant, but indicated that they were working on it.</li> <li>- Maria Urenda stated that she understood from the Personnel Commission that Avery and Associates would be facilitating the process for the Vice Chancellor of Human Resources recruitment but staff would be involved throughout the process.</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
<p><b>3. Continuing Business</b></p>	<ul style="list-style-type: none"> <li>a. AP 7120 B-Recruitment and Hiring: President – Nenagh Brown</li> <li>b. AP 7120 C-Recruitment and Hiring: Academic Managers – Nenagh Brown</li> </ul> <ul style="list-style-type: none"> <li>- Jim Dembowski presented a memo regarding the proposed amendments to AP/BP 7120 B and AP/BP 7120C.</li> </ul>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>



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	<ul style="list-style-type: none"> <li>- Nenagh Brown asked if the memo was the recommendation from the Chancellor.</li>   <li>- Jim Dembowski indicated he could state for the record that the Chancellor was there and that the document fully states the Chancellor’s acknowledgement.</li>   <li>c. Student Worker Packets – Tim Harrison               <ul style="list-style-type: none"> <li>- Tim Harison stated that we would leave this as Continuing Business as he was working with the campuses to have a best practice in place.</li> </ul> </li>   <li>d. Offers and Placement – Tim Harrison               <ul style="list-style-type: none"> <li>- Tim Harison explained how Ventura College had just hired a Performing Arts Center Director and there was not really anything in writing that he could have given the candidate about total compensation.</li>   <li>- Amparo Medina stated that Michael Arnoldus had agreed in the past to send the full-time and part-time salary placements worksheets to management.</li>   <li>- Jim Dembowski stated that there should be a written offer.</li>   <li>- Andrea Ingley stated that HR looks at the candidate application to see if they have comparable experience and then if they do not see it then they may ask the applicant for more information to calculate advance step placement.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>N/A</li>   <li>N/A</li>   <li>• Tabled to next meeting</li>   <li>• Develop a process</li>   <li>N/A</li>   <li>N/A</li>   <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li>   <li>N/A</li>   <li>• Add to next agenda</li>   <li>• TBD</li>   <li>N/A</li>   <li>N/A</li>   <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li>   <li>N/A</li>   <li>• J. Sturek</li>   <li>• L. Barroso and A. Ingley</li>   <li>N/A</li>   <li>N/A</li>   <li>N/A</li> </ul>



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	<ul style="list-style-type: none"> <li>- Jim Dembowski stated that step placement could be sent with all the applicants at the time they are certified.</li> <li>- Amparo Medina stated she did not agree because having been through it that the salary placement process is complicated.</li> <li>- Jim Dembowski acknowledge the wisdom of Amparo Medina’s positon</li> <li>- Tim Harrison stated by giving the applicant a total compensation package that is what changed his mind.</li> <li>- Jim Dembowski stated he thought we should be able to get salary, MOU, Personnel Commission Handbook, and benefits package to the candidate.</li> <li>- Andrea Ingley stated that some managers do have their candidates call HR to talk with them about their total compensation package.</li> <li>- Tim Harrison suggested adding the doctoral stipend to the offer letter.</li> <li>- Andrea Ingley and Laura Barroso agreed to take this on.</li> </ul> <p>e. Committee Goals</p> <ul style="list-style-type: none"> <li>- Briefly discussed during 4a Charge.</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• Work on Offer Letters with total compensation package</li> </ul> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>TBD</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• L. Barroso and A. Ingley</li> </ul> <p>N/A</p>
<p><b>4. Open Discussion/New Business</b></p>	<p>a. DCHR Committee Charge and Membership</p> <ul style="list-style-type: none"> <li>- <u>Committee Charge</u></li> <li>- Nenagh Brown asked if Jim Dembowski could tell the committee the status of the HR Review</li> </ul>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



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	<p>(CPS Report), and if they received the report back.</p> <ul style="list-style-type: none"> <li>- Jim Dembowki stated that there were thoughts among various management and discussion about getting out of the Merit System and that was flushed out, and therefore, there was no value in hiring the company to review the Merit System.</li> <li>- Dan Clark asked for an overview of the Merit System</li> <li>- Maria Urenda explained that the district has a Commission, they have three members, SEIU has one seat, the Board has one seat and the other two Commissioners pick the third seat. Maria Urenda continued and explained the role of the Personnel Commission, which includes development of classifications, revision of classifications, salary placement, reclassifications, hiring processes, etc.</li> <li>- Jim Dembowski explained that the consultant that the district was going to hire was going to look at both the faculty and Merit System hiring processes, and because we are not going to review both we needed to contact a different consultant.</li> <li>- Tim Harrison indicated it would be valuable to see what HR thought that the department should look like so we can help. We call it program review at the campuses.</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>



