



APPROVED MINUTES

Personnel Commission Meeting
November 20, 2012

1.0 CALL TO ORDER

1.1 Chairperson Parkhurst called the regular meeting to order at 2:01 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Keith Parkhurst; Vice Chairperson, James Rapoza; Member, Lawrence Lane; Human Resources Director, Megan Corey Booth; and Human Resources Assistant II, Lily Aguado.

Guest: 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 16, 2012 were approved (Lane/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda (Rapoza/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison announced that she had a wonderful holiday lunch today with the Commissioners and all that were present.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Commissioners announced that they had a spectacular lunch and that it was a nice opportunity to get together.

4.1.2 The Commissioners expressed well wishes for Superintendent Wall.

4.2 Human Resources Director's Report

4.2.1 Director Corey Booth said she had a great lunch and thanked all who attended.

4.2.2 The Human Resources Department provided the mandated Sexual Harassment Prevention training for COE Managers online through Keenan's Safe School. Positive feedback has been received from Managers that have completed the online training.

4.2.3 Director Corey Booth announced that she attended the EPICS Fall Users Meeting webcast with Toni Alldredge, Sherrill McNulty, and Lily Aguado on November 16, 2012.

4.2.4 Director Corey Booth announced that the Professional Development Series has begun and provided a schedule to the Commissioners. The classes are being taught by Mindi Cater, a retired ROP Instructor. The series is open to all classified staff located at the Encinal Street buildings.

4.0 REPORTS (continued)

- 4.2 Human Resources Director's Report (continued)
4.2.5 Information was provided to the Commissioners on the 2013 Annual CSPCA Conference in Anaheim, CA on February 21, 2013.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted (Rapoza/Lane).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

6.0 CORRESPONDENCE

- 6.1 Notice of 2013 Reclassification Study.

7.0 OLD BUSINESS

- 7.1 2011-2012 Personnel Commission's Annual Report (Lane/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 11, 2012 Regular Meeting of the Personnel Commission, Bay Conference Room, 2 p.m., Santa Cruz County Office of Education, 400 Encinal St., Santa Cruz, CA 95060

10.0 ADJOURNMENT

- 10.1 The meeting of the Personnel Commission was adjourned at 2:16 p.m.

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Megan Corey Booth

Attest: Megan Corey Booth, Human Resources Director