

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person:

1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

Attend Virtually:

<https://smc-edu.zoom.us/j/89802168458?pwd=YUI4TUV6dkF1MnUzWlRNRnhYMWpTUT09>

Call In:

One tap mobile :

+16694449171,,89802168458#,,,,*170714# US

+13462487799,,89802168458#,,,,*170714# US (Houston)

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

International numbers available: <https://smc-edu.zoom.us/j/k5RgknxWU>

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

Members of the public may address the Commission by oral presentation concerning any subject that lies within the jurisdiction of the Personnel Commission provided the requirements and procedures herein set forth are observed.

All public comments will be subject to the general rules set forth below.

- Generally, three minutes is allotted to each speaker per topic for general public comments or per agenda item.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Exceptions:

This time allotment does not apply to individuals who address the Commission at the invitation or request of the Commission.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak to the Commissioners during the Personnel Commission meeting during Public Comments or regarding item(s) on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

- The request card to speak must be submitted to Tatiana Morrison, Personnel Technician, at the meeting before the Commission reaches the applicable section in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar

The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting, or they can submit written comments to be read during the public meeting.

Individuals wishing to speak directly to the Commission can do so in one of several ways:

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments or Consent Agenda (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number)
- Comment to be read

*Reference: Commission Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq*

<p>DEPARTMENTS: PLEASE POST</p> <p>Academic Affairs:</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions & Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics:</p> <p>Auxiliary Services: Ofelia Meza</p> <p>Broad Stage/Madison: Gail Johnson</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: Carolina Trejo</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media & Design: Angela Valentine</p> <p>Community & Academic Relations:</p> <p>Community Education: Ashley Price</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Denise Henninger</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&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: Robyn Rouzan</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Delia Padilla & Dawn Noguera</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Claudia Henriquez</p> <p>KCRW:</p> <p>Latino Center: Maria Martinez</p> <p>Maintenance/Operations: Kasey Garland</p> <p>Malibu: Angela Bice</p> <p>Math Village: Kristina Fukuda</p> <p>Media Center:</p> <p>Modern Language: Travis Grant</p> <p>Music: Lori Geller</p> <p>Outreach & Recruitment: Angela Lee</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: Lindsay Lefler</p> <p>W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS</p> <p>Emeritus:</p> <p>Noncredit Programs:</p> <p>Scott Silverman</p> <p>HR: Vina Chin</p> <p>Info Tech: Calvin Madlock</p> <p>IEC: N. Pressian</p> <p>Instructional Technology:</p> <p>Maintenance:</p> <p>Terry Kamibayashi</p> <p>Operations:</p> <p>Dennis Biddle</p> <p>Darryl Gray</p> <p>Emily Raby</p> <p>Robert Villanueva</p> <p>Receiving: Lisa Davis</p> <p>Supplemental Instruction:</p> <p>Wendi DeMorst</p> <p>SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery</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: Tre'Shawn Hall-Baker</p> <p>VP Student Success: Tania Acosta</p> <p>Senior Director Government Relations & Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: www.smc.edu</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: Joan Kang</p> <p>CSEA Chief Development Officer:</p> <p>Luis Martin</p> <p>CSEA Communications Officer: Erin O'Neill</p> <p>SMC POA President: Officer Cadena</p> <p>Management Association: Jose J. Hernandez</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 01/14/2025</p>
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Public Session: 12:00 p.m.

I. Organizational Functions

- A.Call to Order
- B.Roll Call

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

II. Director's Report

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

A. Longevity

January 2026

10 YEARS

Glaury Ariass, Insurance Program Specialist, Risk Management

Antonio Sanchez, Painter, Maintenance

Paul Trautwein, Director of Web and Social Media Strategy, Web and Social Media

15 YEARS

Olga Gorman Vasquez, Human Resources Analyst-Employee & Labor Relations-Confidential,
Human Resources

30 YEARS

Delia Padilla, Human Resources Analyst-Operations, Human Resources

- B. Comments from the Vice President of Human Resources
- C. Comments from the President of CSEA
- D. Comments from the President of Management Association
- E. Comments from Personnel Commission Staff
- F. Comments from the Personnel Commissioners

IV. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Public Appointment for Personnel Commission	4
2	Installation of Newly Appointed Personnel Commissioner	5
3	Consideration of Appeal for Qualification Appraisal Interview: Custodial Operations Manager	6

V. Consent Agenda

Report Number	Subject	Page Number
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5	Ratification of Eligibility Lists	10
6	Extension of Eligibility Lists	11
7	Ratification of Limited Term Assignments	12
8	Appointment to Limited Term Assignments	13
9	Appointments to Provisional Assignments	14
10	Ratification of Working Out of Class and Internal Limited Term Assignments	15
11	Ratification of Meeting Minutes	17
12	Personnel Commission Project Tracking	18

VI. Adjournment

Agenda Report Number	1
Subject	Public Appointment for Personnel Commission
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

The purpose of this hearing is to provide the public, employees, and the employee organizations the opportunity to express their views on the qualifications and potential appointment of a new Personnel Commissioner.

