

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**January 24, 2013**

**Present:** Michael Arnoldus, Riley Dwyer, Dr. Erika Endrijonas, Dr. Jane Harmon, Alan Hayashi, Dr. Linda Kama'ila, Annette Loria, Valerie Nicoll, Ramiro Sanchez, Peter Sezzi, Erica Tartt, Jay Wysard  
**Absent:** N/A  
**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 10:05 a.m.			
<b>Approval of Minutes</b>	Motion: To approve proposed November 29, 2012, DCHR meeting minutes. Moved: Mr. Arnoldus; seconded: Dr. Endrijonas. All voted for approval. Mr. Hayashi and Ms. Loria abstained from the vote.	Post approved minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
<b>Policy and Procedure Review</b>	The committee reviewed and discussed the following HR Policies and Procedures:	Move BP 7310 Nepotism to Chancellor's Cabinet Agenda for review, then to the Policy Committee.		Ms. Holst
	<ol style="list-style-type: none"> <li>1. AP 7120-E Recruitment and Hiring: Part-Time Faculty</li> <li>2. BP 7310 Nepotism</li> <li>3. BP 7352 Emeritus Title</li> <li>4. AP 7352 Emeritus Title</li> </ol> <p>The committee approved BP 7310 Nepotism. Mr. Hayashi noted his opposition. BP 7310 will now be reviewed in the Chancellor's Cabinet before moving to the Policy Committee.</p>	Place items a. – c. on DCHR agenda again for review at next DCHR meeting.	Next DCHR meeting.	Ms. Holst
	<p>The following policies/procedures will return for further review at the next DCHR meeting:</p> <ol style="list-style-type: none"> <li>a. AP 7120-E Recruitment and Hiring: Part-Time Faculty</li> <li>b. BP 7352 Emeritus Title</li> <li>c. AP 7352 Emeritus Title (Ms. Dwyer to draft.)</li> </ol>	Ms. Dwyer to draft AP 7352 Emeritus Title for review at the next DCHR meeting.	Next DCHR Meeting	Ms. Dwyer

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Faculty Substitute Lists</b>	The HR Department will strive to provide someone from the hiring list within one week for an urgent assignment need. If that is insufficient, this issue will return for further discussion.			
<b>Extension of Hiring Lists from 2 Semesters to 4 Semesters</b>	After discussion, it was asked that this matter be brought back next time for additional review.	Place on next DCHR Agenda.	Next DCHR meeting.	Ms. Holst.
<b>District Strategic Planning Goals and Objectives 2012-2013. Board Goal Two: Strategic Objective 2-B.</b>	Place on agenda for next DCHR meeting. Committee members to bring back ideas for professional development for all employees.	Place on next DCHR agenda.	Next DCHR meeting.	Ms. Holst
<b>Revision of Classification Specification for Dean</b>	Dr. Harmon asked that this item be tabled until the next meeting.	Place on next DCHR Agenda.	Next DCHR meeting.	Ms. Holst.
<b>Letters of Recommendation</b>	Place on agenda for next DCHR meeting. The Academic Senate Presidents will discuss this issue in their respective Senates and then the discussion will continue next time with their input.	Place on next DCHR agenda.	Next DCHR meeting.	Ms. Holst
<b>Communication Issues</b>	There was insufficient time for discussion of communication issues.	Place on next DCHR agenda.	Next DCHR meeting.	Ms. Holst
<b>Open Discussion</b>	There was insufficient time for open discussion.	Place on next DCHR agenda.	Next DCHR meeting.	Ms. Holst
<b>Next Meeting</b>	The meeting ended at 11:40 a.m. DCHR will meet next on February 28, 2013, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on February 28, 2013.