



DATE: February 17, 2026
TO: All Academic Employees
FROM: Karen Monzon, Director, Human Resources Operations
SUBJECT: **Welcome to Spring 2026**

Welcome to the 2025-2026 academic year! We thank you for the great work and contribution to the success of the students at SMC. The information contained in this memorandum is intended to assist you in finding specific services and resources. For your convenience, we have included information in the following categories:

- Human Resources General Contact Information
- Who to Contact?
- Human Resources Staff Directory
- Employment Resources
- Important Dates & Deadlines
- Important District Policies & Procedures
- Board Policies & Administrative Regulations
- Procedures Related to Absences
- Work Schedules & Overtime

Please take this time to update your emergency contact information by visiting:

<https://www.smc.edu/stf>

HUMAN RESOURCES GENERAL CONTACT INFORMATION	
HUMAN RESOURCES OFFICE LOCATION	2714 Pico Blvd., 2 nd Floor., Santa Monica, California 90405 Please note: the 2714 Pico Blvd. Administration Building is a secured location. Visits should be scheduled in advance with the appropriate representative.
MAILING ADDRESS	1900 Pico Blvd., Santa Monica, California 90405
PHONE & FAX	Front Desk (310) 434-4415 General Fax (310) 434-4256 Leaves Fax (310) 434-4145

WEBSITE ADDRESS	https://www.smc.edu/administration/human-resources/
Questions, Comments, or Suggestions	HumanResources@smc.edu
WHO TO CONTACT?	
FRONT DESK	H.R. Front Desk humanresources@smc.edu (310) 434-4415
Employee Benefits including Health Insurance	Alysha DeLuna, Employee Benefits Coordinator deluna_alysa@smc.edu (310) 434-4523 Lugina Rogers, HR Analyst-Leaves & Benefits rogers_lugina@smc.edu (310) 434-4060
Retirement	CalPERS (888) 225-7377 CalSTRS (800) 228-5453 NBS (800) 274-0503
Employee personal information changes/updates (i.e., address updates)	Change of Address Form
UPDATE EMERGENCY CONTACT	Changes to your emergency contact information may be made online at https://www.smc.edu/stf
Leaves of absences, medical/disability related workplace concerns	Lugina Rogers, HR Analyst-Leaves & Benefits rogers_lugina@smc.edu (310) 434-4060
Title IX	Vina Chin, Director, Human Resources chin_vina@smc.edu (310)434-8071

<p>Professional Development</p>	<p>Abigail Orosz, Professional Development Coordinator profdevelopment@smc.edu</p>
<p>Hiring of Classified Employees & Merit Rules</p>	<p>Personnel Commission https://www.smc.edu/administration/human-resources/personnel-commission/ (310) 434-4410</p>
<p>Work Injury & Ergonomic Assistance: Risk Management Office</p>	<p>Daniel Phillips, Director, Safety and Risk Management phillips_daniel@smc.edu (310) 434-4318 Glaury Ariass, Insurance Program Specialist ariass_glaury@smc.edu (310) 434-4102 https://www.smc.edu/administration/business-services/risk-management/index.php</p>
<p>Questions or concerns for Managers</p>	<p>Tre’Shawn Hall-Baker, Ph.D., Vice President, Human Resources hallbaker_treshawn@smc.edu (310) 434-4170 Vina Chin, Director, Human Resources chin_vina@smc.edu (310)434-8071</p>
<p>Complaints</p>	<p>hrinquiries@smc.edu Unlawful discrimination/harassment, Title IX (sexual misconduct related complaints), and workplace violence/bullying https://www.smc.edu/administration/human-resources/complaints-concerns/</p>
<p>Payroll Contacts</p>	<p>Classified Staff, Classified Managers: Rhonda Robinson (310) 434-4824 Full-time Faculty/Academic Administrators: Faby Hernandez (310) 434-4233 Part-time Faculty: Alvin Ponce (310) 434-4329 Student Workers: Shelly Williams (310) 434-4236 Temporary Employees: Jenia Soufian (310) 434-4992 https://www.smc.edu/administration/business-services/payroll/index.php</p>

