

Ventura County Community College District
District Council on Human Resources
March 25, 2010
10:00 a.m.

Present: Michael Arnoldus, Jeff Baker, Susan Bricker, Robert Cabral, Riley Dwyer, Erika Endrijonas, Ed Knudson, Valerie Lee, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard

Recorder: Jennifer Holst

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	Commenced at 10:05 am.			
Approval of Minutes	<p>Minutes From February 2010 DCHR Meeting. Dr. Baker requested that the sentence under Review of Policies and procedures reading “Mr. Baker stated we should keep the board policy and eliminate the administrative procedure” be changed to say, “Dr. Baker stated we should separate the board policy from the administrative procedure.” Dr. Baker requested that the titles of the committee members be corrected. A discussion ensued regarding the progression of BP 7205 – Employee Code of Ethics through DCHR to the Policy Committee. Under “Minimum Qualifications”, change to “teleconference” from “online.” Approval of the February 25, 2010, minutes with requested changes moved by Mr. Cabral and seconded by Mr. Sezzi. Mr. Sezzi, Ms. Adlman, and Ms. Dwyer abstained from the vote. The minutes were approved as corrected.</p>	Make corrections to February minutes.	Immediately.	Ms. Holst
Review of Policies and Procedures	<p>BP 7205 – Employee Code of Ethics. Pursuant to Mr. Sezzi’s request, the agenda was re-ordered to add further review of BP 7205 –Employee Code of Ethics. A discussion ensued regarding two versions of the policy: one from Human Resources and the other from the Ventura College Academic Senate. Ms. Holst will e-mail the two versions to everyone for review.</p> <p>A motion to reconsider BP 7205 – Employee Code of Ethics at the</p>			

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	<p>next DCHR meeting was moved by Mr. Sezzi and seconded by Dr. Baker. A roll call vote produced 6 votes in favor and 5 in opposition to the motion.</p> <p>Motion moved by Mr. Sezzi and seconded by Ms. Adlman to add Ventura College Academic Senate's version of BP 7205 to April DCHR agenda. Motion carried unanimously. Discussion of BP 7205 – Employee Code of Ethics will be brought forward to the April meeting.</p>	E-mail Word versions of BP 7205 to committee members for review.	Immediately	Ms. Holst
Review of Policies and Procedures	<p>AP 7205 – Employee Code of Ethics Discussion of AP 7205 – Employee Code of Ethics will be delayed until the April DCHR meeting because the policy will be discussed again at the next meeting. Ms. Parham distributed copies of the latest draft with changes and requested all DCHR members to review.</p>	Review latest draft.	April DCHR meeting.	All committee members
Review of Policies and Procedures	<p>AP 7120-C Recruitment and Hiring – Part-Time Faculty Two versions of this procedure were discussed, one from Human Resources and the other from Moorpark College's Academic Senate. The changes discussed will be incorporated into this document and the Draft Equal Employment Opportunity Plan which will then be sent out for review. Comments should be brought back for discussion at the next meeting. All were in agreement. Add a sentence on page seven that the list will be certified for one year.</p>	Modify as agreed and send out revised version for review by Academic Senates.	Immediately	Mr. Arnoldus and Ms. Holst.
Review of Policies and Procedures	<p>AP 3430 - Prohibition of Harassment Review of AP 3430 – Prohibition of Harassment was postponed to the April 20, 2010, meeting due to lack of time.</p>	Move to agenda for April DCHR meeting.	April DCHR meeting.	Ms. Parham.
Equal Employment Opportunity Plan	<p>Equal Employment Opportunity Plan Ms. Parham stated Title 5 accreditation requires the District to have an EEO Plan. Mr. Arnoldus said that this draft plan is based on the State Chancellor's model and other districts' plans. Many districts have not yet completed their plans because the plan requires identification of underrepresentation of minority groups and a process by which the underrepresentation will be addressed. To do that, the State attempted to develop an availability data set</p>			

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	<p>but was unable to do so and has unofficially put that on hold. Title 5 language is expected to change based on that. The model plan is still based on the State's 2007 version. There are sections in these plans which have not been completed. Attorneys advise community college districts not to complete these components of the plan as they cannot be written due to the lack of data. Mr. Sezzi noted on page six, number four, it should be "district" instead of "college."</p> <p>The plan states that an EEO Advisory Committee is needed. Ms. Parham asked that recommendations for the composition of the EEOC Advisory Committee be brought back to the next DCHR meeting. Mr. Arnoldus pointed out that committee constituency is discussed on the top of page 7.</p> <p>Dr. Baker, Mr. Sezzi and Mr. Cabral requested a clean version of the plan with a date and name so they can work on the correct draft. Ms. Parham said all versions should be distributed through her office in order to avoid confusion. Dr. Baker requested editable Word documents instead of PDF versions. However, Ms. Parham stated that final versions will be distributed in PDF format. Mr. Arnoldus requested that the plan be reviewed in the Academic Senates and the Academic Senate Presidents bring their recommendations back in April.</p>	<p>Send out revised draft.</p> <p>Bring back comments and recommendations for EEO Advisory Committee</p>	<p>Immediately</p> <p>April DCHR meeting</p>	<p>Mr. Arholdus and Ms. Holst</p> <p>All committee members</p>
Next Meeting	Meeting adjourned at 11:45 am. The next DCHR meeting will take place on April 20, 2010, from 10:00-11:30 a.m. at the DAC.			