

**Ventura County Community College District**

**Minutes of the District Council on Human Resources**

**November 29, 2007**

**10:00 a.m. – 11:50 a.m.**

**Present:** Andrea Adlman, Susan Bricker, Scott Corbett, Pam Eddinger, Lyn MacConnaire, Kathryn Schoenrock, Margaret Tennant, Frank Torres-SEIU, Patricia Parham

**Absent:** Ramiro Sanchez

**Recorder:** Patricia Olson

**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Open Discussion	The following items were discussed during open discussion: <ul style="list-style-type: none"> <li>- Scott Corbett advised the OC Senate passed the Resolution regarding SDFs being faculty members</li> <li>- Clarification of the process for hiring classified and the requirement to hire from the top three ranks</li> <li>- ORAP and the procedure to establish a position and get it on the board agenda</li> <li>- Margaret Tennant reported MC will be doing a second reading supporting the use of faculty SDFs. Patricia Parham gave OK to present the Resolution.</li> <li>- Kathryn Schoenrock reported VC passed their Resolution.</li> </ul>			
Approval of Minutes	Minutes of October 25, 2007	Unanimously approved		
Resolution on Staff Diversity	Patricia Parham announced the AFT grievance regarding Staff Diversity Facilitators has been			

	<p>resolved. It was agreed that HR will announce the need for individuals for each academic year. The College President and Academic Senate President will assign facilitators, and SDFs will be compensated hourly in the form of a stipend.</p> <p>There was a lengthy discussion of the role of the facilitator at each of the three campuses, with the consensus being the role should be scripted and carefully crafted because what's being said is the responsibility of the facilitator who has legal vulnerability. Patricia Parham said there will be expectations and standard duties and standards to be met.</p>	Agreed to state: "Duties may include..."		
	Patricia Parham announced two new HR Directors have been hired; one approved at November board meeting and one is on December agenda.			
Hiring Procedures	<p>Review/discussion/revision of <i>Selection Procedures for Academic Hires</i> from Administrative Procedures-Recruitment &amp; Hiring-Full Time Academic Instructors</p> <p>Revisions will be reflected in the updated draft for meeting of January 24, 2008.</p>	<p>Patricia Parham to rewrite sections, <i>Notification of Vacancy/Recruitment Strategy</i> and <i>External Searches</i>.</p> <p><i>District Conducted Searches</i> has been eliminated.</p>	January 24, 2008	
Next Meeting	January 24, 2008 – 10:00-11:30 a.m.			

**Running List of Current Assignments/Projects:**

<b>Date Assigned</b>	<b>Assignment</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Nov. 29, 2007	Update draft to include new revisions.	January 24	Laura Brower
Nov. 29, 2007	Training Schedule for Staff Diversity Facilitators	January 24	Patricia Parham
Nov. 29, 2007	Applicant Pool Report – ORAP	January 24	Patricia Parham