

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**January 23, 2014**

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

**Meeting Minutes:**

| Agenda Item   | Summary of Discussion   | Action<br>(If Required)  | Completion<br>Timeline | Assigned to: |
|---|---|--|------------------------|--------------|
| <b>Meeting Opened</b>   | The meeting started at 10:08 a.m.   |  |                        |              |
| <b>Approval of Minutes</b>  | After consideration by the committee, a motion by Dr. Sandford and a second by Dr. Endrijonas, the November 14, 2013, 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><br><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 and discussed grammatical changes to AP 7120-D Recruitment and Hiring: Full-Time Faculty. Mr. Shanahan asked the EVPs to bring to DCHR an articulation of the transfer process. 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><br><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. Mr. Arnoldus will revise the procedure and e-mail a final draft to the committee.   | Revise and send to Chancellor's Cabinet.                       | As soon as possible.   | Mr. Arnoldus |
| <b>HR Policy and Procedures:</b><br><ul style="list-style-type: none"> <li>• <b>BP/AP 7211 Minimum Qualifications and Equivalencies/ Disciplines Unique to a College</b></li> </ul> | The committee reviewed the attachment to AP 7211 – Disciplines Unique to a College. The Executive Vice Presidents will send updated lists to Ms. Holst of the discipline titles that are unique. They may be listed with the program name for clarity.                                    | EVPs to prepare lists of disciplines unique to their colleges. | As soon as possible.   | EVPs         |

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|--|--|---|------------------------|--------------|
| <b>HR Policy and Procedures:</b> <ul style="list-style-type: none"> <li>• <b>BP/AP 7352 Emeritus Status</b></li> </ul> | No action was taken and this item will now be removed from the agenda.   |   |                        |              |
| <b>HR Website/HR Tools User Experience Focus Group</b>   | Please send suggested names to Ms. Holst for inclusion in a focus group to gauge the functionality of the HR website.                                  | Provide suggested names for HR website focus group. | As soon as possible.   | Committee    |
| <b>Management Training</b>   | The first of quarterly management training workshops will take place on February 21, 2014, at Oxnard College. More information will be available soon. |   |                        |              |
| <b>Role and Membership of DCHR</b>   | Mr. Shanahan asked the group to consider expanding the membership of DCHR to be as inclusive as possible.  |   |                        |              |
| <b>HR Department Performance</b>   | “Communication Issues” has been recalibrated to “HR Department Performance” for discussion of any issues with HR.                                      |   |                        |              |
| <b>Open Discussion</b>   | There were no items for discussion.  |   |                        |              |
| <b>Next Meeting</b>  | The meeting ended at 11:53 a.m. DCHR will meet next on February 27, 2014, at 10:00 a.m., in the Lakin Board Room at the DAC.                           |   |                        |              |

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