

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**August 27, 2015**

**Present:** Michael Arnoldus, Dr. Lori Bennett, Dr. Oscar Cobian, Dr. Greg Gillespie, Alan Hayashi, Dr. Kimberly Hoffmans, Dr. Patrick Jefferson, Dr. Linda Kama'ila, Alex Kolesnik, Gary Maehara, Krista Mendelsohn, Valerie Nicoll, Mary Rees, Michael Shanahan, Ken Sherwood  
**Recorder:** Jennifer Holst  
**Approved:** September 10, 2015

**Meeting Minutes**

<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>	The meeting began at 10:10 a.m.	N/A	N/A	N/A
<b>Approval of Minutes</b>	After a motion by Dr. Kama'ila, and a second from Dr. Jefferson, the May 14, 2015, DCHR Meeting Minutes were approved.	Post final minutes on the VCCCD website.	As soon as possible.	Ms. Holst
<b>Minimum Qualifications for Coaching</b>	Mr. Arnoldus discussed a meeting held in the spring with the Academic Senate Presidents, the Athletic Directors and Human Resources Department representatives to talk about minimum qualifications for coaching. That group decided that one season of paid experience will count as one year of experience. Volunteer experience will count if there was paid experience along with it. Strictly unpaid experience will not count. Work as a professional expert will count. In addition, an equivalency can be requested. This should help to widen hiring pools. If this does not seem to work, there can be more discussion.	N/A	N/A	N/A
<b>NEOGOV</b>	Mr. Arnoldus reported on the status of NEOGOV system implementation for employment applications. This will begin in October/November 2015, and go live in December/January. As items close out, the PeopleAdmin system will be phased out. Mr. Arnoldus will work with IT to make the transition as smooth as possible, especially in light of part-time faculty hiring. He will work in conjunction with the colleges to train core staff as trainers. HR will notify pool applicants that they will need to reapply in NEOGOV, as pools in PeopleAdmin are closed. New applications will need to be entered in	Keep DCHR updated on status.	Continuing.	Mr. Arnoldus

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	NEOGOV, as they will not transfer from one system to the other.			
<b>Equivalency Process</b>	The committee discussed continuing problems with the equivalency process. Mr. Shanahan asked the Academic Senates to focus on completing their lists of pre-determined equivalencies in order to speed up the process and to make it clearer to applicants if they need to apply for equivalencies. HR will work on making the language clearer in the postings that equivalencies must be requested if the degree does not match the requirements exactly. NEOGOV may be able to help with automatic movement to equivalency requests if the degree is not a literal match. The posting language must clearly state that the applicant will drop out if the degree does not match exactly and an equivalency is not requested. This should help speed up the hiring process.			
<b>Human Resources BP/AP Regular Review Cycle</b>	Mr. Maehara gave an update on the status of the Human Resources BP/AP review.	Distribute proposed revisions.	As soon as possible.	Mr. Maehara
<b>Policy/Procedure Review</b>  • <i>AP 3420 Equal Employment Opportunity Plan</i>	The final EEO Plan approved by the Board of Trustees was presented for information. There are things that must be done under the Plan. HR will be reviewing the plan to delineate follow-up items.	Review for action items.	As soon as possible.	Human Resources Department
<b>Policy/Procedure Review</b> • <i>BP 7100 Commitment to Diversity</i> • <i>BP 7120 Recruitment and Hiring</i> • <i>AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</i> • <i>AP 7120-B Recruitment and Hiring: College President</i> • <i>AP 7120-C Recruitment and Hiring: Academic Managers</i> • <i>AP 7120-D Recruitment and Hiring: Full-Time Faculty</i> • <i>AP 7120-E Recruitment and Hiring: Part-Time Faculty</i>	The committee discussed revisions to Board Policies and Administrative Procedures that appeared on the Board Agenda in August. The changes presented were suggestions from the Board of Trustees. The DCHR will consider these suggestions and draft any necessary revisions to relevant Administrative Procedures consistent with the Board's policies.	Second Reading and Discussion at DCHR	Next meeting.	Mr. Shanahan

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<b>HR Department Performance</b>	There was insufficient time left during the meeting to discuss HR Department Performance.	N/A	N/A	N/A
<b>Open Discussion</b>	There was insufficient time left during the meeting to have an Open Discussion.	N/A	N/A	N/A
<b>Next Meeting</b>	The meeting ended at 12:04 p.m. The next meeting will take place on September 10, 2015, in the Lakin Board Room at the DAC from 10:00 to 11:30 a.m.	N/A	N/A	N/A