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Ventura County Community College District
District Council on Human Resources (DCHR) Committee
January 27, 2011
10:00 a.m.

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Present: Michael Arnoldus, Susan Bricker, Robert Cabral, Riley Dwyer, Dr. Erika Endrijonas, Bea Herrera, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard
Absent: Dan Casey, Ed Knudson
Guest: Romelle Renner
Recorder: Jennifer Holst

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at10:00 a.m.			
Approval of Minutes	Approval of the minutes from the December 2, 2010, DCHR meeting was moved by Ms. Dwyer, seconded by Dr. Endrijonas and approved by all, with Ms. Herrera and Mr. Sanchez abstaining.			
AP 7205 Employee Code of Ethics	Mr. Wysard reported on the subcommittee's January 21, 2011, meeting. The next meeting will be on February 11, 2011, at 10:00 a.m., at Oxnard College. Susan Bricker, Valerie Lee, Nenagh Brown, Evangeline Wilkes, Steve Hall, Ed Knudson, Paula Munoz, Peter Sezzi, and Jay Wysard are serving on the committee. The goal is to have the procedure out of DCHR in February. It will go back to the subcommittee/Academic Senates and returns to DCHR in March. Any further changes are reviewed by the subcommittee/Academic Senates. Then it comes back to DCHR in April, goes to Policy in May and on to the Board, so that it will be put in place by the end of the semester.	Submit draft for the February DCHR meeting	Draft to DCHR in advance of the February meeting.	Mr. Wysard
Development of Report Showing Course MQs in Banner and/or CurricUNET	Mr. Sanchez reported on the development of a Banner report showing the MQs as listed in CurricUNET from the State Chancellor's MQ list. The EVPs are working with IT on this. HR is also working with IT to input an MQ for each faculty member. The colleges will need to populate CurricUNET, and then populate the disciplines in Banner to sync with the HR portion. In Banner, the goal is to match the			

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	students, the disciplines and the faculty members when you assign a faculty member. This project will probably finish in a year. The EVPs and Academic Senate Presidents can take this information back to the Curriculum Committees in order to avoid longevity issue consequences.	Monthly update from EVPs.	February DCHR Meeting.	Dr. Endrijonas, Mr. Knudson, Mr. Sanchez
Online Equivalency Committee Work	Mr. Arnoldus is working with IT to enable the equivalency committee meetings to take place electronically or via teleconference, with all paperwork to be online, possibly setting up a SharePoint site It is estimated this will take approximately one year to develop.	Report for next DCHR meeting.		Mr. Arnoldus
Proposal for Standing Inter-disciplinary Districtwide Equivalency Committee	Mr. Knudson was absent. No progress report presented. Add to next meeting's agenda.	Report for February DCHR meeting.		Mr. Knudson
Student Workers Proposed Policy and Procedure	The committee reviewed and approved the proposed policy and procedure regarding student workers.	Revise and present at next Chancellor's Cabinet.		Ms. Parham
Open Discussion	There was insufficient time for open discussion.			
Agenda for Next Meeting	Mr. Sezzi requested that the full-time academic hiring committee composition form and the process be added to the next agenda. Ms. Dwyer requested that the MQ committees and the issue of spouses being on the same committee be added to next month's agenda.	Add items to next DCHR agenda.	February DCHR meeting.	Ms. Holst
Next Meeting	February 24, 2011; 10:00-11:30 a.m. Mr. Arnoldus to chair.			

These Minutes were approved at the DCHR Meeting on February 24, 2011.