

Ventura County Community College District
District Council on Human Resources (DCHR)
April 25, 2013

Present: Michael Arnoldus, Dr. Lori Bennett, Riley Dwyer, Dr. Erika Endrijonas, Dr. Jane Harmon, Alan Hayashi, Dr. Linda Kama'ila, Annette Loria, Valerie Nicoll, Ramiro Sanchez, Peter Sezzi, Erica Tartt, Jay Wysard
Absent: N/A
Recorder: Jennifer Holst

Meeting Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at 10:05 a.m.			
Approval of Minutes	Dr. Kama'ila moved to approve the proposed March 28, 2013, DCHR meeting minutes. Dr. Endrijonas seconded the motion. All voted for approval with no abstentions.	Post minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
Policy and Procedure Review 1. BP/AP 3420 Equal Employment Opportunity	Dr. Moore was unable to attend the meeting to discuss this item. She requested that we carry this item forward to the first meeting in the fall.	Place on August 2013 DCHR meeting agenda.	August 2013	Ms. Holst
Policy and Procedure Review 2. Annual Review of Attachment to AP 7211 – Minimum Qualifications and Equivalencies (Disciplines Unique to a College)	Annual review of the attachment (Disciplines Unique to a College). Changes were made to the listings for Air Conditioning & Refrigeration (now Environmental Control Technology) and Legal Assisting (now Paralegal Studies) on Oxnard College's list. Subsequent to the meeting, Moorpark College deleted Health Information Technologies and added Journalism. The list will be alphabetized and sent out via e-mail for the committee's approval. It will then move to the Chancellor's Cabinet and then to the Policy Committee.	Make changes and send to committee for approval via e-mail.	As soon as possible.	Ms. Holst
Policy and Procedure Review 3. AP 7310 Nepotism	The task force will continue their work and provide an update at the next meeting.	Task force to continue its work and report back next time.	Next meeting.	AP 7310 Nepotism Task Force

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Policy and Procedure Review 4. BP 7352/AP 7352 Emeritus Status	The committee reviewed and revised proposed Board Policy and Administrative Procedure 7352 Emeritus Status. Ms. Loria and Mr. Arnoldus will consult with Business Services on the implementation of the Administrative Procedure. The committee will review these items again at the next meeting.	Make revisions to BP/AP 7352 Emeritus Status. Place on next DCHR Agenda. Discuss logistical implementation of Emeritus Status privileges with Business Services.	Next meeting. Next meeting.	Ms. Holst Ms. Loria and Mr. Arnoldus
Substitute Lists	Mr. Arnoldus will discuss Banner issues concerning substitute lists with Business Services and will report back to DCHR at the next meeting.	Report back to committee after consulting with Business Services.	Next meeting.	Mr. Arnoldus
District Strategic Planning Goals and Objectives 2012-2013. Board Goal Two: Strategic Objective 2-B.	Ms. Loria is working with SEIU and the Classified Senate Representatives on establishing a professional development program for classified employees.			
Letters of Recommendation	Optional letters of recommendation will be reinstated in the application process for both full-time and part-time faculty.	Add option to upload letters of recommendation to all faculty applications.	As soon as possible.	Mr. Arnoldus
Discussion of Equivalency Criteria – Anticipated Completion of Degree	This issue will return on the next DCHR meeting agenda. The committee members should think about how to manage the equivalency and minimum qualifications issues in terms of committee review for anticipated completion of degree and bring ideas to the next meeting.	Place on next meeting agenda. Committee members to bring ideas described in the previous column to the next meeting.	Next meeting. Next meeting.	Ms. Holst Entire committee.
Interim Management Hiring Policy/Procedure	Review the proposed Administrative Procedure on interim management hiring procedures. Please send your comments to Mr. Sezzi before the next DCHR meeting.	Review and provide comments on the proposed AP.	Next meeting.	Entire committee.

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Governance Committee Survey: DCHR Self-Appraisal	There was insufficient time to discuss this item.	Place on next meeting agenda.	Next meeting.	Ms. Holst.
Districtwide Identification Issue (Employee ID)	There was insufficient time to discuss this item.	Place on next meeting agenda.	Next meeting.	Ms. Holst.
Communication Issues	Standing agenda item.			
Open Discussion	Standing agenda item.			
Next Meeting	The meeting ended at 11:50 a.m. DCHR will meet next on May 23, 2013, at 9:00 a.m.			

These Minutes were approved at the DCHR Meeting on May 23, 2013.