



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

**Meeting Minutes**

**September 12, 2019 - District Administrative Center - Lakin Board Room**

**Present:** Michael Arnoldus, Silvia Barajas, Laura Barroso, Dana Boynton, Nenagh Brown, Robert Cabral, Howard Davis, Amparo Medina, Lydia Morales, Maria Urenda, Luis Sanchez

**Via Skype:** Tim Harrison

**Absent:** Oscar Cobain, 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 12:00 p.m.	N/A	N/A	N/A
<b>1. Approval of the Minutes</b>	<ul style="list-style-type: none"> <li>On motion by Michael Arnoldus, and seconded by Amparo Medina the meeting minutes for April 11, 2019, were approved. All others present were in favor. All absent abstained.</li> </ul>	<ul style="list-style-type: none"> <li>Post approved minutes to the website</li> </ul>	ASAP	J. Sturek
<b>2. For Your Information/Status Update</b>	<p>a) Discussion occurred regarding Temporary Faculty moving to Tenure Track. The discussion included the guidelines including any breaks in service.</p> <p>b) The 19/20 meeting scheduled was updated. The April 9, 2019, meeting was moved to April 2, 2019. The time would remain the same 10:00 a.m. to 12:00 p.m.</p>	<p>N/A</p> <ul style="list-style-type: none"> <li>Update website/Outlook invitation</li> </ul>	<p>N/A</p> <p>ASAP</p>	<p>N/A</p> <p>J. Sturek</p>
<b>3. Open Discussion / New Business</b>	<p>a) Human Resources vacancies:</p> <ul style="list-style-type: none"> <li>Michael Arnoldus reported that the Human Resources Assistant position would be filled soon.</li> <li>Laura Barroso reported that she had a Human Resources Technician vacancy and was looking at scheduling interviews soon. She also reported that the Vice Chancellor of Human Resources was vacant along with the Executive Assistant to the Vice Chancellor of Human Resources, and that Jillian Sturek would be taking on those duties for now.</li> </ul>	N/A	N/A	N/A



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	<p>b) Michael Arnoldus reported that there were currently no classified exams on hold, and that the department was averaging seven weeks from start to finish. He also reported that there were 14 exams in progress.</p> <p>c) Laura Barroso reviewed the DCHR Self-Appraisal Results – the following items are to be reviewed in upcoming meetings:</p> <ol style="list-style-type: none"> <li>i. What is the charge and membership makeup of the committee?</li> <li>ii. President Sanchez asked that the Charge discussion include the CBT results regarding Human Resources.</li> <li>iii. Amparo Medina asked the committee if there was a timeline to update the decision making handbook.</li> <li>iv. A discussion occurred between members regarding the question of having a co-chair for the committee.</li> <li>v. Robert Cabral raised the idea of having a Tri-chair.</li> <li>vi. Nenagh Brown indicated it would be helpful to receive the agenda and materials 72 hours prior to the meeting.</li> <li>vii. It was noted that the February and April minutes needed to be posted on-line.</li> <li>viii. Silvia Barajas discussed bringing job descriptions to the committee for discussion prior to going to the Personnel Commission.</li> <li>ix. Silvia Barajas commented that that recommendations made to Council are part of the charge of the committee and are appropriate.</li> <li>x. Discussion agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.               <ul style="list-style-type: none"> <li>- Diversity Training (in-person vs. on-line)</li> </ul> </li> </ol>	<p>N/A</p> <ul style="list-style-type: none"> <li>• Add item to next agenda</li> <li>• Post minutes for February and April</li> <li>• Add item to next agenda</li> </ul>	<p>N/A</p> <p>Next meeting</p> <p>ASAP</p> <p>Next meeting</p>	<p>N/A</p> <p>L. Barroso</p> <p>J. Sturek</p> <p>L. Barroso</p>



