

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

November 3, 2010

1:30 p.m.

Present: Michael Arnoldus, Robert Cabral, Riley Dwyer, Dr. Erika Endrijonas, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard, Bea Herrera

Absent: Ed Knudson, Paula Munoz, Susan Bricker

Guests: Paulette Johnson, Mark Pauley, Mary Rees, Jim Merrill

Recorder: Jennifer Holst

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at 1:30 p.m.			
Approval of Minutes	Approval of the minutes from the meeting of September 23, 2010, was moved by Dr. Endrijonas and seconded by Mr. Sanchez. All were in favor and none were opposed. Ms. Herrera abstained.			
Minimum Qualifications	Discussion with guests from DTRW (Paulette Johnson, Mark Pauley, Mary Rees, Jim Merrill) regarding matching the minimum qualifications with the Course Outline of Record (COR) and getting that information into Banner. The course outline of record has to match the discipline list, which has to match the course ID, which must match the offer. All must be aligned. The EVPs will ensure that the MQs for all courses are entered in the CORs.	MQs for all courses	January	Executive Vice Presidents (Dr. Endrijonas, Mr. Knudson, Mr. Sanchez)
	HR will give a timeline next month on entering the MQ audit result data into Banner and how long it will take to generate a Banner report.	Provide timeline re MQ audit data	December DCHR Meeting	Mr. Arnoldus, Mr. Wysard, Ms. Parham
	Develop report showing course minimum qualifications in Banner and/or CurricUNET.	Draft report.	December DCHR Meeting.	Mr. Sanchez

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
AP 7205 Employee Code of Ethics	<p>Mr. Wysard is working on scheduling the first meeting of subcommittee (tentatively November 19th.) The subcommittee may choose to start working from the draft AP 7205 provided by HR. They may also decide to use the draft AP 7700 Whistleblower Protection provided by HR. (AP 7700 is referred to in BP 7205, but does not yet exist.)</p> <p>Everyone to review the draft AP 7700 Whistleblower Protection.</p>	<p>Call a meeting.</p> <p>Review Draft AP 7700</p>		<p>Mr. Wysard</p> <p>All DCHR members.</p>
Internal Audit of MQ/Equiva- lency Reviews	<p>Status report provided by Mr. Arnoldus. Final letters to go out to the faculty as soon as possible. Once the letters go out, the offers will go out.</p>	<p>MQ/equiva- lency letters to faculty</p>	<p>Before Thanksgiving.</p>	<p>Mr. Arnoldus, Ms. Parham</p>
Open Discussion	<p>No items.</p>			
Next Meeting	<p>December 2, 2010 (10 to 11:30 a.m.) The December 16, 2010, meeting is cancelled.</p>			