<p>SAFETY, EMERGENCIES OR POLICE ASSISTANCE</p>	<p>Campus Police (310) 434-4300 Non-Emergency calls (310) 434-4608 Outside SMC call 911 http://www.smc.edu/college_police</p>
<p>DIRECTORY</p>	<p>https://www.smc.edu/directory/index.php SMC Switchboard (310) 434-3010</p>

OFFICE OF HUMAN RESOURCES STAFF
Front Desk Main Line: 310-434-4415

	EMPLOYEE	PHONE / EMAIL
	<p>Tre’Shawn Hall-Baker, Ph.D. Vice President, Human Resources</p>	<p>(310) 434 – 4170 hallbaker_treshawn@smc.edu</p>
	<p>Karen Monzon Director, Human Resources Operations</p> <p>Academic recruitment, classified & academic employment, FA contract related questions, FT Faculty & Administrator matters, general employment related matters</p>	<p>(310)434-4942 monzon_karen@smc.edu</p>
	<p>Vina Chin, JD Director, Human Resources</p> <p>Employee and Labor Relations (FA, CSEA, SMCPOA), Compliance, Unlawful Discrimination and Harassment, Title 5, Title IX, Federal/State mandated training regarding unlawful discrimination, sexual harassment, and sexual misconduct, Investigations (employees & students)</p>	<p>(310) 434 – 8071 Chin_Vina@smc.edu</p>
<p>Administrative Support</p>	<p>Diana Pennington Administrative Assistant III-Confidential Interim Project Manager, Culturally Responsive Pedagogy</p> <p>Executive Assistant to the Vice President HR Senior Staff Support, HR Website Manages the Culturally Responsive Pedagogy grant and activities</p>	<p>(310) 434 – 4002 pennington_diana@smc.edu</p>

	<p>Luis Gallego Administrative Assistant II</p> <p>HR staff support, classified evaluations, reasonable assurance, academic recruitment</p>	<p>(310) 434-4098 Gallego_luis@smc.edu</p>
	<p>Hannah Mock Administrative Assistant I</p> <p>EpiCenter</p>	<p>(310) 434 – 8122 mock_hannah@smc.edu</p>
Benefits Team	<p>Lugina Rogers Human Resources Analyst-Leaves & Benefits</p> <p>Leaves & Benefits, medical/disability related workplace concerns, ADA, and reasonable accommodation questions</p>	<p>(310) 434 – 4060 rogers_lugina@smc.edu</p>
	<p>Alysha DeLuna Employee Benefits Coordinator</p> <p>Employee/Retiree Health, Voluntary Benefits</p>	<p>(310) 434 – 4523 deluna_alysa@smc.edu</p>
Professional Development	<p>Abigail Orosz Professional Development Coordinator</p> <p>Plans and facilitates various staff development and training programs for the College community.</p>	<p>(310) 434 – 4487 orosz_abigail@smc.edu profdevelopment@smc.edu</p>
	<p>Hannah Mock Administrative Assistant I</p> <p>EpiCenter</p>	<p>(310) 434 – 8122 mock_hannah@smc.edu</p>
EEO/Labor	<p>Olga Vasquez Human Resource Analyst-Employee & Labor Relations</p> <p>Employee & Labor Relations, Compliance, Unlawful discrimination/harassment/sexual harassment complaints/ training and investigations (employees & students), professional development, union contracts related questions (FA, CSEA, SMCPOA)</p>	<p>(310) 434 – 3513 Vasquez_Olga@smc.edu hrinquiries@smc.edu</p>

