

**Ventura County Community College District
District Council on Human Resources (DCHR) Committee
 February 25, 2010
 10:00 a.m.**

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

Absent:

Recorder: Laurie Nelson-Nusser

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	Ms. Parham welcomed everyone and opened the meeting.			
Approval of Minutes	<p>Ms. Parham requested a review of the minutes from December 10, 2009, and January 28, 2010.</p> <p>Ms. Parham drafted the revised language for the December minutes (2nd page, 2nd paragraph) regarding MQ review for existing temporary (part-time) employees. All DCHR members reviewed and approved the minutes.</p> <p>The meeting minutes from January 28, 2010, were approved with discussion regarding page 5, 2nd paragraph. Mr. Sezzi requested to have "Spring" revised to "Spring 2010" and insert in line 3 "current" before part time. January meeting minutes.</p>	<p>Approval of the minutes from December 10, 2009, meeting was moved by Mr. Sanchez, seconded by Dr. Endrijonas and unanimously approved.</p> <p>Approval of the minutes from January 28, 2010, meeting was moved by Dr. Baker, seconded by Mr. Sanchez, unanimously approved.</p>		

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Revisions: AP7211 – Minimum Qualifications & Equivalencies	<p>Ms. Parham distributed AP7211, noting the changes that were approved after the December meeting. She stated it will go back to the Policy Committee and to the Board as an informational item.</p> <p>Mr. Sezzi asked how strictly the procedure must be adhered to and gave a scenario at VC where they are hiring a football coach. Ms. Parham said if this individual has the minimum qualifications to teach in this particular case and it is a tenured vs. non-tenured question. Ms. Parham asked how the committee feels about such a situation. Dr. Baker said he doesn't think it warrants a change to the procedure. Ms. Parham said this is addressed in the existing procedure where it says that the director approves exceptions.</p>	N/A		
MQ Review for Existing Employees - Update	<p>This item was moved up to reorder the agenda.</p> <p>Mr. Arnoldus and Mr. Wysard provided a status update on the project. Mr. Arnoldus said this is a three part process which includes collecting information, pulling files and putting information into the spreadsheet. The directors review the areas of concern and validate the specific issue.</p> <p>Mr. Sezzi said there is an issue regarding timeliness for full time hires and doesn't want this to hold up the process. If there are part time faculty in the pool that may not be qualified, this could hold up the process. Ms. Parham said we agreed this was separate and if we had someone in a full time pool, we would not wait; we would do a separate and independent review. Mr. Sezzi requested a timeline. Ms. Parham clarified what was committed to previously: If there is a full time faculty hire, HR had committed to reviewing the candidates requesting an equivalency. If there is any existing part time faculty, then HR would confirm they didn't ask for equivalency because the candidate thought they were already qualified. If they are not qualified and it appears they don't have a degree and have never requested an equivalency, HR would contact the candidate to tell them they must request an equivalency. Ms. Parham agrees with Mr. Sezzi there is a missing step in this process and we</p>	Add missing	March 25 th .	Michael

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	<p>should add it into the procedure. Mr. Sezzi asked if HR could have this done within 1 week or 1½ weeks as timeliness is of the essence. Ms. Parham said HR will complete within 2 days after the close of the position.</p>	<p>step to AP 7211 procedure.</p>		<p>Arnoldus</p>
<p>Review of Policies and Procedures</p>	<p>BP7205 & AP7205 – Employee Code of Ethics: Ms. Parham said at the last meeting the committee requested to separate the administrative procedure and board policy. The committee’s task was to review and come back to the meeting to present comments.</p> <p>Dr. Baker said he hasn’t had time with his senate to make any comments and it is going to take longer than he originally thought. Mr. Cabral agreed with Mr. Sezzi and there hasn’t been any response from his senate. Mr. Knudson said it is required by accreditation to have a policy. Mr. Sezzi said that he would bring it back to them again, but the senate really wanted to make a statement and at the first reading they told Mr. Sezzi to take it back to DCHR and reject it. Mr. Sezzi said Ventura College’s senate commented that almost nothing had changed.</p> <p>Ms. Parham inquired as to whether it would be a benefit to push it a month out or move forward as is. Mr. Sezzi suggested allowing one more month and he will inform his senate to make changes or it will go out without their input. Dr. Baker stated we should keep the board policy separate. Dr. Endrijonas said there must be an administrative policy if there is a board policy. Mr. Sezzi said attempting to complete both at the same time is the issue.</p> <p>Mr. Knudson suggested the subheadings of the procedure be added as bullets to the policy and included without specifics of procedure.</p> <p>Ms. Parham suggested moving the board policy through the Policy Committee now and allow another month to work on the administrative procedure. Mr. Sezzi prefers Mr. Knudson’s idea of adding bullet points for the subheadings.</p>			

