

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**October 24, 2013**

**Present:** Michael Arnoldus, Dr. Lori Bennett, Dr. Erika Endrijonas, Dr. Greg Gillespie, Alan Hayashi, Dr. Linda Kama'ila, Krista Mendelsohn, Anita Morris, Valerie Nicoll, Mary Rees, Dr. Art Sandford, Dr. Daniel Seymour, Erica Tartt  
**Absent:** ---  
**Recorder:** Jennifer Holst

**Meeting Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Meeting Opened</b>	The meeting opened at 10:02 a.m.			
<b>Revised Agenda</b>	Ms. Morris indicated that the agenda was revised to remove the item concerning Eligibility for Re-Employment for Part-Time Faculty with Breaks in Service was removed. This item will be held for discussion with the new/permanent Human Resources Department management.	Place on next DCHR agenda.	November DCHR Meeting.	Ms. Holst
<b>Approval of Minutes</b>	Mr. Arnoldus moved and Ms. Rees seconded approval of the September 26, 2013, DCHR meeting minutes. The minutes were approved.	Post minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
<b>Discussion of Equivalency Criteria – Anticipated Completion of Degree</b>	After discussion, the committee determined that Mr. Arnoldus will revise the associated policies and procedures and develop job posting language to clarify what is expected of applicants not meeting minimum qualifications at the time of application, but who expect to receive their degrees before time of hire.	Revise policies/procedures and develop job posting language for applicants not meeting minimum qualifications at time of application.	For review at next DCHR meeting.	Mr. Arnoldus.
<b>Five-Day Rule Exception to Part-Time Faculty Hiring Process</b>	The committee discussed the five-day limitation for emergency hires. Dr. Kama'ila proposed and Dr. Endrijonas seconded a motion that AP 7120-E be revised to temporarily extend the exception period to 15 working days. In addition, the	Revise AP 7120-E to extend exception period to 15 working days.	As soon as possible.	Mr. Arnoldus

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Human Resources Department will prepare a draft emergency hiring procedure for DCHR. Ms. Morris suggested that when reviewing the emergency hiring procedure, the administrative procedure be revisited to determine if the current exception language should be retained. The motion received unanimous approval.	Submit to Chancellor's Cabinet for review.  Prepare draft emergency hiring procedure for DCHR review.	As soon as possible.  For review at next DCHR Meeting.	Ms. Holst  Mr. Arnoldus
<b>Communication Issues</b>	There were no items for discussion.			
<b>Open Discussion</b>	<p>Mr. Arnoldus described the vacancies in the Human Resources Department and asked for patience during this transition period. Dr. Kama'ila noted that we should ask faculty for help in serving on search committees for the pools that will be getting underway soon. Ms. Morris noted that Michael Shanahan, the new Vice Chancellor, Human Resources, will be here beginning next week. Gary Maehara, the Interim Director of Human Resources Operations will also start next week. She appreciates everyone's support to Mr. Arnoldus and the other Human Resources Department staff in adjusting to the changes in management.</p> <p>Ms. Morris addressed the letter from the State Chancellor's Office summarizing the recent EEO program changes. The Chancellor will establish a District Committee on Diversity.</p>			
<b>Next Meeting</b>	The meeting ended at 11:27 a.m. DCHR will meet next on November 14, 2013, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on November 14, 2013.