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<p><b>4. Requested Agenda Items</b></p>	<ul style="list-style-type: none"> <li>• <b>(a):</b> Student Worker Packets (Tim Harrison):</li> <li>• <b>(b):</b> Student/Volunteer Conduct Codes/Procedures (Tim Harrison):               <ul style="list-style-type: none"> <li>- Tim Harrison requested deferring item to the next meeting.</li> <li>- Amparo Medina indicated that Oxnard College had a check list for Student Workers with she distributed</li> <li>- Michael Arnodus raised the question if a sub-committee would be helpful.</li> <li>- It was decided that a sub-committee would be formed which included Tim Harrison, Amparo Medina and Silvia Barajas.</li> </ul> </li> <li>• <b>(c):</b> Volunteer Forms (Michael Arnoldus):               <ul style="list-style-type: none"> <li>- Michael Arnoldus reviewed the updates made to the form.</li> <li>- Michael Arnoldus then asked the campuses to take them the forms back to their respective campuses and bring them back for any changes and discussion.</li> </ul> </li> <li>• <b>(d):</b> Equivalency Procedure – BP/AP 7211 Minimum Qualifications and Equivalencies, Attached to AP7211 Disciplines Unique to a College (review requested in DTRW-I)               <ul style="list-style-type: none"> <li>- <b>(i)</b> Facilitate Academic Senates Creating “B” lists (Tim Harrison)</li> <li>- <b>(ii)</b> Academic Senates’ Revisions (Nenagh Brown)</li> <li>- AP7211 was discussed and approved pending approval of “List B” from Ventura College.</li> <li>- Michael Arnoldus moved, Lydia Morales seconded pending Ventura College Academic Senate approval.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Add item to next agenda</li> </ul>	<p>Next meeting</p>	<p>L. Barroso</p>



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	<ul style="list-style-type: none"> <li>- All those present were in favor. Luis Sanchez abstained.</li> <li>• <b>(e):</b> Emergency Hiring Procedure – BP 7120 Recruiting &amp; Hiring / AP7120-E Recruitment and Hiring: Part-Time Faculty (Tim Harrison)               <ul style="list-style-type: none"> <li>- Tim Harrison stated that he felt that the hiring process went well but asked for concerns in writing to bring back to another meeting.</li> </ul> </li> <li>• <b>(f):</b> Committee Goals (Tim Harrison)</li> <li>• <b>(g):</b> Offers and Placement (Tim Harrison)               <ul style="list-style-type: none"> <li>- Tim Harrison raised the concern on the process for hiring faculty and how candidates are being offered positions by Deans verbally but don't always take the position after they are given their salary placement. Further discussion was had regarding possible solutions. It was recommended to bring this topic back for a future agenda item.</li> </ul> </li> <li>• <b>(h):</b> AP7120-C Recruitment and Hiring: Academic Managers (Nenagh Brown)</li> </ul>	<ul style="list-style-type: none"> <li>• Add item to next agenda</li> <li>• Two to three Goals</li> <li>• Add item to future agenda items</li> <li>• Add item to next agenda</li> </ul>	<p>Next meeting</p> <p>Next meeting</p> <p>Future meeting</p> <p>Next meeting</p>	<p>L. Barroso</p> <p>T. Harrison S. Barajas</p> <p>L. Barroso</p> <p>L. Barroso</p>
<b>5. HR Performance</b>	<ul style="list-style-type: none"> <li>• Laura Barroso reported that there were currently 12 investigations which could have an impact on the campuses with performance</li> </ul>	N/A	N/A	N/A
<b>6. Future Agenda Items</b>	<ul style="list-style-type: none"> <li>• Emergency Hiring Procedure (Tim Harrison)</li> <li>• Offers and Placement (Tim Harrison)</li> <li>• Student Worker Sub-Committee</li> <li>• Review parts of the Personnel Commission Handbook</li> </ul>	N/A	N/A	N/A
<b>7. Next Meeting</b>	<ul style="list-style-type: none"> <li>• Thursday, October 10, 2019</li> </ul>	N/A	N/A	N/A