

**Ventura County Community College District
District Council on Human Resources (DCHR) Committee
 January 28, 2010
 10:00 a.m.**

Present: Andrea Adlman, Michael Arnoldus, Jeff Baker, Susan Bricker, Erika Endrijonas, Ed Knudson, Valerie Lee, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard

Absent: Robert Cabral

Recorder: Laurie Nelson-Nusser

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	Patricia Parham opened the meeting.			
Approval of Minutes	<p>The Minutes of December 10, 2009, were reviewed with the following changes recommended: Page 2, 1st paragraph: the external auditors should be identified. They are Vavrinek, Trine, Day & Company, LLP). 3rd paragraph – insert “districtwide” in “Options to consider.” Pg 3, 4th paragraph, strike the sentence beginning, “Peter said” Review of Policy & Procedure box: Change Christa to Krista; and January 17 should be December 17.</p> <p>Jeff Baker stated we need a written record of the minutes for December regarding the adopted districtwide equivalency procedure to be used for new applicants. Jeff expressed concern that there is a belief that the approval of the district-wide equivalency procedure triggered an audit of all personnel files. Considerable discussion ensued on the topic. Patricia Parham explained that the adoption of the district-wide equivalency procedure and the audit of existing personnel files were separate and independent actions. The review of the personnel files to ensure all faculty have the required minimum qualifications resulted from the annual audit performed by Vavrinek, Trine, Day &</p>	Defer approval of December minutes until February 25 th meeting.	February meeting	

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	<p>Company, LLP. A representative from that audit team selected a file wherein the faculty member did not have the required degrees/minimum qualifications required for that discipline. In response, HR developed a degree verifying procedures to ensure new employees' qualifications are confirmed. In addition, Parham stated that the District committed to the State Chancellor's office to review all current faculty files to confirm minimum qualifications and report any other problems we have with "unqualified" faculty teaching at Ventura County Community College District. Peter Sezzi asked that it be stated in the minutes that the Academic Senates were not consulted on this decision to review all faculty files. The group asked Patricia Parham to draft language for the December minutes that summarizes these actions.</p> <p><u>Action item for next agenda:</u> Recommended deference of amendment to minutes regarding the equivalency procedure to the next meeting was agreed upon by the group – Jeff Baker/Peter Sezzi.</p>	Draft language for December minutes that summarizes actions.	By next meeting	Patricia Parham
Order of Agenda	Patricia polled the group on whether to have open discussion at the end or the beginning of the meeting. In the future, open discussion will be heard at the end of the meeting. It was requested for all future meetings to have the agenda and attachments sent in advance electronically.	All attendees agreed to place open discussions at end of agenda at all future meetings	Send Agenda and Minutes prior to next meeting.	Laurie
Minimum Qualifications Review for Existing Faculty	Jay Wysard provided a status report on the minimum qualifications review for existing faculty. He said currently, approximately 1/3 of the academic records have been analyzed. The review should be completed by mid-February. At that time, we will have a better idea of the scope of the issue. Once we have a list of potential problems, they will be narrowed down and assessed for what remains for equivalency review. HR will determine if documents are missing from files. Potential problems will be determined by			

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	<p>the end of February, which is a projected timeline. Patricia Parham said the process, after we have determined faculty employees that don't have their master's degree or minimum qualifications, requires clarification. The process for existing part time employees who apply for full time positions was agreed to at the last meeting. Local college equivalency committees would be formed and recommendations would be made accordingly. Patricia clarified that we were to address issues for immediate hires for spring and then decide at this meeting what to do for future hires. Jeff Baker stated there is an issue of faculty currently teaching without master's degrees that will no longer be qualified to teach and there is no legal protection for any faculty member. Not being able to recommend equivalency should not be the faculty's responsibility with no guarantee of institutional support. The District office should be required to support the Academic Senate Presidents if they have to make these decisions. Support is needed from college administrators and the AFT. A suggestion was made by Ed Knudson to establish guidelines to provide help to the local college committees. Ed Knudson inquired if we are going to consider work since date of hire as part of the existing equivalency, i.e. ongoing professional development, continuing education, etc., be considered in determining minimum qualifications. Patricia stated it is up to the faculty to make that decision. Patricia stated that HR will notify the candidates if they do not meet the minimum qualifications.</p> <p>MOTION: The results of the HR file audit, for those individuals that do not meet the MQ and request an equivalency, local college equivalency committees will review and forward their recommendation to the Chancellor.</p> <p>Guidelines for reviews will be referred to as "advisories" instead of guidelines to give back to the local committees as a point of reference. Patricia asked if this group would like to develop the</p>	<p>Moved by Ed Knudson seconded by Jeff Baker, and approved by all.</p>		

