

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**September 22, 2011**

**Present:** Michael Arnoldus, Susan Bricker, Robert Cabral, Riley Dwyer, Patricia Ewins, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard  
**Absent:** Dan Casey, Dr. Erika Endrijonas  
**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 10:04 a.m.			
<b>Approval of Minutes</b>	Upon a motion by Mr. Cabral, seconded by Mr. Sanchez, the minutes from the May 2011 DCHR meeting were approved by all, with Ms. Ewins abstaining.			
<b>AP 7120-B Recruitment and Hiring: Full-Time Faculty</b>	Revisions to this procedure were discussed and additional changes were made during the meeting. Mr. Arnoldus will clean up the document and the procedure will be brought to the next DCHR meeting for final approval.	Finish revisions.	Next DCHR meeting.	Mr. Arnoldus
<b>Letters of Recommendation/ Transcripts</b>	<p>The option for supplemental course lists with grades has been eliminated from the application process and only official or unofficial transcripts may now be attached.</p> <p>There was a discussion concerning whether or not to require or allow attachment of letters of recommendation. The item was tabled until next meeting.</p> <p>Mr. Arnoldus will conduct a survey of what other institutions do for faculty, not for administrators, regarding letters of recommendation.</p>	<p>Table until next DCHR meeting.</p> <p>Conduct survey of other institutions' practices.</p>	Next DCHR meeting.	<p>Mr. Arnoldus</p> <p>Mr. Arnoldus</p>
<b>Selection Committee Guidelines</b>	The committee discussed the revised Selection Committee Guidelines.			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Workflow of Districtwide Equivalency Committee Meetings</b>	The Workflow of Districtwide Equivalency Committee Meetings is not yet finished. Mr. Arnoldus will give a demonstration at the next DCHR meeting.	Provide demonstration.	Next DCHR meeting.	Mr. Arnoldus
<b>MQ/Banner Project</b>	There was insufficient time to discuss this project. Bring forward to next DCHR meeting.	Provide update.	Next DCHR meeting.	Mr. Sanchez, Dr. Endrijonas, Ms. Ewins
<b>AP 7120-D Recruitment and Hiring: Part-Time Faculty</b> <ul style="list-style-type: none"> <li>○ <b>Future Hires</b></li> </ul>	<p>There was insufficient time to discuss this item. Ms. Parham requested the committee to review the document and e-mail thoughts to Ms. Holst.</p> <p>Mr. Sezzi asked that the same changes be made to the committee compositions chart that were made to the chart on AP 7120-B Recruitment and Hiring: Full-Time Faculty.</p>	<p>Review and e-mail thoughts to Ms. Holst.</p> <p>Revise committee compositions chart in proposed AP 7120-D</p>	Next DCHR meeting.	<p>Committee Members</p> <p>Mr. Arnoldus</p>
<b>Communication Issues</b>	There was insufficient time to discuss this item. Ms. Parham will send out an update on the new HR Talk program via e-mail.	Distribute HR Talk Update to Committee	Immediately	Ms. Parham
<b>Open Discussion</b>	There was insufficient time for open discussion.			
<b>Next Meeting</b>	<p>The next meeting will take place on October 27, 2011, at 10:00 a.m.</p> <p>Future Meetings: <i>Note special dates/times</i>  November 17, 2011, 10:30 a.m.  December 15, 2011, 10:30 a.m.</p>			

These Minutes were approved at the DCHR Meeting on October 27, 2011.