

**Ventura County Community College District**  
**District Council on Human Resources (DCHR) Committee**  
**December 2, 2010**  
**10:00 a.m.**

**Present:** Michael Arnoldus, Susan Bricker, Robert Cabral, Dan Casey, Riley Dwyer, Dr. Erika Endrijonas, Ed Knudson, Paula Munoz, Patricia Parham, Peter Sezzi, Jay Wysard  
**Absent:** Ramiro Sanchez  
**Recorder:** Jennifer Holst

**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Meeting Opened</b>	The meeting commenced at 10:05 a.m.			
<b>Approval of Minutes</b>	Approval of the minutes from the November 3, 2010, DCHR meeting was moved by Ms. Dwyer, seconded by Mr. Cabral and approved by all, with Ms. Munoz and Mr. Casey abstaining.			
<b>AP 7700 Whistleblower Protection</b>	The draft AP 7700 Whistleblower Protection, was amended to remove concerns with section B.1 regarding anonymous reporting. The Ventura College Academic Senate will review the revisions and Mr. Sezzi will let Ms. Parham know if any further changes are requested. If not, it will go to Chancellor's Cabinet on December 6th, then to the next Policy Subcommittee, and finally to the Board.	Submit for approval in Chancellor's Cabinet, Policy, Board of Trustees		Ms. Parham
<b>AP 7205 Employee Code of Ethics</b>	Mr. Wysard reported that there is a meeting scheduled for December 9 <sup>th</sup> , from 2:00 to 3:30 p.m. at Oxnard College to work on AP 7205 Employee Code of Ethics.	Subcommittee Meeting	12-9-10	Mr. Wysard
<b>Report on Course MQs in Banner and/or CurricUNET</b>	Mr. Sanchez was absent. Mr. Sezzi said he could speak to the development of the report. He said they have made significant progress. It should be reviewed and approved by the Curriculum Committee by the end of January.	Prepare report	January 2011	Mr. Sanchez

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Locations for Districtwide Equivalency Committee meetings</b>	<p>It was decided that all districtwide equivalency committee meetings will be centrally held in Camarillo. Ms. Dwyer requested that if someone from Moorpark College cannot attend, that Human Resources let them know. Mr. Arnoldus will discuss this with his staff.</p> <p>Mr. Knudson volunteered to draft a proposal for having a standing interdisciplinary districtwide equivalency committee. He proposes having a standing monthly or quarterly meeting. The hiring department would provide the discipline expertise. Travel would no longer be an issue. It would be a one-year commitment of service.</p> <p>Mr. Arnoldus is working with IT so that these meetings can take place electronically or via teleconference, with all paperwork to be online. It is estimated this will take approximately one year to develop.</p>	<p>Alert Ms. Dwyer if Moorpark College has no representation</p> <p>Draft proposal for a standing districtwide equivalency committee.</p> <p>Work with IT to develop online equivalency process.</p>		<p>Mr. Arnoldus</p> <p>Mr. Knudson</p> <p>Mr. Arnoldus</p>
<b>Internal Audit of Minimum Qualifications/ Equivalency Reviews Status Report</b>	<p>Ms. Parham and Mr. Arnoldus reported that the audits are done at Ventura College and Moorpark College, but not yet at Oxnard College. Letters for those who were granted equivalency have gone out. The “no, buts,” letters have not yet been sent out but are going soon. Letters for those who were not granted equivalency have not yet gone out. There is a list of people who did not respond to transcript or equivalency requests. Those people will be notified by letter that they will not be getting an offer. All the offers have gone out with the exception of those with problems. Discussions are underway with AFT regarding those who either did not respond or did not receive equivalency. Human Resources can provide the EVPs with a list of those for whom offers are being held.</p>	<p>Faculty letters, as appropriate concerning results of minimum qualifications audit.</p>		<p>Mr. Wysard, Mr. Arnoldus</p>
<b>Open Discussion</b>	<p>There was a discussion about the equivalency issue of a master of fine arts degree.</p>			
<b>Next Meeting</b>	<p>January 27, 2011; 10:00-11:30 a.m.</p>			

These Minutes were approved at the DCHR Meeting on January 27, 2011.