

Meeting Agenda

June 6, 2013 5:30pm

1. Call to Order

The meeting was called to order at 5:40pm.

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi, Vice-Chairperson Carter and Commissioner Lee were present and a quorum was established.

3. Public Comments (15 minute limit)

No public comments were made.

4. Approval & Adoption of Agenda

Approved: 3-0

5. Conference Items

- a) Approve corrected salary placement for Natasha Beery, Director, BSEP and Community Relations retroactive to start date.

Deputy Superintendent Javetta Cleveland requested Ms. Beery be placed at Step 5 of the salary schedule, due to incorrect information being listed on the original posting. Deputy Superintendent Cleveland stated that Ms. Beery made her decision to accept the position based on the information that was provided to her and which she agreed to, but after being hired it was discovered that the Step she was placed at (4), was less than what was offered. Deputy Superintendent Cleveland commented that Ms. Beery has been working above and beyond all expectations.

Approved: 3-0

- b) Deliberate and ratify Memorandum of Understanding (MOU) between the District and the Personnel Commission regarding the duties and responsibilities related to the Director, Classified Personnel.

The Commission discussed the Memorandum of Understanding with the Director, Classified Personnel.

Approved: 3-0

6. Approval of Minutes

Approved: 3-0

7. Consent Items

Ratification of Eligibility Lists

- a) Instructional Technician
- b) Interpreter for the Deaf
- c) Senior Personnel Assistant

Approved: 3-0

8. Old Business

The Commission reviewed the following old business items:

- i. Reemployment rights of a BCCE unit member
- ii. Contract with Playworks
- iii. Seniority date of a BCCE unit member

Motion was made to accept prior minutes as evidence that the above matters were addressed and recorded.

Approved: 3-0

9. Information Items

Examinations administrators in the month of May:

Instructional Assistant, ECE

Interpreter for the Deaf
Senior Personnel Assistant
Food Service Assistant
Instructional Technician
Workers' Comp Specialist
Food Service Satellite Operator

New hires processed in the month of May:

Derrick Green – Custodian I
Marilyn Nebolsky – Instructional Assistant, Special Education, Attendant
Susan Carpendale – Instructional Assistant
Claudia Ndah – Food Service Satellite Operator

10. Reports

a) Union

BCCE President Paula Phillips commented that the union is still in negotiations with the district. President Phillips also commented on the anticipated layoffs regarding the CNN program, including many cooking and gardening employees who will be impacted.

President Phillips requested that all union members receive notification that they are to be granted time, during work hours, to complete the feedback forms related to the results from the Classification study. Secretary Perez responded that an email was sent to all administrators that 90 minutes are to be provided to any member to complete the feedback form. In response to questions from President Phillips, Secretary Perez stated that a newsletter regarding the status of the Classification study will be sent to all members.

b) Commissioners Reports

Vice-Chairperson Carter requested to include as a discussion item, placing BCCE employees into provisional and limited term positions on the next agenda. Commissioner Lee voiced his approval for the new Personnel Coordinator.

c) Personnel Director

i. Classification and Compensation Study

Secretary Perez commented that most of 10- and 11-month classifications have been sent to the employees. Secretary Perez stated that there were still 7 classifications that the consultant needed to provide and that they would be received and mailed out by Monday, July 1, 2013 at the latest. Secretary Perez stated the employees have until June 21st, 2013 to return any feedback regarding their proposed classification. Secretary Perez stated that he hopes the classification study will be completed by August with a final report to be presented in October. Secretary Perez stated the Personnel Commission will need to schedule time in July and August for appeal hearings.

ii. Summary of Budget for Fiscal Year 2012-2013

The Commissioners discussed the 2012-2013 budget and the excess expenses that were incurred during the year due to unexpected staffing, including increased pay for a previous Personnel Coordinator and an additional limited term Administrative Assistant.

iii. Notification to Candidates Regarding Type of Exam to be Administered

Secretary Perez stated, per the request of Denise Diggs-Ray, BCCE representative, that when notifications are sent to candidates regarding testing, such notifications will indicate the type of test (written, computer-based, oral, performance, etc.).

11. Public Comments (15 minute limit)

President Phillips requested that the Personnel Commission meetings be more consistent, both with location and start time. President Phillips also suggested that Secretary Perez engage with the District to request the use of the new

Board room once construction is complete.

12. Next Meeting

June 11, 2013 – Special meeting to consider the recommendation of a hearing officer in a disciplinary matter of one classified employee

July 11, 2013, 4:30pm – Next regularly scheduled meeting

TBD – Classified Study Appeals meeting

13. Adjournment

Meeting adjourned at 6:25pm.

Respectfully Submitted:



Randy Perez
Secretary, Personnel Commission

7/31/2013

Date

Approved:

Ann Aoyagi
Chairperson, Personnel Commission

Date