

Ventura County Community College District
District Council on Human Resources (DCHR)
October 11, 2012

Present: Michael Arnoldus, Riley Dwyer, Dr. Erika Endrijonas, Dr. Steven Hall, Jane Harmon, Dr. Linda Kama'ila, Valerie Nicoll, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Rick Shaw, Erica Tartt, Jay Wysard
Guest: Dr. Jamillah Moore
Recorder: Jennifer Holst

Meeting Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at 9:04 a.m.			
Approval of Minutes	Motion: To approve September 27, 2012, DCHR meeting minutes, as modified. Moved: Mr. Sezzi; Seconded: Dr. Kama'ila. All voted for approval, with no abstentions.	Post approved minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
Policy and Procedure Review	The committee reviewed and discussed BP 7120, AP 7120-A, AP 7120-B, AP 7120-C, AP 7120-D, AP 7120-E, BP 7310 and BP 7352. Ms. Parham will make the revisions the committee discussed, will distribute copies for review and will bring the revised items to the next DCHR meeting for reconsideration. All committee members should review these items any bring specific comments and suggestions to the next meeting. Ms. Dwyer will draft AP 7352 Emeritus Title and bring to the next DCHR meeting. All other HR Policies and Procedures will move forward to the Policy Committee for review at the October 17, 2012, meeting.	Make agreed changes and continue review at next DCHR meeting. Draft AP 7352 for review at the next DCHR meeting.	Next DCHR meeting. Next DCHR Meeting	Ms. Parham Ms. Dwyer
New Statewide Minimum Qualifications and the Impact Thereon within the VCCCD	The committee discussed the new statewide minimum qualifications and their impact at the colleges. The issue of separating the longevity list when a discipline is split came up. Ms. Parham indicated that this issue is a negotiable item that is being discussed with AFT.			

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Tenure Review Committees: Membership and “Leaves”	The committee discussed what happens on a tenure review committee if a faculty member goes on leave. Ms. Parham indicated the faculty member would be off the committee during the time of leave and they would remain off the tenure committee for the entire review cycle, meaning one year, and a substitute would be selected. The issue of someone wanting to continue on a tenure review committee while on sabbatical leave is still under discussion with AFT. There is language in the AFT Agreement stating the tenure review committee paperwork should be signed by the Academic Senate President and the diversity facilitator. Ms. Parham indicated that this is old language that needs to be cleaned up in the AFT Agreement.			
District Strategic Planning Goals and Objectives 2012-2013. Board Goal Two: Strategic Objective 2-B	The committee discussed Strategic Objective 2-B of professional development for all staff, including faculty and classified. Ms. Parham asked the committee to bring back ideas for meeting the objective for the next DCHR meeting.	Place on next DCHR agenda.	Next DCHR meeting.	Ms. Parham
Letters of Recommendation	The committee reviewed this issue pursuant to last year’s decision to review it again in the fall. After some discussion, it was decided to bring this back to the next DCHR meeting for further consideration.	Place on next DCHR agenda.	Next DCHR meeting.	Ms. Parham
Communication Issues	There was insufficient time for discussion of communication issues.			
Open Discussion	There was insufficient time for open discussion.			
Next Meeting	The meeting ended at 11:03 a.m. DCHR will meet next on November 29, 2012, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on November 29, 2012.