

Ventura County Community College District
District Council on Human Resources (DCHR)
September 27, 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, Jay Wysard
Absent: Erica Tartt
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 10:03 a.m.			
Approval of Minutes	Motion: To approve April 26, 2012, DCHR meeting minutes. Moved: Dr. Endrijonas; Seconded: Mr. Shaw. Dr. Hall, Ms. Harmon, Ms. Nicoll and Mr. Shaw abstained because they were not in attendance at the April meeting. All others voted for approval. Dr. Kama’ila arrived after the vote.	Post approved minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
DCHR’s Committee Self-Appraisal Results	The committee discussed the “District Council on Human Resources Self-Appraisal (April 2012)” Survey Results. Mr. Sezzi commented that agenda delivery time had greatly improved. The committee viewed a PowerPoint presentation and received a handout on how to locate DCHR agendas/notes on the VCCCD website.			
Policy and Procedure Review	Oxnard College’s Academic Senate has completed its review of the policies/procedures. Moorpark College’s Academic Senate is still reviewing the HR Policies and Procedures. Ventura College’s Academic Senate had reviewed the policies/procedures and presented suggested changes. The committee reviewed and discussed the following policies and procedures:	Make agreed changes and continue review at next DCHR meeting. Keep on agenda.	Next DCHR meeting.	Ms. Parham

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>BP 7100, BP 7120, AP 7120-A, AP 7120-B, AP 7120-C, AP 7120-D, AP 7120-E.</p> <p>Ms. Parham will make the changes that the committee discussed and will bring the revised items to the next meeting for reconsideration.</p> <p>This item will be placed on the DCHR meeting agenda for continued discussion at the next meeting.</p>			
New Statewide Minimum Qualifications and the Impact Thereon within the VCCCD	There was insufficient time for discussion of this item. It will be placed on the next meeting agenda.	Place on next DCHR agenda.	Next DCHR meeting.	Mr. Sezzi
How, Who & When: Notification of When an Offer of Employment for an Hourly Assignment is Rejected.	Mr. Sezzi requested that more notice be given when an offer to a part-time faculty is rejected. The responsible Human Resources Technicians will notify the appropriate Executive Vice President, Dean, Department Chair and Administrative Assistant so they can begin work on selecting someone else for the position.	Notify HR Techs of notification responsibility.	Immediately	Mr. Wysard
2012-2013 DCHR Meeting Schedule	The next DCHR meeting was re-scheduled to October 11, 2012, beginning at 9:00 a.m.			
District Strategic Planning Goals and Objectives 2012-2013. Board Goal Two: Strategic Objective 2-B	There was insufficient time for discussion of the District's Strategic Planning Goals and Objectives 2012-2013. It will be placed on the next meeting agenda.	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 11:30 a.m. DCHR will meet next on October 11, 2012, at 9:00 a.m.			

These Minutes were approved at the DCHR Meeting on October 11, 2012.