



VCCCD District Council on Human Resources (DCHR)

Meeting Minutes

December 12, 2019 - District Administrative Center – Lakin Board Room

Present: Michael Arnoldus, Laura Barroso, Dana Boynton, Nenagh Brown, Howard Davis, Jim Dembowski, Diane Eberhardy, Tim Harrison, Amparo Medina, Lydia Morales, Maria Urenda, Luis Sanchez

Via Skype: Robert Cabral

Absent: Silvia Barajas, Oscar Cobain, Greg Gillespie, Michael Sheetz

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	Meeting started at 10:00 a.m.	N/A	N/A	N/A
1. Approval of the Minutes	<ul style="list-style-type: none"> On motion by Dana Boynton, and seconded by Tim Harrison the meeting minutes for October 10, 2019, were approved with noted changes. All others present were in favor. All absent abstained. 	<ul style="list-style-type: none"> Post approved minutes to the website 	ASAP	J. Sturek
2. Open Discussion / New Business	<p>a) The discussion began regarding the order of the agenda.</p> <p>b) DCHR Committee Charge and Membership</p> <ul style="list-style-type: none"> Charge <ul style="list-style-type: none"> Amparo Medina stated that the decision making handbook changes every three years and that it is in the second year of the cycle and indicated that the committee is only one year away. She indicated that she would like to see that the 	<ul style="list-style-type: none"> It was suggested to reorder the agenda to the following: <ul style="list-style-type: none"> Approval of the Minutes HR Report Open Discussion/New Business Continuing Business Future Agenda Items Review Charge for recommended changes <p>N/A</p>	<p>Next Agenda</p> <p>Next meeting (on-going over the next year)</p> <p>N/A</p>	<p>J. Sturek</p> <p>Committee members</p> <p>N/A</p>



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<p>2. Open Discussion/ New Business (cont.)</p>	<p>committees are fluid and that the committee could take a look at the membership and the change and make recommended changes to the Chancellor.</p> <ul style="list-style-type: none"> ○ Diane Eberhardy stated that she did get feedback from the Senate regarding adding a co-chair or tri-chair to the committee and they were okay with it either way but thought it was best to keep the Vice Chancellor of H.R. as the chair. ○ Maria Urenda stated she didn't necessarily need to have a co-chair but being able to see the agenda ahead of time to prepare and the ability to put things on the agenda in "Future Agenda" items. And if we have a timeline to add items to the agenda and get it out early. ○ Nenagh Brown stated she thought the committee had two questions before it; one is the Membership and two is the Charge. Nenagh then stated it is the committee's responsibility to look at the Charge for any updates then consider the appropriate Membership of the group. I think Jim Dembowski made a comment that we are not able to change the Charge. I do think that the question is regarding the effectiveness and the stability of the committee and that although the Interim is a strong argument, it is the committee's responsibility to look at the Charge. 	<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>2. Open Discussion/ New Business (cont.)</p>	<ul style="list-style-type: none"> ○ Jim Dembowski stated that he appreciated the comment and would look into it and be able to address it at the next meeting. ○ Nenagh Brown commented that the deadline for the Charge was February or March. And requested to leave the Charge and the Membership on the agenda. ● Membership 	<ul style="list-style-type: none"> ● Provide answer to the question of who is responsible for the Charge? N/A ● Add to next agenda 	<p>Next Meeting</p> <p>N/A</p> <p>Next meeting (on-going over the next year)</p>	<p>J. Dembowski</p> <p>N/A</p> <p>J. Sturek</p>
<p>3. Requested Agenda Items</p>	<p>a) Student Worker Packets – Tim Harrison</p> <ul style="list-style-type: none"> ● Tim Harrison started the discussion regarding Student Worker Packets and indicated that there were forms required for payroll, a Check List and an Orientation Packet. ● Amparo Medina stated she would like to see each section divided up and looked at by each campus. ● Tim Harrison suggested that the college’s Friday Academy could look at it and do some of the work. ● Amparo Medina offered to bring it up at the Leadership Academy. ● Jim Dembowski talked about soft skills and that there should be a statement or example regarding harassment. ● Tim Harrison offered to take the lead and set up some meetings. ● Dana Boynton stated she would like to be involved. 	<p>N/A</p> <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> ● Bring it up at the Leadership Academy N/A ● Setting up meetings N/A 	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Prior to the next meeting</p> <p>N/A</p> <p>ASAP</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>A. Medina</p> <p>N/A</p> <p>T. Harrison</p> <p>N/A</p>



