

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**May 26, 2011**

**Present:** Andrea Adlman, Michael Arnoldus, Robert Cabral, Riley Dwyer, Dr. Erika Endrijonas, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard  
**Absent:** Dan Casey, Ed Knudson, Susan Bricker  
**Recorder:** Jennifer Holst

**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Meeting Opened</b>	The meeting commenced at 10:09 a.m.			
<b>Approval of Minutes</b>	Upon a motion by Mr. Sezzi, seconded by Dr. Endrijonas, the minutes from the April 2011 DCHR meeting were approved by all, with Ms. Adlman abstaining.			
<b>AP 7120-B Recruitment and Hiring: Faculty</b>	<p>Ms. Dwyer asked to hold this AP until the Moorpark College Academic Senate has an opportunity to review the changes to the AP. It was agreed that the procedure will be held until the fall, but the new rating system discussed at the April meeting will go into immediate effect.</p> <p>Concerning vacancy announcements, HR's goal in advertising is diversity. Listed on the procedure are the standard agencies where HR advertises vacancies. Advertising is paid from the HR budget. Ms. Parham will check on adding "edjoin" to the list because there is no cost.</p>	<p>Place on agenda for September 2011 DCHR Meeting and on the January 2012 DCHR agenda (for review of the ratings system).</p> <p>Add edjoin to the advertising list.</p>	Next DCHR meeting.	Mr. Arnoldus
<b>Letters of Recommendation/ Transcripts</b>	<p>Mr. Arnoldus will research having reference names only on the application, instead of attaching reference letters. Mr. Arnoldus will identify options for listing of reference types to be attached. He will review implementing anonymous self-attachment of letters of recommendation.</p> <p>The group recommended that the option for supplemental course lists with grades be eliminated and only official or unofficial transcripts be accepted.</p>	<p>Revise applications to eliminate supplemental course lists and research anonymous self-attachment of reference letters.</p>	Next DCHR meeting.	Mr. Arnoldus

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Selection Committee Guidelines</b>	Mr. Arnoldus presented draft Selection Committee Guidelines. Recommended changes were discussed.  Mr. Arnoldus will revise the Selection Committee Guidelines and re-distribute them. This item will be added to the next agenda for review.	Redraft the Selection Committee Guidelines	Next DCHR meeting.	Mr. Arnoldus
<b>Workflow of Districtwide Equivalency Meetings</b>	The testing environment is ready to go. The IT process should be finished for fall. Mr. Arnoldus will give a demonstration next time.	Provide demonstration.	Next DCHR meeting.	Mr. Arnoldus
<b>MQ/Banner Project</b>	The three colleges have submitted all required information to IT and are working with Bill Pearce to finalize this project. The goal is to ensure that the minimum qualifications listed in Banner for a course match the assigned faculty member's qualifications.			
<b>Proposal for Standing Districtwide Equivalency Committee</b>	Mr. Knudson was absent, so this item is held over until the next meeting.			
<b>Communication Issues</b>	Ms. Parham discussed the launch of HR Talk. The first presentation is scheduled for June 16 <sup>th</sup> . This is a new videoconference forum for more communication to be disseminated from the Human Resources Department to the District.			
<b>Open Discussion</b>	Dr. Endrijonas expressed a need to find an instructor who has already gone through the process to be a back-up for auto-body teachers. This can be accomplished by creating a recruitment and adding an explaining that there is no immediate vacancy, but the selection process will only be for a back-up.			
<b>Next Meeting</b>	The next meeting date was changed from August 25, 2011, to September 8, 2011, from 10:00 to 11:30 a.m., in the Board Room at the District Administrative Center.			

These Minutes were approved at the DCHR Meeting on September 22, 2011.