

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

**Present:** Michael Arnoldus, Dr. Erika Endrijonas, Dr. Greg Gillespie, Alan Hayashi, Dr. Linda Kama’ila, Gary Maehara, Krista Mendelsohn, Valerie Nicoll, Mary Rees, Dr. Art Sandford, Michael Shanahan  
**Absent:** Dr. Lori Bennett, Dr. Patrick Jefferson  
**Recorder:** Jennifer Holst

**Meeting Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Meeting Opened</b>	The meeting started at 10:09 a.m.			
<b>Approval of Minutes</b>	After consideration by the committee, a motion by Dr. Sandford and a second by Ms. Rees, the January 23, 2014, DCHR meeting minutes received unanimous approval.	Post minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
<b>HR Policy and Procedures:</b> <ul style="list-style-type: none"> <li>• <b>AP 7120-D Recruitment and Hiring: Full-Time Faculty</b></li> </ul>	The committee considered proposed revisions to AP 7120-D Recruitment and Hiring: Full-Time Faculty. After a motion by Dr. Endrijonas, seconded by Ms. Rees, these changes received unanimous approval. Mr. Arnoldus will craft additional language concerning transfer applicants. This item will return for further review at the next meeting.	Revise and bring for review to next DCHR Meeting	For next DCHR Meeting.	Mr. Arnoldus
<b>HR Policy and Procedures:</b> <ul style="list-style-type: none"> <li>• <b>AP 7120-E Recruitment and Hiring: Part-Time Faculty</b></li> </ul>	The committee considered proposed revisions to AP 7120-E Recruitment and Hiring: Part-Time Faculty. With two minor revisions, the approval of the procedure was moved by Dr. Kama’ila, seconded by Ms. Rees and was unanimously approved.	Revise and send to Chancellor’s Cabinet.	As soon as possible.	Mr. Arnoldus
<b>HR Policy and Procedures:</b> <ul style="list-style-type: none"> <li>• <b>BP/AP 7211 Minimum Qualifications and Equivalencies/ Disciplines Unique to a College</b></li> </ul>	Updated information concerning the attachment to AP 7211 – Disciplines Unique to a College was received from one college Executive Vice President. The other two Executive Vice Presidents should send their updates to Ms. Holst.	EVPs to prepare lists of disciplines unique to their colleges.	As soon as possible.	EVPs

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
	This item will return for consideration at the next DCHR meeting			
<b>HR Website/HR Tools User Experience Focus Group</b>	Ms. Mendelsohn suggested asking the Administrative Assistants for input. Mr. Hayashi suggested institution of a system to get confirmation when a form (such as an ARF) has been submitted. It was suggested that the Evaluation forms be made into completely fillable (with expanding boxes) pdfs that can be saved.	HR to review suggestions.		Human Resources Department
<b>Report from L.E.A.D. Academy on February 21, 2014</b>	Impressions of the first of quarterly management training workshops were given. L.E.A.D. stands for Lead, Empower, Achieve and Develop.			
<b>HR Department Performance</b>	HR hiring priorities and limitations were discussed.			
<b>Open Discussion</b>	There were no items for discussion.			
<b>Next Meeting</b>	The meeting ended at 11:10 a.m. DCHR will meet next on March 27, 2014, at 10:00 a.m., in the Lakin Board Room at the DAC.			

These Minutes were approved at the DCHR Meeting on March 27, 2014.