

PASSCo General Session Meeting Minutes
CCSESA Personnel Administrative Services Steering Committee

Thursday, September 13, 2007
9:00 AM – 4:30 PM

PRESENT:

Rick Minnis, Alameda	Michele Fort-Merrill, San Diego
Terrie Peets, Alpine	Karen DePrater, San Joaquin
Laura Benson, Butte	Christin Newlon, San Luis Obispo
Debbie Koehler, Calaveras	Jeannie Bosley, San Mateo
Julie Tucker, Colusa	Laura Kidwiler, Santa Clara
Mike Bowers, Contra Costa	Traci Hart, Santa Cruz
Laurie Gabriel, Fresno	Brenda Palmer, Shasta
Merrilee Johnson, Glenn	Vicki Ledford, Shasta
Denise Smith, Imperial	Mark Lieb, Solano
Sylvia Treanor, Kern	Jay Speck, Solano
Tamara Ravalin, Kings	Debbie McKay, Sonoma
Barbara Zaino, Kings	Jeffrey Heller, Sonoma
Ed Skeen, Lake	Wendy Bedard, Sutter
Sue Wheeler-Ayers, Los Angeles	Chinny Clawson, Tehama
Cheryl Lara, Madera	Roxy Williams, Tehama
Mary Batchelder, Marin	Jeanne Croson, Tulare
Sue Campbell, Mendocino	Jeanne Nava, Tulare
Eva Chavez, Merced	Danna Fritz, Tuolumne
Jill Caldoni, Napa	Denise Danne, Ventura
Sandra Hall, Orange	Susie Andrews, Yolo
Mary Ann Garcia, Placer	Cindy Sutfin, Yuba
Nicolas Ferguson, Riverside	
Effie Crush, Sacramento	
Walter Schwartz, San Bernardino	

Time Certain: 1:30 – 2:30 p.m. – Terri Fesperman, CCTC

Terri Fesperman reported on the changes that are happening and are going to be happening with the CCTC the rest of this year and into next year. Application processing is down to a 50 day processing for direct paper applications that come into the office. In the future they have three enhancements that they are making to the online processing. The first is being able to enter in a county of employment, the second is the printable credential and the third is that they are looking into adding seventeen direct applications. She also reported that they are bringing back two liaisons available to the county offices. One will be for Northern California and one for Southern California.

Time Certain: 2:30 – 3:00 p.m. – 2008 Goals – Denise Smith/Michele Fort-Merrill

Denise Smith said that the 2008 goals need to be submitted to CCSESA by October 1st. Smith read the 2008 PASSCo Mission, Purpose and Goals and asked if there were any suggested additions or changes. MSC (Skeen/Ravalin) to approve the proposed goals for 2008.

A. WELCOME AND INTRODUCTIONS

The meeting was convened at 9:01 AM by Denise Smith. Smith welcomed Gaye Smoot from CCSESA. Introductions around table.

Denise Danne presented the Professional Development program – Magic and Mystique: How Disney and the Ritz Carlton Get Results. Danne introduced Chiny Clawson, Roxy Williams and Christen Newlon who will be helping out in the presentation. Danne reported that two key ideas from the needs assessment were leadership concepts and new employee orientation. The first part of the presentation will be on the magic of Disney and what they do to get the best employees and how to retain the best employees. The research showed that one of the key concepts of getting the best employees and keeping them is getting them emotionally involved in the organization. The second part of the presentation will be on the training that Danne took at the Ritz Carlton on creating a dynamic employee orientation. Questions and discussion followed presentation.

B. APPROVAL OF MINUTES: May 10-11, 2007 General Session

MSC (McKay/Andrews) to approve the minutes as presented.

C. AGENDA

1. Additions/Deletions to Agenda

Add Directory - Officer Responsibilities of the Past Chair – Denise Smith/Michele Fort-Merrill as item #13

Delete item #3 – PASSCo Dues Increase

Add Digital Archiving – Julie Tucker as item #14

2. Approve Agenda

MSC (Peets/Nava) to approve the agenda with additions and deletion.

D. ITEMS OF OFFICERS

1. Denise Smith, Chair

a. Recognition of Retirees

Denise Smith reported that there are two PASSCo members who will be retiring at the end of the year – Mark Lieb and Valerie Fall. Valerie is with Mariposa County Office of Education and could not attend today so Smith will send her gift on to her. Smith introduced Jill Caldoni to help honor Mark Lieb. Caldoni said that Mark is leaving after being with Solano County Office for 36 years and that they are really going to miss him. Smith then presented Lieb with a gift from the PASSCo group and thanked him for all of his contributions.

b. Star Award

Smith reported that the Star Award was added last year and Jeanne Nava was awarded the first Star Award. This year's Star will be recognized at the October CCSESA quarterly meeting in San Jose. She has been a regional chair has been a PASSCo chair and has been very involved with the California Commission on Teacher Credentialing over the years. She has served as a network chair and has supported the development of credential academies. She has served on many credential task forces and

most recently is working on the Special Ed workforce group. This year's PASSCo Star is Merilee Johnson. Smith presented Merilee with her award and Johnson said that she is accepting the award in honor of all the time everyone has spent contributing to the good of the order.

