

**Ventura County Community College District
District Council on Human Resources (DCHR)
September 26, 2013**

Present: Michael Arnoldus, Dr. Lori Bennett, Dr. Erika Endrijonas, Tim Harrison (for Ventura College EVP), Alan Hayashi, Dr. Linda Kama’ila, Anita Morris, Valerie Nicoll, Mary Rees, Dr. Art Sandford, Erica Tartt
Absent: ---
Recorder: Jennifer Holst

Meeting Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at 10:04 a.m.			
Approval of Minutes	Dr. Endrijonas moved Dr. Kama’ila seconded to approve the proposed May 23, 2013, DCHR meeting minutes. All voted for approval of the corrected minutes, with the exception of the following individuals who abstained from the vote: Mr. Harrison, Mr. Hayashi, Ms. Nicoll and Ms. Rees.	Post corrected minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
Policy and Procedure Review 1. AP 7310 Nepotism	After discussion, it was moved by Dr. Endrijonas and seconded by Ms. Rees that there is no need to have an AP 7310 on nepotism. BP 7310 is sufficient guidance for HR purposes in this District. The motion was approved by all; with the exception of Mr. Hayashi who opposed.			
Governance Committee Survey: DCHR Self-Appraisal	Following review of the DCHR Self-Appraisal survey responses from March 2013, the committee reviewed access to the DCHR Agendas and Notes on the VCCCD website. No other changes were necessary.			
Substitute Lists	The committee continued its discussion of the feasibility of substitute lists for difficult-to-fill disciplines and agreed that a decision on this issue will be held until the permanent new Human Resources staff is in place.	Hold until permanent HR staff is in place.		Human Resources Department Staff

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Revision of Equal Employment Opportunity Program Regulations	Ms. Morris provided copies of the Revisions To The Title 5 Regulations: Equal Employment Opportunity document recently released by the State Chancellor’s Office. Substantial revisions were originally approved by the Board of Governors in 2011. Since that time, the regulations have been under review by the Department of Finance. DOF signed off on September 10, 2013, the regulations have been filed with the Secretary of State and will become effective on October 19, 2013.	Send electronic copies of complete documentation to committee.	As soon as possible.	Ms. Holst
Discussion of Equivalency Criteria – Anticipated Completion of Degree	There was insufficient time for discussion of this agenda item.			
Eligibility for Re-Employment for Part-Time Faculty with Breaks in Service	There was insufficient time for discussion of this agenda item.			
Five-Day Rule Exception to Part-Time Faculty Hiring Process	There was insufficient time for discussion of this agenda item.			
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 October 24, 2013, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on October 24, 2013.