

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**October 27, 2011**

**Present:** Michael Arnoldus, Robert Cabral, Riley Dwyer, Patricia Ewins, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard  
**Absent:** Susan Bricker, 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 10:07 a.m.			
<b>Approval of Minutes</b>	Upon a motion by Mr. Sezzi, seconded by Ms. Dwyer, the minutes from the September 2011 DCHR meeting were approved by all with no changes or abstentions.			
<b>AP 7120-D Recruitment and Hiring: Part-Time Faculty</b>	Revisions to this procedure were discussed. Additional changes were made during the meeting. This procedure will be cleaned up, distributed to the DCHR committee members, sent to the Policy Committee and then to the Board of Trustees for information.	Prepare final draft, distribute to DCHR members and forward to Policy Committee.	Immediately.	Ms. Holst
<b>Request for Faculty Service Area (FSA) Procedure</b>	The Request for Faculty Service Area (FSA) Procedure was discussed. The Academic Senates will review this. The item was set aside.	Academic Senates to review.		Mr. Cabral, Ms. Dwyer, Mr. Sezzi
<b>AP 3430 Prohibition of Harassment and Discrimination</b>	Minor changes were discussed. The revised procedure will now move to the Policy Committee and then the Board of Trustees for information.	Move to Policy Committee.	Immediately.	Ms. Holst.
<b>AP 7120-B Recruitment and Hiring: Full-Time Faculty</b>	There was insufficient time to discuss this item. Bring forward to next DCHR meeting.			Mr. Arnoldus
<b>Letters of Recommendation/ Transcripts</b>	Mr. Arnoldus presented survey data on how other districts use letters of recommendation. The Academic Senates will discuss the survey data and return with a recommendation.	Academic Senates to review and return with a recommendation.	Next DCHR meeting.	Mr. Cabral, Ms. Dwyer, Mr. Sezzi

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Districtwide Equivalency Committee Participants</b>	A review of the districtwide equivalency committee participants should be completed annually. HR will remind the Academic Senate Presidents to do this on an annual basis.	Remind Academic Senate Presidents to review Districtwide Equivalency Committee Participants.	Annually	Mr. Arnoldus
<b>Districtwide Equivalency Committee Deadlines</b>	There was insufficient time to discuss this project. Bring forward to next DCHR meeting.			Mr. Arnoldus
<b>Workflow of Districtwide Equivalency Committee Meetings</b>	There was insufficient time to discuss this project. Bring forward to next DCHR meeting.	Provide demonstration.	Next DCHR meeting.	Mr. Arnoldus
<b>MQ/Banner Project</b>	Work on this project is progressing. Next meeting there may be a first run on what has been established.	Provide update.	Next DCHR meeting.	Mr. Sanchez, Dr. Endrijonas, Ms. Ewins
<b>Communication Issues</b>	There was insufficient time to discuss this item. Bring forward to next DCHR meeting.			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 November 17, 2011, at 10:30 a.m.</p> <p>Future Meetings:  December 15, 2011, 10:30 a.m. (<i>Note special date and time</i>)  January 27, 2012, at 10:00 a.m.</p>			

These Minutes were approved at the DCHR Meeting on November 17, 2011.