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<p>3. Requested Agenda Items (cont.)</p>	<ul style="list-style-type: none"> • Volunteers <ul style="list-style-type: none"> ○ Michael Arnoldus pointed out that on the Volunteer form, it indicates that the orientation is concise to include volunteers. ○ Nenagh Brown suggested a separate form for volunteers. ○ Michael Arnoldus confirmed that if working less than 10 days then finger printers were not required. ○ Amparo Medina indicated she would like to streamline the process. She indicated that the campus does have speakers who come for the Addictive Behavior courses who would not pass a finger printing. She suggested figuring out a one page form but didn't know if it was under the purview of the DCHR to make changes. ○ Robert Cabral discussed Job Fairs. He discussed how they utilize MOU's to streamline this for these groups. ○ Michael Arnoldus stated that there is risk management so he wanted to pull Terry Cobos into the conversation to see if there were any alternate solutions for Volunteer vs. Personal Services Agreement. ○ Tim Harrison stated that ultimately the district has two groups, employees and guests. And it meshes together between Business Services and Human Resources. And when you go through the process and something is denied because we 	<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"> • Schedule a meeting with Terry Cobos <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>ASAP</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>M. Arnoldus</p> <p>N/A</p>



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3. Requested Agenda Items (cont.)	<p>have the wrong paperwork. Employees vs. Guests.</p> <ul style="list-style-type: none"> ○ Amparo Medina discussed Student Aides who are paid by a third party. ○ Michael Arnoldus stated that they are Sponsored Volunteers. ○ Amparo Medina stated she would like to see a separate form for our disability office. ○ Jim Dembowski stated that he thought the Sponsored Volunteer Form would be correct. ○ Tim Harrison suggested more brainstorming and bring this back for further discussion. <p>b) Offers and Placement – Tim Harrison</p> <ul style="list-style-type: none"> ● Tim Harrison talked about turn over and indicated that it would be helpful to have some basic timelines and what to say and not say which could come from H.R. ● Maria Urenda mentioned that with Classified Offers, that internal candidates were not selected were not being notified. ● Jim Dembowski asked Michael Arnoldus if anything was sent to the hiring managers. ● Michael Arnoldus responded and indicated that it was sent to the hiring managers but may need a few points clarified and agreed to go over it with the Vice Chancellor of Human Resources. 	<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>● Michael Arnoldus to review with the Vice Chancellor of Human Resources</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>Prior to the next meeting</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>M. Arnoldus</p>



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<p>3. Requested Agenda Items (cont.)</p>	<ul style="list-style-type: none"> • Tim Harrison suggested transparency regarding the placement process, and stated perhaps there could be a separated sheet that could be provided so they can see how HR came to the placement. • Michael Arnoldus indicated that HR could send the salary placement worksheet with the approval for the offer. <p>c) Committee Goals – Silvia Barajas/Tim Harrison/Committee Discussion</p> <ul style="list-style-type: none"> • Tim Harrison stated he spoke with Silvia Barajas and they have some ideas regarding reviewing policies. Tim Harrison then asked if the EEO came through DCHR. • Michael Arnoldus answered and indicated that it was AP 3420. Michael further explained he was currently filling in as the chair in the absence of a Vice Chancellor of Human Resources. • Tim Harrison stated that the committee needed to get something started by July 1st. • Michael Arnoldus suggested that if the AP/BP’s were added to the January agenda that it could set the agenda. He confirmed that he was working with the focus group on hiring AP/BP’s and would begin drafting some language and bring it to DCHR. • Jim Dembowski asked if these goals were part of the audit. 	<p>N/A</p> <ul style="list-style-type: none"> • Michael Arnoldus to send Part-time and Full-time Faculty Salary Placement Worksheet to hiring managers. • Bring ideas <p>N/A</p> <p>N/A</p> <ul style="list-style-type: none"> • Bring drafts of AP/BP’s to committee <p>N/A</p>	<p>N/A</p> <p>Prior to the next meeting</p> <p>Next meeting</p> <p>N/A</p> <p>N/A</p> <p>Future meeting</p> <p>N/A</p>	<p>N/A</p> <p>M. Arnoldus</p> <p>T. Harrison</p> <p>N/A</p> <p>N/A</p> <p>M. Arnoldus</p> <p>N/A</p>