Under California Education Code, the two Personnel Commissioners appointed by CSEA, the exclusive representative of the majority of classified employees and the two Personnel Commissioners appointed by the governing board are charged with the responsibility of appointing the fifth Commissioner when that vacancy occurs.

The four members of the Personnel Commission, charged with appointing the fifth Commissioner, will open a hearing, take public comments, close the hearing and then formally appoint the fifth Commissioner.

Recommendations for our current nominee, Mina Patel, will now be presented for public comments and final confirmation.

Open Public Hearing:

Motion Made By: _____ Seconded By: _____

Ayes: _____ Nays: _____ Abstentions: _____

Time Opened: _____

Closed Public Hearing:

Motion Made By: _____ Seconded By: _____

Ayes: _____ Nays: _____ Abstentions: _____

Time Closed: _____

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	2
Subject	Installation of Newly Appointed Personnel Commissioner
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Chair of the Personnel Commission will administer the Oath of Office for Public Officers and install Mina Patel as the newly appointed member of the Santa Monica Community College Personnel Commission. She is appointed to serve a three-year term through November 30, 2028.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	3
Subject	Consideration of Appeal for Qualification Appraisal Interview: Custodial Operations Manager
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission hear and consider the appeal of the Qualifications Appraisal Interview for Custodial Operations Manager.

Merit Rule 5.2.16 Protest and Appeal of Examinations

5.2.16 PROTEST AND APPEAL OF EXAMINATIONS

- A. Protests of individual written exam questions must be filed on the day the test is administered, before the candidate leaves the testing site or if the test is done online, before exiting the program. Protest forms shall be made available to candidates to complete at the testing site or incorporated into the online test.
- B. Candidates may protest the outcome of any test part to the Director of the Personnel Commission within five (5) working days from the date the notice of the test results is issued to the candidates by submitting a written request on a standard form, outlining the basis for the protest.
- C. The Director of the Personnel Commission shall review all protests and take action to correct any errors. They may allow more than one answer to a question or may disqualify a question, if they find the protest valid. If a protest results in any change, the scores of all candidates will be reviewed and re-rated accordingly. Each candidate who files a protest shall receive a written response.
- D. The purpose of the protest procedure is to assure accurate assessment systems, and a protest shall not be granted merely because a candidate disagrees with an answer or score.
- E. Protests shall be based solely on one of more of the following, and must include supporting rationale:
 - 1. Discrimination or bias
 - 2. Procedural error
 - 3. Content error
- F. If the Director of the Personnel Commission rules against the protest, the candidate may appeal that decision to the Personnel Commission, in writing, within five (5) working days from the date on which the Director's response was issued. However, the filing of such an appeal will not stop or otherwise delay the examination and selection process unless so ordered by the Personnel Commission. The decision of the Personnel Commission shall be final.

- G. Failure to review, protest, or appeal within the times specified shall constitute waiver of the right to protest or appeal that part of the selection process.
- H. If changes are made which impact a candidate's score or ranking after an eligibility list is produced, all impacted candidates shall be notified.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

V. Consent Agenda

Report Number	Subject	Page Number
4	Examination Schedule	9
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8	Appointment to Limited Term Assignments	13
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10	Ratification of Working Out of Class and Internal Limited Term Assignments	15
11	Ratification of Meeting Minutes	17
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Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	4
Subject	Examination Schedule
Date	January 21, 2026
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.

Classification Title	Field of Competition	Time
Director of Facilities Maintenance	Merged Promotional & Open	3 Weeks
Director of Facilities Planning and Construction	Merged Promotional & Open	3 Weeks

Agenda Report Number	5
Subject	Ratification of Eligibility Lists
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility lists be ratified.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Laboratory Technician – Physics/Engineering	0	4	07/18/2026

Agenda Report Number	6
Subject	Extension of Eligibility Lists
Date	January 21, 2026
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 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
Administrative Assistant II (Promotional)	5/18/2025	2/18/2026	5	5	5/18/2026
Laboratory Technician – Art	7/29/2025	2/4/2026	6	6	7/4/2026

The Personnel Commission staff believe there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated through the proposed expiration date.

