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| <p>DEPARTMENTS: PLEASE POST</p> <p>Academic Affairs: Sharon Thomas</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions &amp; Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics: Theresa Tang</p> <p>Auxiliary Services: Ofelia Meza</p> <p>Bundy: Beverly Redd-Walker</p> <p>Business Department: Peter Murray</p> <p>Campus Police Office: Jennifer Jones</p> <p>Campus Store: Elease Juarez</p> <p>Career Services: Vicky Rothman</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media &amp; Design: Angela Valentine</p> <p>Community &amp; Academic Relations: Christina Marcial</p> <p>Community Education:</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Nathalie Laille</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&amp;S: Gina Brunell</p> <p>ESL Office: Jocelyn Alex</p> <p>Events Office: Vinnessa Cook</p> <p>Faculty Association: Peter Morse</p> <p>Financial Aid Office: Sandra Hernandez</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Yesenia Penate &amp; Delia Padilla</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Ana Jara</p> <p>KCRW:</p> <p>Latino Center: Maria Martinez</p> <p>Madison: Gail Johnson</p> <p>Maintenance/Operations: Kasey Garland</p> <p>Malibu: Angela Bice</p> <p>Math Village: Kristina Fukuda</p> <p>Media Center: L. Nakamura</p> <p>Modern Language: Travis Grant</p> <p>Music: Lori Geller</p> <p>Outreach &amp; Recruitment: Giselle Gradilla</p> <p>Payroll: Ian Fraser</p> <p>Science: Ingrid Cardwell</p> <p>Student Life: Amelia Trejo</p> <p>Superintendent/Presidents Office: L. Kilian</p> <p>STEM: Vanan Yahnian</p> <p>Theater Arts:</p> <p>W&amp; ED/Bundy: Tricia Ramos</p> | <p>ADMINISTRATORS AND MANAGERS</p> <p>Emeritus: Guadalupe Salgado</p> <p>Noncredit Programs: Scott Silverman</p> <p>HR: Tre'Shawn Hall-Baker</p> <p>Info Tech: Calvin Madlock</p> <p>IEC: N. Pressian</p> <p>Instructional Technology: Maintenance:</p> <p>Terry Kamibayashi</p> <p>Operations: Darryl Gray</p> <p>Dennis Biddle</p> <p>Felicia Hudson</p> <p>Robert Villanueva</p> <p>Receiving: Lisa Davis</p> <p>Supplemental Instruction: Wendi DeMorst</p> <p>SMCPA: Susan Hudelson</p> | <p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery</p> <p>Executive VP:</p> <p>VP Academic Affairs: Jason Beardsley</p> <p>VP Business/Admin: Chris Bonvenuto</p> <p>VP Enroll. Services: T. Rodriguez</p> <p>VP Human Resources: Sherri Lee-Lewis</p> <p>VP Student Affairs: M. Tuitasi</p> <p>Senior Director Government Relations &amp; Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Derek Eckstein</p> <p>CSEA Chapter Pres.: Cindy Ordaz</p> <p>CSEA Chapter 1st V.P.: Martha Romano</p> <p>CSEA Chapter 2nd V.P.: Kennisha Green</p> <p>CSEA Chief Job Steward: Jonathan Rosas</p> <p>CSEA Treasurer: Dagmar Gorman</p> <p>CSEA Secretary: Judith Mosher</p> <p>CSEA Chief Development Officer: Luis Martin</p> <p>CSEA Communications Officer: David Mendoza</p> <p>SMC POA President: Officer Cadena</p> <p>Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION</p> <p>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:<br>Human Resources Analyst-Employee & Labor Relations (Confidential) | 4           |
| 3             | Examination Schedule  | 5           |
| 4             | Request for Working Out of Class and<br>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:<br>Human Resources Analyst-Employee & Labor Relations<br>(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.

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| 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,<br>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<br>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/<br>Business Bldg.<br>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.