

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**February 23, 2012**

**Present:** Michael Arnoldus, Riley Dwyer, Dr. Erika Endrijonas, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard  
**Absent:** Susan Bricker, Robert Cabral, Dan Casey, Patricia Ewins  
**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 10:38 a.m.			
<b>Approval of Minutes</b>	Upon motion by Mr. Sanchez, seconded by Dr. Endrijonas, all in attendance approved the November 17, 2011, DCHR meeting minutes, without changes. There were no abstentions.			
<b>Review of DCHR Committee Charge and Composition</b>	The committee reviewed and revised the Committee Charge and Composition from the Participatory Governance Handbook.			
<b>Review of Participatory Governance Committee Self-Appraisal</b>	The committee reviewed and revised the Participatory Governance Committee Self-Appraisal. This will be reviewed at the March 2, 2012, Consultation Council.			
<b>Annual Review of Disciplines Unique to a College</b>	The committee reviewed and revised the list of Disciplines Unique to a College.	Make changes and bring back for final review at next DCHR Meeting.  Ms. Dwyer to check on Personal Training and Kinesiology.	Next DCHR Meeting	Ms. Parham  Ms. Dwyer

<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 presented an update on the status of the Equivalency Work Flow project.	Demonstration of the electronic Declaration of Equivalency Form at the next DCHR meeting.	Next DCHR Meeting	Mr. Arnoldus
<b>MQ/Banner Project</b>	Mr. Wysard gave a status report on the MQ/Banner Project.	Discuss this process with the Deans at the next HR visits to the colleges. Let them know this is responsive to a Commission Concern and not a new "HR rule."	March 2012	Mr. Wysard Ms. Parham
<b>AP 7120-A Recruitment and Hiring: Managers</b>	Ms. Parham brought the proposal to have more members on the hiring committee for the EVP search at Moorpark College to the Chancellor's Cabinet. The Chancellor's Cabinet did not want to change the procedure for only one recruitment. Discuss changing the policy for hiring committees on all recruitments at the next DCHR meeting.	Distribute the language from the December 2011 DCHR meeting regarding adding members to the hiring committee and discuss at next DCHR meeting.	Next DCHR meeting.	Ms. Parham
<b>Guidelines for interview Panel Members</b>	There was insufficient time to discuss this item.	Add to agenda for next DCHR meeting.	Next DCHR meeting.	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 12:20 p.m. The next DCHR meeting will take place on March 22, 2012, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on March 22, 2012.