



APPROVED MINUTES

Personnel Commission Meeting
November 15, 2011

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, Keith Parkhurst; Member, James Rapoza; Human Resources Director, Megan Booth; and Human Resources Analyst, Toni Alldredge

Guests: Deputy Superintendent, Bryan Wall and C.S.E.A. Co-President, Heather Hutchison.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of October 18, 2011 were approved (Parkhurst/Rapoza).
- | | | | |
|----------|-----------|---------|------|
| Ayes: | Unanimous | Noes: | None |
| Abstain: | None | Absent: | None |
- 2.2 To accept the agenda (Rapoza/Parkhurst).
- | | | | |
|----------|-----------|---------|------|
| Ayes: | Unanimous | Noes: | None |
| Abstain: | None | Absent: | None |

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Heather Hutchison stated that she enjoyed having lunch with the Commission today.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
- 4.1.1 None.
- 4.2 Human Resources Director's Report
- 4.2.1 Professional Development Workshop, "Full Engagement," November 3, 2011.
- 4.2.2 Scott Hill and Lily Aguado attended the CalSTRS 2011 Secretarial Summit, October 21, 2011 in Sacramento, CA.
- 4.2.3 The Santa Cruz COE participated in the 2011 Great California Shake Out—Earth Quake Drill, October 20, 2011.
- 4.2.4 The Santa Cruz COE sponsored a Tuberculin Skin Test (TB) Clinic, October 24-27, 2011.
- 4.2.5 Toni Alldredge, Lily Aguado, and Sherrill McNulty attended the EPICS Fall Users Meeting, November 15, 2011 at the Santa Cruz COE.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, continued
 - 4.2.6 The Santa Cruz COE will be sponsoring Sexual Harassment Prevention Training Workshops, December 1-2, 2011.
 - 4.2.7 Director Booth announced that she would be attending the 2012 CSPCA Annual Conference, January 26-29, 2012 in San Diego, CA.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Deputy Superintendent Wall was happy to report that the Board held their Public Hearing on the reappointment of Mr. Lane and he was unanimously reelected.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted (Parkhurst/Rapoza).

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

6.0 CORRESPONDENCE

- 6.1 Notice of 2012 Reclassification Study.

7.0 OLD BUSINESS

- 7.1 2010-2011 Personnel Commission's Annual Report
The final copy of the Personnel Commission's Annual Report for 2010/2011 was presented and approved (Parkhurst/Rapoza).

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

8.0 NEW BUSINESS

- 8.1 None.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 December 13, 2011, Regular Meeting of the Personnel Commission, Bay Conference Room, 2:30 p.m., 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 1:44 p.m.

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Megan Booth

Attest: Megan Booth, Human Resources Director