

Ventura County Community College District
District Council on Human Resources (DCHR)
February 12, 2015

Present: Michael Arnoldus, Dr. Lori Bennett, Dr. Raul Cardoza (via Lync), Dr. Greg Gillespie, Alan Hayashi, Dr. Patrick Jefferson (via Lync), Dr. Linda Kama'ila, Alex Kolesnik, Gary Maehara, Krista Mendelsohn, Valerie Nicoll, Mary Rees, Michael Shanahan

Absent: Linda Resendiz

Recorder: Jennifer Holst

Meeting Minutes

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
Meeting Opened	The meeting began at 10:14 a.m.	N/A	N/A	N/A
Approval of Minutes	After a motion by Mr. Maehara, seconded by Ms. Rees, the December 11, 2014, DCHR Meeting Minutes received approval.	Post final minutes on the VCCCD website.	As soon as possible.	Ms. Holst
Employee Survey of the Work Environment	The committee reviewed the proposed survey and made suggestions for improvement and clarity.	Report suggested changes to Dr. Gillespie and Mr. Fuhrmann.	As soon as possible.	Mr. Shanahan
Survey of Student Perceptions	The committee reviewed the proposed survey and made suggestions for improvement and clarity.	Report suggested changes to Dr. Gillespie and Mr. Fuhrmann.	As soon as possible.	Mr. Shanahan
Attachment to BP/AP 7211 Minimum Qualifications and Equivalency (Disciplines Unique to a College)	The revised document now includes language aligning with the California Community College's Minimum Qualifications. It was agreed that this document be reviewed annually for updates. The committee approved the proposed changes. Additional discussion next meeting regarding pathway for future review/update.	Changes will be reviewed in Chancellor's Cabinet.	As soon as possible.	Ms. Holst
Status Update on Development of Guidelines for Employee Leaves	Mr. Maehara gave an update on the status of the subcommittee work on developing guidelines for employee leaves.	Continue to work on the guidelines.	N/A	Mr. Maehara and subcommittee

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
Report on HR Outreach	Mr. Arnoldus reported on expansion of HR outreach via business cards, Facebook, and possible future job fairs.	N/A	N/A	N/A
Classified Job Descriptions on Website	Mr. Arnoldus announced that all Classified job descriptions are now posted on the VCCCD website.	N/A	N/A	N/A
Update on PeopleAdmin	Mr. Arnoldus gave an update on PeopleAdmin and NEOGOV employment services applications.	N/A	N/A	N/A
Board Policy/Administrative Procedure Updates	Mr. Shanahan provided an update on Board Policies and Administrative Procedures approved at the February Board of Trustees' meeting.	N/A	N/A	N/A
HR Department Performance	<p>Dr. Bennett thanked the HR managers for their recent visit to Moorpark College to meet with the Department Chairs and indicated that she received positive feedback following the meeting.</p> <p>The committee discussed the need for additional diversity training opportunities for potential selection committee members.</p>	N/A	N/A	N/A
Open Discussion	There was insufficient time for consideration of this item.	N/A	N/A	N/A
Next Meeting	The meeting ended at approximately 11:40 a.m. DCHR meets next at 10:00 a.m. on March 12, 2015, in the Lakin Board Room at the DAC.	N/A	N/A	N/A

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