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3. Requested Agenda Items (cont.)	<ul style="list-style-type: none"> Michael Arnoldus stated that the district was in the process of bringing in a consultant regarding HR cycle times and processes. 	N/A	N/A	N/A
	<ul style="list-style-type: none"> Jim Dembowski confirmed that the district was in the process of hiring a consultant who will be looking at legally required efficiencies. He also stated that it would hopefully be happening in the next two to three weeks. 	N/A	N/A	N/A
	d) Emergency Hiring Procedure – Tim Harrison <ul style="list-style-type: none"> Tim Harrison stated it could be taken off the agenda. He also stated that he thought that it came down to streamlining and now that HR was fully staffed that he hadn't heard anything negative. 	<ul style="list-style-type: none"> Michael Arnoldus to provide updates 	Next meeting	M. Arnoldus
	<ul style="list-style-type: none"> Michael Arnoldus discussed the current process and the request made by Moorpark College to create a temporary employee number. He indicated that this was an option being discussed and there was still more conversations to be had. 	N/A	N/A	N/A
	<ul style="list-style-type: none"> Jim Dembowski asked if the temporary employee number would allow for any property rights. Michael Arnoldus responded and indicated that the district would have them sign something indicating that they were being considered for employment. 	N/A	N/A	N/A
	<ul style="list-style-type: none"> Lydia Morales asked if there was an expiration date to leave applicants active. 	N/A	N/A	N/A
	<ul style="list-style-type: none"> Tim Harrison answered with four semesters. 	N/A	N/A	N/A
	e) AP 7120-B Recruitment and Hiring: President – Nenagh Brown	<ul style="list-style-type: none"> Add to the Cabinet agenda for approval 	ASAP	J. Sturek



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3. Requested Agenda Items (cont.)	<p>f) AP 7120-C Recruitment and Hiring: Academic Managers – Nenagh Brown</p> <ul style="list-style-type: none"> • Nenagh Brown stated that all three Senates wanted to make changes to AP 7120-B Recruitment and Hiring: President, and AP 7120-C Recruitment and Hiring: Academic Managers. All three Councils had passed resolutions in favor of ensuring that faculty on management hiring committees are tenured, as in the drafts presented to DCHR. • A discussion ensued among the committee members regarding the proposed changes and the composition of the hiring committees. • Jim Dembowski said that he would go cautiously but would bring AP 7120-B and AP 7120-C to Cabinet and say that the ASP’s, faculty, and the rest of the DCHR committee are in agreement, including classified members. 	<ul style="list-style-type: none"> • Report Outcome to Committee • Add to the Cabinet agenda for approval • Report Outcome to Committee <p>N/A</p>	<p>Next meeting</p> <p>ASAP</p> <p>Next meeting</p> <p>N/A</p>	<p>J. Dembowski</p> <p>J. Sturek</p> <p>J. Dembowski</p> <p>N/A</p>
4. HR Performance (Standing Item)	<p>a) HR Staff Vacancies – Michael Arnoldus</p> <ul style="list-style-type: none"> • Michael Arnoldus reported that the department was getting ready to fill the Executive Assistant for Human Resources and noted one vacancy in HR Operations. <p>b) Classified Exams Status – Michael Arnoldus</p> <ul style="list-style-type: none"> • Michael Arnoldus reported there were no exams on hold. 	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>
5. Future Agenda Items	<p>N/A</p>			
6. Next Meeting	<ul style="list-style-type: none"> • Thursday, January 9, 2020 	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

[Recorder: Jillian Sturek]