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	<ul style="list-style-type: none"> <li>- Jim Dembowski said that when CPS comes in, that is what they would look at it.</li> <li>- Nenagh Brown stated that the committee had two goals. The committee needed to decide if the EEO Advisory Committee should be absorbed into the DCHR Committee and the Membership.</li> <li>- Amparo Medina stated that there was conversation regarding needing a member from Information Technology.</li> <li>- Nenagh Brown indicated that she thought the group did want a member from Information Technology. In addition, suggested to bring back the membership to the next meeting and vote.</li> <li>- President Sanchez stated that he asked the Chancellor, given the vacancy of the Vice Chancellor of Human Resources and the Director of Personnel Commission, that if this was the time the district should look at wither the Merit System was working. In addition, stated that bullet number 3 from the Charge could be removed.</li> <li>- Nenagh Brown indicated that Administrative Procedures should be added to bullets 1 &amp; 2.</li> <li>- <u>Committee Membership</u></li> <li>- Jim Dembowski discussed the attendance for the EEO Advisory Committee for the past 5 years.</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• Bring back membership to next meeting for a vote</li> </ul> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• Add membership to the next agenda</li> </ul> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• J. Sturek</li> </ul> <p>N/A</p> <p>N/A</p>



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	<ul style="list-style-type: none"> <li>- Amparo Medina mentioned that it was worth discussing absorbing the EEO committee into the DCHR committee. She stated she thought the topics talked about at the EEO committee were important including the Facilitator Selection Process. She also indicated that it might be beneficial to keep the meeting separate but have attendance.</li> <li>- Dan Clark mentioned that the State Chancellor’s Office invited a group to the Diversity Training. He stated that Michael Arnoldus mentioning that the EEO committee was required by law, and invited a conversation regarding this requirement.</li> <li>- Jim Dembowski stated you could have a body act as two committees; you just need to announce it as such. For a variety of reasons if you take the EEO committee and remove its independence you may change the perception of the committee.</li> <li>- Amy Edwards asked the question if having the right people would improve the EEO committee.</li> <li>- Jim Dembowski stated that the EEO committee should not be driven by the personality of players.</li> <li>- Amy Edwards stated she meant by title.</li> <li>- Jim Dembowski stated I have met all of you and most have given well-intended feedback. In addition, Jim Dembowski stated he would</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>



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	<p>be wary of going away from the EEO independence.</p> <ul style="list-style-type: none"> <li data-bbox="583 375 1184 605">- Dana Boynton stated that she has been a part of the EEO committee for years, there is great conversations but there is no follow-up from the faculty side. In addition, provided the Job Fair as example and how they wanted the right representatives to go but they wanted to be paid.</li> <li data-bbox="583 643 1184 873">- Maria Urenda stated that when Michael Arnoldus took over the EEO Committee meeting, he did try to get the committee back in focus. The committee did have good dialog but no follow-up. The committee had recommendations about facilitators, job fairs, etc.</li> <li data-bbox="583 911 1121 979">- Dan Clark asked the question, who the recommendations from EEO are made to.</li> <li data-bbox="583 1016 1014 1044">- Maria Urenda answered DCHR.</li> <li data-bbox="583 1081 1184 1247">- Amparo Medina stated that originally Michael Arnoldus interviewed the facilitators. It was discussed at the EEO committee to have the committee be a part of the interview process. They were invited and no one showed up.</li> <li data-bbox="583 1284 1184 1409">- Amy Edwards stated the perception for scheduling the Facilitator Interviews was that the time would change as it was during faculty's class schedules.</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>





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	<ul style="list-style-type: none"> <li>- Nenagh Brown suggested having a regular item on the DCHR agenda to review the minutes from the EEO committee and talk about what is happening at the meeting.</li> <li>- Amparo Medina stated there was a Resolution passed that each college have a diversity plan and she did not see it go to the Board.</li> <li>- Jim Dembowski stated that HR is embarking on a new Facilitator Training and that Tania De Clerk and Peter Sezzi would be doing the training while working with Andrea Ingley.</li> <li>- Oscar Cobian stated he was in favor of having the discussion in DCHR regarding the diversity in hiring.</li> <li>- President Sanchez stated that the district has too many committees and there is a need to be efficient at these meetings.</li> <li>- Dan Clark stated he heard a lot of support from DCHR of rolling the EEO committee into the DCHR meeting. He asked if the Charge would need to be updated.</li> <li>- Jim Dembowski stated that the agenda would need to be set up to specify the sections. Jim agreed to contact legal to see if it needed to remain a separate committee.</li> <li>- Nenagh Brown stated that some faculty had suggested that she was not the right color to be</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li> <ul style="list-style-type: none"> <li>• Contact legal to see if the DCHR Committee and EEO Committee need to remain separate.</li> </ul> </li> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li> <ul style="list-style-type: none"> <li>• TBD</li> </ul> </li> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> <li> <ul style="list-style-type: none"> <li>• J. Dembowski</li> </ul> </li> <li>N/A</li> </ul>



