

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**March 22, 2012**

**Present:** Michael Arnoldus, Riley Dwyer, Patricia Ewins, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard  
**Absent:** Susan Bricker, Robert Cabral, 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 10:06 a.m.			
<b>Approval of Minutes</b>	Upon motion by Mr. Sezzi, seconded by Ms. Dwyer, all in attendance approved the February 23, 2012, DCHR meeting minutes, without changes. Ms. Ewins abstained.	Post approved minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
<b>Annual Review of Disciplines Unique to a College</b>	The committee approved the revised list of Disciplines Unique to a College. This revised list is an attachment to AP 7211 Minimum Qualifications and Equivalencies and will now move to the Policy Committee. DCHR should review the list again in one year.	Review again in one year.	March 2013 DCHR Meeting.	Ms. Parham
<b>Review of Participatory Governance Committee Self-Appraisal</b>	The committee reviewed the Participatory Governance Committee Self-Appraisal survey and would like clarification on whether this survey is to be used for campus committees and districtwide committees.	Ms. Parham will ask that this be discussed at the next Consultation Council.	Next Consultation Council	Ms. Parham
<b>AP 7120-A Recruitment and Hiring: Managers</b>	The committee discussed proposed changes to the hiring committee for all managerial hires.  The committee would like to review the section concerning hiring a DAC manager of AP 7120-A in a few months.	Discuss proposed revisions in Chancellor's Cabinet.  Review again in a few months.	Next Chancellor's Cabinet.  Agendize for future DCHR meeting.	Ms. Parham  Ms. Parham

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Demonstration of Electronic Declaration of Equivalency Form</b>	Mr. Arnoldus demonstrated the electronic Declaration of Equivalency form. The committee saw no benefit to this form. The committee discussed consolidating this into one work flow process. Mr. Arnoldus will reinvent this idea and present it again at a future DCHR meeting	Recreate the electronic Declaration of Equivalency process.	Future DCHR Meeting	Mr. Arnoldus
<b>Guidelines for Interview Panel Members</b>	This item was accidentally skipped over on the agenda. Place on the agenda for next meeting.	Add to agenda for next DCHR meeting.	Next DCHR meeting.	Ms. Parham
<b>Equivalency Criteria for Disciplines in which a Master's Degree is Not Required</b>	The committee discussed adding an option on the Declaration of Equivalency Form for an anticipated degree for disciplines that do not require a master's degree. Revise the Equivalency Form and Board Policy and bring back to the next DCHR meeting.	Revise the form and the Board Policy on minimum qualifications and equivalency.	Next DCHR meeting.	Mr. Arnoldus
<b>New Statewide Minimum Qualifications and the Impact Thereon within the VCCCD</b>	The committee discussed the ramifications of the new statewide minimum qualifications for art and art history. Mr. Sezzi will discuss this issue with his Academic Senate and appropriate/affected faculty.	Discuss again at the next DCHR meeting.	Next DCHR meeting.	Ms. Parham
<b>Availability of HR Lists</b>	Mr. Sezzi asked if the longevity lists are public or confidential. Ms. Parham explained that some lists are public and some are not. Ms. Parham answered the question about what she considers to be a public document based on the Public Records Act (PRA). Ms. Parham said she considers the longevity lists to be public records. Individual questions about these lists should first be addressed at the college. Mr. Sezzi also inquired about FSAs. Ms. Parham responded that she does not consider FSA information to be a public record as it is part of the personnel file. Mr. Sezzi also asked			

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
	about seniority lists. Ms. Parham believes that seniority lists are also protected documents that do not fall under the PRA but she is not certain.			
<b>Hiring Process Feedback</b>	The committee discussed a request from one college to another to review an equivalency decision. Ms. Dwyer prefers that the request come through Human Resources.			
<b>Communication Issues</b>	There was insufficient time to discuss communication issues.			
<b>Open Discussion</b>	There was insufficient time for open discussion.			
<b>Next Meeting</b>	The meeting ended at 12:30 p.m. The next DCHR meeting will take place on April 26, 2012, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on April 26, 2012.