Ventura County Community College District
District Council on Human Resources (DCHR)
March 27, 2014

Present: Michael Arnoldus, Dr. Lori Bennett, Dr. Erika Endrijonas, Dr. Greg Gillespie, Alan Hayashi, Dr. Patrick Jefferson, Dr. Linda Kama'ila, Krista Mendelsohn, Valerie Nicoll, Mary Rees, Michael Shanahan

Absent: Dr. Art Sandford, Gary Maehara

Recorder: Jennifer Holst

Meeting Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting began at 10:02 a.m.			
Approval of Minutes	After consideration by the committee, a motion by Ms. Rees and seconded by Dr. Endrijonas and Dr. Kama'ila to approve the February 27, 2014, DCHR meeting minutes received unanimous agreement.	Post minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
HR Policy and Procedures: • **AP 7120-D Recruitment and Hiring: Full-Time Faculty** • **AP 7120-E Recruitment and Hiring: Part-Time Faculty**	The committee considered proposed revisions to AP 7120-D Recruitment and Hiring: Full-Time Faculty concerning transfer applicants. Ms. Rees moved to approve the revised AP. Dr. Jefferson seconded the motion, which passed without objection. The Ventura College Academic Senate submitted proposed revisions to the equivalency review timeline in APs 7120-D and 7120-E. The committee instructed Mr. Arnoldus to revise the language to incorporate changes in this process.	Send AP 7120-D Recruitment and Hiring: Full-Time Faculty on for review in the Chancellor's Cabinet.	As soon as possible.	Mr. Shanahan
HR Policy and Procedures: • **BP/AP 7211 Minimum Qualifications and Equivalencies/ Disciplines Unique to a College**	Annual update information to AP 7211 attachment (Disciplines Unique to a College) has been received from Oxnard College and Ventura College. Moorpark College EVP will send update to HR. This item will return for consideration at the next meeting.	EVPs to prepare lists of disciplines unique to their colleges.	As soon as possible.	EVPs

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
HR Website/HR Tools User Experience Focus Group	The committee discussed formation of an HR Website and HR Tools User Experience Focus Group that will begin by surveying the administrative support staff.	HR to prepare questions for survey.		Human Resources Department
HR Department Performance	There were no items for discussion.			
Open Discussion	The committee proposed establishing a group to develop guidelines for employee leaves. The committee discussed development of a best practice guide for faculty, staff and administrators, and training during flex week, on classroom management. The group asked the Vice Chancellor, Human Resources, to discuss the HR Department's staffing plan goals at the next meeting.			
Next Meeting	The meeting ended at 11:10 a.m. DCHR will meet next on April 24, 2014, at 10:00 a.m., in the Lakin Board Room at the DAC.			

These Minutes were approved at the DCHR Meeting on August 28, 2014.