

LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS

INDEX NUMBER PS-8

<b>REFERENCE:</b> Chancellor's Cabinet - District Human Resources Council	<b>TOPIC:</b> Authority of the District Human Resources Council
<b>ISSUE DATE:</b> May 7, 2007	<b>INITIATED BY:</b> Office of General Counsel
<b>CHANGES:</b> Designate Presidents as Co- Chairs and add voting requirement	<b>DATE OF CHANGES:</b> December 9, 2008
Establish council member attendance policy	August 11, 2009

**I. Background**

The Chancellor's Cabinet determined that the District had a need for a Human Resources Council to:

- Serve as a clearinghouse for issues surrounding the creation, modification and elimination of classified positions
- Serve as a forum for the discussion of issues impacting all employees of the District
- Serve as a consultation body to recommend human resources policies to the Chancellor and the Board outside the scope of collective bargaining
- Serve as a consultation body to recommend District policies regarding the classified service to the Personnel Commission
- Serve as an advocate for employee needs that also benefit the District, such as training and professional development, clarification of job roles and duties as they relate to the needs of the District and its colleges in carrying out our mission and goals.

In March, 2005, the Chancellor's Cabinet formed the District Human Resources Council.

**II. Composition**

The District Human Resources Council shall be constituted as follows:

- 2 Presidents serving as Co-Chairs
- 2 Vice Presidents of Academic Affairs
- 2 Vice Presidents of Administrative Services
- 2 Vice Presidents of Student Services
- Personnel Director of the Personnel Commission serving as a resource person
- Senior Associate Vice Chancellor of the Human Resources Division serving as a resource person
- Additional resource persons as determined by the Chancellor's Cabinet

### **III. Authority of the District Human Resources Council**

The District Human Resources Council shall:

- Hear matters regarding classified service brought to it from the VP Councils and the Personnel Commission. (District Human Resources Council replaces the Personnel Subcommittee.)
- Serve as a management consultative body on matters outside the scope of collective bargaining
- Serve as a consultative body on human resources policies and other matters that relate to the implementation of the systems modernization project
- Have additional responsibilities and duties as may be determined by the Chancellor's Cabinet

No quorum is required for the District Human Resources Council to meet and conduct business. Four affirmative votes of the members of the District Human Resources Council shall be required to approve a HR Guide or any other policy. However, if prior to or during any meeting, any member of the District Human Resources Council informs a Co-Chair that the member wishes to comment on a proposed HR Guide or other policy, or to have additional time to review the proposed HR Guide or other policy, the proposed HR Guide or policy will be tabled until the next meeting.

#### **IV. Attendance Policy**

Members of the Human Resources Council are expected to attend the Council meetings. If a Council member has three unexcused absences in a fiscal year, the Council reserves the right to request that the member be removed and that a replacement representative be appointed by the body for which the vacancy exists.