

<p>DEPARTMENTS: PLEASE POST          Academic Affairs: Sharon Thomas          Accounts Payable: Cherry Aquino          Admissions &amp; Records: Jackson Edwards          African American Center: Sherri Bradford          Athletics: Theresa Tang          Auxiliary Services: Ofelia Meza          Bundy: Beverly Redd-Walker          Business Department: Peter Murray          Campus Police Office: Jennifer Jones          Campus Store: Elease Juarez          Career Services: Vicky Rothman          Cashier's Office: Veronica Romo          Center for Media &amp; Design: Angela Valentine          Community &amp; Academic Relations: Christina Marcial          Community Education:          Counseling Office: Allison Kosich          Custodian Time Clock: Anthony Williams          Disabled Students Center: Nathalie Laille          Early Childhood Ed.: L. Manson          Emeritus Department: V. Rankin-Scales          English Dept.: Martha Hall          EOP&amp;S: Gina Brunell          ESL Office: Jocelyn Alex          Events Office: Vinnessa Cook          Faculty Association: Peter Morse          Financial Aid Office: Sandra Hernandez          Health Sciences: Clarenda Stephens          Health Office: Nancy Alfaro          Human Resources: Yesenia Penate &amp; Delia Padilla          HSS: Carolyn Baugh          Institutional Research:          International Education Center: Ana Jara          KCRW:          Latino Center: Maria Martinez          Madison: Gail Johnson          Maintenance/Operations: Kasey Garland          Malibu: Angela Bice          Math Village: Kristina Fukuda          Media Center: L. Nakamura          Modern Language: Travis Grant          Music: Lori Geller          Outreach &amp; Recruitment: Giselle Gradilla          Payroll: Ian Fraser          Science: Ingrid Cardwell          Student Life: Amelia Trejo          Superintendent/Presidents Office: L. Kilian          STEM: Vanan Yahnian          Theater Arts:          W&amp; ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS          Emeritus: Guadalupe Salgado          Noncredit Programs:          Scott Silverman          HR: Tre'Shawn Hall-Baker          Info Tech: Calvin Madlock          IEC: N. Pressian          Instructional Technology:          Maintenance:          Terry Kamibayashi          Operations:          Darryl Gray          Dennis Biddle          Felicia Hudson          Robert Villanueva          Receiving: Lisa Davis          Supplemental          Instruction:          Wendi DeMorst          SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF          Superintendent/President: Kathryn Jeffery          Executive VP:          VP Academic Affairs: Jason Beardsley          VP Business/Admin: Chris Bonvenuto          VP Enroll. Services: T. Rodriguez          VP Human Resources: Sherri Lee-Lewis          VP Student Affairs: M. Tuitasi          Senior Director Government Relations &amp; Institutional Communications: Don Girard          Community Relations: Kiersten Elliott          Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION          Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS          CSEA Labor Rep.: Derek Eckstein          CSEA Chapter Pres.: Cindy Ordaz          CSEA Chapter 1st V.P.: Martha Romano          CSEA Chapter 2nd V.P.: Kennisha Green          CSEA Chief Job Steward: Jonathan Rosas          CSEA Treasurer: Dagmar Gorman          CSEA Secretary: Judith Mosher          CSEA Chief Development Officer:          Luis Martin          CSEA Communications Officer: David Mendoza          SMC POA President: Officer Cadena          Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION          Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 4/26/2024</p>
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Public Session: 2:00 p.m.

A. Organizational Functions

- 1. Call to Order
- 2. Roll Call

Commissioners	Present	Absent
Dr. Joseph Metoyer Jr., Chair	X	
Joy Abbott, Vice Chair	X	
Barbara Greenstein	X	
Deborah Jansen	X	
Lawrence Leone		X

B. Public Comments: Non-Actionable Items from those in attendance.

- a. No Comments

C. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Extension of Eligibility Lists	3
2	Approval of Advanced Step Placement Request: Human Resources Analyst-Employee & Labor Relations (Confidential)	4
3	Examination Schedule	5
4	Request for Working Out of Class and Internal Limited Term Assignments	6
5	Ratification of Eligibility Lists	8

D. Public Comments on Closed Session Items

E. Move to Closed Session

Public Employee Performance Evaluation, pursuant to GC 54957  
 Director of the Personnel Commission

F. Closure of Closed Session

G. Adjournment

Agenda Report Number	1
Subject	Extension of Eligibility Lists
Date	May 31, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as listed below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Custodian	10/24/2023	7/24/2024	14	5	10/24/2024
Instructional & Universal Designer	6/20/2024	6/20/2024	6	4	10/20/2024

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

B. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The Personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list shown above for an additional six months.

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	2
Subject	Approval of Advanced Step Placement Request: Human Resources Analyst-Employee & Labor Relations (Confidential)
Date	May 31, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve an initial salary placement for Vina Chin, Human Resources Analyst – Employee and Labor Relations, at Range C52, Step E on the Classified Confidential Salary Schedule.

The Minimum Qualifications for this position include a Bachelor’s degree, and at least three years of increasingly responsible technical and analytical experience in labor and employee relations and/or discrimination and harassment within an Administrative Services or Human Resources Department.

This candidate possesses a Bachelor’s degree and a law degree, and over 13 years of related experience, at or above the level of Human Resources Analyst.

**Merit Rule 12.2.4 B (4) Salary on Employment**

The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Deborah Jansen
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	3
Subject	Examination Schedule
Date	May 31, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Examination Schedule:

Class Title	Field of Competition	Time
Administrative Clerk	Promotional	3 weeks
Disabled Student Services Assistant	Promotional	3 weeks
Instructional Tutor – Math	Promotional	3 weeks
International Student Services Specialist	Promotional	3 weeks
Laboratory Technician – Photography	Promotional	3 weeks

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	4
Subject	Request for Working Out of Class and Internal Limited Term Assignments
Date	May 31, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following working out of class and internal limited term assignment(s).

I. Internal Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Jonathan Ng, Senior Graphics Designer	Marketing Design Coordinator	7/1/2024 to 12/16/2024

*\*Unless otherwise noted, WOC assignments are paid at 100%.*

3.2.10

A. CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.
2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.
3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

B. Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this

approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

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Agreement between Santa Monica Community College and CSEA, Chapter 36, Article 11

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### 11.7 Work out of Classification

#### 11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

#### 11.7.3 Compensation:

- a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.
- b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

### 11.4 Salary on Promotion

- 11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

### RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out-of-class for the appropriate stipend as indicated under subdivision a of CSEA, Chapter 36, Article 11.7.3. (above).

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	5
Subject	Ratification of Eligibility Lists
Date	May 31, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission approve the following Eligibility List.

Classification	Total Number of Candidates	Expiration Date
Special Skills – Bilingual English/Spanish	1	Continuous
Administrative Assistant I (Promo)	1	12/2/2024

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	



D.Public Comments on Closed Session Items

E.Move to Closed Session

Public Employee Performance Evaluation, pursuant to GC 54957  
Director of the Personnel Commission

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	
Nays	
Abstentions	
Amendments/Comments	

F. Closure of Closed Session

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

G.Adjournment at 4:43 PM

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Weekday	Month	Day	Year	Time	Venue
Thursday	June	20	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117

As required by law, the agenda for the May 31, 2024, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.