Operations Team	<p>Delia Padilla Human Resources Analyst - Operations</p> <p>HR Lead for Classified Managers, Confidentials, full-time and adjunct faculty, academic recruitment, unemployment, special reports, and projects</p>	<p>(310) 434 – 4417 padilla_delia@smc.edu</p>
	<p>Yasmin Alpay Human Resource Technician</p> <p>New hire onboarding orientations, Supervisory changes, Classified evaluations, educational differentials, Keenan & Associates Mandatory Training</p>	<p>(310) 434 – 4921 alpay_yasmin@smc.edu</p>
	<p>Anisha DiGregorio Human Resources Technician</p> <p>HR processing related to Adjunct Faculty, employment verification, unemployment</p>	<p>(310) 434 – 4374 digregorio_anisha@smc.edu</p>
	<p>Dawn Noguera Human Resources Technician</p> <p>Classified Managers, Confidential staff, employment verification, unemployment, academic recruitment, and student employment</p>	<p>(310) 434 – 4881 noguera_dawn@smc.edu</p>
	<p>Demi Rodriguez Human Resources Technician</p> <p>HR processing related to Full-time Faculty, Academic Administrators, Project Managers, employment verification, unemployment, academic recruitment</p>	<p>(310) 434 – 4928 rodriguez_demi@smc.edu</p>
	<p>Debra Willoughby Human Resources Technician</p> <p>HR processing related to Temporary and Non-merit employment, employment verifications, unemployment, and student employment</p>	<p>(310) 434 – 4760 willoughby_debra@smc.edu</p>
	<p>Kristine Herrera Human Resources Specialist</p> <p>HR processing related to Adjunct Faculty, employment verification, unemployment</p>	<p>(310) 434 – 4723 herrera_kristine@smc.edu</p>

EMPLOYMENT RESOURCES	
Office of Human Resources – Faculty and Academic Administrator Employment	Jobs at Santa Monica College
Personnel Commission – Classified Employment (non-teaching positions)	SMC Employment Opportunities
Student Employment/Financial Aid On-Campus	(310) 434 – 4343 Financial Aid & Scholarships
Career Services Center On-Campus	(310) 434 – 4337 Career Services Center

IMPORTANT DATES & DEADLINES

The following dates and deadlines will assist you in planning for the 2025-2026 academic year. Click on [Bargaining Unit Agreements, Documents of Interest, and MOUs](#) to view the CBA.

The following dates and deadlines will assist you in your planning for the 2025-2026 college academic year.

March 06, 2026 **Departmental Professional Development (Flex) day**

March 17, 2026 **Institutional Professional Development (Flex) Day**

The day's events are planned by the Professional Development Committee.

Legal and/or college holidays, flex days, semester dates: See District Calendar – <https://www.smc.edu/administration/human-resources/district-calendar.php>

IMPORTANT DISTRICT POLICIES & PROCEDURES

Please review and abide by the District's Board Policies and Administrative Regulations. The District's Board Policies and Administrative Regulations can be accessed at:

<https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php>

DISTRICT RESOURCES

Safety in the Workplace

Contact College Police, ext. 4300

<https://www.smc.edu/administration/police/index.php>

Care & Prevention Team

<https://www.smc.edu/student-support/health-wellbeing/care-prevention-team/index.php>

SMC

is committed to preventing crisis situations on campus and to ensure a safe and healthy environment for all members of the college community.

EASE – Employee Assistance Service for Education Program

<https://www.smc.edu/administration/human-resources/health-benefits/ease-employee-assistance-service-for-education-program.php>

This service provides free face-to-face counseling, phone consultations, and community referrals to employees of the District who may be facing issues such as family troubles, emotional distress, drug/alcohol problems, job anxiety or stress, or grief/loss.

Equal Employment Opportunity Plan

https://www.smc.edu/administration/human-resources/documents/EEO_Documents/EEO-Plan.pdf

The commitment of the Santa Monica Community College District to equal employment opportunity and diversity, and to the protections against unlawful discrimination and harassment as defined by federal and state law are set out in the EEO Plan, and is articulated in the Board Policy 7100 –Commitment to Diversity. The EEO Plan is reviewed every 3 years.

Faculty Association Agreement, MOU's & Documents of Interest

<https://www.smc.edu/administration/human-resources/employee-resources/faculty-association-agreement-and-documents-of-interest.php>

Faculty & Staff Diversity Reports

<https://www.smc.edu/administration/human-resources/diversity-equity-inclusivity/diversity-reports.php>

Faculty Handbook

[FacultyHandbook2025.pdf](#)

Mandated Reporter Status

<http://www.cde.ca.gov/ls/ss/ap/childabusereportingguide.asp>

California law requires certain persons to report known or suspected child abuse or neglect. These individuals are known under the law as “mandated reporters.”