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	<p>Ms. Parham stated they will keep the bullets that are currently reflected and pick up A, B, C, D, as additional bullets in the document. After the board policy is modified, it will move to the Policy Committee next week (March) and then to the Board in April. HR will notify the Board that the administrative procedure will be delayed one month and will take it to the Board in May. Ms. Parham asked if all were in agreement that the administrative procedure will be pushed out a month and the board policy will move on. All agreed.</p> <p>AP7350 – Resignation: (moved up in order of agenda) Mr. Sezzi requested to move agenda item up. Ms. Parham stated we have revised the policy to conform it to current practice and the Board’s Delegation of Authority to the Chancellor. Dr. Baker submitted to the group that the issue of resignations is a union issue and not a 10+1 issue therefore it doesn’t require the academic senates’ review. Mr. Sezzi is in favor of this as well.</p> <p>Mr. Sezzi requested to add to the check off list (2nd to last page): “contact the library before leaving to ensure there are no holds on your account”.</p> <p>AP3430 – Prohibition of Harassment The Academic Senate Presidents all need more time for review.</p> <p>AP7120C – Recruitment & Hiring Part Time Faculty: Dr. Baker requested more time for review. Mr. Sezzi had comments to share from Ventura College’s senate. Mr. Sezzi said the AP must reflect the two separate and distinct ways we recruit and hire part time faculty and this AP seems to “muddy the waters.” There are issues with last minute positions and we should bring back the emergency hires, which Mr. Sanchez stated should be a “best practice”. If there isn’t a certified pool available, there should be an easier process to get a faculty member on a short</p>	<p>Send out the BP7205 modified with bullet additions and sent to the Policy Committee for approval.</p> <p>Revision of administrative policy</p> <p>Add to check off list.</p> <p>Bring back comments to next meeting</p>	<p>2/26/10</p> <p>3/25/10</p> <p>March 25th</p> <p>March 25th</p>	<p>Jay Wysard Patricia Parham</p> <p>All Groups</p> <p>Jay Wysard</p> <p>All committee members</p>

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	<p>term basis and feels the procedure does not reflect reality on campus. Timing is the issue. Ms. Parham clarified that the term of “emergency hire” basically means we circumvent our own procedure. Mr. Sezzi suggested more names be recommended for hire. Allowing a year for certification was one recommendation for review. Another recommendation mentioned by Mr. Sezzi was to borrow from other colleges if the faculty member hasn’t yet met their full load. Ms. Parham stated if the council members were looking for a shortened way to hire when these issues arise we have to ensure they are reviewed for equivalencies before hiring at the other college. Mr. Sezzi said this doesn’t always work if there is a shortage of faculty for that discipline, i.e.; Economics or Nursing. Mr. Arnoldus is working on the revising the forms for the future hire process for documentation purposes. If the committee recommends multiple persons to be hired.</p>	<p>Work on revising forms for part time hiring.</p>	<p>March 25th</p>	<p>Michael Arnoldus</p>
<p>Action Items from January</p>	<p>Ms. Parham stated there were some action items in the January agenda for everyone to bring back and review.</p> <p><u>ACTION ITEMS from January minutes regarding Minimum Qualifications:</u> Dr. Baker will contact the State Senate for guideline protocol and Ms. Parham will pull together something that will demonstrate management’s support at the colleges and will bring these back to the next meeting. Mr. Knudson, Mr. Sezzi, and Dr. Baker, will work together on the guideline issue and will bring that back to the next meeting. The guidelines will not be required for utilization.</p>	<p>Contact State Senate for guideline protocol.</p> <p>Write something to demonstrate mgmt support at the colleges.</p> <p>Work on guideline issue.</p>	<p>March 25th</p> <p>March 25th</p> <p>March 25th</p>	<p>Jeff. Baker</p> <p>Patricia Parham</p> <p>Jeff Baker, Ed Knudson, Peter Sezzi</p>
<p>Minimum Qualifications Update</p>	<p>Ms. Parham noted the e-mail link for the State Academic Senate is in this month’s packet ,for the past 20 years of minimum qualifications, and suggested posting the link on our website. http://www.asccc.org/SenateOffice/MinimumQuals.htm</p>			

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	<p>Mr. Arnoldus stated there are currently 13 disciplines requiring district wide equivalency committees for full time hires that are immediate issues and Mr. Arnoldus sent spreadsheets to the Academic Presidents for their review. Mr. Arnoldus said we have individuals identified for 3 committees and are currently working on convening those committees. For the rest, there is only one or two people confirmed. We are going forward with two colleges represented, but would like to have three. Mr. Arnoldus requested the senate presidents to continue to work towards getting names to him.</p> <p>Ms. Parham requested the EVP's help with the committee process. Mr. Sanchez stated he is working with the senate presidents. Mr. Sezzi said that sometime in the future he would like to see more of a move to a teleconference process. Ms. Parham requested Mr. Arnoldus to include the EVP's in the e-mails for this process.</p>	<p>Include Executive Vice Presidents in process</p>	<p>Ongoing</p>	<p>Michael Arnoldus</p>
<p>Next Meeting</p>	<p>Meeting adjourned at 11:45 am. The next DCHR meeting will take place on March 25, 2010, from 10:00-11:30 a.m. at the DAC.</p>			