

Board of Directors Academic Affairs Committee Regular Meeting Notice

Wednesday, October 19, 2016

9:00 AM PST

Go to Meeting

<https://global.gotomeeting.com/join/156057949>

Locations:

AAS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361

3305 Buckman Springs Road, Pine Valley, CA 91962

3625 Thousand Oaks Blvd., Suite 245 Westlake Village, CA 91362

**Academic Affairs Committee Meeting**

Wednesday, October 19, 2016 9:00 AM - 10:00 AM Pacific Daylight Time

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/156057949>

You can also dial in using your phone.

United States: (646) 749-3131

Access Code: 156-057-949

Addressing the Committee – Committee meetings are meetings of the Board of Directors and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the Committee through the Chair of the Committee. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Committee must send a Speaker Request Message through the form of a text message or chat box message to Miguel Aguilar, Executive Assistant to the CEO (805-807-8199). Messaging is available through the conference service provider, GoToMeeting. Messages must contain speaker name, contact number or email, and subject matter and sent to the Executive Assistant to the CEO prior to the beginning of the Public Comment section of the meeting. Members of the public may address the Committee on any matter within the Committee’s jurisdiction and have **three (3) minutes each** to do so. The total time of each subject will be fifteen (15) minutes, unless additional time is requested by a Committee Member and approved by the Committee.

The Committee may not deliberate or take action on items that are not on the agenda. However, the Committee may give direction to staff following a presentation. The Chair is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter, and will have the prerogative to remove any person who is disruptive of the Committee meeting. The Personnel Committee may place limitations on the total time to be devoted to each topic if it finds that the numbers of speakers would impede the Committee’s ability to conduct its business in a timely manner. The Personnel Committee may also allow for additional public comment and questions after reports and presentations if it deems necessary.

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.



AAS Board of Directors Personnel Committee  
850 Hampshire Road, Suite P  
Thousand Oaks, CA 91361  
aascalifornia.org

**Agenda**

Wednesday, October 19, 2016  
9:00 AM PST

**1. CALL TO ORDER**

Roll Call

**2. CONSENT ITEMS**

- Approval of October 19, 2016 Regular Meeting Agenda

**3. PUBLIC COMMENT**

**4. REPORTS**

- Staff Report

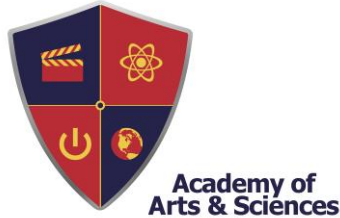
**5. UNFINISHED BUSINESS**

**6. NEW BUSINESS**

- Review and Discussion of Committee Charge
- Review and Discussion on Hiring Tracker

**7. ADJOURNMENT**

Next Meeting: Wednesday, December 21 at 9 am



Staff Report  
October 19, 2016

This report is meant to provide updates to the Board of Directors Personnel Committee:

City of San Diego Sick Leave Notification

We shared the mandatory City of San Diego *Earned Sick Leave and Minimum Wage Employee Notification Form* with our employees who live in the City of San Diego, per their new city ordinance.

Classified School Employee Teacher Credentialing Program RFP

We submitted an Intent to Apply for the Classified School Employee Teacher Credentialing Program. If selected, we would be eligible for \$4,000 per employee who is not yet credentialed and is looking to be credentialed. We are reaching out to authorizers to look into creating a consortium and applying together as a consortium.

Flexible Spending Account (FSA)

AAS offers our employees the option to enroll in a Flexible Spending Account (FSA). Currently 30 of our employees are taking advantage of this benefit through the TASC (Total Administrative Services Corporation) Flex System. Flex System Participants receive a TASC Card to conveniently pay for eligible healthcare and/or dependent care expenses. Qualifying TASC Card purchases are paid directly from their Flex System account balances, thereby minimizing their out-of-pocket purchases and the need for reimbursement.

Hiring Update

We have a tracking document which helps us monitor our recruiting process. This tracks when a position is posted, how many applicants we receive, when we make an offer and when the new employee starts. A formal presentation and review is under New Business.