Merit Rule 6.2.3 (C) Duration of Eligibility List

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,
3. underrepresented groups, or non-traditional candidates;
4. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility lists shown above.

Agenda Report Number	7
Subject	Ratification of Limited Term Assignments
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Classification	Department	Effective Dates
Customer Services Assistant	Bookstore	1/2/26-6/30/26
Customer Services Assistant	Bookstore	1/2/26-6/30/26
Customer Services Assistant	Bookstore	1/2/26-6/30/26
Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Administrative Assistant	Athletics/Kinesiology	7/1/25-3/10/26

Agenda Report Number	8
Subject	Appointment to Limited Term Assignments
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Candidate	Classification	Department	Effective Dates
Ashlie Carter	Customer Services Assistant	Bookstore	1/2/26-6/30/26
Kara English	Customer Services Assistant	Bookstore	1/2/26-6/30/26
Vergie Nwonwu	Customer Services Assistant	Bookstore	1/2/26-6/30/26
Alan Thielking	Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Erik Miles	Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Donna Micas	Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Jose Lopez	Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Lucy Garcia	Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Meymuna Abdulhafiz	Bookstore Clerk/Cashier	Bookstore	1/2/26-6/30/26
Jessica Balsam	Administrative Assistant I	Athletics/Kinesiology	7/1/25-3/10/26

Agenda Report Number	9
Subject	Appointments to Provisional Assignments
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Paul Aninyei	Customer Services Assistant	Bookstore	1/2/26-6/30/26
Emilio Albir	Events Assistant	SMC Performing Arts Center	12/19/25-6/30/26
Victoria Bartlett	Events Assistant	SMC Performing Arts Center	1/2/26-6/30/26
Donovan Brown	Events Assistant	SMC Performing Arts Center	12/15/25-6/30/26
Dinora Duarte	Events Assistant	SMC Performing Arts Center	12/20/25-6/30/26
Marc Kahn	Events Assistant	SMC Performing Arts Center	12/15/25-6/30/26
Caroline Kurzweil	Events Assistant	SMC Performing Arts Center	1/12/26-6/30/26
Natalia Martinez	Events Assistant	SMC Performing Arts Center	12/19/25-6/30/26
Fernando Lainez Lemus	Program Specialist	SMC/UCLA STEM INITIATIVE	10/16/25-6/30/26

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

**Revised assignment dates.

Agenda Report Number	10
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Yesenia Penate, Personnel Technician

It is recommended that the Personnel Commission approve the following provisional working out of class assignments.

I. Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Anthony Williams, Lead Custodian	Custodial Operations Manager	01/06/2026 to 05/14/2026
Meredith Ouwersloot, Programmer Analyst	Senior Programmer Analyst**	01/06/2026 to 05/08/2026

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

***Pending PBAR Approval*

3.2.10 CONCEPT OF WORKING OUT OF CLASSIFICATION

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.

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.

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

The Director of the Personnel Commission will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay 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.

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

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.b. (above).

Agenda Report Number	11
Subject	Ratification of Meeting Minutes
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

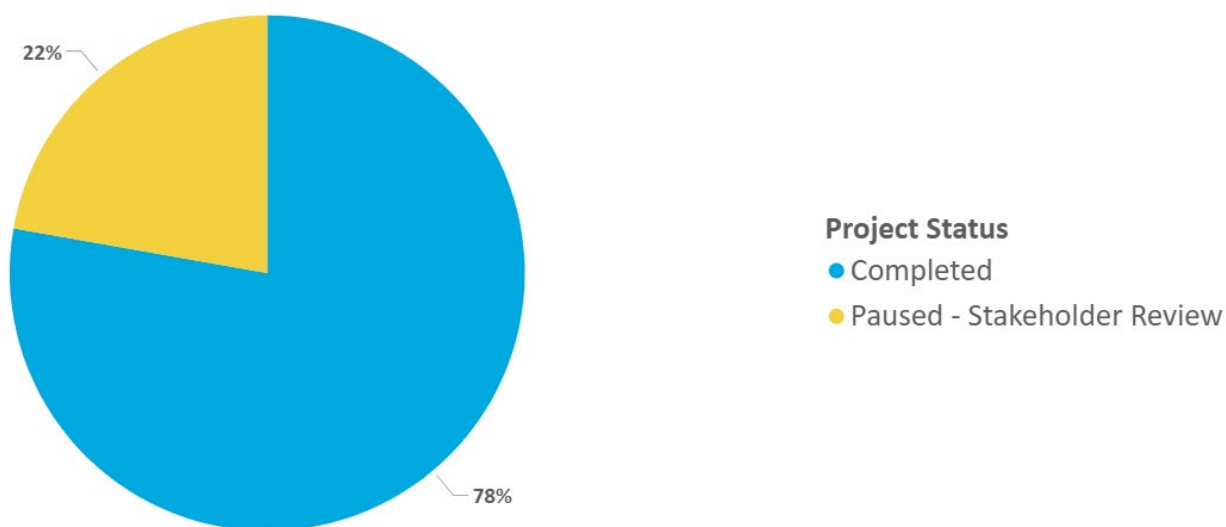
It is recommended that the Personnel Commission ratify the following meeting minutes:

