

**Ventura County Community College District
District Council on Human Resources (DCHR)**

March 31, 2011

10:00 a.m.

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

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Meeting Opened	The meeting commenced at 10:07 a.m.			
Approval of Minutes	Upon a motion by Mr. Sanchez , seconded by Mr. Sezzi, the minutes from the February 2011 DCHR meeting were approved by all, with Dr. Endrijonas abstaining due to her absence in February. (Ms. Parham arrived a few minutes late and missed the vote.)			
AP 7205 Employee Code of Ethics Review	AP 7205 was discussed and revised. Ms. Holst will e-mail the revised procedure to the Committee members this afternoon. It will receive final review with the Academic Senates and DCHR in April. The final version will go to the Policy Committee in May, and to the Board of Trustees in June.	Academic Senates/DCHR will have final review in April. Ms. Holst to send out revised document this afternoon.	Final Review at April DCHR Meeting 3/31/11	DCHR Ms. Holst
MQ/Banner Project	The EVPs are working with Bill Pearce/IT on this project. Mr. Sanchez will prepare a list of conflicts between the colleges concerning the matches between TOPS codes and disciplines. Mr. Sanchez will follow up with Bill Pearce and bring a report for review in DCHR when it is ready.	Prepare list of conflicts between the colleges on TOPS codes and disciplines. Report from IT. Monthly update	April DCHR Meeting When ready. April Meeting	Mr. Sanchez Mr. Sanchez EVPs

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Districtwide Equivalency Meetings	Mr. Arnoldus provided an update on IT's development of an electronic approval process. Mr. Arnoldus will provide another update next month.	Report for next DCHR meeting.	April DCHR Meeting	Mr. Arnoldus
Proposal for Standing District- wide Equivalency Committee	Mr. Knudson was absent. Add to agenda for next month.	Report for DCHR meeting.	April DCHR Meeting	Mr. Knudson
Personal Relationships Within Selection Committees	Mr. Arnoldus will draft instructions on how to keep people focused on the task at hand and use their professional opinions to make decisions and not be influenced by their relationships with other committee members.	Prepare draft script for selection committees	April DCHR Meeting	Mr. Arnoldus
Student Workers Policy/Procedure	The final adopted policy BP 7270 and procedure AP 7270 were distributed.			
HR Tools Demonstration	Ms. Parham demonstrated the updated HR Tools.			
Open Discussion	Ms. Parham would like to add to the agenda for next time and as a standing item, how the Human Resources Department can better communicate to the college community. Mr. Arnoldus would like to add to the agenda for next time a discussion of the use of letters of recommendations and transcripts that applicants upload to the system.	Add these items to the April DCHR Agenda.	April DCHR Meeting.	Ms. Holst
Next Meeting	April 28, 2011, from 10:00-11:30 a.m.			

These Minutes were approved at the DCHR Meeting on April 28, 2011.