

## Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3<sup>rd</sup> 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=YUJ4TUUV6dkF1MnUzWlRNRnhYMWpTUT09>

### 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](mailto: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](mailto: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 &amp; 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 &amp; Design: Angela Valentine</p> <p>Community &amp; 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&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: Robyn Rouzan</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Delia Padilla &amp; 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 &amp; 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&amp; 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>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: Tre'Shawn Hall-Baker</p> <p>VP Student Affairs:</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: 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 12/11/2025</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		
Lawrence Leone		

II. Director's Report

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

A. Longevity

**November 2025 ADDENDUM**

**40 YEARS**

Brian Pena, IT Project Analyst, Management Information Services

**December 2025**

**10 YEARS**

Traci Dickenson, Community College Police Officer, SMC Police Department

Dagmar Gorman, Administrative Assistant III,

Government Relations & Institutional Communications

Robert Rudolph, Director of Facilities Programming, Facilities Programming

Raymond Valdiviezo, Administrative Assistant I, Cosmetology

Jose Velazquez, Associate Programmer Analyst, Management Information Services

**20 YEARS**

Tyrone Taylor, Custodian, Operations

**30 YEARS**

Alvin Ponce, Payroll Specialist, Fiscal Services

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	First Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 12.2.14 <b>No Action To Be Taken</b>	4
2	Advisory Item: Cyclical Classification Studies Status Update	5
3	Approval Request-Personnel Commission Office Closure During Santa Monica College Winter Holiday Break	9

#### V.Consent Agenda

Report Number	Subject	Page Number
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5	Request for Reinstatement	12
6	Ratification of Limited Term Assignments	13
7	Appointment to Limited Term Assignments	14
8	Appointments to Provisional Assignments	15
9	Ratification of Meeting Minutes	16
10	Personnel Commission Project Tracking	17

#### VI.Adjournment

Agenda Report Number	1
Subject	First Reading of Amendment to Rules and Regulations of the Classified Service: Merit Rule 12.2.14 <b>No Action To Be Taken</b>
Date	December 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Proposed changes to Merit Rule 12.2.14 are attached for a First Reading. Recommendations were developed with input from the Merit Rules Advisory Committee. The goals of these changes include updating and clarifying processes, and ensuring language is in compliance with relevant laws and applicable bargaining agreements.

12.2.14

LONGEVITY PAY

Each regular classified employee shall receive a salary increment in addition to their regular salary in recognition of completion of satisfactory and continuous years of service to the District every five years. The increment shall be equal to a two range increase (approximately 5%) after completion of and shall be applied to the employee's current salary on a compound basis. This formula explicitly restates existing policy.

1. ~~Five years~~

2. ~~Ten years~~

3. ~~Fifteen years~~

4. ~~Twenty years~~

5. ~~Twenty-five years~~

6. ~~Thirty years~~

7. ~~Thirty five years~~

8. ~~Forty Years~~

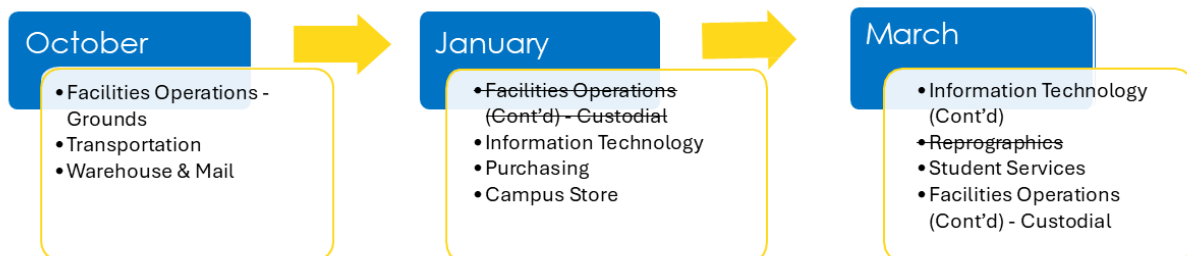
Agenda Report Number	2
Subject	Advisory Item: Cyclical Classification Studies Status Update
Date	December 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Carol Long, Director of the Personnel Commission Amy Gurjian, Classification and Compensation Manager

The Personnel Commission is responsible for conducting a system of continuous classification reviews. We have begun our second round of reviews as of July 2024. The primary purpose of these reviews is to determine if the job duties listed in each class description are an accurate reflection of the work assigned. However, both management and employees can request individual position reclassification studies to determine if work performed is outside the scope of the assigned classification.

The two calendars following indicate the most recently revised schedule for the first two years of our second round of reviews. The chart immediately following these calendars illustrates the current status of our second round of reviews.

