

Ventura County Community College District
District Council on Human Resources (DCHR)
February 28, 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:
Meeting Opened	The meeting commenced at 10:02 a.m.			
Approval of Minutes	Motion: To approve proposed January 24, 2013, DCHR meeting minutes. Moved: Ms. Dwyer; seconded: Dr. Harmon. All voted for approval.	Post approved minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
Policy and Procedure Review	<p>1. AP 7120-E Recruitment and Hiring: Part-Time Faculty</p> <p>The committee approved AP 7120-E Recruitment and Hiring: Part-Time Faculty, with a change in Section H.1. from two semesters to four semesters. This AP will now move to the Chancellor's Cabinet for review.</p> <p>2. BP 7310 Nepotism</p> <p>The Policy Committee sent BP 7310 Nepotism back to DCHR for further review. The committee formed a task force was formed to investigate and draft a possible AP to accompany this BP. Mr. Sezzi, Mr. Wysard, Ms. Tartt and Mr. Hayashi volunteered to serve on the task force. They will report their findings at the next DCHR meeting. Meanwhile, the Policy will move forward to the Chancellor's Cabinet independent of a possible future AP.</p>	<p>Move AP 7120-E Recruitment and Hiring: Part-Time Faculty to Chancellor's Cabinet for review, then to Policy Committee.</p> <p>Move BP 7310 Nepotism to Chancellor's Cabinet Agenda for review, then to the Policy Committee.</p> <p>Task force to investigate/draft a proposed AP 7310 Nepotism for next DCHR meeting.</p>	Next DCHR meeting.	<p>Ms. Holst</p> <p>Ms. Holst</p> <p>BP 7310 Task Force (Mr. Sezzi, Mr. Wysard, Ms. Tartt, Mr. Hayashi)</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>3. BP 7352 Emeritus Title 4. AP 7352 Emeritus Title</p> <p>The committee reviewed proposed BP and AP Emeritus Title drafted by Ms. Dwyer. The Human Resources Department will look into the operational aspects of the proposed procedure and will report back at the next meeting.</p>	HR to investigate and report on operational aspects of proposed AP 7352 Emeritus Title.	Next DCHR meeting	Ms. Loria, Mr. Arnoldus, Mr. Wysard
Extension of Hiring Lists from 2 Semesters to 4 Semesters	This matter was considered in connection with AP 7120-E Recruitment and Hiring: Part-Time Faculty. The issue of sub-lists will be placed on the next DCHR agenda.	Place on next DCHR Agenda.	Next DCHR meeting.	Ms. Holst.
District Strategic Planning Goals and Objectives 2012-2013. Board Goal Two: Strategic Objective 2-B.	Ms. Loria to ask at Chancellor's Cabinet who is writing this report and what do they want, in order to get direction on what response is required.	Consult with Chancellor's Cabinet and report instructions at next DCHR meeting.	Next DCHR meeting.	Ms. Loria
Letters of Recommendation	Keep on the agenda for next month.	Place on next DCHR agenda.	Next DCHR meeting.	Ms. Holst
Equivalency Criteria – Anticipated Completion of Degree	There was insufficient time to discuss this item. Keep on the agenda for the next meeting.	Place on next DCHR agenda.	Next DCHR meeting.	Ms. Holst
Communication Issues (Standing Agenda Item)				
Open Discussion (Standing Agenda Item)	Mr. Sezzi requested that BP/AP re the hiring of interim managers be placed on next month's DCHR agenda. Ms. Loria will bring information from Title V on the process/procedures for interim assignments to the next meeting.	Bring information on process/procedures for interim management assignments to next meeting.	Next DCHR meeting.	Ms. Loria
Next Meeting	The meeting ended at 11:33 a.m. DCHR will meet next on March 28, 2013, at 10:00 a.m.			

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