

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:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>
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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.

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MQ review for existing temporary (part-time) employees

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

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.

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.

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.

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

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	<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>			