

**Dallas County Community College District**  
Human Resources Director's Council

**CHARTER**  
Revised Spring 2010

**CONTEXT**

The current Human Resources structure in the DCCCD necessitates the need for a council structure that is designed to work in partnership and collaboration to meet the employee/employment needs at each location. Because each location administers the HR function based on differing sets of needs specific to the particular location, the primary challenge for the HR council is keeping all HR staff current and consistent in the application of DCCCD and HR processes and procedures. The structure of a monthly council meeting provides a consistent and timely arena to address district-wide issues and location concerns that may impact all employees and their work.

**PURPOSE** The HR Director's council is designed to provide an opportunity for location human resources directors and District Office human resources leadership to meet on a regular basis to address current employee issues and needs, to forecast future needs of the location and the DCCCD, and to bring forward to DCCCD administration recommendations for process, policy and procedures to support current and future DCCCD employee and employment initiatives. The HR Director's Council's primary objectives include:

- The sharing of information related to local, state, and federal guidelines regarding personnel and payroll policies, laws and regulations. This includes the communication of changes in laws and guidelines that may impact employees, the creation and implementation of recommendations for new policy and/or revisions to current policy, the creation and implementation of guidelines and the subsequent training of employees to make them aware and increase their accountability towards rules and regulations.
- The promotion of fair and equitable hiring and employment processes across the DCCCD.
- The identification of needed changes in current policy and adoption of consistent processes for use throughout the District.

The Human Resources Director's Council is authorized by Denys Blell, Executive Vice Chancellor of Human and Organizational Development to:

- To share information related to local, state, and federal guidelines regarding personnel and payroll policies, laws and regulations.
- To promote fair, equitable and consistent hiring and employment processes at each DCCCD location.
- To identify needed changes in current policy and adopt consistent processes, guidelines and identify training programs for use throughout the District.

## **BOUNDARIES**

Federal, State and Local Laws, DCCCD policy and procedures, location infrastructure are all key elements that necessitate a consistent HR representation. Reporting structure at the District Office and at each location in addition to budget play key roles in identifying and fulfilling HR-related goals.

## **CONSTRAINTS**

Federal, State and Local Laws, DCCCD policy and procedures, location infrastructure are all key elements that necessitate a consistent HR representation. Reporting structure at the District Office and at each location in addition to budget play key roles in identifying and fulfilling HR-related goals. Access to resources (systems, software, IT), coupled with differing types of employee groups and varying employee/employment needs all require a level of creativity and openness to meet individualized and location needs. Often times these pieces do not cross-over from location to location except in the structure of a council meeting where the location and District HR leadership can share ideas and processes.

## **TYPE OF ORGANIZATION:**

- The Human Resources Director's Council is a **Functional Council**, sponsored by the Executive Vice Chancellor of Human and Organizational Development. Two **work groups** report to the Human Resources Director's Council, these are the Benefits Coordinators work group and the Payroll Users group (currently in a state of flux).

**ORGANIZATION MEMBERS:**

FUNCTIONAL ROLE	NAME * DENOTES LEADERSHIP ROLE (I.E. CHAIR, CO- CHAIR, ETC.)	TITLE	HOME LOCATION
Administrator, DO Council Chair	Luis Camacho*	Associate Vice Chancellor, Human and Organizational Development	District
Administrator, DO Co- Chair-Communications	Ellen Benson*	District Director, Human Resources	District
Location Representative	Terri Edrich	Executive Director, Human Resources	Brookhaven
Location Representative	<u>Debbie Speck</u>	College Director, Human Resources III	Cedar Valley
Location Representative	Trish Rayford	Executive Director, Human Resources	Eastfield
Location Representative	Robert Garcia	Executive Director, Human Resources	El Centro
Location Representative	Willie Neal	Executive Director, Human Resources	Mt. View
Location Representative	Ella Barber	Executive Director, Human Resources	North Lake
Location Representative	Bill Dial	Director, Human Resources II	Richland
Location Representative	Pat Bollin	Executive Director, Human Resources	Richland
Location Representative	Kate Kelley	Executive Director, Human Resources	District Service Center
Location Representative	Vickie Montgomery	College Director, Human Resources II	LeCroy
DO Area Representative- Comp./Benefits	Cynthia Brown	Associate District Director, Human Resources	District

DO Area Representative- Employment/Employee Relations	Dawn Segroves	Associate District Director, Human Resources	District
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**ORGANIZATION RESOURCES:** Other members of the HR Council include representatives from District Information Technology—Jamie Templeton and Thomas Thomas, representatives from District Payroll Betty Butler. Resources such as District Legal, Business Affairs, Organizational Development and Risk Management also contribute to HR Initiatives as needed.

**MEETING SCHEDULE and LOCATION:** Human Resources Director’s Council meets on the second Wednesday of each month as noted on the following calendar:

**HR DIRECTOR BUSINESS MEETING  
MEETING CALENDAR**

**February 2009 through February 2010**

<b>MEETING DATE</b>	<b>LOCATION</b>	<b>ROOM</b>	<b>TIME</b>	<b>SEND AGENDA ITEMS TO DHR BY</b>	<b>AGENDA RELEASED 12 NOON (VIA EMAIL)</b>
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April 14	BJP	2002	9-12	April 09	April 13
May 12	BJP	2002	9-12	May 07	May 11
June 09	BJP	2002	9-12	June 04	June 08
July 14	BJP	2002	9-12	July 09	July 13
Aug. 11	BJP	2002	9-12	Aug. 06	Aug. 12
Sept. 08	BJP	2002	9-12	Sept. 03	Sept. 07
Oct. 13	BJP	2002	9-12	Oct. 08	Oct. 12
Nov. 11	BJP	2002	9-12	Nov. 05	Nov. 10
Dec. 08	BJP	2002	9-12	Dec. 03	Dec. 07

**ORGANIZATION SPONSOR:** Denys Blell, Executive Vice Chancellor, Human and Organizational Development

**DATE FOR REVIEW/RECONFIRMATION:**

**As approved by the Chancellor's Staff April 2010**

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Signed by the Sponsor or Sponsor's Representative

Date