

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**May 23, 2013**

**Present:** Dr. Lori Bennett, Riley Dwyer, Dr. Erika Endrijonas, Dr. Steve Hall, Dr. Jane Harmon, Dr. Linda Kama'ila, Annette Loria, Ramiro Sanchez, Dr. Art Sandford  
**Absent:** Michael Arnoldus, Alan Hayashi, Valerie Nicoll, Erica Tartt, Jay Wysard  
**Recorder:** Jennifer Holst

**Meeting Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Meeting Opened</b>	The meeting commenced at 9:12 a.m.			
<b>Approval of Minutes</b>	Mr. Sanchez moved to approve the proposed April 25, 2013, DCHR meeting minutes. Dr. Endrijonas seconded the motion. All voted for approval.	Post minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
<b>Policy and Procedure Review</b>  <b>1. Annual Review of Attachment to AP 7211 – Minimum Qualifications and Equivalencies (Disciplines Unique to a College)</b>	The committee made additional updates to the attachment (restoring Health Information Technologies [HIM] and adding Art History [ARTH]). This item should now be reviewed in Chancellor's Cabinet.	Add to Chancellor's Cabinet Agenda for review.		Ms. Holst
<b>Policy and Procedure Review</b>  <b>2. BP 7352/AP 7352 Emeritus Status</b>	Edits were made and the BP/AP may now be reviewed in Chancellor's Cabinet.	Place on Chancellor's Cabinet Agenda for review.		Ms. Holst
<b>Policy and Procedure Review</b>  <b>3. AP 7120-F Recruitment and hiring: Interim Managers</b>	The committee reviewed and revised the proposed AP 7120-F prepared by Ms. Loria. This AP may now be reviewed in Chancellor's Cabinet.	Place on Chancellor's Cabinet Agenda for review.		Ms. Holst
<b>Policy and Procedure Review</b>  <b>4. AP 7310 Nepotism</b>	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

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Governance Committee Survey: DCHR Self-Appraisal</b>	There was insufficient time to discuss this item.	Place on next meeting agenda.	Next meeting.	Ms. Holst.
<b>Communication Issues</b>	Standing agenda item.			
<b>Open Discussion</b>	Standing agenda item.			
<b>Next Meeting</b>	The meeting ended at 11:06 a.m. DCHR will meet next on August 29, 2013, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on September 26, 2013.