

**Ventura County Community College District
District Council on Human Resources (DCHR)
March 9, 2017**

Present: Michael Arnoldus, Silvia Barajas, Nenagh Brown, Howard Davis, Dr. Diane Eberhardy, Dr. Greg Gillespie, Alan Hayashi, Dr. Linda Kama’ila, Alex Kolesnik, Gary Maehara, Michael Shanahan
Via Skype Dana Boynton, Dr. Damien Peña,
Absent: Dr. Tim Harrison, Valerie Nicoll, Dr. Christina Tafoya
Approved: October 12, 2017

Meeting Minutes

No.	Agenda Item	Discussion Summary	Action	Completion Timeline	Responsible
	Meeting Opened	The meeting began at 9:38 a.m.	N/A	N/A	N/A
1	Review 12/08/16 DCHR Meeting Minutes	Motion to approve, as amended, by Gary Maehara; second by Dr. Kama’ila. The minutes were approved without objection.	Post on DCHR webpage.	As soon as possible.	Ms. Holst
2	Policy/Procedure Review: BP and AP 7211 Minimum Qualifications & Equivalencies	The Academic Senates reviewed the proposed changes and are on board with them. Dr. Kama’ila moved to approve, Ms. Barajas seconded. The motion was approved without objection. DCHR recognized Mr. Kolesnik and the Senate Presidents for all their work. The Senate Presidents will develop a presentation to explain the changes for the Administrative Services Committee. Mr. Shanahan will provide a schedule for progression through Chancellor’s Cabinet, Administrative Services Committee, Policy, Legislative, and Communication Committee, and the Board of Trustees’ meeting.	Place on Chancellor’s Cabinet agenda for review. Send meeting schedule for bringing the proposed revisions to the Board of Trustees for consideration.	As soon as possible. As soon as possible.	Ms. Holst Mr. Shanahan
3	For Your Information/Status Update	Committee members received informational copies of: i. Final DCHR Meeting Minutes: January 12, 2016 ii. From 3/7/17 Board of Trustees Meeting-Final Copies of: <ul style="list-style-type: none"> • BP/AP 2710 Conflict of Interest • BP/AP 3410 Nondiscrimination • BP 7270 Student Workers and AP 7270 Recruitment and Hiring: Student Workers iii. For April Policy, Legislative & Communications Committee Meeting:	Trustee McKay had a question about the changes to BP/AP 3410 Nondiscrimination. Mr. Shanahan will send an explanation.	As soon as possible.	Mr. Shanahan

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		<ul style="list-style-type: none"> • BP 2431 CEO Selection • AP 2431 Recruitment and Hiring: Chancellor • BP 7120 Recruitment and Hiring • AP 7120-A Recruitment and Hiring: Vice Chancellor(s) • AP 7120-B Recruitment and Hiring: College President 			
4	<p>Policy, Legislative, and Communication Committee Meeting on Friday, April 14, 2017, at 4:00 p.m.</p>	<p>Mr. Shanahan sent out a question to the Chief HR Officers listserv concerning what special conditions are given to interims. He will prepare a spreadsheet of the responses for the April Policy, Legislative, and Communication Committee Meeting.</p> <p>Some additional concerns raised and items of discussion were:</p> <ul style="list-style-type: none"> • Buy-in for interims who don't go through the committee selection process. • Interims receiving interviews after not making it through the committee process. • Appearance to the outside that interims will be selected, so why bother applying. • Consider a more rigorous interim selection process. • How to give Trustees confidence that our committee selection process is working? • Differences between external and internal Chancellor search processes. • Discuss only looking at the BP/AP 2431 Chancellor, and don't change the Vice Chancellor(s) and President APs now. <p>HR is developing committee and hiring authority satisfaction surveys.</p>	Send copy of survey spreadsheet to DCHR members.	As soon as possible.	Mr. Shanahan
d	<p>AP 7120-E Recruitment and Hiring: Part-Time Faculty</p>	Proposed revisions to AP 7120-E Recruitment and Hiring: Part-Time Faculty need to be discussed with AFT. The AP will return again to the DCHR agenda following those discussions.	Return for review.	As soon as possible.	N/A
7	<p>HR Department Performance</p>	Dr. Peña commended Mr. Maehara and Mr. Arnoldus for working with him on staffing needs. HR has been invaluable for their help and guidance. He appreciates their availability. Mr. Shanahan reaffirmed that HR wants to be collaborative.			

