

Ventura County Community College District
District Council on Human Resources (DCHR) Committee
December 10, 2009
3:00 to 4:40 p.m.

Present: Michael Arnoldus, Jeff Baker, Robert Cabral, Erika Endrijonas, Ed Knudson, Valerie Lee, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard,
Absent: Susan Bricker, Andrea Adlman

Recorder: Jennifer Holst

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	Patricia Parham opened the meeting. She asked to move the Open Discussion agenda item to the end, in case time runs out. The suggestion was accepted.			
Approval of Minutes	Approval of minutes of November 19, 2009.	Approval of the minutes from 11/19/09 DCHR meeting was moved by Erika Endrijonas, seconded by Jeff Baker and approved by all.		
AP 7211: Equivalency disciplines without tenured faculty;	There was a discussion about equivalency review. Ramiro Sanchez said for career tech education, the advisory committee members, who are industry reps, could do the review. Erika Endrijonas is concerned that they have a context in education. She asked about advisory committee members' qualifications? You might only have a license when an educational background is needed. Ed Knudson said that for equivalencies, private industry representatives don't understand our hiring process. Equivalency is a combination of factors. The advisory committees would not be limited to technical fields. Robert Cabral said it depends on the discipline and the robustness of the advisory committee. Jeff Baker said some subject matters take a master's or a bachelor's. We need to know what is in the MQs. Robert has struggled to find volunteers for review committees. He said urgencies make this a recruiting problem. Peter Sezzi asked when we will have lists of the equivalency committees needed. More lead time is better. The pools are continuously open for part-time faculty recruiting. Patricia asked if the EVPs could get Michael Arnoldus lists of part-time faculty vacancies. Michael will send out the list next week.	EVPs to send lists of part-time faculty vacancies to Michael Arnoldus.	Michael Arnoldus will send out lists of equivalency committee members needed during week of 12/14/09	EVPs and Michael Arnoldus

<p>MQ review for existing temporary (part-time) employees</p>	<p>Patricia asked what we do when we need tenured faculty for equivalency review? The committee decided that when there are no tenured faculty at each of the three colleges to participate on the districtwide equivalency committee, then tenured faculty from a related discipline can perform the review. "Related discipline" for this purpose means the disciplines listed in the MQs for that discipline.</p> <hr/> <p>Patricia raised the issue of part-time faculty who apply for a full-time job or it surfaces that they don't have the MQs and they have not been granted nor requested an equivalency. The internal auditors (Vavrinek, Trine, Day & Company, LLP) did a random audit and found a faculty member without the MQ.</p> <p>Jeff wanted to know if we are auditing every faculty member's file and did AP-7211 trigger an audit? Patricia replied that AP 7211 didn't trigger this. Patricia explained that the adoption of the district-wide equivalency procedure and the audit of existing personnel files were separate and independent actions. The review of the personnel files to ensure all faculty have the required minimum qualifications resulted from the annual audit performed by Vavrinek, Trine, Day & Company, LLP. A representative from the audit team selected a file wherein the faculty member did not have the required degrees/minimum qualifications required for that discipline. In response to the audit finding, HR developed a degree verifying procedures to ensure new employees qualifications are confirmed. In addition, Parham stated that the District committed to the State Chancellor's office to review all current faculty files to confirm minimum qualifications and report any other problems we have with "unqualified" faculty teaching at Ventura county Community College District. Peter Sezzi stated the Academic Senates were not consulted on this decision to review all faculty files.</p> <p>Patricia asked how the committee suggests we handle the HR file review results. The reasons the matter is coming up are: 1) they are current part-time faculty, applying for a full-time job; or 2) they will surface as a result of the HR file review.</p> <p>Options to consider: 1) districtwide equivalency review by committee; or 2) equivalency review by the local college.</p> <p>Michael said the issue with districtwide equivalency review is how does this impact part-time faculty at another college? Ed said the part-time minimum qualifications are the same as full-time and they are districtwide.</p> <p>Ed asked if experience at the District can be used as part of the equivalency criteria, to foster professional development? Patricia said one option is that anybody found not currently meeting the MQs and currently employed could request an equivalency review through their college, but this is not the districtwide process.</p> <p>Michael said the HR file review is being done by last name. Until it is done, these</p>	<p>Modify equivalency policy/procedure</p>	<p>Spring 2010</p>	<p>Michael Arnoldus</p>
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	<p>issues might arise if someone applies for a job who has not yet been audited. What about a person who applies for a new job before the local process is in place? Patricia said if you apply for a full-time job, you are applying anew. Ed said we need to hold the individual harmless, give them due consideration, because their problem was our fault - take care of existing employees.</p> <p>Patricia suggested: 1) we do the audit; 2) HR contacts the people to check their paperwork; 3) explain they need to go through the review. The experience factor is up to the Senates - they set up the equivalency review team.</p> <p>Patricia asked how we should treat those currently teaching part-time who apply for a full-time job. Do we use the districtwide equivalency process or separate them for review at the college where they are employed? That would mean 2 different processes for the same position.</p> <p>Peter said you can rank them as you see fit at your college, even if we use the local college equivalency process. Peter supports the bifurcated process for the Spring Semester only. We should modify it in writing so we don't leave a loophole. Patricia said for the full-time job, we should make them go through the districtwide equivalency process. Patricia said the people working here part-time who apply for full-time can go to the college equivalency review. New hires would go through the districtwide equivalency review. You need 2 experts in the field for the review. This is to expedite the hiring committee's work. Peter said we should have the local college get it done in a week. It's easier to find two people on one campus than three districtwide.</p> <p>Michael asked if we should stop the districtwide hiring process and send it back to the college. Jeff said normally this needs to be approved by the Senates.</p>	Senate Presidents discuss at Senate meetings and report back to the Committee	1/28/10	Academic Senate Presidents
Review of Policy & Procedure; BP 7205 Employee Code of Ethics – Subcommittee Composition	<p>Peter said Sue Bricker indicated Krista Wilbur will represent classified employees at Ventura College.</p> <p>Jay Wysard said they will meet on December 17th at the DAC, Room 100.</p>	Draft of Policy	Present to DCHR in Jan. To Academic Senate in Feb. Final Review by DCHR by end of Feb. To Rules in March. To Board in April.	Jay Wysard Committee Members Patricia Parham
Open Discussion	<p>Robert asked if there is a districtwide professional development committee. Patricia responded: No, we had one years ago, when there was state money for such a program.</p> <p>Peter asked concerning AP 7120–Chancellor Recruiting, is there a way to change the order of reference checks? Can reference checks be done prior to the</p>			

	<p>committee level interview? Interviewers said you need outside information first. Patricia said no because it causes problems with confidentiality. Reference checks are only done for finalists.</p> <p>A question was posed re the rehiring prohibition: How long do you keep these files? Patricia said personnel files are a permanent record - there is either a paper file or it is scanned, kept in perpetuity and not destroyed.</p>			
<p>Future Meeting Date</p>	<p>Our next meeting will be January 28, 2010, 10:00-11:30 a.m. at the DAC.</p>			