

**Ventura County Community College District
District Council on Human Resources (DCHR)**

February 24, 2011

10:00 a.m.

Present: Michael Arnoldus, Susan Bricker, Riley Dwyer, Alan Hayashi, Ramiro Sanchez, Peter Sezzi, Jay Wysard, Ed Knudson
Absent: Robert Cabral, Dan Casey, Dr. Erika Endrijonas, Patricia Parham, Dr. Steven Hall
Recorder: Laurie Nelson-Nusser

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at 10:07 a.m. Mr. Arnoldus chaired the meeting in Ms. Parham's absence.			
Approval of Minutes	Approval of the minutes from the January 27, 2011, DCHR meeting was moved by Mr. Sanchez, seconded by Ms. Dwyer and approved by all, with Mr. Knudson and Mr. Hayashi abstaining. Mr. Hayashi indicated he is replacing Bea Herrera as AFT's DCHR representative.			
AP 7205 Employee Code of Ethics Review	Mr. Wysard reported on the Ethics Subcommittee meeting of February 11, 2011. Mr. Sezzi brought the AP 7205 changes and stated the subcommittee was close to reaching an agreement. Mr. Knudson suggested moving the administrative policy along electronically through the Academic Senates instead of waiting for the monthly Academic Senate meetings. Mr. Sezzi suggested moving it along electronically through DCHR. Mr. Sezzi will call Dr. Hall regarding the deadline of March 2, 2011, to incorporate the final subcommittee changes and then the procedure will be sent electronically to the DCHR Committee members. Then it will go out to the Academic Senates for their review. The procedure will be reviewed again at the March DCHR meeting. A final version will go to the Academic Senates for review in April, to the Policy Committee in May, and to the Board in June.	Mr. Sezzi to ask Dr. Hall for final subcommittee changes and move document electronically through DCHR and the Academic Senates	March 31, 2011	Mr. Sezzi
Development of Report Showing Course MQs in Banner and/or CurricUNET	Mr. Sanchez provided a project update. At ATAC, it was decided to have a TOPS code associated with each course. IT is verifying that the TOPS codes are associated with the correct courses. The verification is expected to be discussed at the March ATAC meeting. System testing will be completed in March. Ventura			

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	College's version of CurricUNET has a pull down menu to select a discipline (not minimum qualification). The discipline is then associated with that specific course. In Banner, the goal is to ensure the course discipline corresponds to the discipline the faculty member was hired in. Ms. Dwyer stated that qualification issues might come up regarding CurricUNET and Banner discipline integration.	Monthly update from EVPs.	March DCHR Meeting.	Dr. Endrijonas, Mr. Knudson, Mr. Sanchez
Districtwide Equivalency Meetings	Mr. Arnoldus provided a project update for holding electronic Districtwide Equivalency meetings. IT is working on the electronic signature piece of this project. Bill Pearce will test it in March. This feature will possibly be available in April.	Report for next DCHR meeting.	March DCHR Meeting	Mr. Arnoldus
Proposal for Standing District- wide Equivalency Committee	Mr. Knudson will provide an electronic update as soon as possible, but did not have a report for this meeting. Mr. Knudson will have a document available for review at the next DCHR meeting.	Report for DCHR meeting.	March DCHR Meeting	Mr. Knudson
Full-Time Academic Hiring Committee Composition Form/Process	Mr. Sezzi stated that AP 7120-B for full-time academic hiring requires an update to bring it in line with current practices. Mr. Arnoldus will review AP 7120-B and bring it back to the next DCHR meeting. Pre-screening is not addressed in the administrative procedure and requires more information regarding responsibility for the pre-screening process. Discussion ensued regarding composition of the pre-screening and hiring committees. AP 7120-B will be revised to state that it is recommended that a faculty member working within the discipline serve on the committee.	Review current AP 7120-B and recommend revisions at the next meeting	March DCHR Meeting	Mr. Arnoldus
Spouse on Selection Committees	There was insufficient time for this discussion. It will be added to the March DCHR agenda.	Continue to March agenda	March DCHR Meeting	Ms. Dwyer
Open Discussion	There was insufficient time for open discussion.			
Next Meeting	March 31, 2011, from 10:00-11:30 a.m.			

These Minutes were approved at the DCHR Meeting on March 31, 2011.