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	<p>guidelines: not sure yet, determination should be made by the Senates.</p> <p><u>ACTION ITEMS:</u> Jeff Baker will contact the State Senate for guideline protocol and Patricia will pull together something that will demonstrate management's support at the colleges and will bring these back to the next meeting. Ed, Peter, and Jeff, will work together on the guideline issue and will bring that back to the next meeting. The guidelines will not be required for utilization. Michael will contact the State Senate (Julie Adams, Executive Director, Statewide Academic Senate) for historical MQ's for the past 20 years.</p> <p>Jeff Baker said that the current MQs should be utilized and the group agreed. Michael asked if they have to meet new qualifications or if they are grandfathered in. Ed Knudson said you don't have to meet the minimum qualifications, but you have demonstrate currency in your field, but that goes for everyone. Michael said if MQ's changed it might be helpful to look at what was required 10 years ago vs. what is in place now, but for some individuals, if they are requesting an equivalency, they may have obtained more coursework, degrees, experience and when you look at everything in totality, then they might qualify now, so there is no simple answer to that. Jeff Baker stated his philosophy here is that we need to be able to bend in favor of permissiveness and be as far forward leaning in favor of the faculty member so we can avoid as many problems as possible. He also said they recently talked about this issue in a breakout session at Academic Senate and were told in no uncertain terms that you have to be current and that exposes every single faculty member. Patricia asked Jeff to bring this to the next meeting to share. Ed Knudson stated the assumption should be that everyone was hired in good faith. Different scenarios were reviewed for part-time candidates applying for full-time positions at different colleges and it was determined</p>	<p>Contact State Senate for guideline protocol.</p> <p>Write something to demonstrate mgmt support at the colleges.</p> <p>Work on guideline issue.</p> <p>Contact State Senate for MQs for past 20 years.</p>	<p>By next meeting</p> <p>By next meeting</p> <p>Bring back to February meeting</p> <p>Bring to Feb. mtg.</p>	<p>Jeff Baker</p> <p>Patricia Parham</p> <p>Jeff Baker, Ed Knudson, Peter Sezzi</p> <p>Michael Arnoldus</p>

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	<p>they will be handled at the college with the full-time position.</p> <p>Patricia clarified: for the record, as we move through the spring 2010 hires, prior to the completion of the file review, if a current part-time faculty member applies for a full-time job, we will use the local equivalency procedure to let them continue on in the process. Patricia then clarified: until the file review is completed and issues are resolved, no matter when the position starts, we will use a districtwide committee for new applicants and a local college committee for existing employees. Another scenario was presented by Michael Arnoldus: would the current part-time candidate be considered if they did not request equivalency at the time of application? The committee agreed HR should contact the faculty member and advise them to complete equivalency paperwork.</p>			
<p>Review of Policy and Procedures: BP7205 – Employee Code of Ethics</p>	<p>An ethics subcommittee has been formed. Jay Wysard provided an overview of the committee's meeting. The committee reviewed the draft code line-by-line, cleaned it up, moved and in some cases scrapped some of the language. There was very little feedback and another meeting was offered, however, there was no response. In the draft, there are references to other administrative procedures which are necessary in the policy. As a follow up to this board policy, it will be necessary for administrative procedures to be written. Jeff stated there was not much change and asked why it hadn't been incorporated. Jay responded that the review at local colleges was minimal and a request for committee member attendance when it was reviewed was made. Committee members' names were provided by Jay. Items B-2, 4, 5, 7 were discussed. Jeff said the BP seems too detailed; most BP's are short and to the point. Policy and procedure should be separate and should not be mixed. Policy statement should be more concise so that BP can be approved.</p> <p><u>ACTION ITEM:</u> Need feedback by February to adhere to</p>	<p>Compare to</p>	<p>Before Feb.</p>	<p>Jay Wysard</p>

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	timelines. Jay will go back and compare to accreditation standards/CCLC template and distribute again to everyone for comments before our next meeting.	accreditation standards/CCLC template. Distribute again for comments before the next meeting.	mtg.	
BP 73XX – Emeritus Status	<p>We do not recognize emeritus status unless it has been granted by the board. Self-identifying emeritus status is an issue.</p> <p><u>ACTION ITEM:</u> It was agreed to change the verbiage to “Only the Board can grant emeritus status.”</p>	Change policy wording.	By next meeting.	Patricia Parham
Next Meeting Agenda	<p>AP 7120 and AP 7350 will be brought forward for February’s agenda. Please bring back your comments.</p> <p>Call for agenda items for next meeting from group: None.</p> <p>ACTION ITEM: Send current minutes and attachments by e-mail to all committee members.</p>	<p>Comments for AP 7120 and AP 7350</p> <p>E-mail minutes and today’s agenda attachments to committee members.</p>	<p>Feb. meeting</p> <p>ASAP</p>	<p>Everyone</p> <p>Patricia Parham and assistant.</p>
Next Meeting	Meeting adjourned at 11:30 am. The next DCHR meeting will take place on February 25, 2010, from 10:00-11:30 a.m. at the DAC.			