

## Summary of Outstanding Action Items

August 20, 2012

Agenda item/Issue	Outstanding Action Items
<u>Examinations</u>	<p><b>Action Item</b> - Management reported it is working on some exams for provisionals. Have exams been created for any of these titles?</p> <ul style="list-style-type: none"> <li>○ Associate in Bilingual Ed</li> <li>○ Associate in School Library Services</li> <li>○ Associate in School Nursing</li> <li>○ Health Occupations Education</li> <li>○ Museum Registrar</li> <li>○ Library Development Specialist 1,2</li> </ul> <p><b>Action Item</b> – Associate Attorney –Mgmt stated they would find out when the exam was last given and let PEF know.</p> <p><b>Action Item</b> – PEF requested a list of department provisionals and exams. Management noted it will send those lists to PEF.</p>
<u>Minutes</u>	<p><b>Action Item:</b> Minutes from the October and December 2011 meetings were forwarded to Committee Chairs for their review.</p>
<u>Fleet Management Policy (FMP)</u>	<p><b>Action Item:</b> Mgmt working on a fact sheet that will provide information to employees on the LENS program and the information the department will be obtaining under the program. <b>RESOLVED</b></p>
<u>Leased Office Space</u>	<p><b>Action Item</b> - Sharon Cates-Williams informed PEF that she will speak to the building manager (about broken elevators).</p> <p><b>Action Item</b> – Mgmt to schedule meeting to discuss impact of agency moves on parking (Sue and Carlos)</p>
<u>Support for Internal Staffing Capacity</u>	<p>PEF reported that staff at the museum are being asked to work more than 40 hours without overtime compensation, asked to travel without reimbursement for lodging and meal expenses. <b>Action Item</b> - PEF to obtain and provide more specific information on this and to share it with her.</p> <p>Recording all hours worked – Informing mgmt/staff NOT to reject timesheets with +37.5 hours. LATS functional modification:</p> <p><b>Action Items</b> - Management reported that it is looking into the situation. It requires an adjustment to LATS and it will follow up on that.</p>
<u>Role of the Fellows hired with private funding through the Regents Research Fund</u>	<p><b>Action Item</b> - Sharon Cates-Williams requested that PEF send her an email with specific information on what PEF is “hearing” about the Fellows. Management stated that the Fellows pay for their space, telephone services, supplies, and office support.</p> <p><b>Action Item</b> - PEF asked if the Fellows pay for videoconferencing. Sharon-</p>

	Cates Williams noted that management will look into that.
<u>IT Contracting Out</u>	PEF requested information about why SED is using outside contractors for IT work, such as for the Library's Statewide Summer Reading Program's online registration and management System. PEF also asked what the Department will get in return after 5 years (i.e. knowledge transfer). <a href="#">Action Item</a> - Management noted that it will get back to PEF about that.
<u>Program Evaluation - Position Qualifications</u>	Management reported that program evaluations happen across many areas of the department. As vacancies are posted and where staff meet the qualifications, they should apply for positions. PEF inquired as to whether qualifications for such positions would be adjusted. <a href="#">Action Item</a> - Management indicated there were no plans to do this but would consider it.
<u>Bilingual Funding – Expenditure Plans</u>	Any funding for Research? The money is not being used for research and there is nothing for research in either expenditure plan. PEF asked if management can share the expenditure plan. <a href="#">Action Item</a> - Management noted it will discuss this with Valerie Grey and get back to PEF.