Hourly Non-Exempt

With the change in the Department of Labor's FLSA Overtime Exemption Rule, which was released on May 18, 2016, we have moved our Enrollment Specialists (three) to Hourly Non-exempt. We will move our Advisors to Hourly Non-Exempt by December 1. The rule change affects those employees who earn less than \$47,476 annually (old rule was \$23,660 annually). The threshold will be updated every three years to keep up with inflation, and based on current projections, would rise to \$51,000 on January 1, 2020.

Law Room

We utilize Law Room for our mandatory training for staff. All staff completed Bloodborne Pathogens, Harassment Training (two hours), and Mandated State Reporting in August and September.

### Leadership Book Club

We have started a quarterly Leadership Book Club series for our coordinators, managers and directors. The first book is *Strengths Finder 2.0* by Tom Rath.

### San Diego Learning Center

One of our Enrollment Specialists is moving to San Diego, and will be working from our San Diego Learning Center. She started working from the SD Learning Center this past Monday, October 17<sup>th</sup>.

### S.T.A.F.F. Committee

Our S.T.A.F.F. Committee continues to meet and create opportunities for staff to engage in fellowship in a virtual setting. The first event for 2016-17 was our AAS Has Got Talent, where staff submitted videos of a hidden talent, and scholars, parents and staff voted for their favorite. Congratulations to Terrasa McGuire for winning first place. The October event is a pumpkin decorating contest, where scholars and families will vote for their favorite through an online poll.

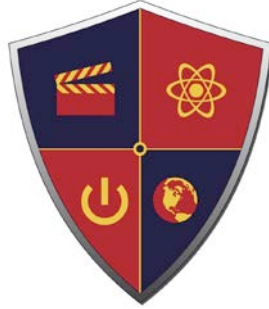
### Staff Advisory Committee

A Staff Advisory Committee has been formed, with a representative from each division and department, totaling eight (8) employees. The Committee will meet monthly to discuss opportunities to enhance AAS.

If there are any questions on this report, please feel free to contact:

**Lisa Fishman** | Director of Operations  
(818) 732-4692 – direct  
[lisa.fishman@aascalifornia.org](mailto:lisa.fishman@aascalifornia.org)

**J.J. Lewis** | President & CEO  
(818) 824-6233 – direct  
[jj.lewis@aascalifornia.org](mailto:jj.lewis@aascalifornia.org)



## **Personnel Committee Board of Directors**

### **Purpose**

The Personnel Committee assists the Board in responsibilities relating to compensation, benefits, and legal compliance at the Academy of Arts and Sciences to ensure that they are consistent with its Mission, Vision, Values, and Strategic Plan.

### **Structure and Operations**

**Members:** The Committee shall be comprised of three (3) members; two (2) members of the Board and one (1) member of the Senior Management Team. The members of the Committee shall be appointed annually by the board upon the recommendation of the Governance Committee.

**Chair:** The Chairperson of the Committee shall be appointed by the Board upon the recommendation of the Governance Committee.

**Appointment and Removal:** The members of the Committee may be removed or replaced, and any vacancies on the Committee shall be filled by the Board upon the recommendation of the Governance Committee.

### **Meetings**

The Personnel Committee shall meet at least four (4) times annually, or more frequently as circumstance dictate. Any director of the Board who is not a member of the Personnel Committee may attend meetings; provided, however, that any director who is not a member may not vote on any matter coming before the Personnel Committee for a vote. The Personnel Committee also may invite to its meetings any director of the Board and such other persons as it deems appropriate in order to carry out its responsibilities. The Personnel Committee may meet in executive session as necessary or appropriate.

**Responsibilities**

- i. In consultation with senior management, establish and periodically review the general compensation policies applicable to the Academy of Arts and Science's employees, and oversee the development and implementation of compensation programs.
  - ii. Guides development, review and authorization of personnel policies and procedures.
  - iii. Any other duties or responsibilities expressly delegated to the Committee by the Board from time to time relating to the Academy of Arts and Sciences compensation programs.
  - iv.
-

