

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/84028297535?pwd=RxkYATqIVJK3Ecglaez76kVEyKbgEE.1>

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 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 on 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 items 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 penate_yesenia@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 penate_yesenia@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: Hadass Elnathan</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 02/12/2026</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		
Mina Patel		

II. Director's Report

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

A. Longevity

February 2026

10 YEARS

Anisha DiGregorio, Human Resources Technician, Human Resources

Dominic Jester, Community College Police Officer, SMCPD

15 YEARS

Bryan Wilson, Community College Police Sergeant, SMCPD

20 YEARS

Carolyn Baugh, Administrative Assistant I, Academic Affairs

Debra Willoughby, Human Resources Technician, 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
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V. Consent Agenda

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VI. Adjournment

Agenda Report Number	1
Subject	Classification Description Revisions: Director of Facilities Maintenance <i>Ad-Hoc Study</i>
Date	February 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval is a revised classification description for Director of Facilities Maintenance. The Personnel Commission is preparing to recruit to fill one (1) vacancy for this classification. The incumbent is retiring March 31, 2026. The Vice-President of Business and Administration has requested minor additions to the classification description to capture this role’s responsibility for researching, identifying and implementing standards that support sustainable facilities management. This study is not part of the cyclical review process. Further review of this classification will be conducted once this job discipline is scheduled again on the cyclical review calendar.

METHODOLOGY

Personnel Commission staff met with Chris Bonvenuto, Vice-President of Business and Administration, to review the current classification description

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for Director of Facilities Maintenance.

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

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Maintenance

CONCEPT OF THE CLASS

Under the general direction, this position plans, directs, and oversees the District's facilities, maintenance, construction, remodeling, mechanical, utilities and energy management services while advancing institutional commitments to resilience, environmental sustainability and waste reduction. The Director develops short and long-term strategic plans which align with the District's goals and objectives.

DISTINGUISHING CHARACTERISTICS

The **Director of Facilities Maintenance** oversees the District's construction, maintenance, renovations, remodeling, and mechanical, utilities and energy management services.

The **Director of Facilities Operations** oversees the District's Custodial and Grounds services which includes responsibility for planning, implementing, and monitoring program operations.

The **Construction Maintenance Manager** plans, manages, and evaluates construction trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

The **Mechanical Systems Manager** plans, manages, and evaluates the mechanical trades activities and operations of the Facilities Maintenance Department and assumes primary responsibility for project-level planning and execution of related State scheduled maintenance projects.

ESSENTIAL DUTIES

Coordinates implementation of the District facilities maintenance plan, oversees ongoing physical inspection of District facilities, development of priorities, and the creation of work orders for necessary repairs, replacements, and modifications to substandard facilities.

Establishes operations schedules and prioritizing routine mechanical and construction work projects to minimize disruption of academic and community service programs.

Oversees the management of the Facilities Work Order program, including receipt of maintenance requests for repair, replacement, preventative maintenance, and facilities remodeling; oversees evaluation of requests; supervises data input to generate and close work orders; oversees assignment of work orders to appropriate area for completion.

Prepares and administers annual, short-term, and long-term budget, expenditure and staffing plans for all areas within the Maintenance department; assists in developing the Facilities state funded and scheduled maintenance budgets; ensures that projections are aligned with planning and academic assumptions.

Ensures maintenance and updating of District standards for electrical, structural, and mechanical systems, and engages a broad range of Facilities input to ensure maintenance and operations needs are encompassed by resulting standards.

Oversees the optimization of the District's energy management systems and asbestos abatement programs; ensures that programs comply with District and governmental standards and codes; coordinates implementation of the Southern California Air Quality Management District (AQMD), California Environmental Quality Act (CEQA); and regulations with regard to District equipment.

Collaborates with Director of Facilities Planning in connection with major construction projects and remodels.

Develops and implements the District's five-year Deferred Maintenance Program and Hazard Mitigation Program

Reviews architectural and engineering drawings to optimize efficiency of utilities and comply with District needs for maintenance service and durability.