Who must Report: Any employee whose duties bring them into contact with children on a regular basis or any supervisor of such an employee is a mandated reporter effective January 1, 2013. This includes nearly all Santa Monica College employees including all Coaches and Assistant Coaches. For additional information, contact the Office of Human Resources.

Personal Information - Changes/Updates

You may need to update or change your personal information currently on file in the Office of Human Resources.

Please note: Your personal address, otherwise known as your ‘address of record’ cannot be a District address.

For example: If you have moved, you will need to complete a [Change of Address Form](#) (see attached). Other types of forms that may need to be updated include your [Emergency Contact](#), [W-4 Withholding](#), [Warrant Beneficiary Designation](#), and STRS or PERS Beneficiary Designation.

LEAVES OF ABSENCE PROCEDURES

What types of leave are granted to full-time faculty?

Sick, personal necessity, bereavement, industrial accident/illness, jury duty, military, child-rearing, study, personal, and family/medical leave. After tenure: opportunity, travel, and sabbatical leaves as well. Also, any leave required by law.

Please see Article 17 of the District-FA Collective Bargaining Agreement as these leaves have specific definitions.

What types of leave are granted to part-time faculty?

Sick, personal necessity, bereavement, industrial accident/illness, jury duty, and any leave required by law.

Please see Article 17 of the District-FA Collective Bargaining Agreement as these leaves have specific definitions.

How many days of sick and personal necessity leave are granted to full-time faculty?

Sick leave: 10 days of leave annually (for full-time faculty who are employed full-time for 2 semesters); Department Chairs – 11 days of leave; 100% Coordinators – 12 days of leave. ¹

Personal necessity: 7 of the 10 sick days earned annually (*i.e.*, 42 hours annually) may be used for personal necessity reasons set out in the District-FA Collective Bargaining Agreement.

*Full-time faculty who teach overload assignments or during the Winter or Summer intersessions accrue additional sick leave at the hourly rate. Or, overload assignments may be “banked” and used at a later time to reduce an assignment, to not teach any assignment during a Fall or Spring semester, or for family leave.

¹ Department Chairs and 100% Coordinators are entitled to additional sick leave per the CBA.

How many days of sick and personal necessity leave are granted to part-time faculty?

Sick leave: teaching faculty receive 7 hours of sick time for each 100 hours of teaching service, and non-teaching faculty receive 7 hours of sick time for each 100 hours of service.

Personal necessity: up to 42 hours may be used annually for personal necessity reasons set out in the District-FA Collective Bargaining Agreement.

What types of absences are covered by personal necessity?

Common types are: absences resulting from an immediate family member's illness or from an accident involving the employee's property. Also, up to 24 hours of personal necessity annually can be used for matters of compelling personal importance. For a complete list, please see 17.5 of the District-FA Collective Bargaining Agreement.

What do I need to do if I am absent from work due to illness or personal necessity?

Please notify your department as soon as possible by following your department's procedures. In your notification to the department, please state the reason for the absence (illness, personal necessity, etc.) and the anticipated return to work date.

Please submit a Report of Absence form as soon as possible consistent with your department's procedures.

What do I need to do if I am absent for more than 5 consecutive days due to illness?

Please contact the Office of Human Resources to request the appropriate forms for a leave of absence. Also, please contact HR so that HR can notify you about any leave-related rights and benefits.

How many absences constitute an absence of more than 5 consecutive days?

Please count both scheduled teaching days and unscheduled days in between scheduled teaching days. For example, if you are scheduled to teach classes on Monday, Wednesday, and Friday, you have missed more than 5 consecutive days if you were absent on Monday, Wednesday, Friday, and the following Monday.

For absences or leaves other than sick or personal necessity, what do I need to do?

Please contact Lugina Rogers, HR Analyst, Leaves & Benefits 310-434-4060 or rogers_lugina@smc.edu.

Where can I get more information about leaves?

Please see Article 17 of the District-FA Collective Bargaining Agreement (located on the HR website).