

**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:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned To:</b>
<b>Meeting Opened</b>	The meeting began at 10:10 a.m.	N/A	N/A	N/A
<b>Approval of Minutes</b>	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.	Post final minutes on the DCHR page of the VCCCD website.	As soon as possible.	Ms. Holst
<b>Policies/Procedures Review Update (September Board of Trustees' Meeting)</b> <ul style="list-style-type: none"> <li>• BP/AP 7120-D Recruitment and Hiring Full-Time Faculty</li> <li>• BP/AP 7120-E Recruitment and Hiring Part-Time Faculty</li> <li>• BP/AP 7211 Minimum Qualifications and Equivalencies</li> <li>• BP/AP 7270 Student Workers</li> </ul>	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.	Ms. Holst to send the Word document to the EVPs and the Academic Senate Presidents for review.	As soon as possible.	Ms. Holst will transmit Word document to EVPs and Academic Senate Presidents for review.
<b>Part-Time Faculty Reference Checks by Department Chairs</b>	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.	Revise AP 7120-E Recruitment and Hiring: Part-Time Faculty.	As soon as possible.	Michael Arnoldus

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
<b>Minimum Qualifications and Equivalency</b>	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.	HR to discuss with PeopleAdmin.  Academic Senate Presidents to prepare proposal.	Next DCHR Meeting.	Mr. Arnoldus  Dr. Kama'ila Ms. Rees Mr. Sezzi
<b>Biennial Conflict of Interest Code Review</b> <ul style="list-style-type: none"><li>• BP 2710 Conflict of Interest</li><li>• AP 2710 Conflict of Interest</li><li>• AP 2712 Conflict of Interest Code – Form 700 Statement of Economic Interests</li></ul>	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.	Make additional changes and send to Chancellor's Cabinet for review.	As soon as possible.	Ms. Holst.
<b>Discussion of Proposed Arrest and Conviction Policy</b>	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.	Prepare proposed policy.	Next DCHR Meeting	Mr. Maehara
<b>Update on PeopleAdmin</b>	There was insufficient time to discuss this item.			
<b>Discussion of Subcommittee to Develop Guidelines for Employee Leaves</b>	There was insufficient time to discuss this item.			
<b>Discussion of AP 3560 Alcoholic Beverages</b>	There was insufficient time to discuss this item.			
<b>HR Department Performance</b>	There was insufficient time to discuss this item.			
<b>Open Discussion</b>	There was insufficient time to discuss this item.			
<b>Next Meeting</b>	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.			

These Minutes were approved at the DCHR Meeting on November 13, 2014.