

Ventura County Community College District
District Council on Human Resources (DCHR)
March 28, 2013

Present: Nenagh Brown (on behalf of Riley Dwyer), Dr. Erika Endrijonas, Dr. Jane Harmon, Alan Hayashi, Dr. Linda Kama’ila, Annette Loria, Valerie Nicoll, Ramiro Sanchez, Jay Wysard

Absent: Michael Arnoldus, Riley Dwyer, Peter Sezzi, Erica Tartt

Recorder: Jennifer Holst

Meeting Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at 10:00 a.m.			
Approval of Minutes	Motion: To approve proposed February 28, 2013, DCHR meeting minutes, as corrected. Moved: Dr. Kama’ila. Seconded: Mr. Wysard. All voted for approval.	Post corrected minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
Policy and Procedure Review	<p>The committee reviewed and discussed the following HR Policies and Procedures:</p> <p>1. AP 7211 – Minimum Qualifications and Equivalencies - Attachment (Disciplines Unique to a College)</p> <p>Annual review of the attachment (Disciplines Unique to a College). Changes were made to delete Engineering Technology from Oxnard College’s list and to add Reading, Water Science, Drafting and Paramedic Studies to Ventura College’s list. The revised document should be reviewed at each college to ensure accuracy. It will be reviewed again at the next DCHR meeting for final approval.</p>	<p>Review at the colleges.</p> <p>Place on agenda for next DCHR meeting.</p>	<p>Before next DCHR meeting.</p> <p>Next meeting.</p>	<p>Academic Senate Presidents</p> <p>Ms. Holst</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>2. AP 7310 Nepotism</p> <p>The task force assembled to research a possible procedure on nepotism is reviewing examples found at other institutions and a proposed draft. They will continue their work and provide an update next month.</p> <p>3. BP 7352/AP 7352 Emeritus Status</p> <p>The committee reviewed and revised the proposed board policy and administrative procedure to add language that Emeritus Status would have to be nominated, at retirement, after a minimum of 15 years of employment in the District. The Academic Senates, the Classified Senates, the Presidents or the Chancellor could provide nominations that would be confirmed by the Board of Trustees. Emeritus Status would then extend the following district-wide privileges of: 1) library privileges; 2) an annual parking permit; 3) access to events at employee rates; and 4) a VCCCD e-mail address. More research will need to be done on the practical application of granting these. The committee will review the proposed BP and AP again at the next meeting.</p>	<p>Task force to continue work on drafting a proposed AP 7310 and report back at next DCHR meeting.</p> <p>Make revisions to BP/AP 7352 Emeritus Status. Place on next DCHR Agenda.</p> <p>Discuss logistical implementation of Emeritus Status privileges with appropriate District personnel.</p>	<p>Next meeting.</p> <p>Next meeting.</p> <p>Next meeting.</p>	<p>AP 7310 Nepotism Task Force</p> <p>Ms. Holst</p> <p>Ms. Loria</p>
Substitute Lists	<p>Ms. Loria will check with Mr. Arnoldus regarding what can be done to establish substitute lists for the limited areas where substitutes are difficult to find. If this is feasible, the HR Department will conduct a trial to establish substitute lists in specific areas.</p>	<p>Report back to committee re feasibility of establishing substitute lists for specific areas.</p>	<p>Next meeting.</p>	<p>Mr. Arnoldus</p>
District Strategic Planning Goals and Objectives 2012-2013. Board Goal Two: Strategic Objective 2-B.	<p>The group discussed DCHR's response to this goal/objective. The District provides Liebert, Cassidy Whitmore management workshops. Faculty professional development is provided at the college level, including flex week activities and</p>	<p>Survey classified managers on professional development activities classified staff have</p>	<p>Next meeting.</p>	<p>Ms. Loria</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	professional development opportunities through the year managed through professional development committees. More should be done for professional development for classified staff at all locations in the District. The group agreed to survey the classified managers regarding the activities they have sent their employees to attend in an effort to establish a comprehensive annual program. Ms. Loria will discuss in Chancellor's Cabinet.	attended. Report back at next meeting. Ms. Loria to discuss in Chancellor's Cabinet.	Next Chancellor's Cabinet meeting.	Ms. Loria
Letters of Recommendation	The three Academic Senates are interested in returning letters of recommendation to the application process. At the next DCHR meeting, the committee will discuss criteria for letters of recommendation.	Place on next meeting agenda.	Next meeting.	Ms. Holst
Discussion of Equivalency Criteria – Anticipated Completion of Degree	This will be held over until the next meeting.	Place on next meeting agenda.	Next meeting.	Ms. Holst
Interim Management Hiring Policy/Procedure	Ms. Loria provided Title V information concerning interim hiring. This will be discussed at the next meeting.	Review Title V information re interim hiring.	Next meeting.	Entire committee.
Governance Committee Survey – DCHR Self-Appraisal	The committee will discuss these results next time.	Place on next meeting agenda.	Next meeting.	Ms. Holst.
Districtwide Identification Issue (Employee ID)	This item came up during the discussion of Emeritus Status. There was insufficient time to discuss at this meeting. Place on next DCHR agenda.	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 11:32 a.m. DCHR will meet next on April 25, 2013, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on April 25, 2013.