

Ventura County Community College District
District Council on Human Resources (DCHR) Committee
November 19, 2009
10:00 a.m. – 11:40 p.m.

Present: Erika Endrijonas, Susan Bricker, Valerie Lee, Ed Knudson, Patricia Parham, Ramiro Sanchez, Andrea Adlman, Jay Wysard, Michael Arnoldus, Jeff Baker (via telephone)
Absent: Robert Cabral, Peter Sezzi
Recorder: Jennifer Holst
Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Open discussion	<p>The timeline for hiring faculty for the next academic year was discussed. Last year, all positions were in by the Christmas holiday. It was suggested that we can say, "see the website for more details" and get the heads up before the holidays, or run as an anticipated vacancy. We can always pull the job, or say it is contingent upon funding.</p> <p>Mr. Knudson proposed giving an early notification incentive for those who plan to retire. Mr. Sanchez wants to take the incentive idea to the Chancellor's Cabinet, but is too late for this year. It was suggested it be discussed in Chancellor's Cabinet next year. It was asked how much it would be to place an ad in <i>The Chronicle</i>. Mr. Arnoldus said it is \$2,000 for a print ad in the 2-week edition.</p> <p>Mr. Sanchez asked about the status of the Special Task Force on Student Conduct/Student Discipline AP 5500. Ms. Parham said she did not send it to legal counsel, but will ask the Chancellor's Assistant to check on that.</p> <p>Mr. Sanchez mentioned the Longevity and PAL Report list that is valid until Spring 2010. Ms. Parham said they are trying to get the list out early. Once we get the evaluation data, HR can run the report. She said there is a contractual obligation to get it out by fourth week of the semester.</p>	<p>Discuss in Chancellor's Cabinet.</p> <p>Check with Laura Brower.</p>	Spring 2010	<p>Patricia Parham</p> <p>Patricia Parham</p>
Approval of Minutes	Approval of minutes of October 29, 2009.	Approval of the minutes from the meeting of 20/29/09, was moved by Erika Endrijonas, seconded by Ramiro Sanchez, and approved by all.		

<p>Review of Policy & Procedure; BP 7205 Employee Code of Ethics – Subcommittee Composition</p>	<p>Linda Kamaila and Linda Robison, Financial Aid Officer, will serve on Ethics Committee. Mr. Sanchez, Ms. Endrijonas and Mr. Knudson will get names of people to serve. The timeline was discussed. As this is an accreditation issue, it needs to go to the Board by March. We will need two Academic Senate meetings per the Brown Act to approve this policy. The first reading can be held in February. Action can take place at the second meeting in February. Then it can move to Rules in March, and finally to the Board in April. It will have to go through the DCHR again after approval by the Senate. In June and July, the Board self-studies. We can create placeholders in self-studies if the Board takes action in April. We will just have to indicate that it has been submitted to the Board. We will need final DCHR review in February. The DCHR will have to be done with it by the end of February. Then it can go to final review after the Academic Senate Review.</p>	<p>Send names of committee members to Patricia Parham.</p>	<p>Present to DCHR in Jan. To Academic Senate in Feb. Final Review by DCHR by end of Feb. To Rules in March. To Board in April.</p>	<p>Jay Wysard Committee Members</p>
<p>Governance Committee Self-Appraisal Form</p>	<p>Ms. Parham received no comments, so it will go as is. It will be distributed on Survey Monkey.</p>			
<p>Ap 7120-C Recruitment & Hiring - Chancellor</p>	<p>This is now entitled AP 2431. It has already gone to Rules. If there are no changes, it will go to the Board for information in December.</p>	<p>Board Agenda</p>	<p>December</p>	<p>Patricia Parham</p>
<p>AP 7211: Equivalency disciplines without tenured faculty;</p>	<p>On page 1, item B.2., there is an equivalency review problem we did not previously anticipate. A discipline may have only one faculty member, whether tenured or not, and be unique to a college. Options were discussed by the group:</p> <ol style="list-style-type: none"> 1. Individuals from a related discipline can perform the equivalency review; 2. Someone from outside the District can be requested to perform the review; 3. A part-time faculty member can do the review. <p>A discussion on this problem followed. Ms. Parham asked if the Academic Senates could live with review by someone in a related field for now. Mr. Baker said he could not unilaterally decide this and the earliest he could have feedback from the other Academic Senates would be December 1st. Mr. Baker said the heart of matter is: are faculty willing to accept the determinations of people in related disciplines? The old process was objectionable from faculty. Ms. Parham stated that at this point, where</p>			

<p>MQ review for existing temporary (part-time) employees</p>	<p>there is no full-time faculty member, we cannot process the equivalency review.</p> <p>Mr. Baker and the other Senate members should bring their feedback to DCHR in December. Mr. Baker asked if we should go back to the past practice if there is currently no policy. Ms. Parham believes there is a policy. She stated there is a policy, but it does not cover all contingencies. We should schedule the next DCHR meeting on December 10th or 11th to hear feedback on this issue so we can move forward.</p> <p>Ms. Parham explained we have a problem with some current part-time employees who may not have the required degrees and who did not request or were not granted an equivalency upon hire.</p> <p>Currently, this only surfaces when they apply for a full-time position. Mr. Knudson suggested we review these only when it becomes an issue. Ms. Parham said HR is currently conducting a file audit to determine the extent of the problem. Mr. Sanchez suggested a District equivalency committee for existing employees to take new jobs or to keep what they have.</p> <p>Ms. Parham said legally, as a District, we need to fix this by granting equivalency through the formal process of review, if an employee did not enter with a Master's Degree or determine they are not qualified. Erika Endrijonas suggested we keep this on the agenda until we determine the magnitude of the problem. Ms. Parham requested that this matter be discussed with the Senates and brought back to DCHR for action in December.</p>	<p>Academic Senates need to discuss.</p>	<p>Report back at the December meeting.</p>	<p>Academic Senate Presidents</p>
<p>Future Meeting Date</p>	<p>Our next meeting will be scheduled for December 10, 2009, from 3:00 to 4:30 p.m. at the DAC.</p>			