Represents the District in appropriate interactions with local and state offices, business organizations, community groups and others; investigates and resolves complaints generated by the local community, or internal District constituents that relate to area of responsibility.

Coordinates with Santa Monica City Public Works for projects that impact College facilities.

Coordinates with all Santa Monica College Departments for projects or programs that require Maintenance.

Coordinates and inspects work related to facilities, planning and operations, including inspection work of contractors for maintenance projects and ensures compliance with District standards, building, health and safety regulations, education codes, and other applicable federal, state and local laws and regulations.

Oversees the ongoing physical inspection of District facilities, development of priorities, and the creation of work orders for necessary repairs, replacements, and modifications to substandard facilities.

Confers with direct reporting staff to plan, develop and implement programs and support services in assigned areas of responsibilities; coordinates work assignments; schedules and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements.

Prepares and maintains various records and reports related to projects, work orders, plans, specifications, inspections, expenditures, inventory, facility use, hazardous waste, personnel, waste management, budgets and assigned activities; assures mandated reports are distributed to appropriate governmental agency according to established timelines.

Serves on various college committees; attends and conducts a variety of meetings; communicates with

other administrators, personnel and contractors to coordinate activities and programs; resolves issues and exchanges information.

Coordinates with the Sustainability department and the DPAC Facilities Subcommittee to research, identify, develop and implement campus standards for energy efficiency, water conservation, building electrification and waste reduction.

Develops and implements the District's five-year Deferred Maintenance Program, Preventative Maintenance Program, and Hazard Mitigation Program.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under general supervision, the employee receives assignments from the Vice President of Business and Administration and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

General supervision is exercised over managers in Facilities Maintenance.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities planning, construction and maintenance

Engineering technologies for central plant centrifugal chiller, scroll compressor, and hydronic refrigerant technology system operations.

Principles and practices of personnel management and leadership, strategic planning, organization and business management, and effective administration of facilities maintenance and operations

Modern construction and facilities planning methods and practices and their application in Class I and Class II structures

Construction contracting and management

Methods, materials, and standards used, and labor and material costs in areas of supervision.

Bid solicitation, evaluation, and contract administration procedures

Community college budget control measures

State and federal funding programs and grants

Hazardous chemical and waste disposal methods

Effective employee supervision, training, evaluation, and development techniques and practices

Ability to:

Plan, direct, administer, review, and evaluate the effectiveness of maintenance, mechanical systems, energy management, and maintenance operations functions

Coordinate work activities between departmental units, contractors and other campus groups, anticipate conditions, plan ahead, establish priorities, and meet deadlines

Read and interpret blueprints, shop drawings, and sketches

Interpret, apply, and explain applicable laws and regulations, and District policies and procedures

Establish and maintain record-keeping systems, and prepare relevant reports

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Maintain an open and approachable manner and easily build rapport with others

Create a positive work environment and ensure that clear, challenging and attainable goals are set for assigned groups and aligned with organizational objectives

Maintain composure and focus with a high workload, competing and conflicting demands and multiple interruptions

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Operate a computer using computer applications, programs and standard office equipment

Communicate effectively, both orally and in writing

Stay updated on technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Utilize organizational funds, material resources and staffing levels wisely and strategically

Model professional integrity and ethics and deal quickly with breaches and misconduct

Use techniques of advanced business data and organizational analysis to systematically identify and assess complex enterprise-wide issues and present potential solutions to District leadership

Establish and maintain effective working relationships with college administrators, managers, faculty, staff, students, vendors, and contractors in a diverse, multicultural, and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree or equivalent.

Experience Requirement:

Four years of experience with facilities construction and maintenance management, including two years of supervisory experience. Experience in an education system with multiple sites, such as a K-12, community college, or university is desirable.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 25 pounds. The employee is required to regularly visit construction sites with unpaved, uneven surfaces, excavations and construction work in progress. Hardhats, safety glasses and safety shoes are required. Walking on catwalks, scaffoldings and using ladders to reach upper floors may be necessary. While performing the duties of this job, the noise level in the work environment is usually quiet to moderate, but occasionally can be noisy and loud.

