

Ventura County Community College District

District Council on Human Resources (DCHR) Committee

July 8, 2009

2:00 p.m. – 4:00 p.m.

Present: Michael Arnoldus, Jeff Baker, Susan Bricker, Robert Cabral, Valerie Lee, Ed Knudson, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Kathy Sage, Jay Wysard

Absent: *Andrea Adlman, Jaime Casillas,*

Recorder: Lynn-Marie Glaze

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Welcome and Introductions	<p>Patricia Parham asked the group to introduce themselves.</p> <p>Kathy Sage, Executive Director of AFT, is attending for the first time in lieu of Andrea Aldman.</p> <p>Jeff Baker (MC) and Robert Cabral (OC) are new Academic Senate Presidents attending for the first time.</p> <p>Ms. Parham stated that there is usually no DCHR meeting in summer and thanked the participants for attending.</p>			
1. Draft Board Policy: BP 7211 Minimum Qualifications and Equivalencies	<p>The current draft document under review has been based on input received from Academic Senates and following review of existing policy. It is has been updated with current information. The intent is to revise district-wide policy and procedures for equivalency policies and ensure consistency among the colleges.</p> <p>Peter Sezzi distributed "Equivalency Process and Procedures" which was developed and agreed upon by all three Senate Presidents. The document presents a definition and policy as it relates to equivalency.</p> <p>Michael Arnoldus stated that for this version of the policy some of the language is carried over from</p>			

	<p>previous versions and other language has been suggested by the Community College League.</p> <p>Mr. Sezzi suggested adding language to Item A.3 to indicate collaboration with faculty in the development of local qualifications.</p> <p>In the suggested schedule for determining equivalency, the Dean will discuss preferred qualifications with faculty and then discuss the recommendations with Human Resources. It was noted that certain areas require technical certificates or licensing, such as Nursing or CTE.</p> <p>The original policy had equivalency language, some of which was brought forward. The policy provided by the Academic Senates seemed to be more current and appropriate, and has been incorporated.</p> <p>Details of the committee structure and processes were discussed, and further details will be added.</p>	<p>Add: "Determined by the dean after consultation with the discipline faculty."</p> <p>Suggested changes and corrections will be made and updated versions of this policy will be circulated for further review.</p> <p>Committee members will take the documents to their individual Academic Senates for feedback by the September DCHR meeting.</p>	<p>July</p> <p>September</p>	<p>Patricia Parham</p> <p>Patricia Parham</p> <p>Executive Vice Presidents and Academic Senate Presidents</p>
<p>2. Draft Administrative Procedure: AP 7211 Minimum Qualifications and Equivalencies</p>	<p>This administrative procedure provides for a process by which disciplines from all three colleges can meet and specify which degrees meet minimum qualifications when named qualifying degrees are ambiguous. The procedure also provides for a process by which district-wide equivalencies are considered and recommended to the Board of Trustees for approval.</p> <p>Mr. Baker mentioned that there may also be situations in newer disciplines which have yet to be established by the State, such as biotechnology, where there may not be stated minimum qualifications in the new field. In these situations, Mr. Baker believes the District has the authority to establish a discipline and corresponding minimum qualifications.</p> <p>Ms. Parham stated that she did not believe the District has the authority to create disciplines and</p>			

	<p>corresponding minimum qualifications outside of the process established by the Board of Governors for California Community Colleges. In the meantime, the district can only use the language that already exists and add local qualifications as appropriate.</p> <p>Committee members were concerned about timeliness of the process for part-time and emergency hires. Mr. Arnoldus and Ms. Parham stated that the District no longer hires individuals on an emergency hire basis. It was recognized that timeliness may be an issue for some last minute part-time hires.</p> <p>Board approval for equivalency has been delegated to the chancellor, but last minute hiring still remains a weak point in the process. While it is understood that there is the need for moving quickly, it must also be assured that the process has been handled correctly. If applicants are not properly qualified, then the district is out of compliance.</p> <p>Mr. Arnoldus stated that the Human Resources Department would be bringing an administrative procedure for recruitment and hiring of part-time faculty before the committee and that the committee will need to work to ensure the process is as efficient as possible. Nothing is currently available for reference, but a procedure will be created to ensure a process that is consistent and defensible.</p> <p>Time constraints relative to full-time hires is less of a concern given the preplanning that can occur since the full-time position for which a recruitment will be conducted is known well in advance.</p> <p>After discussion, it was determined that the equivalency committee will consist of one expert from the discipline from each campus and an Academic Senate President from a campus other than the one where the vacancy exists as an ex-officio member.</p> <p>Because of time constraints, members may not have adequate time to present these drafts to their Academic Senates and return comments to the August 27 DCHR meeting.</p>	<p>Ramiro Sanchez will raise this question at the State Academic Curriculum Institute next week. Jeff Baker and Ramiro Sanchez will report back to the committee on their findings.</p> <p>Committee members will take the documents to their individual Academic Senates for feedback by the September DCHR meeting.</p> <p>Changes and corrections will be made.</p> <p>Comments reviewed.</p>	<p>August</p> <p>September</p> <p>July 13</p> <p>August 27</p>	<p>Jeff Baker, Ramiro Sanchez</p> <p>Executive Vice Presidents and Academic Senate Presidents</p> <p>Patricia Parham</p> <p>Academic Senates and Executive Vice Presidents</p>
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Future meeting dates	August 27, 10:00 - 11:30 am at DAC (tentative – to be confirmed after checking for conflicts)			
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