

APPROVED MINUTES

**Personnel Commission Meeting
August 15, 2017**

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2:04 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.

Guest: C.S.E.A. President, Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of July 18, 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 informed the Commission that he attended C.S.E.A.'s 91st Annual Conference from July 31 to August 4, 2017 in Las Vegas. Scott said that it was a working conference. The days started at 8:30 a.m. and ended at 9 p.m. Members voted to increase C.S.E.A.'s membership dues. Dues have not increased since 2003.

3.2 C.S.E.A., Chapter 484 held their union meeting following the Santa Cruz County Office of Education's Orientation Day.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 None.

4.2 Senior Director, Human Resources, Classified

4.2.1 The Administrative School Year Kick Off was held on August 8, 2017.

4.2.2 The Managers' Retreat was held on August 15, 2017 at U.C.S.C.

4.2.3 The 2017/2018 S.C.C.O.E.'s Orientation Day was held on August 21, 2017. It was a great way to begin the new school year.

5.0 CONSENT AGENDA

5.1-5.5 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: Classified— Program Coordinator, 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 was recommended that a new classification be developed. This constitutes a “second reading.”

Motion: To approve the new job description of Program Coordinator, Outdoor Education, as well as, approve the Employee Point Factoring Committee’s recommendation that the classification be placed at Range 39 (\$5,023 to \$6,364) on the classified salary schedule (Miller/Rapoza).

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

7.2 New Classification—Second 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 “second reading.”

Motion: To approve the new job description of Program Assistant, Outdoor Education and approve the Employee Point Factoring Committee’s recommendation that the classification be placed at Range 31 (\$4,165 to \$5,267) on the classified salary schedule (Miller/Rapoza).

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

8.0 NEW BUSINESS

8.1 Board’s Appointee to the Personnel

Mr. Lane has expressed his interest to the Commission and to the Superintendent of schools of his desire to continue as the Board appointed Commissioner. His reappointment will be presented to the Santa Cruz County Office of Education’s Board and the public on September 21, 2017. His new term will begin on December 1, 2017.

8.0 NEW BUSINESS (continued)

8.2 Transfer to a Related Classification

A classified employee in the position of Instructional Aide, Special Education requested consideration to transfer to the classification Instructional Aide, Autism Support. Susan Walters, the employee, has been with the Santa Cruz County Office of Education for 12 years. During her tenure, she has been working in the classification of Instructional Aide, Special Education. Senior Director, Human Resources Cope reviewed the similarity of duties and pointed out that Susan Walters met the minimum qualifications for the Instructional Aide, Autism Support classification. Discussion followed.

Motion: To approve Susan Walters' request to transfer to the related classification of Instructional Aide, Autism Support. Also, approve the recommendation that in this circumstance the employee will not serve a probation period in the new classification. It should be understood that this recommendation is made on the individual merits of this case (Rapoza/Miller).

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

9.0 CLOSED SESSION

9.1 Evaluation of Personnel: Senior Director, Human Resources Classified

The Commission adjourned into closed session at 2:22 p.m.

10.0 OPEN SESSION

10.1 The Commission reconvened at 2:57 p.m. The Commission will complete Senior Director, Human Resources Cope's evaluation at next month's meeting.

11.0 SCHEDULE OF UPCOMING EVENTS

11.1 September 19, 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.

12.0 ADJOURNMENT

12.1 The meeting of the Personnel Commission was adjourned at 2:58 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

Troy Cope

Attest: Senior Director, Human Resources