#### CLASSIFICATION REVIEW TIMELINE BY JOB DISCIPLINE: FY 2024-25/2025-26

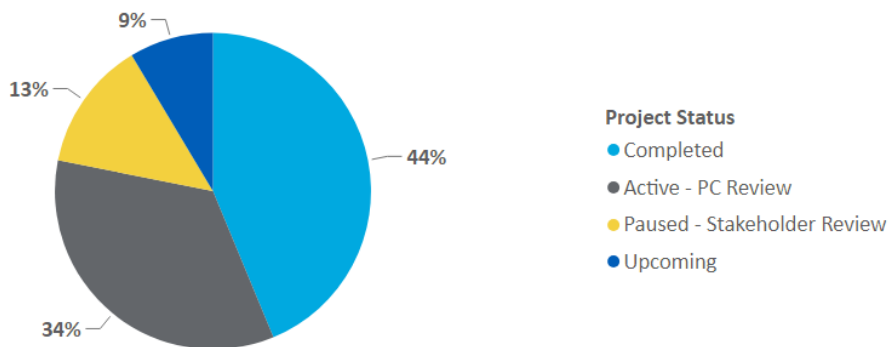
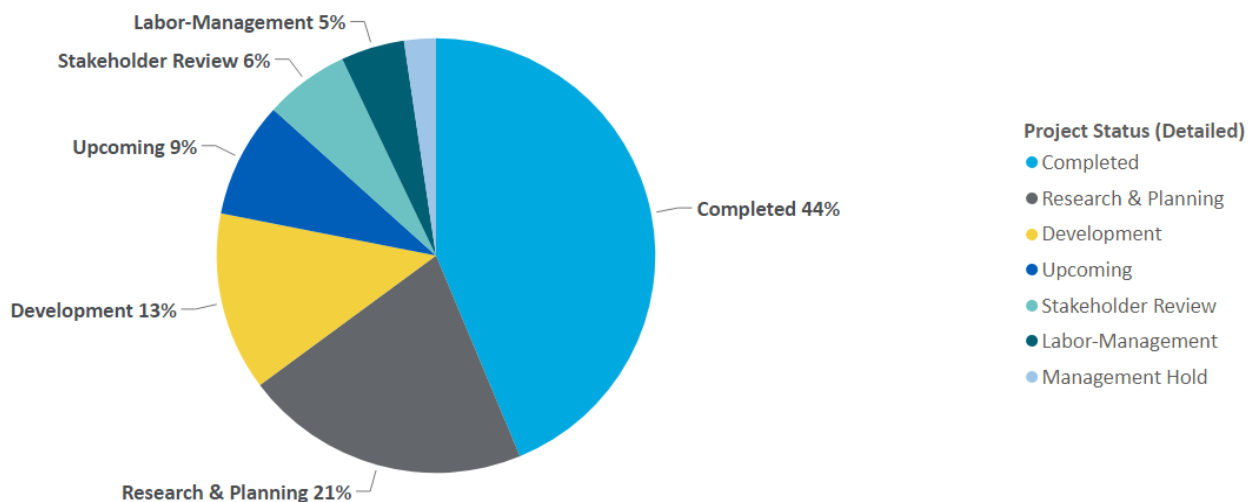
##### 2024-25