CLASS DETAIL

Job Family:

Facilities, Trades & Maintenance

<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	06/21/23
<i>Class History:</i>	New Class
<i>Revision Date(s):</i>	<u>2/18/2026</u>

**Santa Monica Community College District
Personnel Commission**

Director of Facilities Maintenance

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CLASS DETAIL

Job Family:

Facilities, Trades & Maintenance

<i>FLSA Status:</i>	Exempt
<i>Personnel Commission Approval Date:</i>	06/21/23
<i>Class History:</i>	New Class
<i>Revision Date(s):</i>	2/18/2026

Agenda Report Number	2
Subject	Appointment of Commissioner to Merit Rules Advisory Committee
Date	February 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

On March 16, 2011, the Personnel Commission adopted the Committee composition for the Merit Rules Advisory Committee. The composition currently consists of representatives from each of the following stakeholder groups:

- Personnel Commissioners
- Director of the Personnel Commission
- CSEA Representatives
- Classified Management/Classified Confidential Representatives
- Santa Monica College Police Officers Association

The Merit Rules Advisory Committee utilizes two Personnel Commissioners. Barbara Greenstein is currently serving as one of these Commissioners. The Committee currently has a vacancy for an additional Personnel Commissioner.

RECOMMENDATION

It is recommended that the Commission select one of the remaining four Commissioners to serve on the Merit Rules Advisory Committee.

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

Agenda Report Number	3
Subject	Modification of Agenda Language Addressing Public Comments During Personnel Commission Meetings
Date	February 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Commissioners have proposed changing the cover of the Personnel Commission meeting agendas regarding procedures for public participation during Personnel Commission meetings.

Original:

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

Proposed revision:

Exceptions: Individuals invited by the Commission to provide routine comments or updates may exceed the standard three-minute limit. To ensure transparency and allow adequate preparation, any invited speaker wishing to give an extended presentation on a non-agenda topic should request that the item be placed on a future agenda. Otherwise, non-agendized presentations will be limited to three (3) minutes.

RECOMMENDATION

It is recommended that the Commission approve the proposed changes to the meeting agendas.

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

Agenda Report Number	4
Subject	Advisory Item: Response to CSEA Presentation Director's Report with Discussion and Input
Date	February 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

On December 11, 2025, CSEA presented the outcome of a recent survey they conducted with represented staff to assess the level of service provided by the Personnel Commission.

Specific concerns raised by CSEA fall into the following categories:

- Transparency Challenges
- Timelines and Delays
- Accessibility and Support Issues
- Perceived Bias, Favoritism, and Inconsistent Rule Application

Current Practices

The Personnel Commission takes concerns regarding fairness, transparency, and access extremely seriously. We recognize that when employees experience delays or do not fully understand how decisions are made, trust can be impacted. While some of the concerns raised by CSEA were broad in nature and did not always include sufficient detail to investigate specific allegations, they highlight areas where additional clarity, communication, and collaboration would be beneficial.

Currently, the Personnel Commission utilizes multiple tools from our website to communicate our processes for classification and compensation reviews and hiring:

Personnel Commission Web Site: <https://admin.smc.edu/administration/human-resources/personnel-commission/index.php>

This website includes instructions, process charts, and flow charts for recruitments, classification studies, temporary assignments, cyclical classification reviews, salary reviews, position reclassification studies, and requests for working out-of-class pay. We include links to our online applications, job descriptions, guidelines for position description questionnaires and job audits, and tip sheets for participating in interviews and application screenings. We also have an extensive list of Frequently Asked Questions on all the topics listed above, as well as a contact list for our staff indicating which staff members are assigned to each job family. This site also includes links to our weekly virtual drop-in sessions for managers and our monthly virtual drop-in sessions for classified staff. The Personnel Commission's Merit Rules are also published online, which outline the rules, responsibilities, and procedures applicable to our processes.

