

## 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=YUJ4TUU6dkF1MnUzWlRNRnhYMWpTUT09>

### 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: 10:30 a.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. Public Comments: Non-Actionable Items from those in attendance.

III. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Election of Personnel Commission Officers for 2026	3
2	Public Interviews for Personnel Commissioner Vacancy	4
3	Nominations for Personnel Commissioner	6
4	Request to Certify from Alternate Eligibility List: Director of Human Resources - Operations	7
5	Ratification of Working Out of Class and Internal Limited Term Assignments	8

IV. Adjournment

Agenda Report Number	1
Subject	Election of Personnel Commission Officers for 2026
Date	December 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

### **BACKGROUND**

The Personnel Commission elects its officers for the following year in December of each year. Officers to be elected are Chair and Vice Chair.

### **RECOMMENDATION**

It is recommended that the Personnel Commission elect its Chair and Vice Chair for 2026.

#### Movement to elect Chair for 2026

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

#### Movement to elect Vice Chair for 2026

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

Agenda Report Number	2
Subject	Public Interview for Personnel Commissioner Vacancy
Date	December 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Under California Education Code, the two Personnel Commissioners who have been 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.

Public interviews will take place at this meeting for candidates under consideration to fill the current vacancy for the Commission appointee.

Under Education Code 88064, Personnel Commissioners must meet the following qualifications:

- Be a registered voter and resident within the territorial jurisdiction of the community college district.
- Be a known adherent to the principle of the Merit System.

A subcommittee from the Personnel Commission conducted an initial review of applicants who were determined to meet the qualifications outlined above. We have one finalist who will be participating in the public interview this morning:

**Mina Patel**

Relevant Education Code and Merit System Rule Citations:

Education Code Section 88065:

In any community college district, which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission.

Merit System Rule 2.1.3 states qualifications for membership of the Personnel Commission as follows:

Members of the Commission shall be registered voters, resident within the District, and shall be “known adherents of the principle of the merit system.” For purposes of this Rule the following definition shall apply:

1. “Known adherent to the principle of the merit system,” with respect to a candidate for a new appointment, shall mean a person who by nature of their prior public or private service has given evidence that they support the concept of employment, continuance in employment, in service promotional opportunities, and other related matters on the basis of merit and fitness.
2. With respect to a candidate for reappointment, “known adherent of the merit system” shall mean a Commissioner who has clearly demonstrated through meeting attendance and actions that they do, in fact, support the merit system and its operation.
3. No member of the governing board of any school district or county board of education shall be eligible for appointment, reappointment, or continuance as a member of the Commission nor shall a Commissioner be an employee of the District during his or her terms of service.



Agenda Report Number	3
Subject	Nominations for Personnel Commissioner
Date	December 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Under California Education Code, the two Personnel Commissioners who have been 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.

Public interviews have taken place at this meeting for candidates under consideration to fill the current vacancy for the Commission appointee. Nominations will now be considered by the Personnel Commissioners to fill our current vacancy. Recommendations for a nominee will be presented for public comments and final confirmation at our next regular Personnel Commission meeting on Wednesday, January 21, 2026.

Motion to Open Nominations	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Nominations	
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Motion to Close Nominations	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

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

Agenda Report Number	4
Subject	Request to Certify from Alternate Eligibility List: Director of Human Resources - Operations
Date	December 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

### **BACKGROUND**

An eligibility list has recently been established for Director of Human Resources – Employment and Labor Relations/Compliance. This eligibility list currently contains 4 remaining candidates.

The duties of the Director of Human Resources - Operations include a significant portion of the duties included in the Director of Human Resources – Employee and Labor Relations/Compliance classification, and the necessary skills and knowledge for Director of Human Resources – Operations were adequately tested in the examination for Director of Human Resources – Employee and Labor Relations/Compliance.

Merit Rule 6.3.12 states the following:

If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided that duties and qualifications are similar, the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the original examination.

The Personnel Commission finds that the use of the list for this purpose is in compliance with the requirements stated above.

### **RECOMMENDATION**

It is recommended that the Commission approve the use of the eligibility list for Director of Human Resources – Employee and Labor Relations/Compliance to certify eligible(s) to any current vacancies for Director of Human Resources - Operations.

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

Agenda Report Number	5
Subject	Ratification of Working Out of Class and Substitute Limited Term Assignments
Date	December 19, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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
Jazmin Guzman, Administrative Assistant II	Workforce & Economic Development Specialist	01/01/2026 to 02/27/2026

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

II. Extension to Substitute Limited Term Assignment

Name/Permanent Class	Substitute Limited Term Assignment*	Dates of Current Assignment	Extended Dates
Jennifer Landa, Workforce & Economic Development Specialist	Program Coordinator- Workforce & Economic Development	07/01/2025 to 12/23/2025	12/24/2025 to 02/28/2026

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

### 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).

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

#### IV. 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 19, 2025, 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.