

DISTRICT ADMINISTRATIVE CENTER

Minutes of the DCHR Committee

April 26, 2009

10:00 a.m. – 11:30 a.m.

M - Ramiro
 M - Peter

M - Valerie
 M - Jaime

Present: Patricia Parham, Scott Corbett, Peter Sezzi (via teleconference), Brenda Shubert, Valerie Lee, Margaret Tennant, Michael Arnoldus, Ramiro Sanchez, Jaime Casillas

Absent: Andrea Adlman, Susan Bricker

Guests:

Recorder: Laura Brower

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of Minutes	Minutes of March 26 were reviewed and approved as corrected.	Moved by Peter Sezzi, Seconded by Ramiro Sanchez.		
Open Discussion	<p>Brenda Shubert discussed the 4/40 work week and the concerns at Moorpark college regarding the required 60 minute lunch break. Patricia Parham explained this was not a negotiable item and no 30 minute lunch breaks were going to be approved.</p> <p>Ramiro Sanchez inquired if all HR questions from the campuses should be directed to the HR Techs at the District. Patricia Parham explained that the HR Techs have unique responsibilities such as faculty offers and longevity. All other requests for information, i.e. recruitment should come through Patricia's office where they can be routed to the correct personnel.</p> <p>Jaime Casillas asked for an explanation about the reclassification study of the administration</p>			

	<p>assistant series staff. Michael Arnoldus explained how job descriptions are outdated for these positions and many individuals are no longer performing job tasks as previously outlined in their original job descriptions. An informational questionnaire is being filled out to determine exactly what each employee's current job duties are, to update them and determine adequate coverage is being provided in each department.</p>			
<p>Participatory Governance Handbook (DCHR)</p>	<p>This revised form was distributed to the committee members for review by Patricia Parham.</p>	<p>Description of District Council on Human Resources (DCHR) was approved and will be submitted to the Chancellor's office for placement in the updated Participatory Governance Handbook.</p>	<p>March 30, 2009</p>	<p>Patricia Parham</p>
<p>Academic Rank Procedure</p>	<p>Academic Rank Procedure has now been to cabinet and approved and ready to go before board as proposed board policy.</p>	<p>Board Policy to be finalized.</p>	<p>Within next two months</p>	<p>Patricia Parham</p>
<p>Selection Procedures for Full-Time Faculty Draft</p>	<p>Draft was reviewed with Academic Presidents giving final feedback from their senates.</p>	<p>Changes will be incorporated and final copy prepared.</p>	<p>Present to Consultation Council at next scheduled meeting.</p>	<p>Patricia Parham</p>
<p>Next meeting</p>	<p>To be determined.</p>			