

Ventura County Community College District
District Council on Human Resources (DCHR)
December 14, 2015

Present: Michael Arnoldus, Sylvia Barajas, Patricia Ewins, Alan Hayashi, Dr. Linda Kama'ila, Alex Kolesnik, Gary Maehara, Mary Rees, Michael Shanahan
Via Lync: Dr. Greg Gillespie
Recorder: Jennifer Holst
Approved: January 14, 2016

Meeting Minutes

Agenda Item	Summary of Discussion	Action	Date	Responsible
Meeting Opened	The meeting commenced at 10:41 a.m.	N/A	N/A	N/A
Approval of Minutes	After a motion by Mr. Arnoldus, and second from Ms. Rees, the Nov. 12, 2015, DCHR Meeting Minutes were approved.	Post final minutes on website.	As soon as possible.	Ms. Holst
NEOGOV	Mr. Arnoldus reported on the status of NEOGOV system implementation for employment applications. PeopleAdmin will continue to be used through Spring Semester, but once the new system is up, faculty will start moving to NEOGOV.	Keep DCHR updated on implementation.	Ongoing	Mr. Arnoldus
Equivalency Process	The committee discussed a decision made by the Academic Senates for automatic equivalency in early childhood development. The Academic Senates will document this decision. The discussion continued concerning the asynchronous equivalency process, which is a lot of work. It was requested that HR state in the e-mail to the committee that a decision is requested within one week. Mr. Arnoldus will add language to Section B of AP 7211 that Senate-determined pre-determined equivalencies are also included.	Return to DCHR for additional review.	Ongoing	Mr. Arnoldus
Recruiting Outreach Strategies	HR will not go to the Bay Area job fair because of cost. For the Los Angeles Job Fair in January, faculty members from each college will attend with HR to staff two tables. Some suggestions were having laptops available to view our website, newsletters, Fast Facts, class lists, benefits information, an equivalency handout, post-cards to build a mailing list, HR Now Hiring Cards, reusable logo grocery bags.	Keep DCHR updated on status.	Ongoing	Mr. Arnoldus
Administrators Teaching	There is nothing new to report. Mr. Shanahan is waiting for follow-up questions from AFT. HR does not intend to go outside of the AFT Agreement. Proposed limitations are: i)	Continue discussion.	Next meeting.	Committee members

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	one class at a time; and ii) no teaching within the administrator's chain of command for evaluation and conflict of interest reasons.			
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> 	<ul style="list-style-type: none"> • AP 7120-A - Dr. Kama'ila proposed adding in Section A that outside firms are not members. Change to say "or uses a person from an outside search firm." • There seems to be a problem with headhunters adding their own opinions into the process when their function is only to facilitate the process. Mr. Shanahan will clarify this moving forward in advance with the search consultants. • The committee discussed scoring and decided it should be changed to 5, 4 and 1 on both tallies. • 7120-A and 7120-B - Language will be changed to "Academic Senate president or designee." • In 7120-B, an option for an abbreviated interim selection process will be added. • The committee agreed that all interim assignments must include a selection process, and any exceptions to this must be made in consultation with the Vice Chancellor of Human Resources. • Change ORAP to applicant tracking system. 	Revise and return for additional consideration.	Next meeting.	Mr. Arnoldus
HR Department Performance	The committee discussed the Chancellor and Vice Chancellor selection process timelines. Mr. Shanahan will e-mail the final Vice Chancellor of Educational Services job description to the Academic Senate Presidents	Send Academic Senate Presidents Vice Chancellor, Ed. Svcs. Job Description	As soon as possible.	Mr. Shanahan
Open Discussion	The committee discussed sensitivity by faculty members to all religious holidays that may impact students.	N/A	N/A	N/A
Future Agenda Items	There were no items.	N/A	N/A	N/A
Meeting Adjourned	The meeting was adjourned at 12:45 p.m.	N/A	N/A	N/A
Next Meeting	The next meeting is scheduled for January 14, 2015.	N/A	N/A	N/A