

**Ventura County Community College District
District Council on Human Resources (DCHR)
September 10, 2015**

Present: Michael Arnoldus, Dr. Lori Bennett, Ashley Chelonis, Dr. Greg Gillespie, Alan Hayashi, Dr. Linda Kama'ila, Alex Kolesnik, Gary Maehara, Valerie Nicoll, Mary Rees, Michael Shanahan, Ken Sherwood
Via Lync: Dr. Oscar Cobian, Dr. Patrick Jefferson
Recorder: Jennifer Holst
Approved: October 10, 2015

Meeting Minutes

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting began at 10:09 a.m.	N/A	N/A	N/A
Approval of Minutes	After a motion by Ms. Rees, and a second from Dr. Kama'ila, the August 27, 2015, DCHR Meeting Minutes were approved.	Post final minutes on the website.	As soon as possible.	Ms. Holst
NEOGOV	Mr. Arnoldus reported on the status of NEOGOV system implementation for employment applications. The proposed contract is still being reviewed. Implementation should start in December.	Keep DCHR updated on status.	Continuing.	Mr. Arnoldus
Oxnard President Search	The search process has begun and the search committee is being formed. Work will begin in the next few weeks.	N/A	N/A	N/A
Equivalency Process	The Academic Senates are working on pre-determined equivalencies decisions for the three most problematic disciplines. Mr. Shanahan asked the Senates to identify disciplines in next year's college hiring plans as the amount of hiring is anticipated to be very large. It was proposed that the equivalency process for full-time faculty hiring be aligned to match the concurrent equivalency process now in effect for part-time faculty hiring, so equivalency review will not slow down the hiring process. However there are concerns about equivalency work being finished by the end of the paper screening. At that point, the committee would have to decide whether to wait or continue without the equivalency decisions. Return for additional discussion.	Return for additional discussion in DCHR.		
Faculty Recruiting Outreach Efforts	HR will soon be facing two to three times our normal hiring load. Math and English will be especially competitive. We must look at creative ways to find applicants, such as job	Discuss faculty internships at the next DCHR	Next meeting.	Committee members.

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	fairs. Dr. Bennett volunteered Moorpark College to help at a booth at the January 31 L.A. Job Fair. Ms. Rees suggested creating a flyer to put up at area institutions, such as Amgen, to attract science instructors. Mr. Arnoldus will work with Marketing to develop a brochure. HR welcomes input and assistance from the colleges on identifying and connecting with professional and community resources that can help expand our recruiting outreach.	meeting.		
Vice Chancellor, Educational Services	The job description for this new position is being reviewed and input is being solicited from college representatives.	N/A	N/A	N/A
Diversity Training for Selection Committee Members	The training time has now been extended to 24 months. HR will hold another training session in October.	N/A	N/A	N/A
Part-Time Faculty on Faculty Hiring Committees	A request was made for part-time faculty to participate on hiring committees. This issue should be discussed with the deans and the Vice Presidents and brought back to DCHR in hope of reaching a districtwide determination.	Bring back for additional discussion.	Next meeting.	Committee members.
Policy/Procedure Review <ul style="list-style-type: none"> • <i>BP/AP 2431 CEO Selection</i> • <i>BP 7100 Commitment to Diversity</i> • <i>BP 7120 Recruitment and Hiring</i> • <i>AP 7120-A Recruitment and Hiring: Vice Chancellor(s)</i> • <i>AP 7120-B Recruitment and Hiring: College President</i> • <i>AP 7120-C Recruitment and Hiring: Academic Managers</i> • <i>AP 7120-D Recruitment and Hiring: Full-Time Faculty</i> • <i>AP 7120-E Recruitment and Hiring: Part-Time Faculty</i> 	Changes to BP/AP 2431 CEO Selection and BP 7100 Commitment to Diversity were presented for information. The committee reviewed suggested changes to the hiring procedures. There was discussion concerning the candidate rating system. The discussion will continue at the next meeting.	Additional discussion at next DCHR meeting.	Next meeting.	Mr. Shanahan
HR Department Performance	There was insufficient time for discussion of this item.	N/A	N/A	N/A
Open Discussion	There was insufficient time for discussion of this item.	N/A	N/A	N/A
Future Agenda Items	There was insufficient time for discussion of this item.	N/A	N/A	N/A
Next Meeting	The next meeting is scheduled for October 8, 2015, in the Lakin Board Room at the DAC from 10:00 to 11:30 a.m.	N/A	N/A	N/A