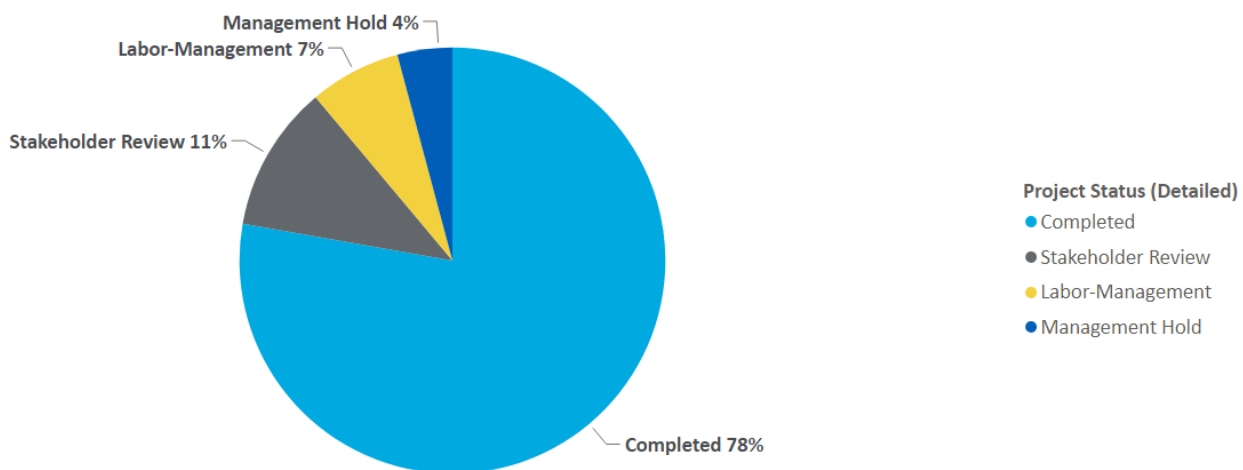
##### 2025-26



**CLASSIFICATION REVIEW PROGRESS: FY 2024-25/2025-26**



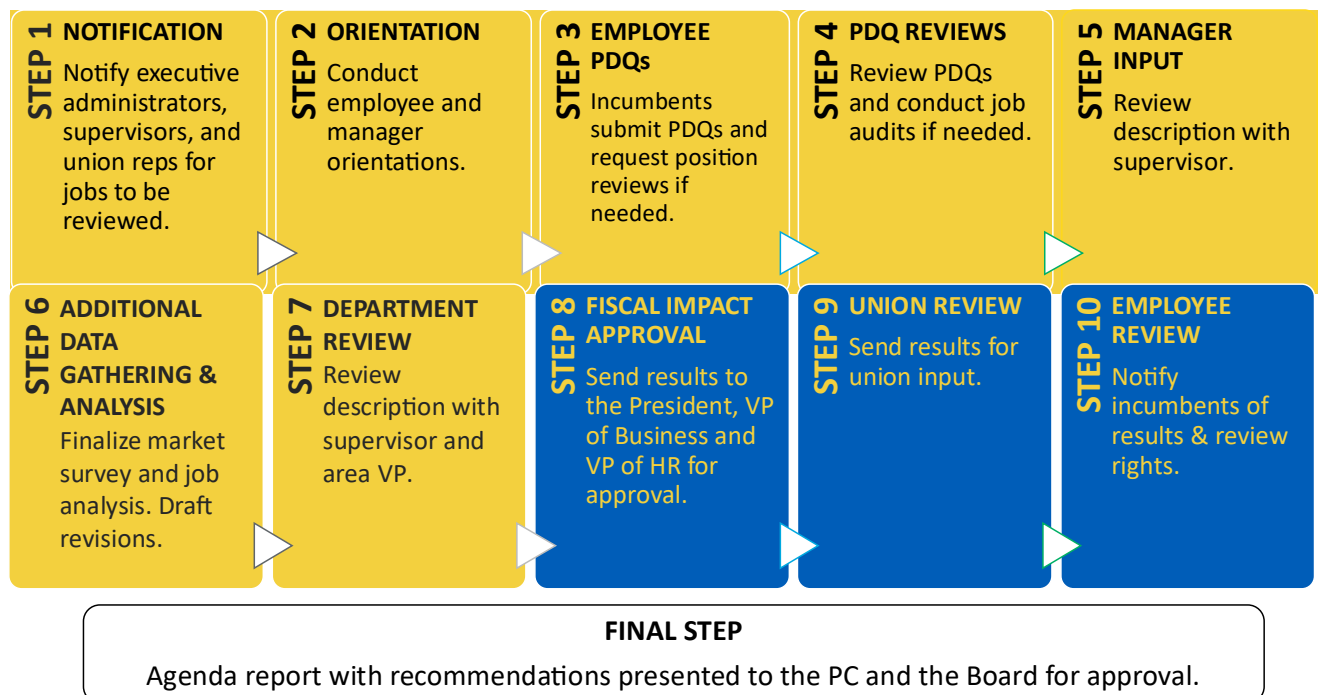
**CLASSIFICATION REVIEW PROGRESS: FY 2024-25**



STATUS	DESCRIPTION
<b>Upcoming</b>	Job classification approved by the Personnel Commission as part of the cyclical review calendar and scheduled to begin this month. Notifications and orientation materials are being prepared before research begins.
<b>Research &amp; Planning</b>	Commission staff gather and review job description updates, Position Description Questionnaires (PDQs), and market data and conduct job audits. The goal is to collect the information needed for analysis.
<b>Development</b>	Commission staff update classification descriptions and review salary data for recommendations.
<b>Stakeholder Review</b>	Completed studies are sent for fiscal impact review, and union and employee feedback. This step confirms accuracy and ensures that all key parties have an opportunity to provide comments before recommendations are presented to the Personnel Commission.
<b>Management Hold</b>	The study is temporarily paused at the request of management to allow for organizational, operational, or budget-related considerations before moving forward.
<b>Labor-Management</b>	The study is under discussion between the District and union representatives to address negotiable matters.
<b>Stakeholder Review (Post-Discussion)</b>	After labor-management or hold issues are resolved, the revised study may be reviewed again by stakeholders prior to Commission consideration.
<b>Completed</b>	The recommendations have been presented to the Personnel Commission and action has been taken to conclude the review.