2. Michele Fort-Merrill, Vice Chair

a. Recommendations for Committee Chairpersons and Membership

1. Credentials
2. Legislation
3. Professional Development
4. Technology
5. Budget

Fort-Merrill asked for volunteers to serve on above committees and to let her know of interest by today or tomorrow. Current chairs will continue unless someone expresses interest. Fort-Merrill is also recommending establishing a credential subcommittee in an effort to formalize the relationship between PASSCo and the credential analysts. MSC (Nava/Lara) to establish credential subcommittee. The credential group will take the leadership of the new subcommittee.

b. Recommendations for Regional Chairpersons

Fort-Merrill asked for recommendations for regional chairpersons and to share that information with her today or tomorrow.

3. Effie Crush, Secretary

Passed around sign in sheet.

4. Debbie McKay, Treasurer

a. Budget Report

McKay reported that the budget reports are available in the back of the room. One of the things that they have taken a look at are expenses overall the last three years. 2005 had a net loss, 2006 had a positive, and this year should end in the black. One of the ways to continue to be in the black is to increase the dues. We want to keep a reserve so the budget committee is recommending a dues increase to \$300 a year effective January 1, 2008. MSC (McKay/Kidwiler) to increase dues to \$300 a year. McKay said the proposed budget for 2008 is based on the dues increase. MSC (Nava/Johnson) to approve 2008 budget.

5. Tamara Ravalin, Past Chair

a. Election of 2008 Officers – Report of Nominating Committees

Denise Smith started by saying that the Past Chair is responsible for bringing forward the slate of officers for 2008. This year the nomination committee was Michele Fort-Merrill, Merrilee Johnson, Jeanne Nava, Roxie Williams and Tamara Ravalin. Ravalin reported that the nominating committee is bringing forward Michele Fort-Merrill as Chair, Effie Crush as Chair Elect, Sandra Hall as Secretary, Debbie McKay as Treasurer, and Denise Smith as Past Chair. As there were no other

nominations from the floor MSC (Johnson/Danne) to approve the slate of officers.

E. REPORTS OF STANDING COMMITTEE LIAISONS

1. Credentials - Merillee Johnson/Laura Benson

Johnson said that the credential report was given earlier by Terri Fesperman and that she will turn the report over to Laura Benson who will be taking over for her in January. Benson reported that she has the dates for the Credential Academy and she will send the information out to everyone. There is one in January, one in March and one in May.

2. Legislation - Jeanne Nava

Nava provided a report of legislation watched by CCSESA and of interest to personnel functions.

3. Professional Development - Denise Danne

Danne thanked everyone for their attention during the program earlier that morning. It was suggested that they have the CODESP job description presentation for the next professional development but a large amount of those present have already seen the CODESP presentation. Danne said that she will pass around a list of topics for the May meeting.

4. Technology - Sylvia Treanor

Treanor reported that the CalTIDES project is in limbo because it didn't get funded in the budget.

F. REPORTS OF STEERING COMMITTEE LIAISONS

1. Business – Laura Kidwiler

Kidwiler reported that she attended one meeting and the discussion was regarding the building and also a large amount of the discussion was regarding dealing with Williams. She plans on attending the next meeting.

2. Curriculum and Instruction - Roxy Williams

Williams reported that CISC meets next week. Joyce Wright mentioned the one page briefs that they are developing about coordinating the variety of items that each and every committee is working on and to analyze where the overlaps are.

3. Student Programs & Services – Christin Newlon

No report at this time because they are meeting right now in Sacramento.

4. Technology - Michael Bowers

Bowers reported that the Technology committee is meeting right now also so he will get that information out on the list serve. He also reported that he sits on a committee for healthcare reform. The first statewide regional meeting for this committee will be October 10th.

G. REPORTS OF SPECIAL COMMITTEES

1. Budget – Debbie McKay

This item has already been covered.

2. Business Partnership – Denise Smith

Smith reported that the business partnerships are a key component to the work that CCSESA is doing. Many of the business partners are not related to the work that is done in Human Resources but there is one group – Children Learning Centers – that is. She is hoping to bring them to the January meeting to share what their program does.

3. ACSA – Eva Chavez

Chavez reported that they don't meet until the end of October but ACSA would like to extend an invitation to PASSCo to attend the Calming C's symposium in January at the Westin Hotel in San Diego.

4. CASBO – Denise Danne

Danne reported that the meeting is April 21-29 in Anaheim and she is doing a session. She asked who else from the PASSCo group is presenting at the workshop but no else was.

5. DOJ - Julie Tucker

Tucker said that there have not been any reports or meetings.

6. Ed-Join – Karen DePrater

DePrater reported that Ed-Join is working on CTC integration, teacher transfer summer school system, an upgrade to the interview system and an eligibility list update. There is also a user annual conference that they are just starting and the flyers for that will be going out in the next couple of weeks.

The meeting adjourned at 4:07 PM.