

Ventura County Community College District
District Council on Human Resources (DCHR) Committee
September 23, 2010
10:00 a.m.

Present: Michael Arnoldus, Robert Cabral (via telephone), Riley Dwyer, Dr. Erika Endrijonas, Ed Knudson, Paula Munoz, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard
Absent: Susan Bricker
Recorder: Jennifer Holst

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at 10:15 a.m.			
Approval of Minutes	Approval of the minutes from the last meeting of August 26, 2010, was moved by Mr. Sezzi and seconded by Dr. Endrijonas. All were in favor and none were opposed. Ms. Munoz abstained. The minutes from the meeting of June 15, 2010, were revised. The revised minutes were approved by all without change. No one opposed. Ms. Munoz abstained.			
Equal Employment Opportunity (EEO) Plan & Formation of Advisory Committee	Page 6 was revised. The EEO Plan will move to the Policy Committee on October 14 th and if approved will be on the November Board Agenda. Mr. Arnoldus will make contact to ask for representatives to this advisory committee.	Get names of committee representatives.		Mr. Arnoldus
AP 7205 Employee Code of Ethics	<u>Formation of Review Committee.</u> Committee Composition: Mr. Sezzi, Ms. Dwyer, Ms. Bricker, Mr. Knudson, Mr. Wysard, Dr. Hall or other AFT representative, Mr. Cabral to provide name of faculty member from Oxnard College.	Call a meeting.		Mr. Wysard

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	The committee may choose to start working from the draft AP provided by HR. They may also decide to use the draft AP 7700 Whistleblower Protection provided by HR. (An AP 7700 is referred to in BP 7205, but none exists yet.)			
Internal Audit of Minimum Qualifications/ Equivalency Reviews	This is to be a local review process. HR will prepare and forward to the Academic Senate Presidents, the final discipline list and names of those faculty who could <u>not</u> serve on the committees. The committees will include two faculty in the discipline. The local college committee must reach agreement on the equivalency. It will be finalized and then the decision will be sent to HR.	HR to provide Academic Senate Presidents with list of committees needed.	End of October.	Academic Senate Presidents, Mr. Arnoldus, Ms. Parham
Student Workers	HR is finalizing a new Student Worker Application form. It will be on ORAP. There will be a point person at each college for the screenings. The point person will be determined by the College President. Ms. Parham will add a question on the form concerning work-study. HR is working on a procedure for this.	HR to disseminate new form and policy to College Presidents.	One week.	Mr. Arnoldus
Open Discussion	<u>Minimum Qualifications</u> Ms. Parham will bring this to Cabinet. The curriculum data needs to be coded into Banner. One discipline has to be primary. Put this on the agenda for next time and invite the DTRW group to have a joint discussion on this issue.	Discuss MQ issue in Chancellor's Cabinet and invite DTRW group to next meeting.		Ms. Parham
Future Meeting Dates	Next Meetings: November 3, 2010 (1:30 to 3:00 p.m.) and December 2, 2010 (10 to 11:30 a.m.) The December 16, 2010, meeting is cancelled.			