## PROCESS CLARIFICATION

The cyclical review process consists of multiple steps coordinated across several stakeholders, with the Commission Office assuming responsibility for the stages highlighted in yellow.



Each cyclical study begins with an orientation and an initial review of class descriptions falling within the job discipline which is being studied. Following an analysis of all relevant information, recommendations will be provided for review to management staff, senior staff, incumbents, and union representatives.

If there are still unresolved concerns at this stage from any of the stakeholders, the following options are available before we forward recommendations to the Personnel Commissioners and Board of Trustees for final approval:

- Administrative Review by the Director of the Personnel Commission
- Forward to Labor-Management
- Presentation of a formal appeal to the Personnel Commissioners

Agenda Report Number	3
Subject	Approval Request-Personnel Commission Office Closure During Santa Monica College Winter Holiday Break
Date	December 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve the closing of its office on Wednesday, December 24, 2025, through Thursday, January 1, 2026, in observance of the winter holiday break. All Santa Monica College Offices will be closed during this time.

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

V. Consent Agenda

Report Number	Subject	Page Number
4	Extension of Eligibility Lists	11
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6	Ratification of Limited Term Assignments	13
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Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	4
Subject	Extension of Eligibility Lists
Date	December 17, 2025
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 I (Open)	06/18/2025	12/18/2025	11	5	03/18/2026
Case Manager	01/13/2026	01/13/2026	14	6	03/13/2026
Database Administrator	01/09/2026	01/09/2026	8	6	03/09/2026
Human Resources Specialist (Promotional)	01/06/2026	01/06/2026	3	3	03/06/2026
Mail Services Worker I	04/09/2025	01/05/2026	15	5	04/09/2026
Student Judicial Affairs Specialist (Promotional)	04/08/2025	01/08/2026	2	2	04/08/2026
Student Judicial Affairs Specialist (Open)	04/08/2025	01/08/2026	4	4	04/08/2026

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	5
Subject	Advisory Item: Request for Reinstatement
Date	December 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission is advised of the following request for placement on the Reinstatement List as specified below.

Name	Classification	Last Date of Paid Service	Effective Dates
Shawn Davis	Custodian	August 21, 2025	08/22/2025 to 11/21/2028

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1 GENERAL PROCEDURES

A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower-related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

B. Reinstatement of a former employee shall have the following effects:

1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
2. Restoration of salary in accordance with Section 13 of Rule 12.2.

Agenda Report Number	6
Subject	Ratification of Limited Term Assignments
Date	December 17, 2025
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
Administrative Assistant II	Community Services	12/1/25-5/15/26
Administrative Assistant I	Athletics	7/1/25-12/23/25*

\*Extension

Agenda Report Number	7
Subject	Appointment to Limited Term Assignments
Date	December 17, 2025
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
Lindsay Wilson	Administrative Assistant II	Community Services	12/1/25-5/15/26
Jessica Balsam	Administrative Assistant I	Athletics	7/1/25-12/23/25*

\*Extension of assignment

Agenda Report Number	8
Subject	Appointments to Provisional Assignments
Date	December 17, 2025
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*
Jacqueline Carlson	Events Assistant	SMCPA	12/08/25-06/30/26
Fatih Esmer	Theater Technical Specialist	Facilities	12/01/25-06/30/26
Michael C. Martin	Theater Technical Specialist	Facilities	12/01/25-06/30/26
Justin Mayer	Theater Technical Specialist	Facilities	**07/01/25-11/12/25
Jacob Miller	Theater Technical Specialist	Facilities	12/11/25-06/30/26
Brittany Tostado	Student Services Assistant	Scholars Program	**09/15/25-01/25/26

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

\*\*Revised assignment dates.

