

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**December 11, 2014**

**Present:** Michael Arnoldus, Dr. Lori Bennett (via Lync), Alan Hayashi, Dr. Linda Kama’ila, Gary Maehara, Krista Mendelsohn, Valerie Nicoll, Mary Rees, Peter Sezzi, Michael Shanahan  
**Guest:** Alex Kolesnik  
**Absent:** Dr. Greg Gillespie, Dr. Patrick Jefferson, Linda Resendiz  
**Recorder:** Jennifer Holst

**Meeting Minutes**

| <b>Agenda Item</b>  | <b>Summary of Discussion</b>  | <b>Action<br/>(If Required)</b>                                       | <b>Completion<br/>Timeline</b> | <b>Assigned<br/>To:</b> |
|---|---|---|--------------------------------|-------------------------|
| <b>Meeting Opened</b>   | The meeting began at 10:08 a.m.   | N/A   | N/A                            | N/A                     |
| <b>Approval of Minutes</b>  | After a motion by Mr. Sezzi, and second by Mr. Maehara, the November 13, 2014, DCHR Meeting Minutes received approval.  | Post final minutes on the VCCCD website.                              | As soon as possible.           | Ms. Holst               |
| <b>Minimum Qualifications and Equivalency</b>   | The committee discussed proposed changes to the equivalency procedure. Ms. Rees moved to allow selection committees to consider candidates before equivalency reviews are complete and to allow the addition of equivalency candidates to the pool up until the date of the first screening meeting. Dr. Kama’ila seconded the motion, which was approved without objection. Mr. Arnoldus will prepare proposed revisions to the equivalency and hiring procedures. | Mr. Arnoldus to revise the hiring and equivalency procedure language. | Next DCHR meeting.             | Mr. Arnoldus            |
| <b>Attachment to BP/AP 7211<br/>Minimum Qualifications and Equivalency (Disciplines Unique to a College: Fall 2014)</b> | The three Curriculum Technicians prepared a revised listing. Dr. Kama’ila moved to approve the changes, pursuant to review by the Executive Vice Presidents. Mr. Sezzi seconded the motion, which was approved without objection.   | Send to Executive Vice Presidents for review.                         | As soon as possible.           | Ms. Holst               |

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|---|---|--|------------------------------|-----------------|
| <b>Faculty Teaching in Discipline Other Than One in Which Hired</b> | The committee discussed full-time faculty teaching in extra-hourly assignments other than in the discipline in which they were hired. Mr. Shanahan will develop language to clarify this.   | Mr. Shanahan to develop clarifying language.               | Review at next DCHR Meeting. | Mr. Shanahan    |
| <b>Development of Guidelines for Employee Leaves</b>                | Mr. Maehara will work on draft language. Ms. Mendelsohn and Mr. Kolesnik will work with him on a subcommittee.  | Mr. Maehara to draft language and meet with subcommittee.  | As soon as possible.         | Mr. Maehara     |
| <b>DCHR Meetings on Campus</b>                                      | Mr. Shanahan proposed holding some DCHR meetings on the college campuses. All were in favor of this suggestion. The college community will be welcome to watch, but may make no public comments. The appropriate route for comments is through the representative bodies with places at the table.  | Schedule DCHR meetings at the colleges in 2015.            |                              | Ms. Holst       |
| <b>DCHR Updates on Website</b>                                      | Mr. Shanahan proposed listing DCHR updates on the website for transparency and to improve communication of ideas discussed in the committee meetings. There were no objections.   |  |                              |                 |
| <b>Proposed Arrest and Conviction Policy</b>                        | Upon motion by Mr. Sezzi, seconded by Mr. Arnoldus, the proposed Arrest and Conviction policy and procedure, after addition of "Or other serious misdemeanor offenses" to sections A and B of the procedure and alphabetization of the listed items, was approved without objection.  | Revise and send to Chancellor's Cabinet for consideration. | As soon as possible.         | Mr. Maehara     |
| <b>Policy/Procedure Updates</b>                                     | Mr. Shanahan reported on the status of BP/AP 2710 Conflict of Interest and AP 2712 Conflict of Interest Code. Both were returned by the Board of Trustees to the Policy Committee for additional revision. BP/AP 7120-E Recruitment and Hiring Part-Time Faculty remains on the Policy Committee Agenda after cancellation of the November meeting. | N/A  | N/A                          | N/A             |

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|----------------------------------|---|---------------------------------|--------------------------------|-------------------------|
| <b>Update on PeopleAdmin</b>     | Mr. Arnoldus reported on the Department's review of the functionality of both PeopleAdmin and NeoGov for employment services applications.  | N/A                             | N/A                            | N/A                     |
| <b>HR Department Performance</b> | Ms. Rees commented that although the Department has been moving mountains to hire faculty, classified hiring needs to be important too. Mr. Shanahan discussed the RFP for a consultant for exam work, due to the limited number of people available who do this specific type of work. |                                 |                                |                         |
| <b>Open Discussion</b>           | Mr. Maehara reported on upcoming Human Resources Department-sponsored training for selection committee members that will take place on January 23, 2014, in Guthrie Hall at Ventura College and will be broadcast to the other two colleges. All are welcome.                           |                                 |                                |                         |
| <b>Next Meeting</b>              | The meeting ended at approximately 12:07 p.m. DCHR will meet next on January 8, 2014, at 10:00 a.m., in the Lakin Board Room at the DAC.  |                                 |                                |                         |

These Minutes were approved at the DCHR Meeting on February 12, 2015.