

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**May 14, 2015**

**Present:** Michael Arnoldus, Alan Hayashi, Gary Maehara, Michael Shanahan  
**Via Lync:** Dr. Lori Bennett, Dr. Greg Gillespie, Dr. Patrick Jefferson, Dr. Linda Kama'ila, Alex Kolesnik, Krista Mendelsohn, Mary Rees, Linda Resendiz  
**Absent:** Valerie Nicoll, Rick Post  
**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 10:00 a.m.			
<b>Approval of Minutes</b>	After a motion by Dr. Kama'ila, seconded by Ms. Rees, the April 30, 2015, DCHR Meeting Minutes were approved.	Post final minutes on the VCCCD website.	As soon as possible.	Ms. Holst
<b>Policy/Procedure Review</b>  • <i>AP 7120-E Recruitment and Hiring: Part-Time Faculty</i>	The committee discussed the proposed changes to the procedure and gave approval.	Send to Chancellor's Cabinet for Review	As soon as possible.	Ms. Holst
<b>Policy/Procedure Review</b>  • <i>AP 3420 Equal Employment Opportunity Plan</i>	The committee reviewed, discussed and approved the revised District EEO Plan.	Send to Chancellor's Cabinet for Review	As soon as possible.	Ms. Holst
<b>Policy/Procedure Review</b>  • <b>Human Resources BP/AP Regular Review Cycle</b>	The committee reviewed the list of Human Resources Policies/Procedures to be reviewed in the regular review cycle. The committee members requested that the revised documents go out during the summer for review ahead of the first DCHR meeting of 2015-2016. Mr. Hayashi requested development of a procedure addressing mandated reporting due to minors on campus. Dr. Kama'ila noted that AP 2432 should be added to the review list.	Mr. Maehara is working on this project and will get out the revisions as soon as possible.	As soon as possible.	Mr. Maehara
<b>NEOGOV Follow Up</b>	Mr. Arnoldus reported that NEOGOV stated their system was up 99.99% of the time last year. It was down only one hour during the last year, which included time to make system changes. The VCCCD Information Technology Department reviewed NEOGOV's technical security policy/measures document and said everything looked fine.			Mr. Arnoldus

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	Mr. Arnoldus is still discussing pricing with NEOGOV, and is hopeful we can begin implementation in the fall. There will be an overlap of the two systems during the conversion process. PeopleAdmin will remain in place through January 2016. Ms. Rees voiced the committee opinion that the NEOGOV system looks good and will help the operations of HR.			
<b>Employee Leave Guidelines Presentation</b>	The committee discussed proposed Employee Leave Guidelines. Ms. Mendelsohn requested that pregnancy leave information be added. Once that is added, Mr. Maehara will post the documentation on HR Tools.	Add pregnancy leave information and post final documentation on HR Tools.	As soon as possible.	Mr. Maehara
<b>Committee Review of Applicants: Consider removing those not meeting minimum qualifications before committee review.</b>	Mr. Shanahan discussed a proposal to have the initial minimum qualifications matching on faculty applications done by HR Clerical staff. The committee members should discuss this with their respective representative bodies and return to discuss this issue again in the fall.	Discuss with your representative bodies and be prepared to address again in August.	August DCHR meeting.	Committee members.
<b>Possible Supplemental Question Concerning Sensitivity to Diversity in Part-Time Faculty Application</b>	The committee discussed the possibility of having a supplemental question regarding sensitivity to diversity in all faculty applications. This would then be removed as a component in the cover letter. The committee members should discuss this with their respective representative bodies and return to discuss this issue again in the fall.	Discuss with your representative bodies and be prepared to address again in August.	August DCHR meeting.	Committee members.
<b>Policy/Procedure Update:</b> • <b>Attachment to BP/AP 7211 Minimum Qualifications and Equivalency (Disciplines Unique to a College)</b>	An updated copy of <i>BP/AP 7211 Minimum Qualifications and Equivalency (Disciplines Unique to a College)</i> was provided following Board Approval on May 12, 2015. Next year's review of the <i>Disciplines Unique to a College</i> listing will begin at DTRW-I.	N/A	N/A	N/A
<b>HR Department Performance</b>	There were no issues.	N/A	N/A	N/A
<b>Open Discussion</b>	There were no items.	N/A	N/A	N/A
<b>Next Meeting</b>	The meeting ended at 11:08 a.m. The next meeting will take place on August 27, 2015, in the Lakin Board Room at the DAC from 10:00 to 11:30 a.m.	N/A	N/A	N/A

These Minutes were approved at the DCHR Meeting on August 27, 2015.