

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

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

Absent: Dr. Lori Bennett, Krista Mendelsohn

Recorder: Jennifer Holst

Meeting Minutes

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting began at 10:11 a.m.	N/A	N/A	N/A
Approval of Minutes	After a motion by Ms. Rees, seconded by Dr. Gillespie, the February 12, 2015, DCHR Meeting Minutes received approval.	Post final minutes on the VCCCD website.	As soon as possible.	Ms. Holst
Effectiveness of DCHR Committee Communication	Mr. Shanahan explained that HR relies on DCHR members to represent their respective constituent bodies at DCHR to: a) disseminate information from DCHR to their constituency; and b) bring to DCHR the opinions of represented employee groups.	N/A	N/A	N/A
Status Update on Development of Guidelines for Employee Leaves	Mr. Maehara reported that the subcommittee is scheduled to meet in April to continue work on developing employee leave guidelines.	Continue to work on the guidelines.	N/A	Mr. Maehara and sub-committee
Diversity Training	Mr. Maehara reported that on March 19 at 9:30 a.m. in Guthrie Hall at Ventura College, HR will present an in-house diversity training program for selection committee members. HR hopes to have online training and perhaps additional training for facilitators at some future date.	N/A	N/A	N/A
NEOGOV Update	Mr. Arnoldus reported that NEOGOV gave HR a demonstration of their system. He is working with them on the price, and he intends to have a NEOGOV demonstration soon at DCHR.			
Policy/Procedure Update and Discussion of Future Review <ul style="list-style-type: none"> • Attachment to BP/AP 7211 Minimum Qualifications and Equivalency (Disciplines Unique to a College) 	The committee discussed review of the list of disciplines unique to a college. Because the document involves curriculum, the committee decided annual review should begin with DTRW-I and once revised there, can be reviewed in DCHR.	Give notice to Chair of DTRW-I.	As soon as possible.	Ms. Holst.

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
HR Department Performance	<ul style="list-style-type: none"> • Mr. Shanahan discussed the DAC Staffing Presentation given at the March Board meeting. • Ms. Rees asked about a conversation concerning definitions, such as what constitutes a coach's year of experience. Mr. Arnoldus will schedule a meeting. • Dr. Gillespie discussed faculty salary placement in high demand areas like CTE. Mr. Shanahan indicated that would be a negotiable item. • Ms. Rees asked that reference checking language in AP 7120-E Recruitment and Hiring: Part-Time Faculty be revised for clarity. • Mr. Hayashi indicated the faculty has some confusion concerning the per-diem for completing travel requests. Mr. Shanahan said he would check with Business Services and reply by e-mail. • Dr. Kama'ila said there is sometimes difficulty in loading the tenure review forms. Mr. Shanahan will look into that issue. 	<p>Mr. Arnoldus to schedule a meeting.</p> <p>Review reference checking language.</p> <p>Mr. Shanahan to check with Business Services.</p> <p>Mr. Shanahan will check on difficulties down-loading faculty evaluation forms.</p>	<p>As soon as possible</p> <p>As soon as possible</p> <p>As soon as possible</p> <p>As soon as possible</p>	<p>Mr. Arnoldus</p> <p>Mr. Arnoldus</p> <p>Mr. Shanahan</p> <p>Mr. Shanahan</p>
Open Discussion	Nothing further.	N/A	N/A	N/A
Next Meeting	The meeting ended at approximately 11:45 a.m. The next meeting date was changed to 10:00 a.m. on April 30, 2015, in the Lakin Board Room at the DAC.	N/A	N/A	N/A

These Minutes were approved at the DCHR Meeting on April 30, 2015.