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| <p><b>DEPARTMENTS: PLEASE POST</b></p> <p>Academic Affairs:<br/>Accounts Payable: Cherry Aquino<br/>Admissions &amp; Records: Jackson Edwards<br/>African American Center: Sherri Bradford<br/>Athletics:<br/>Auxiliary Services: Ofelia Meza<br/>Broad Stage/Madison: Gail Johnson<br/>Bundy: Beverly Redd-Walker<br/>Business Department: Peter Murray<br/>Campus Police Office: Jennifer Jones<br/>Campus Store: Elease Juarez<br/>Career Services: Carolina Trejo<br/>Cashier's Office: Veronica Romo<br/>Center for Media &amp; Design: Angela Valentine<br/>Community &amp; Academic Relations:<br/>Community Education: Ashley Price<br/>Counseling Office: Alison Kosich<br/>Custodian Time Clock: Anthony Williams<br/>Disabled Students Center: Denise Henninger<br/>Early Childhood Ed.: L. Manson<br/>Emeritus Department: V. Rankin-Scales<br/>English Dept.: Martha Hall<br/>EOP&amp;S: Gina Brunell<br/>ESL Office: Jocelyn Alex<br/>Events Office: Vinessa Cook<br/>Faculty Association: Peter Morse<br/>Financial Aid Office: Robyn Rouzan<br/>Health Sciences: Clarendia Stephens<br/>Health Office: Nancy Alfaro<br/>Human Resources: Delia Padilla &amp; Dawn Noguera<br/>HSS: Carolyn Baugh<br/>Institutional Research:<br/>International Education Center: Claudia Henriquez<br/>KCRW:<br/>Latino Center: Maria Martinez<br/>Maintenance/Operations: Kasey Garland<br/>Malibu: Angela Bice<br/>Math Village: Kristina Fukuda<br/>Media Center:<br/>Modern Language: Travis Grant<br/>Music: Lori Geller<br/>Outreach &amp; Recruitment: Angela Lee<br/>Payroll: Ian Fraser<br/>Science: Ingrid Cardwell<br/>Student Life: Amelia Trejo<br/>Superintendent/Presidents Office: L. Kilian<br/>STEM: Vanan Yahnian<br/>Theater Arts: Lindsay Lefler<br/>W&amp; ED/Bundy: Tricia Ramos</p> | <p><b>ADMINISTRATORS AND MANAGERS</b></p> <p>Emeritus:<br/>Noncredit Programs:<br/>Scott Silverman<br/>HR: Vina Chin<br/>Info Tech: Calvin Madlock<br/>IEC: N. Pressian<br/>Instructional Technology:<br/>Maintenance:<br/>Terry Kamibayashi<br/>Operations:<br/>Dennis Biddle<br/>Darryl Gray<br/>Emily Raby<br/>Robert Villanueva<br/>Receiving: Lisa Davis<br/>Supplemental Instruction:<br/>Wendi DeMorst<br/>SMCPA: Susan Hudelson</p> | <p><b>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</b></p> <p>Superintendent/President: Kathryn Jeffery<br/>Executive VP:<br/>VP Academic Affairs: Jason Beardsley<br/>VP Business/Admin: Chris Bonvenuto<br/>VP Enroll. Services: T. Rodriguez<br/>VP Human Resources: Tre'Shawn Hall-Baker<br/>VP Student Affairs:<br/>Senior Director Government Relations &amp; Institutional Communications: Don Girard<br/>Community Relations: Kiersten Elliott<br/>Public Information: Grace Smith</p> <p><b>PUBLIC POSTING LOCATION</b></p> <p>Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p><b>EMPLOYEE ORGANIZATIONS</b></p> <p>CSEA Labor Rep.: Derek Eckstein<br/>CSEA Chapter Pres.: Cindy Ordaz<br/>CSEA Chapter 1st V.P.: Martha Romano<br/>CSEA Chapter 2nd V.P.: Kennisha Green<br/>CSEA Chief Job Steward: Jonathan Rosas<br/>CSEA Treasurer: Dagmar Gorman<br/>CSEA Secretary: Joan Kang<br/>CSEA Chief Development Officer:<br/>Luis Martin<br/>CSEA Communications Officer: Erin O'Neill<br/>SMC POA President: Officer Cadena<br/>Management Association: Jose J. Hernandez</p> <p><b>IF YOU NEED AN ACCOMMODATION</b></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 | X       |        |
| Joy Abbott, Vice Chair        | X       |        |
| Barbara Greenstein            | X       |        |
| Deborah Jansen                | X       |        |