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		<p>Dr. Kama'ila said that since attending DCHR for the last few years, she notes that the complexity and difficulty of the things HR does daily is amazing. She appreciates what HR does.</p> <p>Ms. Barajas and Ms. Brown complimented Maria Orozco for the excellent job she did at the Moorpark College Job Fair, including answering technical questions on the panel. They would like to build more on that. Having District representation there was very helpful.</p> <p>Mr. Kolesnik said that for the A2MEND job fair, the HR staff got there early, worked very hard, and took everything down. He also suggested spending more money for better giveaways.</p> <p>At the Registry Job Fair in Los Angeles, VCCCD received the third highest number of contacts. HR used those contacts to promote the Moorpark College Job Fair.</p> <p>Mr. Shanahan hopes to plan a Districtwide job fair once we move to the new Camarillo offices.</p> <p>Dr. Kama'ila sees a problem with people coming from other places that are unfamiliar with our practices and would like to see an orientation video developed.</p> <p>Mr. Shanahan would also like to do workshops on how to apply and what to expect.</p> <p>Dina Pielat and Janeene Nagaoka developed an excellent video shown at the Moorpark College Job Fair on why you should work at Moorpark College. Mr. Shanahan recognized how much Ms. Pielat and Ms. Nagaoka have contributed to HR programs, such as L.E.A.D., the Classified Professional Development Committee, job fairs, etc.</p> <p>The Board wants the District to consider hiring a Director of Diversity. It would be great for a Project Match program to be</p>	<p>Research an HSI grant for Project</p>	<p>As soon as possible.</p>	<p>Mr. Shanahan</p>

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		<p>developed under such a position since HR does not currently have the staff/budget to run a mentor program. Ms. Brown suggested an HSI grant for this. Mr. Shanahan will research this.</p> <p>There was discussion concerning development of the B List of equivalencies, which cannot be automated in NEOGOV. Equivalency decision information should be memorialized as we move forward. HR will look at what can be captured from past decisions.</p> <p>Mr. Kolesnik requested HR’s assistance in facilitating committee meetings to pull together a B list, maybe as a Flex activity.</p> <p>Mr. Hayashi requested receiving advance notice of when annual committee review surveys will be distributed, and if more time can be given to respond, or perhaps they could be staggered so not to all arrive at one time. Mr. Shanahan will forward the comments to Mr. Post.</p>	<p>Match.</p> <p>Research how to memorialize equivalency decision history.</p> <p>Facilitate Mr. Kolesnik’s request to form a committee to pull together a “B” list.</p> <p>Forward Mr. Hayashi’s request concerning Annual Committee Surveys to Vice Chancellor Rick Post.</p>	<p>As soon as possible.</p> <p>As soon as possible.</p> <p>As soon as possible.</p>	<p>Mr. Arnoldus</p> <p>Mr. Arnoldus</p> <p>Mr. Shanahan</p>
8	Open Discussion	There were no items.	Regular Item.	N/A	N/A
9	Future Agenda Items	None requested.	Regular Item.	N/A	N/A
10	Meeting Adjourned	Meeting adjourned at 11:17 a.m.	N/A	N/A	N/A
11	Next DCHR Meeting	Next meeting: April 13, 2017, in the DAC-Lakin Board Room, at 9:30 a.m. [Meeting subsequently cancelled.]	N/A	N/A	N/A

[Notes by Jennifer Holst]