Agenda Report Number	9
Subject	Ratification of Meeting Minutes
Date	December 17, 2025
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. 11-19-2025 Regular Meeting
2. 12-11-2025 Special Meeting

Agenda Report Number	10
Subject	Personnel Commission Project Tracking
Date	December 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

### Classification and Compensation

Job Discipline	Title	PDQ Deadline	PDQ Extension	PC 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 III	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 I	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	Principal 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	IT Project Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Programmer Analyst	4/23/2025		10/2/2025	Stakeholder Review	
IT MIS	Associate 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	

<b>Student Services</b>	Enrollment Services Specialist	7/23/2025	8/15/2025		Research & Planning	
<b>Student Services</b>	Senior Academic Records Evaluator	7/23/2025	8/15/2025		Development	
<b>Student Services</b>	Senior Enrollment Services Specialist	7/23/2025			Research & Planning	
<b>Student Services</b>	Student Communications Coordinator	7/23/2025	8/25/2025		Development	
<b>Student Services</b>	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025		Research & Planning	
<b>Student Services</b>	Financial Aid Systems Specialist	7/23/2025			Research & Planning	
<b>Student Services</b>	Senior Financial Aid & Scholarships Specialist	7/23/2025			Research & Planning	
<b>Student Services</b>	International Student Services Specialist	7/23/2025	8/15/2025		Development	
<b>Student Services</b>	Senior Student Services Specialist - International	7/23/2025			Development	
<b>Student Services</b>	Outreach & Recruitment Specialist	7/23/2025	8/15/2025		Development	
<b>Student Services</b>	Student Onboarding Specialist	7/23/2025			Development	
<b>Accounting &amp; Finance</b>	Chief Director of Business Services	8/6/2025			Development	
<b>Accounting &amp; Finance</b>	Director of Fiscal Services	8/6/2025			Development	
<b>Accounting &amp; Finance</b>	Controller	8/6/2025			Development	
<b>Accounting &amp; Finance</b>	Accounting Manager	8/6/2025			Development	
<b>Accounting &amp; Finance</b>	Accounts Payable Supervisor	8/6/2025			Development	
<b>Accounting &amp; Finance</b>	Accountant	8/6/2025	8/21/2025		Development	
<b>Accounting &amp; Finance</b>	Accounting Technician	8/6/2025			Development	
<b>Accounting &amp; Finance</b>	Accounting Specialist	8/6/2025	9/4/2025		Development	
<b>Accounting &amp; Finance</b>	Accounting Supervisor	8/6/2025			Development	
<b>Reprographics</b>	Reprographics Technician	10/9/2025	5/7/2025		Research & Planning	
<b>Reprographics</b>	Senior Reprographics Technician	10/9/2025	5/7/2025		Research & Planning	
<b>Reprographics</b>	Reprographics Supervisor	10/9/2025	5/7/2025		Research & Planning	
<b>Facilities Maintenance &amp; Planning</b>	Skilled Maintenance Worker I	12/3/2025			Research & Planning	
<b>Facilities Maintenance &amp; Planning</b>	Skilled Maintenance Worker II	12/3/2025			Research & Planning	

Facilities Maintenance & Planning	Carpenter	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	Painter	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	Plumber	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	Mechanical Systems Manager	12/3/2025			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	Director of Facilities Maintenance	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Director of Facilities Planning & Construction	12/3/2025			Research & Planning	
Facilities Maintenance & Planning	Director of Facilities Maintenance & Operations	12/3/2025			Research & Planning	
Accounting & Finance	Director of Auxiliary Services	12/4/2025			Upcoming	
Accounting & Finance	Enterprise Business Services Clerk	12/4/2025			Upcoming	
Accounting & Finance	Enterprise Business Supervisor	12/4/2025			Upcoming	

<b>Accounting &amp; Finance</b>	Enterprise Business Services Specialist	12/4/2025			Upcoming	
<b>Accounting &amp; Finance</b>	Budget Analyst	12/4/2025			Upcoming	
<b>Accounting &amp; Finance</b>	Budget Technician	12/4/2025			Upcoming	
<b>Accounting &amp; Finance</b>	Director of Budget	12/4/2025			Upcoming	
<b>Accounting &amp; Finance</b>	Director of Facilities Finance	12/4/2025			Upcoming	
<b>Accounting &amp; Finance</b>	Accounting Manager - Foundation	12/4/2025			Upcoming	
<b>Accounting &amp; Finance</b>	Director of Grants	12/4/2025			Upcoming	
<b>Accounting &amp; Finance</b>	Director of SMC Foundation	12/4/2025			Upcoming	

### Recruitment

Title	Assigned To	Open Date	Closed Date
Community College Police Officer	JG	10/30/2023	Continuous
Community College Police Officer Trainee	JG		
Laboratory Technician - Physics/Engineering	AF	10/08/2025	10/28/2025
Stage Technician-Sound	TM	09/04/2025	09/25/2025
Student Services Clerk	JA		
Theatre Technical Specialist (Provisional)	TM	10/15/2021	Continuous

VI. Adjournment

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

Month	Day	Year	Time	Meeting Location
January	21	2026	12:00 PM	1900 Pico Blvd Business Rm 117
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 December 17, 2025, 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.