Ventura County Community College District
District Council on Human Resources (DCHR)
September 25, 2014

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

Meeting Minutes:

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<tr>
<th>Agenda Item</th>
<th>Summary of Discussion</th>
<th>Action (If Required)</th>
<th>Completion Timeline</th>
<th>Assigned To</th>
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<tbody>
<tr>
<td>Meeting Opened</td>
<td>The meeting began at 10:10 a.m.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>Approval of Minutes</td>
<td>After consideration of the proposed minutes, a motion by Mr. Arnoldus, and a second by Ms. Mendelsohn, the August 28, 2014, DCHR Meeting Minutes received approval, with the correction of the word Tuesday to Thursday under the item for Revised DCHR 2014-2015 Schedule.</td>
<td>Post final minutes on the DCHR page of the VCCCD website.</td>
<td>As soon as possible.</td>
<td>Ms. Holst</td>
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<tr>
<td>Policies/Procedures Review Update (September Board of Trustees’ Meeting)</td>
<td>The Council reviewed these items. The EVPs and Academic Senate Presidents will review the attachment to AP 7211 Minimum Qualifications and Equivalencies to include the names of the disciplines.</td>
<td>Ms. Holst to send the Word document to the EVPs and the Academic Senate Presidents for review.</td>
<td>As soon as possible.</td>
<td>Ms. Holst will transmit Word document to EVPs and Academic Senate Presidents for review.</td>
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<td>Part-Time Faculty Reference Checks by Department Chairs</td>
<td>The Human Resources Department will revise AP 7120-E Recruitment and Hiring: Part-Time Faculty to include a provision that Deans, Department Chairs and/or Co-Chair on the hiring committee may conduct reference checks. This will be a trial for part-time faculty only. The Human Resources Department will provide reference checking guidelines. There may also be reference check training available on Lynda.com.</td>
<td>Revise AP 7120-E Recruitment and Hiring: Part-Time Faculty.</td>
<td>As soon as possible.</td>
<td>Michael Arnoldus</td>
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<td>Minimum Qualifications and Equivalency</td>
<td>The council continued to discuss the process for determining minimum qualifications and equivalencies. The Human Resources Department will work with PeopleAdmin on developing drop-down menus to clarify application instructions onscreen with lists of qualifying degrees. If no match, applicants can be routed to equivalency application. The Academic Senates will prepare a proposal for the next meeting.</td>
<td>HR to discuss with PeopleAdmin. Academic Senate Presidents to prepare proposal.</td>
<td>Next DCHR Meeting.</td>
<td>Mr. Arnoldus, Dr. Kama’ila, Ms. Rees, Mr. Sezzi</td>
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<td>Biennial Conflict of Interest Code Review</td>
<td>After review, the council proposed adding Disclosure Category 6 for Presidents, Executive Vice Presidents, Associate Vice Presidents and Vice Presidents to proposed revisions to AP 2712 Conflict of Interest Code. These items will go to Chancellor’s Cabinet for review.</td>
<td>Make additional changes and send to Chancellor’s Cabinet for review.</td>
<td>As soon as possible.</td>
<td>Ms. Holst.</td>
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<td>Discussion of Proposed Arrest and Conviction Policy</td>
<td>The council discussed the proposal for an Arrest and Conviction Policy. A proposed policy will be developed incorporating discussion revisions and returned for consideration at the next meeting.</td>
<td>Prepare proposed policy.</td>
<td>Next DCHR Meeting</td>
<td>Mr. Maehara</td>
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<td>Update on PeopleAdmin</td>
<td>There was insufficient time to discuss this item.</td>
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<td>Discussion of Subcommittee to Develop Guidelines for Employee Leaves</td>
<td>There was insufficient time to discuss this item.</td>
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<td>Discussion of AP 3560 Alcoholic Beverages</td>
<td>There was insufficient time to discuss this item.</td>
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<td>HR Department Performance</td>
<td>There was insufficient time to discuss this item.</td>
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<td>Open Discussion</td>
<td>There was insufficient time to discuss this item.</td>
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<td>Next Meeting</td>
<td>The meeting ended at approximately 12:10 p.m. DCHR will meet next on October 9, 2014, at 10:00 a.m., in the Lakin Board Room at the DAC.</td>
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These Minutes were approved at the DCHR Meeting on November 13, 2014.