

VENTURA COLLEGE

Minutes of the District Council on Human Resources
September 26, 2007
10:00 a.m. – 11:30 a.m.

Present: Patricia Parham, Margaret Tennant, Ramiro Sanchez, Pam Eddinger, Lyn Macconnaire, Susan Bricker

Absent: Scott Corbett, Kathryn Schoenrock, Kristen Eldridge, AFT Representative

Guests:

Recorder: Laura Brower, Executive Assistant, HR

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Introduction	Introductions were made by all attendees at the meeting.			
Charge of the Committee/Composition	<p>Patricia Parham, Associate Vice Chancellor, HR, distributed the Draft #5 from the VCCCD Participatory Governance Handbook dated September 13, 2007 listing the DCHR charge and suggested membership of the council.</p> <p>Particular attention was spent discussing charge of developing procedures for Board policies on human resources.</p> <p>The council requested a breakdown of the organizational set up of the HR staff and Patricia Parham gave a thorough explanation of how the reporting structure flowed. Patricia also gave a brief overview of ORAP and an update that to date 4,294 applicants have applied. We have 166 users district-wide and 491 templates are available for use on ORAP.</p>	John Wagner (AFT) would be contacted to determine AFT representation. Kristin Eldridge (SEIU) would be contacted to confirm she will continue to be the SEIU representative.	In time to notify correct individual before next meeting October 25.	Laura Brower

<p>HR Board Policies</p> <p>Administrative Procedures 7120 Recruitment and Hiring: College President</p>	<p>Patricia Parham distributed a copy of the recently approved Human Resources board policies. The council reviewed the policies individually and after discussion decided to concentrate on BP 7120 Recruitment and Hiring as a starting point to begin writing procedures for that section.</p> <p>Patricia Parham distributed a copy of AP 7120 Recruitment and Hiring which was recently developed for use in the hiring of College Presidents. This will be used as a sample for the development of the new procedures to be developed for full-time and part-time academic instructor hiring. The council agreed to assign sections to draft and bring forward to the next meeting.</p> <p>A copy of the academic hiring procedures which was last revised 9/14/05 was distributed to use as a starting point to prepare the drafts.</p>	<p>Administrative Procedures - Recruitment and Hiring – Full Time Academic Instructors</p> <p>-----</p> <p>Assignment of section drafts (see below)</p>	<p>Will be sent electronically to council members.</p>	<p>By 10/5/07</p> <p>Laura Brower</p>
<p>Next Meeting</p>	<p>Thursday, October 25, 2007 10:00-11:00 a.m.</p> <p>It was agreed that the first 15 minutes of future meetings will be used as informal time to bring up current HR issues</p>			

Running List of Current Assignments/Projects:

Date Assigned	Assignment	Completion Timeline	Assigned to:
9/26/07	Draft – Notification of Vacancy/Recruitment Strategy (ORAP); External Searches/ District Conducted Searches; Diversity Facilitator's role	10/25/07	Patricia Parham
9/26/07	Draft – Committee Composition	10/25/07	Lyn Macconnaire
9/26/07	Draft – Screening Process w/Reference Checks	10/25/07	Pam Eddinger
9/26/07	Draft – Application Oral Tally	10/25/07	Margaret Tennant
9/26/07	Draft – List of Committee Chair duties	10/25/07	Ramiro Sanchez