

APPROVED MINUTES

**Personnel Commission Meeting
July 18, 2017**

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane; Vice Chairperson, Lynn Miller and Member, James Rapoza.

Absent: Senior Director, Human Resources, Troy Cope.

Guests: Deputy Superintendent Sabbah; C.S.E.A. President, Scott Mean-Hill and Jean Gardner.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of June 20, 2017 were approved (Rapoza/Miller).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda.

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 C.S.E.A. President, Scott Mean-Hill stated that during negotiations, the classified evaluations were updated/revised. Copies of the revised evaluations were disseminated and reviewed.

3.2 C.S.E.A. President, Scott Mean-Hill reminded the Commission that he would be attending C.S.E.A.'s 91st Annual Conference from July 31 to August 4, 2017 in Las Vegas.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 The Commissioners welcomed Deputy Superintendent Sabbah.

4.2 Deputy Superintendent Sabbah's Report

4.2.1 Deputy Superintendent Sabbah informed the Commission that the Santa Cruz County Office of Education will launch a new Santa Cruz County Career Advancement Charter (CAC). CAC will provide opportunities for students; ages 17 to 24 (including those who are incarcerated) get a second chance to earn their high school diploma and obtain job skills to start a career. Classes begin on September 5, 2017.

5.0 CONSENT AGENDA

5.1-5.4 The consent agenda items were approved as submitted (Rapoza/Miller).

Ayes: Unanimous Noes: None
Abstain: None Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 **New Classification—Second Reading: Management—
Manager, Business Information Systems**

Administration sees a need for a lower-level management position to assume higher-level responsibilities and tasks. Some of the responsibilities would include high-level systems support to school district users, overseeing and delegating tasks to other team members and coordinating daily activities, etc. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet, rather than the bargaining unit's Point Factoring Committee. The recommended title will be Manager, Business Information Systems. This will constitute a "second reading."

Motion: To approve the newly created job classification of Manager, Business Information Systems and place the position on Level 9 (\$85,372 to \$108,962) on the classified management salary schedule (Rapoza/Lane).

Ayes: Unanimous Noes: None
Abstain: None Absent: None

8.0 NEW BUSINESS

8.1 **New Classification—First Reading: Classified—
Program Coordinator, Outdoor Education and**

8.2 **New Classification—First Reading: Classified—
Program Assistant, Outdoor Education**

Administration reviewed the needs of the Outdoor Education Program and found that it needed to be restructured. In restructuring the Outdoor Education Program, temporary positions will now become part of the bargaining unit. Therefore, it is recommended that two new classifications be developed. This constitutes a "first reading."

Motion: Approve the proposed job descriptions of Program Coordinator, Outdoor Education and Program Assistant, Outdoor Education as a "first reading" (Miller/Rapoza).

Ayes: Unanimous Noes: None
Abstain: None Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 August 15, 2017 Regular Meeting of the Personnel Commission, at 2 p.m., in the Bay Conference Room at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:15 p.m.

Distribution: Personnel Commission
Michael C. Watkins, Superintendent
SCCOE Board of Education
SCCOE Office Managers
C.S.E.A. President
SCCOE Main Office Bulletin Board

Attest: **Troy Cope**
Senior Director, Human Resources