

## VENTURA COLLEGE

### Minutes of the District Council on Human Resources

**October 25, 2007**

**10:00 a.m. – 11:30 a.m.**

**Present:** Ramiro Sanchez, Lyn Macconnaire, Andrea Adlman, Susan Bricker, Scott Corbett, Margaret Tennant, Kathryn Schoenrock, Patricia Parham

**Absent:** SEIU representative

**Recorder:** Laura Brower

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of Minutes	Minutes of September 26, 2007	Approved.		
Open Discussion	<p>The following items were discussed during open discussion:</p> <ul style="list-style-type: none"> <li>• Diversity Facilitators – hiring protocol, intent is not to stop faculty from being diversity facilitators on faculty hiring committees. Compensation (special service, stipend, hourly rate, etc.) Centralized training at HR updated by HR.</li> <li>• ORAP – request for data collection on sizes of pools (diversity) before and after implementation. Concentrate on Math, Biology, English, Counseling, Nursing, History and Career Tech.</li> <li>• Recruitment – Once intern gets Master’s, they must reapply and be hired in context of pool.</li> <li>• Interview policy – how many should candidate go through? If passed for one position, should process be repeated? There should be standard policy set.</li> <li>• Case law – is there any in regard to confidentiality to inquiries of candidates</li> </ul>		January 24, 2007	Patricia Parham

	and their interviews? Decided to use "best practice." Avoidance of lawsuits.			
Next Meeting	November 29, 2007, 10:00-11:30 a.m.			

**Running List of Current Assignments/Projects:**

<b>Date Assigned</b>	<b>Assignment</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
10-25-07	Merge draft sections of Administrative Procedures – Recruitment & Hiring – Full Time Academic Instructors into one draft document for review by committee and distribute electronically for review prior to next meeting.	11/9/07	Laura Brower