

Ventura County Community College District
District Council on Human Resources (DCHR)
November 17, 2011

Present: Michael Arnoldus, Susan Bricker, Robert Cabral, Riley Dwyer, Dr. Erika Endrijonas, Patricia Ewins, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi
Absent: Dan Casey, Jay Wysard
Recorder: Jennifer Holst

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at 10:38 a.m.			
Approval of Minutes	Upon motion by Mr. Sanchez, seconded by Ms. Ewins, the minutes from the October 27, 2011, DCHR meeting were approved by all, without revision. Dr. Endrijonas and Ms. Bricker abstained due to absence.			
Faculty Service Area (FSA) Procedure	The committee discussed the Faculty Service Area (FSA) Procedure.			
AP 7120-B Recruitment and Hiring: Full-Time Faculty <ul style="list-style-type: none"> • Letters of Recommendation 	The Academic Senate Presidents will discuss attachment of letters of recommendation to applications with their respective Senates and will return their recommendations to the December 2011 DCHR meeting.	Discuss letters of recommendation with the Academic Senates	Next DCHR meeting.	Mr. Cabral Ms. Dwyer Mr. Sezzi
	Mr. Arnoldus will re-draft the Selection Committee Guidelines to add that the committee members disregard letters of recommendation that may be attached to the application packets.	Re-Draft Selection Committee Guidelines.	Next DCHR meeting.	Mr. Arnoldus
	Mr. Arnoldus will research the application system to determine attachments can be controlled.	Research application attachment control.	Next DCHR meeting.	Mr. Arnoldus
MQ/Banner Project	In Mr. Wysard's absence, Ms. Parham gave an update on the MQ/Banner Project status.	Provide update.	Next DCHR meeting.	Mr. Wysard

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Districtwide Equivalency Committee Deadlines	After discussion, it was determined that Mr. Arnoldus should address any problematic delays in the Districtwide Equivalency process to the appropriate Academic Senate President.			
Communication Issues	<p>The difference in roles between the HROC committee and DCHR were discussed.</p> <p>A concern was expressed that no EVP, HR or instructional input is given in the DOC meetings.</p>	Share the concern about DOC meetings with the Vice Chancellor, Business and Administrative Services.		Ms. Parham
Open Discussion	<p>The colleges are awaiting the Instructional Calendar for 2012-2013. Ms. Parham stated that the proposed Instructional Calendar will go before the Board of Trustees in December.</p> <p>Mr. Cabral is developing a survey concerning professional development. Moorpark College has an example.</p> <p>Mr. Sezzi inquired on a date for the Sabbatical Leaves Committee. Ms. Parham will ask Mr. Wysard to respond.</p>	Provide a date for the Sabbatical Leaves Committee.	Next DCHR meeting.	Mr. Wysard
Next Meeting	The meeting ended at 11:57 a.m. The next DCHR meeting will take place on December 15, 2011, at 10:30 a.m.			

These Minutes were approved at the DCHR Meeting on December 15, 2011.