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	<p>on the EEO committee. She also stated that by using the Academic Senate that the meeting has been about diversity. She also stated that she thought some of her peers would not be comfortable with her sitting on the committee.</p> <ul style="list-style-type: none"> <li>- Robert Cabral stated that he was asked to be on EEO committees because of the color of his skin and we need to get past that.</li> <li>- Nenagh Brown stated that there was a need to broaden the scope of diversity description for the membership of the hiring committees and that could help. She then announced that Dan Clark, Andrea Ingley and Moorpark were all attending the March 20 diversity training at State Chancellor’s Office.</li> <li>- Dan Clark indicated that the College Presidents received the training announcement and were supposed to invite the Academic Senate Presidents and Human Resources Managers to the March 20 training.</li> <li>- Amparo Medina volunteered with Maria Urenda and Dan Clark to put together the framework for the Charge.</li> </ul> <p>b. Exit Interviews</p> <ul style="list-style-type: none"> <li>- Luis Sanchez stated he did not think that the district had an Exit Interview process.</li> <li>- Laura Barroso stated that HR did a benefit exit interview but supervisors are supposed to conduct an exit interview and there are forms</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• Develop timeframe for Charge</li> </ul> <p>N/A</p> <ul style="list-style-type: none"> <li>• Research Exit Interview Forms</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• TBD</li> </ul> <p>N/A</p> <ul style="list-style-type: none"> <li>• TBD</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• D. Clark and A. Medina</li> </ul> <p>N/A</p> <ul style="list-style-type: none"> <li>• L. Barroso</li> </ul>



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	<p>on HR Tools. Laura Barroso agreed research the forms.</p> <ul style="list-style-type: none"> <li>- President Sanchez stated that in an ideal world, we would have discussed the difference between part-time, probationary, etc. but he did not think that the campuses wanted to interview them on campus and then forward to HR and then if there were an issue it could go to the President. Depends on the volume.</li> <li>- Nenagh Brown stated maybe the campus could protect the employee so certain people do not see it.</li> <li>- President Sanchez stated that could be too much volume.</li> <li>- Jim Dembowski stated Exit Interviews would be for Permanent and Tenure-track employees.</li> </ul> <p>c. Absorption of EEO Advisory Committee</p> <ul style="list-style-type: none"> <li>- Discussed in section 4a under Membership.</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
<p><b>5. Future Agenda Items</b></p>	<p>a. Volunteer Forms</p> <ul style="list-style-type: none"> <li>- Amparo Medina stated she would like to see a streamline process for Volunteers. She also stated personally she has an issue with the Volunteer forms, as she has different types of Volunteers such as those paid by a third party and those who come on campus for one day for a job fair and they need to fill out a lot of paperwork.</li> <li>- Andrea Ingley stated HR had recently revised the forms and that Terry Cobos was involved</li> </ul>	<p>N/A</p> <ul style="list-style-type: none"> <li>• Follow-up with Terry Cobos</li> </ul>	<p>N/A</p> <ul style="list-style-type: none"> <li>• TBD</li> </ul>	<p>N/A</p> <ul style="list-style-type: none"> <li>• A. Ingley</li> </ul>



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	<p>Andrea indicated she would follow-up with Terry Cobos.</p> <ul style="list-style-type: none"> <li>- Tim Harrison stated that Terry Cobos wants to make sure that we are protected.</li> <li>- Robert Cabral stated that Oxnard had planned a job fair but because of the Volunteer paperwork that comes with it, they had it offsite. In addition, they were going through the process to have an Internship fair.</li> <li>- Amparo Medina stated that if there was any way for her to help that she was available.</li> <li>- Jim Dembowski asked if it would help if Terry Cobos meet with the sub-committee</li> <li>- Andrea Ingley indicated that she would work with Amparo Medina.</li> <li>- Jim Dembowski asked Andrea and Amparo to share their examples of the revised Volunteer forms with Robert Cabral and coordinate with Terry Cobos.</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• Andrea Ingley to work with Amparo Medina on Volunteer Forms</li> <li>• Andrea Ingely to share examples with Robert Cabral</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> </ul>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> <li>• A. Ingley</li> <li>• A. Ingley</li> </ul>
<p><b>6. Next Meeting</b></p>	<p>a. Thursday, March 12, 2020</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

[Recorder: Jillian Sturek]