

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**December 15, 2011**

**Present:** Michael Arnoldus, Robert Cabral, Riley Dwyer, Dr. Erika Endrijonas, Patricia Ewins, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard  
**Absent:** Dan Casey, 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 10:34 a.m.			
<b>Approval of Minutes</b>	Upon motion by Mr. Sezzi, seconded by Mr. Arnoldus, all in attendance approved the November 17, 2011, DCHR meeting minutes, without changes.			
<b>AP 7120-B Recruitment and Hiring: Full-Time Faculty</b> <ul style="list-style-type: none"> <li>• <b>Letters of Recommendation</b></li> </ul>	<p>The Academic Senate Presidents reported on their discussions concerning attachment of letters of recommendation to applications with their respective Senates. Mr. Hayashi also reported on his discussions with AFT concerning letters of recommendation.</p> <p>After a group discussion, Mr. Sezzi moved to delete letters of recommendation as part of the application packet, not to accept them for faculty recruitments for fall 2012, and that the inclusion of letters of recommendation be reconsidered at the last DCHR meeting in the spring of 2012. Mr. Hayashi seconded the motion. Mr. Cabral voted against the motion. Mr. Cabral voted against the motion. All others in attendance voted in favor of the motion, with no abstentions.</p>	Review Letters of Recommendation Issue at the May DCHR meeting. Ms. Parham to place on May DCHR agenda.	May DCHR meeting.	Ms. Parham

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Equivalency Work Flow</b>	Mr. Arnoldus gave a report on the status of the Equivalency Work Flow project.			
<b>MQ/Banner Project</b>	Mr. Wysard gave a report on the MQ/Banner Project status.	Provide report and update.	Next DCHR meeting.	Mr. Wysard
<b>AP 7120-A Recruitment and Hiring: Managers</b>	The group discussed the make-up of and number on the hiring committees for managers, and including an open forum for the EVP search. The group asked Ms. Parham to discuss the issue in the Chancellor's Cabinet.	Discuss in Chancellor's Cabinet.		Ms. Parham
<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 12:11 p.m. The next DCHR meeting will take place on January 26, 2012, at 10:00 a.m. (Subsequently, the January 26, 2012 meeting was cancelled.) The next DCHR meeting will go forward on February 23, 2012, at 10:30 a.m.			

These Minutes were approved at the DCHR Meeting on February 23, 2012.