

Ventura County Community College District  
District Council on Human Resources (DCHR) Committee  
November 19, 2009  
10:00 a.m. 1:40 p.m.

**Present:** Erika Endrijonas, Susan Bricker, Valerie Lee, Ed Knudson, Patricia Parham, Ramiro Sanchez, Andrea Adlman, Jay Wysard, Michael Arnoldus, Jeff Baker (via telephone)  
**Absent:** Robert Cabral, Peter Sezzi  
**Recorder:** Jennifer Holst  
**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>
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<p>Review of Policy &amp; Procedure; BP 7205 Employee Code of Ethics – Subcommittee Composition</p>	<p>Linda Kamaila and Linda Robison, Financial Aid Officer, will serve on Ethics Committee. Mr. Sanchez, Ms. Endrijonas and Mr. Knudson will get names of people to serve. The timeline was discussed. As this is an accreditation issue, it needs to go to the Board by March. We will need two Academic Senate meetings per the Brown Act to approve this policy. The first reading can be held in February. Action can take place at the second meeting in February. Then it can move to Rules in March, and finally to the Board in April. It will have to go through the DCHR again after approval by the Senate. In June and July, the Board self-studies. We can create placeholders in self-studies if the Board takes action in April. We will just have to indicate that it has been submitted to the Board. We will need final DCHR review in February. The DCHR will have to be done with it by the end of February. Then it can go to final review after the Academic Senate Review.</p>	<p>Send names of committee members to Patricia Parham.</p>	<p>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.</p>	<p>Jay Wysard</p> <p>Committee Members</p>
<p>Governance Committee Self-Appraisal Form</p>	<p>Ms. Parham received no comments, so it will go as is. It will be distributed on Survey Monkey.</p>			

Ap 7120-C  
Recruitment & Hiring -  
Chancellor

This is now Ap 7120

there is no full-time faculty member, we cannot process the equivalency review.

Mr. Baker and the other Senate members should bring their feedback to DCHR in December. Mr. Baker asked if we should go back to the past practice if there is currently no policy. Ms. Parham believes there is a policy. She stated there is a policy, but it does not cover all contingencies. We should schedule the next DCHR meeting on December 10th or 11th to hear feedback on this issue so we can move forward.

MQ review for existing temporary (part-time) employees

Ms. Parham explained we have a problem with some current part-time employees who may not have the required degrees and who did not request or were not granted an equivalency upon hire.

Currently, this only surfaces when they apply for a full-time position. Mr. Knudson suggested we review these only when it becomes an issue. Ms. Parham said HR is currently conducting a file audit to determine the extent of the problem. Mr. Sanchez suggested a District equivalency committee for existing employees to take new jobs or to keep what they have.

Ms. Parham said legally, as a District, we need to fix this by granting equivalency through the formal process of review, if an employee did not enter with a Master's Degree or determine they are not qualified. Erika Endrijonas suggested we keep this on the agenda until we determine the magnitude of the problem. Ms. Parham requested that this matter be discussed with the Senates and brought back to DCHR for action in December.

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