

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**November 14, 2013**

**Present:** Michael Arnoldus, Dr. Lori Bennett (via Lync teleconference), Dr. Erika Endrijonas, Dr. Greg Gillespie, Alan Hayashi, Dr. Linda Kama'ila, Valerie Nicoll, Mary Rees, Dr. Art Sandford, Michael Shanahan  
**Absent:** Krista Mendelsohn, Dr. Daniel Seymour, Erica Tartt  
**Recorder:** Jennifer Holst

**Meeting Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Meeting Opened</b>	The meeting opened at 10:04 a.m.			
<b>Approval of Minutes</b>	Mr. Hayashi requested changes to the proposed minutes. The committee agreed to the requested grammatical changes in the Five-Day Rule Exception to Part-Time Faculty Hiring Process and Open Discussion Sections. The voting information in the Five -Day Rule Exception to Part-Time Faculty Hiring Process was left unchanged. After a motion by Dr. Sandford and a second by Dr. Endrijonas, the October 24, 2013, DCHR meeting minutes received unanimous approval.	Post minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
<b>Hiring Procedure – Anticipated Completion of Degree</b>	The committee considered proposed revisions to BP 7211 Minimum Qualifications and Equivalencies removing “Anticipated Completion of Degree” from the equivalency process. After discussion, Dr. Sandford moved to approve the suggested changes. Mr. Hayashi seconded the motion. All in attendance signified “Aye” for approval. There were no votes in opposition. Dr. Bennett provided her vote of approval via e-mail.	Revised BP 7211 will be provided for review in Chancellor’s Cabinet.	As soon as possible	Ms. Holst
<b>Five-Day Rule Exception to Part-Time Faculty Hiring Process</b>	The committee discussed the draft procedure provided by Mr. Arnoldus. The committee decided that Mr. Arnoldus will make suggested	Revise and e-mail to committee members.	As soon as possible.	Mr. Arnoldus

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	revisions, including grammatical corrections and then will send the document by e-mail to the committee for review and discussion in their respective constituencies. DCHR will review the document again at the next meeting. Changes will also be reflected in AP 7120-D Recruitment and Hiring: Full-Time Faculty, and AP 7120-E Recruitment and Hiring: Part-Time Faculty for discussion at the next DCHR meeting.			
<b>HR Policy and Procedures:</b> <ul style="list-style-type: none"> <li>• <b>BP/AP 7352 Emeritus Status</b></li> </ul>	Mr. Shanahan discussed the concerns raised at Chancellor's Cabinet concerning implementation of the proposed AP 7352 Emeritus Status. It was decided that this item should be reviewed again after everyone has an opportunity to discuss this with their constituencies. No action was taken.	Place on DCHR agenda again in the future.		Ms. Holst.
<b>Communication Issues</b>	There were no items for discussion.			
<b>Open Discussion</b>	There were no items for discussion.			
<b>Next Meeting</b>	The meeting ended at 11:38 a.m. DCHR will meet next on December 12, 2013, at 10:00 a.m. (The December DCHR meeting was subsequently cancelled.)			

These Minutes were approved at the DCHR Meeting on January 23, 2014.