

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**August 28, 2014**

**Present:** Michael Arnoldus, Dr. Lori Bennett, Alan Hayashi, Dr. Linda Kama’ila, Gary Maehara, Krista Mendelsohn, Valerie Nicoll, Mary Rees, Linda Resendiz, Dr. Art Sandford, Michael Shanahan  
**Absent:** Dr. Greg Gillespie, Dr. Patrick Jefferson  
**Recorder:** Jennifer Holst

**Meeting Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Meeting Opened</b>	The meeting began at 10:07 a.m.	N/A	N/A	N/A
<b>Approval of Minutes</b>	After consideration by the committee, a motion by Dr. Kama’ila, and a second by Ms. Rees, the DCHR Meeting Minutes from March 27, 2014, received approval.	Post minutes on the DCHR page of the VCCCD website.	As soon as possible.	Ms. Holst
<b>DCHR Self-Appraisal Findings Review</b>	The committee considered the annual self-appraisal findings. Dr. Sandford remarked that the comments were pretty positive. Mr. Shanahan observed that we will attempt to be more time sensitive on the progress of our discussions.	N/A	N/A	N/A
<b>Discussion of Course/Wellness Request Form Revision</b>	The committee discussed a proposed revision to the Course/Wellness Request Form and the process in general. For clarity, instructions to attach the employee’s course schedule will be added to the form.	Course/Wellness Request Form to be revised.	As soon as possible.	Ms. Holst
<b>Revised DCHR 2014-2015 Schedule</b>	A request was made to move DCHR to the second Thursday of the month to align with the DTRW meetings.	Ms. Holst will distribute a proposed revised 2014-2015 DCHR calendar.	As soon as possible.	Ms. Holst
<b>Minimum Qualifications and Equivalency</b>	The committee discussed the process for determining minimum qualifications and equivalencies. The Academic Senate Presidents will discuss with their respective Senates and report back to the committee.	Academic Senate Presidents to discuss with Senates and report back to DCHR.	Next DCHR Meeting.	Dr. Kama’ila Ms. Rees Dr. Sandford

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Reference Checks by Department Chairs</b>	There was insufficient time to discuss this agenda item.	Place on next DCHR meeting agenda.	Next month	Ms. Holst
<b>HR Policy and Procedures:</b> <ul style="list-style-type: none"> <li>• AP 7120-D Recruitment and Hiring: Full-Time Faculty</li> <li>• AP 7120-E Recruitment and Hiring: Part-Time Faculty</li> </ul>	There was insufficient time to discuss this agenda item.	Place on next DCHR meeting agenda.	Next month	Ms. Holst
<b>Update on PeopleAdmin</b>	There was insufficient time to discuss this agenda item.	Place on next DCHR meeting agenda.	Next month	Ms. Holst
<b>Subcommittee to Develop Guidelines for Employee Leaves</b>	There was insufficient time to discuss this agenda item.	Place on next DCHR meeting agenda.	Next month	Ms. Holst
<b>HR Department Performance</b>	Dr. Sanford commented that it was appreciated that Mr. Shanahan visited the colleges during Flex Week and for the Fall Forums. The committee also discussed ongoing work on an emergency hiring procedure.			
<b>Open Discussion</b>	A request was made for equity tracking to include sexual orientation, on student and employee applications. Mr. Shanahan mentioned that student matters should be discussed in the DTRW committees, and the EEO Advisory Committee will soon be activated and meeting. In addition, diversity in hiring training will soon be provided and required for those serving on selection committees.			
<b>Next Meeting</b>	The meeting ended at 11:50 a.m. DCHR will meet next on September 25, 2014, at 10:00 a.m., in the Lakin Board Room at the DAC.			

These Minutes were approved at the DCHR Meeting on September 25, 2014.