1. 12-17-2025 Regular Meeting
2. 12-19-2025 Special Meeting

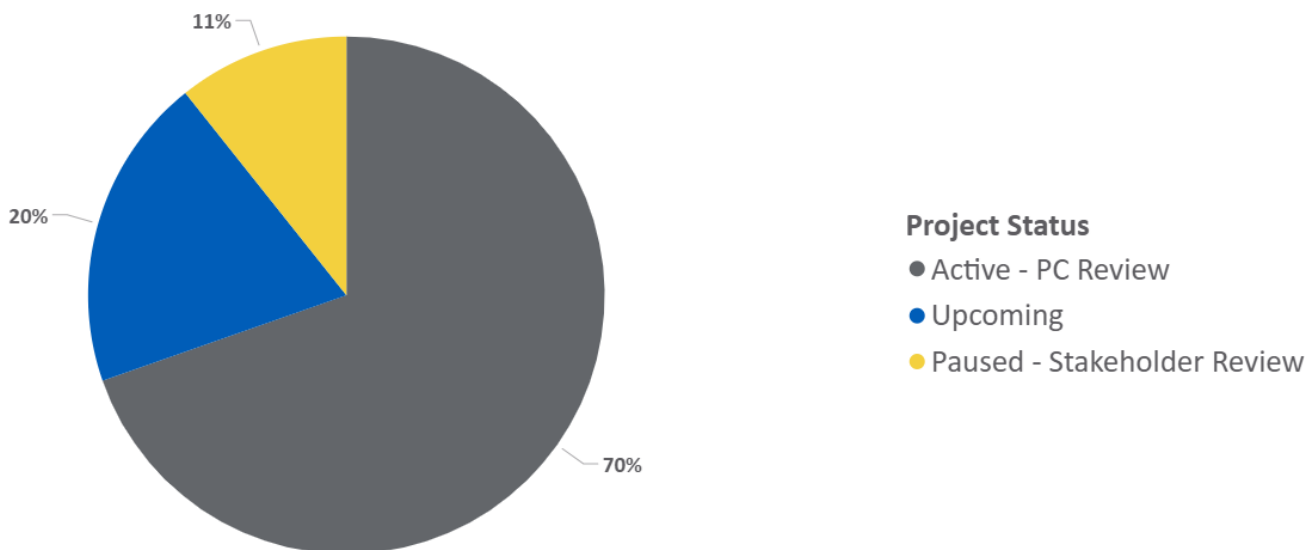
Agenda Report Number	12
Subject	Personnel Commission Project Tracking
Date	January 21, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Cyclical Job Classification Reviews

Fiscal Year 2024-25



Fiscal Year 2025-26



Classification and Compensation

Job Discipline	Job Title	PDQ Deadline	PDQ Extension	Date Completed	Progress	Agenda Date
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Management Hold	
Facilities Operations	Assistant Director of Facilities Operations	2/25/2025			Management Hold	
Facilities Operations	Director of Facilities Operations	2/25/2025			Management Hold	
IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Labor- Management	8/20/2025
IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Labor- Management	8/20/2025
IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Labor- Management	8/20/2025
Student Services	DSPS Manager	3/31/2025		9/18/2025	Stakeholder Review	10/15/2025
Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor- Management	8/20/2025
Student Services	Transfer & Articulation Specialist	3/31/2025	5/2/2025	7/24/2025	Stakeholder Review	8/20/2025
Student Services	Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Labor- Management	9/2/2025
IT MIS	Associate Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	IT Project Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Principal Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Senior Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	Stakeholder Review	
Student Services	Admissions & Records Supervisor	7/22/2025	8/15/2025		Development	
Student Services	Director of Financial Aid & Scholarships	7/22/2025			Research & Planning	
Student Services	Financial Aid Supervisor	7/22/2025			Research & Planning	
Student Services	Academic Records Evaluator	7/23/2025			Development	
Student Services	Enrollment Services Specialist	7/23/2025	8/15/2025		Research & Planning	
Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025		Research & Planning	
Student Services	Financial Aid Systems Specialist	7/23/2025			Research & Planning	
Student Services	International Student Services Specialist	7/23/2025	8/15/2025	1/13/2026	Stakeholder Review	

Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025	1/13/2026	Stakeholder Review	
Student Services	Senior Academic Records Evaluator	7/23/2025	8/15/2025		Development	
Student Services	Senior Enrollment Services Specialist	7/23/2025			Research & Planning	
Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025			Research & Planning	
Student Services	Senior Student Services Specialist - International	7/23/2025		1/13/2026	Stakeholder Review	
Student Services	Student Communications Coordinator	7/23/2025	8/25/2025	1/13/2026	Stakeholder Review	
Student Services	Student Onboarding Specialist	7/23/2025		1/13/2026	Stakeholder Review	
Accounting & Finance	Accountant	8/6/2025	8/21/2025		Development	
Accounting & Finance	Accounting Manager	8/6/2025			Development	
Accounting & Finance	Accounting Specialist	8/6/2025	9/4/2025		Development	
Accounting & Finance	Accounting Supervisor	8/6/2025			Development	
Accounting & Finance	Accounting Technician	8/6/2025			Development	
Accounting & Finance	Accounts Payable Supervisor	8/6/2025			Development	
Accounting & Finance	Chief Director of Business Services	8/6/2025			Development	
Accounting & Finance	Controller	8/6/2025			Development	
Accounting & Finance	Director of Fiscal Services	8/6/2025			Development	
Reprographics	Reprographics Supervisor	10/9/2025	5/7/2025		Research & Planning	
Reprographics	Reprographics Technician	10/9/2025	5/7/2025		Research & Planning	
Reprographics	Senior Reprographics Technician	10/9/2025	5/7/2025		Research & Planning	
Facilities Maintenance & Planning	Assistant Director of Facilities Maintenance	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Assistant Director of Facilities Planning & Construction	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Carpenter	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Central Plant Operator	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Construction Maintenance Manager	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Director of Facilities Maintenance	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Director of Facilities Maintenance & Operations	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Director of Facilities Planning & Construction	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Electrician	12/3/2025			Research & Planning	

Facilities Maintenance & Planning	HVAC Mechanic	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Journeyman Trade - Welding	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Locksmith	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Mechanical Systems Manager	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Painter	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Plumber	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Skilled Maintenance Worker I	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Skilled Maintenance Worker II	12/3/2025			Research & Planning	
Accounting & Finance	Accounting Manager - Foundation	12/4/2025			Upcoming	
Accounting & Finance	Budget Analyst	12/4/2025			Upcoming	
Accounting & Finance	Budget Technician	12/4/2025			Upcoming	
Accounting & Finance	Director of Auxiliary Services	12/4/2025			Upcoming	
Accounting & Finance	Director of Budget	12/4/2025			Upcoming	
Accounting & Finance	Director of Facilities Finance	12/4/2025			Upcoming	
Accounting & Finance	Director of Grants	12/4/2025			Upcoming	
Accounting & Finance	Director of SMC Foundation	12/4/2025			Upcoming	
Accounting & Finance	Enterprise Business Services Clerk	12/4/2025			Upcoming	
Accounting & Finance	Enterprise Business Services Specialist	12/4/2025			Upcoming	
Accounting & Finance	Enterprise Business Supervisor	12/4/2025			Upcoming	

Recruitment

Title	Assigned To	Open Date	Closed Date
Athletic Trainer	TM	01/16/2026	02/06/2026
Community College Police Officer Trainee	JG		
Director of Facilities Maintenance	JG		
Director of Facilities Planning & Construction	JG		
HR Analyst-Employee & Labor Relations	JL	01/13/2026	02/06/2026
Theatre Technical Specialist (Provisional)	TM	10/15/2021	01/31/2026

VI. Adjournment

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Month	Day	Year	Time	Meeting Location
February	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
March	18	2026	12:00 PM	1900 Pico Blvd Business Rm 117
April	15	2026	12:00 PM	1900 Pico Blvd Business Rm 117
May	20	2026	12:00 PM	1900 Pico Blvd Business Rm 117
June	17	2026	12:00 PM	1900 Pico Blvd Business Rm 117

As required by law, the agenda for the January 21, 2026, Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.