

APPROVED MINUTES

Personnel Commission Meeting November 14, 2017

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 1:30 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 August 15, 2017 were approved (Rapoza/Miller). Please let the records show that the September 2017 and the October 2017 meetings were canceled to various reasons.

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda (Miller/Rapoza).

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 C.S.E.A., Chapter 484's negotiation team met with the Santa Cruz COE's team and the following new items (language) were negotiated: 1) The SCCOE shall provide C.S.E.A. with the name, classification and site of any new hires within 10 days of the hire date; 2) the SCCOE shall provide C.S.E.A. with contact information of the new hire within 30 days of the hire date and; 3) the SCCOE shall provide C.S.E.A. mandatory access to its new employee orientation.

3.2 Scott Mean-Hill was unanimously nominated to run for re-election. Mr. Mean-Hill is completing his first year as C.S.E.A., Chapter 484's President.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Commissioner Lane thanked everyone for the get-well card.

4.1.2 With the recent sexual harassment allegations across Hollywood and on Capitol Hill, Commissioner Rapoza stressed the importance of sexual harassment prevention training. Senior Director Cope informed the Commissioners that they could complete their prevention of sexual harassment training through Keenan's Safe School Online Training.

4.0 REPORTS (continued)

- 4.2 Senior Director, Human Resources, Classified
- 4.2.1 On November 9, 2017, the “Be A Teacher Intern Program” orientation was held. Superintendent Watkins created the program in response to the teachers’ shortage. The team heading up the program includes Mary Ann James, Associate Superintendent, Educational Services; Linda Saranto, Coordinator; Scott Mean-Hill, Credential Analyst; and Troy Cope, Senior Director, Human Resources.
- 4.2.2 The Personnel Administrative Services Steering Committee (PASSCo) will meet on November 16-17, 2017 at Yolo COE in Woodland, CA.
- 4.2.3 Julie High has agreed to work on the 2018 Classification/Reclassification Study.
- 4.2.4 School & College Legal Services will present a workshop on “Confidentiality and Record Retention/Destruction.”

5.0 CONSENT AGENDA

- 5.1-5.5 The consent agenda items were approved as submitted (Miller/Rapoza).
- Ayes: Unanimous Noes: None
Abstain: None Absent: None

6.0 CORRESPONDENCE

- 6.1 The reclassification study memorandum notifying classified employees of their rights was sent on November 1, 2017. The deadline for submission of applications is February 1, 2018.
- 6.2 2018 C.S.P.C.A. Annual Conference, February 1-4, 2018 in San Diego, CA.

7.0 OLD BUSINESS

- 7.1 **None.**

8.0 NEW BUSINESS

- 8.1 Classification/Reclassification Study
Senior Director Cope informed the Commission that for the 2018 classification study, the Technology Support Family will be studied. The Technology Support Family will consist of Programmer Analyst; Technology Infrastructure Analyst; Senior Systems Support Liaison; Network Support Specialist; Systems Support Liaison; Technology Support Technician; Web Technician; Graphic Designer; Information Services Customer Support Specialist; Computer/Multimedia Technical Assistant; Data Processing Support Technician; and Data Processing Technical Assistant.

The Personnel Commission staff will collect the necessary data from comparable agencies and update job descriptions. An outside consultant will conduct interviews with staff and managers, analyze data and write reports. The classification committee consists of a representative from C.S.E.A., a confidential employee and a management representative. Troy Cope, Senior Director of Human Resources will serve as the facilitator.

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9.0 CLOSED SESSION

9.1 Evaluation of Personnel: Senior Director, Human Resources Classified

The Commission adjourned into closed session at 1:49 p.m.

10.0 OPEN SESSION

10.1 The Commission reconvened at 2:14 p.m. The Commission completed Senior Director, Human Resources Cope's evaluation.

11.0 SCHEDULE OF UPCOMING EVENTS

11.1 December 12, 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 2:15 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

Troy Cope

Attest: Senior Director, Human Resources