

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

**June 15, 2010**

**1:00 p.m.**

**Present:** Michael Arnoldus, Susan Bricker, Robert Cabral, Riley Dwyer, Dr. Erika Endrijonas, Dr. Steven Hall; Ed Knudson, Patricia Parham, Ramiro Sanchez, Peter Sezzi

**Absent:** Valerie Lee, Jay Wysard

**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 1:05 p.m.			
<b>Approval of Minutes</b>	The minutes from the meetings of March 25, 2010, and April 20, 2010, were approved with minor corrections.	Make corrections.	Immediately.	Ms. Holst.
<b>Review of Policies and Procedures</b>	<p><u>AP 7205 Employee Code of Ethics</u></p> <p>In order to provide continuity and clarity on the draft versions we are working on, Ms. Holst will in future distribute DCHR documents in pdf format.</p> <p>A subcommittee needs to be formed to review and update this procedure so that it will be in line with the Board policy.</p> <p>HR will draft a procedure for the next meeting in August.</p> <p>Subcommittee volunteers/suggestions: Mr. Sezzi, Ms. Bricker, Mr. Knudson, Mr. Wysard; Dr. Hall or his designee from AFT, Mr. Sezzi suggests adding another faculty member from Ventura College, Ms. Dwyer will appoint someone, Moorpark College Academic Senate will appoint someone, Valerie Lee or another designee from the Classified staff should be appointed. Bring back any additional names for the subcommittee in August and then the subcommittee can begin revising the procedure.</p>	<p>Drafts will go out as pdfs.</p> <p>Draft AP 7205</p> <p>Bring in subcommittee member names.</p>	<p>From now on.</p> <p>August DCHR meeting.</p> <p>August DCHR meeting.</p>	<p>Ms. Holst</p> <p>HR</p> <p>All DCHR members.</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Equal Employment Opportunity Plan (EEO Plan)</b>	<p>The Draft EEO Plan was discussed. An advisory committee needs to be formed, pursuant to the instructions found on page 7.</p> <p>Mr. Arnoldus will draft language for our next meeting to ensure the EEO Advisory Committee is diverse. The advisory committee will consist of faculty, classified and management representation (not students);</p> <p>Mr. Sezzi moved to send the EEO Plan Draft to the Policy subcommittee for review. Ms. Dwyer seconded. All were in favor, none opposed. Motion passed.</p>	<p>HR to make final modifications.</p> <p>HR to send out pdf draft for DCHR member review.</p>	<p>Next week.</p> <p>Next week.</p>	<p>Mr. Arnoldus.</p> <p>Ms. Holst</p>
<b>Equivalencies</b>	<p>The group discussed how the districtwide equivalency process is working. There is a concern about using the districtwide equivalency process when the discipline is found only at one college.</p> <p>For the August DCHR meeting, the EVPs will compile a list of the disciplines that are unique to one college only.</p> <p>In the meantime, in the event an equivalency committee must be convened for a discipline found at only one college in the District, HR will send out an e-mail to the three EVPs and the three Academic Senate Presidents to alert them of the need to make an exception to the districtwide equivalency process.</p> <p>It was suggested that the language in the application process be strengthened so applicants are aware that they should apply for equivalency if there is a question about their degree.</p>	<p>Make up list of disciplines found at only one college.</p>	<p>August DCHR meeting.</p>	<p>Dr. Endri-jonas, Mr. Knudson, and Mr. Sanchez</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Degree Verification Audit</b>	<p>Mr. Arnoldus gave an update on the degree verification audit progress. Letters will start to go out in July to those whose files contain no transcripts and whose degrees cannot be verified with DegreeVerify. They will be asked to provide verification of degrees, qualification to teach. HR will provide an update on the audit progress again in August.</p> <p>Ms. Parham will check to see if deadline is for audit only or also for problems to be fixed.</p>	<p>Progress report.</p> <p>Audit deadline verification.</p>	<p>August DCHR meeting.</p> <p>Aug. DCHR meeting.</p>	<p>Mr. Arnoldus and Mr. Wysard</p> <p>Ms. Parham</p>
<b>Next Meeting</b>	August 26, 2010, at 10:00 a.m., at the DAC.			