



Personnel Committee Report October 19, 2016

The inaugural Personnel Committee met on Wednesday, October 19, 2016 at 9 am. Members of the committee consist of Mr. Joe Cummings (Committee Chair), Ms. Lisa Fishman (Director of Operations), and Dr. Kathy Granger, all of whom were present at this meeting. Mr. J.J. Lewis, President & CEO, serves as an ex-officio member and Mr. Miguel Aguilar, Executive Assistant to the CEO, serves as secretary, both of whom were also present at this meeting.

Mr. Lewis provided highlights from the Staff Report (the entire Staff Report can be found online, in our Personnel Committee Meeting Packet):

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.

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.

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.

Mr. Lewis led the committee in a review and discussion on the Personnel Committee charge, which was approved by the Board of Directors at their May 10, 2016 special meeting. Key responsibilities consist of establishing and periodically reviewing the general compensation policies applicable to the Academy of Arts and Science's employees, and oversee the development and implementation of compensation

programs, as well as guiding the development, review and authorization of personnel policies and procedures.

Mr. Lewis walked the committee through the hiring tracker. This is used to monitor the length of time between posting a job opportunity, through screening and interviews, offer dates and start dates.

The meeting adjourned at 9:25 am. The next Personnel Committee meeting is scheduled for Wednesday, December 21st starting at 9 am.

Respectfully Submitted,

Mr. Joe Cummings
Board Member &
Personnel Committee Chair