

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**April 30, 2015**

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

**Recorder:** Jennifer Holst

**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 10:12 a.m.	N/A	N/A	N/A
<b>Approval of Minutes</b>	After a motion by Mr. Maehara, seconded by Ms. Rees, the March 12, 2015, DCHR Meeting Minutes received approval without objection.	Post final minutes on the VCCCD website.	As soon as possible.	Ms. Holst
<b>Review DCHR Self-Appraisal Findings</b>	The committee reviewed the Spring 2015 Self-Appraisal Results. Ms. Rees noted that the results reflect the very positive feeling toward HR on the college campuses. The recent meeting concerning minimum qualifications for coaches is an example of excellent communication that left everyone happy with the results of the conversation.			
<b>How to Find DCHR on the Website</b>	The committee viewed a PowerPoint presentation on how to navigate to DCHR agendas/notes on the VCCCD website.	Post on the website.	As soon as possible.	Ms. Holst
<b>NEOGOV Demonstration</b>	A NEOGOV representative gave a web demonstration of the NEOGOV employment application software. HR recommends moving to this system and wanted to get the committee's impressions. Mr. Arnoldus pointed out some system highlights: onboarding functionality, salary data from other organizations, reporting tool (critical for EEO reports), differences between requisitions and postings; job entrance cards, self-scheduling, password reset, eligibility list maintenance, score tracking, data analysis, pulling information off resumes and LinkedIn, and password management. Mr. Hayashi requested information on off-site server outages. Dr. Kama'ila asked if we can control NEOGOV screens reset time.	HR to check on service outage rates at NEOGOV and PeopleAdmin.  HR to check on NEOGOV screen reset time control.	As soon as possible.	Mr. Arnoldus
<b>Proposed DCHR Dates for 2015-2016 Academic Year</b>	The proposed DCHR dates for 2015-2016 were reviewed. The committee agrees it works well to meet on the same day as DTRW and it is important to hold the meetings regularly.	Update website, send Outlook invitations to committee members.	As soon as possible.	Ms. Holst.

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<b>Uploading Faculty Tenure Review Forms</b>	HR checked on problems with uploading faculty tenure review forms. There does not seem to be a problem with the forms. IT suggested it may be a browser problem and to contact them for additional assistance.	N/A	N/A	N/A
<b>Travel Expenses</b>	HR checked with Business Services regarding per diem travel reimbursement clarification. The current procedure is AP 6336 Travel and is \$25 per meal or \$55 per day. . In May, the Policy Committee a requested change to AP 6336 to remove the maximum per meal and just make it \$55 per day. There is no need to provide a receipt, unless using a District procurement card, in which case the original receipt is submitted with the monthly procurement card statement. Please see Laura Galvan in Business Services with any questions.	N/A	N/A	N/A
<b>Employee Leave Guidelines Presentation</b>	There was insufficient time for this item. It will appear on the next meeting's agenda.	Add to next month's agenda.	Next meeting.	Ms. Holst
<b>Committee Review of Applicants: Consider removing those not meeting minimum qualifications before committee review.</b>	There was insufficient time for this item. It will appear on the next meeting's agenda.	Add to next month's agenda.	Next meeting.	Ms. Holst
<b>Possible Supplemental Question Concerning Sensitivity to Diversity in Part-Time Faculty Application</b>	There was insufficient time for this item. It will appear on the next meeting's agenda.	Add to next month's agenda.	Next meeting.	Ms. Holst
<b>Policy/Procedure Update:</b> <ul style="list-style-type: none"> <li>• Attachment to BP/AP 7211 Minimum Qualifications and Equivalency (Disciplines Unique to a College)</li> </ul>	The attachment to AP 7211 (Disciplines Unique to a College) will be on the May Board of Trustees' Meeting Agenda. Next year's review will begin at DTRW-I.	N/A	N/A	N/A
<b>HR Department Performance</b>	<p>Dr. Kama'ila thanked HR for working so closely with Oxnard College in recent hires so we could find a process that met the AP/BPs. She thanked Michael Shanahan for everything he did to make those processes happen.</p> <p>Dr. Bennett noted that Yolanda Navarro's move to Moorpark College has left HR short-handed. She wondered if there will be a gap for Moorpark College. Mr. Arnoldus assured that Employment Services</p>	N/A	N/A	N/A

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	workload is being evaluated and re-aligned, and a temporary employee is helping while a search for a new HR Assistant begins.			
<b>Open Discussion</b>	Mr. Post mentioned concerns regarding adjunct faculty search committee membership due to workload. He suggested asking Department Chairs to help rather than always Deans, and to look at committee membership for streamlining opportunities.	Review AP 7120-E Recruitment and Hiring: Part-Time Faculty next time.	Next meeting.	Mr. Arnoldus.
<b>Next Meeting</b>	The meeting ended at 11:50 a.m. The next meeting will take place on May 14, 2015, in the Lakin Board Room at the DAC from 10:00 to 11:00 a.m.	N/A	N/A	N/A

These Minutes were approved at the DCHR Meeting on May 14, 2015.