

Ventura County Community College District
District Council on Human Resources (DCHR)
November 12, 2015

Present: Michael Arnoldus, Dr. Lori Bennett, Dana Boynton, Alan Hayashi, Dr. Linda Kama'ila, Alex Kolesnik, Gary Maehara, Mary Rees, Michael Shanahan, Ken Sherwood
Via Lync: Dr. Greg Gillespie
Recorder: Sarah Howell
Approved: December 14, 2015

Meeting Minutes

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting commenced at 9:37 a.m.	N/A	N/A	N/A
Approval of Minutes	After a motion by Ms. Rees, and a second from Dr. Kama'ila, the October 8, 2015, DCHR Meeting Minutes were approved.	Post final minutes on the website.	As soon as possible.	Ms. Howell
NEOGOV	Mr. Arnoldus reported on the status of NEOGOV system implementation for employment applications. HR has extended the contract with PeopleAdmin through the spring semester. The full-time faculty selection processes need to be concluded before Monday, February 15, 2016. Any full-time recruitment after this date will go into NEOGOV. HR will subsequently close PeopleAdmin's open pools and notify the colleges in February.	Keep DCHR updated on status and implementation date.	Continuing.	Mr. Arnoldus
Equivalency Process	During the last meeting, a revised procedure was provided that will be shared with the colleges. The committee proposed scheduling the equivalency meetings in advance. The "B list" will grow over time as the committees track the decisions and identify those that are reproducible. The new asynchronous process is working well.	Return for additional discussion in DCHR.	Ongoing.	Mr. Arnoldus
Faculty Internships	Mr. Shanahan shared an update concerning Project MATCH. Lisa Winter is available to speak with the committee about her experience developing/facilitating Project MATCH at the LACCD and Santa Monica City College. The committee proposed launching the project proposal during January's Flex Day Discrimination Summit.	Contact Lisa Winter re presentation.	Before next meeting.	Mr. Shanahan
Recruiting Outreach Strategies	Planning for the LA and Bay Area job fairs in January continues, including VCCCD having several booths	Keep DCHR updated on	Continuing.	Mr. Arnoldus

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
	<p>showcasing the colleges' unique components, such as EATM and the Fire Academy. HR will contact the colleges with more details, and will cover registration and booths costs. More discussion will occur regarding the possible sharing of travel costs. The committee discussed additional outreach strategies, including individual departments advertising open positions on Facebook, LinkedIn, and other social media, posting positions to all recent graduates, and adding a quick link on the college websites to the HR job website. The level of outreach will be determined based on the college's priorities. The new PIO position will assist in managing a uniform social media platform to aid in recruitment.</p>	<p>status.</p> <p>Send list of campus contacts to committee.</p> <p>Request a quick link on college websites to the VCCCD job site.</p> <p>Compile interview resources and send to Mr. Arnoldus.</p>	<p>As soon as possible.</p> <p>As soon as possible.</p> <p>Before next meeting</p>	<p>Mr. Arnoldus</p> <p>Ms. Howell</p> <p>Committee members</p>
<p>Selection Committees</p>	<p>The committee discussed potential guidelines for non-physical appearances in interviews. In the past, usage of Skype or phone was determined by the individual committee. With the goal of broadening equity, denying phone or Skype options places VCCCD at a disadvantage. The committee will begin to compile resources and advice for candidates to review before Skype interviews to aid in their success, and will consider posting the video/ resources on the website. Perhaps the quick link from the college website could open with a 30-second welcome video with interview tips. The committee will continue to discuss this item in future meetings.</p>	<p>Add language to 7120 APs that "committees will decide beforehand whether or not to allow a Skype option."</p>	<p>Before next meeting.</p>	<p>Ms. Howell</p>
<p>Administrators Teaching</p>	<p>Mr. Shanahan discussed the proposed structure for an administrator who wants to teach. The administrator would be limited to a single overload assignment, and would not be allowed to teach in his or her own chain of command. The proposed idea was brought to Cabinet and the Chancellor has approved. The administrators would be represented as other faculty as written in the AFT Agreement. Mr. Hayashi explained AFT has concerns and will provide them in writing at a future meeting. Discussion will continue.</p>	<p>Continue discussion.</p> <p>AFT concerns in writing.</p>	<p>Future meetings.</p> <p>As soon as possible.</p>	<p>Committee members</p> <p>Mr. Hayashi</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Policy/Procedure Review <ul style="list-style-type: none"> • <i>AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</i> • <i>AP 7120-B Recruitment and Hiring: College President</i> • <i>AP 7120-C Recruitment and Hiring: Academic Managers</i> • <i>AP 7120-D Recruitment and Hiring: Full-Time Faculty</i> • <i>AP 7120-E Recruitment and Hiring: Part-Time Faculty</i> 	There was insufficient time for discussion of this item.	Provide feedback in e-mail to Mr. Arnoldus.	Before next meeting.	Committee members
HR Department Performance	There was insufficient time for discussion of this item.	N/A	N/A	N/A
Open Discussion	There was insufficient time for discussion of this item.	N/A	N/A	N/A
Future Agenda Items	There was insufficient time for discussion of this item.	N/A	N/A	N/A
Meeting Adjourned	The meeting was adjourned at 11:35 a.m.			
Next Meeting	The next meeting was scheduled for December 10, in the Lakin Board Room at the DAC from 9:30-11:30 a.m. , but was subsequently changed to December 14, 2015, from 10:30 a.m.-noon.	N/A	N/A	N/A