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:<br>Director of Human Resources - Operations | 7           |
| 5             | Ratification of Working Out of Class and<br>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.

Motion to nominate and elect Joseph Metoyer for Chair for 2026

|                               |                           |
|-------------------------------|---------------------------|
| Disposition by the Commission |                           |
| Motion Made By                | Deborah Jansen            |
| Seconded By                   | Barbara Greenstein        |
| Ayes                          | 3                         |
| Nays                          | 0                         |
| Abstentions                   | Joeseph Metoyer Abstained |
| Amendments/Comments           |                           |

Motion to nominate and elect Vice Chair Joy Abbott for 2026

|                               |                     |
|-------------------------------|---------------------|
| Disposition by the Commission |                     |
| Motion Made By                | Joeseph Metoyer     |
| Seconded By                   | Deborah Jansen      |
| Ayes                          | 3                   |
| Nays                          | 0                   |
| Abstentions                   | Joy Abbot Abstained |
| 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.

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| 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             | Joy Abbott         |
| Seconded By                | Barbara Greenstein |
| Ayes                       | 4                  |
| Nays                       | 0                  |
| Abstentions                | 0                  |
| Amendments/Comments        |                    |

|             |            |
|-------------|------------|
| Nominations | Mina Patel |
|-------------|------------|

| Motion to Close Nominations |                |
|-----------------------------|----------------|
| Motion Made By              | Joy Abbott     |
| Seconded By                 | Deborah Jansen |
| Ayes                        | 4              |
| Nays                        | 0              |
| Abstentions                 | 0              |
| Amendments/Comments         |                |

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

|                      |   |
|----------------------|---|
| Agenda Report Number | 4   |
| Subject              | Request to Certify from Alternate Eligibility List:<br>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                | Joy Abbott     |
| Seconded By                   | Barbara Jansen |
| Ayes                          | 4              |
| Nays                          | 0              |
| Abstentions                   | 0              |
| 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,<br>Administrative Assistant II | Workforce & Economic<br>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<br>Assignment*                      | Dates of Current<br>Assignment | Extended Dates              |
|---|---|--------------------------------|-----------------------------|
| Jennifer Landa,<br>Workforce & Economic<br>Development Specialist | Program Coordinator-<br>Workforce & Economic<br>Development | 07/01/2025 to<br>12/23/2025    | 12/24/2025 to<br>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).

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

IV. Adjournment at 11:17 a.m.

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

| Month    | Day | Year | Time     | Meeting Location                  |
|----------|-----|------|----------|-----------------------------------|
| January  | 21  | 2026 | 12:00 PM | 1900 Pico Blvd<br>Business Rm 117 |
| February | 18  | 2026 | 12:00 PM | 1900 Pico Blvd<br>Business Rm 117 |
| March    | 18  | 2026 | 12:00 PM | 1900 Pico Blvd<br>Business Rm 117 |
| April    | 15  | 2026 | 12:00 PM | 1900 Pico Blvd<br>Business Rm 117 |
| May      | 20  | 2026 | 12:00 PM | 1900 Pico Blvd<br>Business Rm 117 |
| June     | 17  | 2026 | 12:00 PM | 1900 Pico Blvd<br>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.