The Personnel Commission also provides formal orientations to all classified staff and management before the start of each cyclical review.

Personnel Commission Response

While the resources referenced above are publicly available, we acknowledge that the volume of information and the complexity of the merit system can make it difficult for employees to understand details of our processes, how timelines are established, and why delays sometimes occur.

Many delays in classification, compensation, and recruitment processes result from legally required review steps or additional requests initiated during the process, which we are obligated to research and address. While these safeguards exist to promote fairness and ensure compliance, we recognize the need to communicate expected timelines better and notify stakeholders when delays occur.

Some specific concerns were raised about why employee input was not given the same weight as management input in their own classification and position reclassification studies. This was noted as particularly problematic in situations where the manager did not work on site with the employee and, therefore, had minimal opportunity to observe how their roles were carried out.

Both employee and management input are critical components of classification and reclassification reviews. Employees provide valuable insight into how duties are carried out in practice. When discrepancies arise, Personnel Commission staff will conduct additional fact-finding to ensure classifications accurately reflect the level and scope of work being performed. However, management is responsible for assigning work and defining operational needs.

On February 9, 2026, the Director of the Personnel Commission met with CSEA and Human Resources staff to clarify concerns and determine the best course of action. Our priorities will include the following immediate actions, which were discussed in this meeting:

- CSEA will provide more specific survey responses about comments concerning confusion between Human Resources and Personnel Commission responsibilities
- The Personnel Commission and Human Resources will provide information for the New Employee Orientation process to clarify our respective areas of responsibility.

In addition, CSEA acknowledged that Personnel Commission staff is now providing additional communications about timelines and potential delays to employees going through cyclical reviews.

Allegations of favoritism or improper conduct are also taken seriously. However, we are unable to fully investigate individual concerns without specific information, such as the dates of incidents, the complainant's classification, and process details. We strongly encourage employees to bring forward concerns with sufficient specificity so they can be reviewed thoroughly and fairly. When concerns of this nature are raised with sufficient detail, they will be investigated in accordance with established procedures.

Opportunities for Future Improvement

The Personnel Commission fully supports CSEA's recommendations to form a PC-HR-CSEA workgroup to align processes and address gaps, and to increase the amount and types of training we provide for supervisors and staff on Merit Rules and Personnel Commission procedures. We recognize the need to

clarify differences between Human Resources and Personnel Commission functions, and we are excited to collaborate in any way needed to address questions in this area.

In addition, the Director will pursue the following actions to address CSEA's concerns:

- Utilize the EpiCenter to provide additional in-person and virtual training for management and classified staff on position reclassification, salary reviews, and upward mobility guidance.
- Expand virtual drop-in sessions, as appropriate
- Post additional videos online to clarify recruitment and classification processes and provide guidance for employees seeking upward mobility.
- Provide clearer and more timely communication when process delays occur in cyclical reviews and recruitments.
- Collect and analyze metrics from past and ongoing recruitment projects to identify areas for improvement.

This item is presented for discussion and Commissioners' input.

Agenda Report Number	5
Subject	Advisory Item: The Role of a Personnel Commissioner
Date	February 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission recently appointed a new Commissioner, effective January 21, 2026. Personnel Commission Chair, Dr. Joseph Metoyer, requested that Personnel Commission staff conduct a training series during upcoming public meetings to provide the new Commissioner with a general overview of the merit system and a refresher for the other four Commissioners.

The Director of the Personnel Commission will conduct the first presentation today. This presentation will cover the following areas:

- Concept and Purpose of a Merit System
- Role of the Personnel Commission and Commissioners
- Primary Areas of Oversight
- Disciplinary Appeals
- Seniority and Layoff Lists

Agenda Report Number	6
Subject	Establishment and Certification of Seniority and Layoff Lists
Date	February 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Merit Rule 13.1.4 requires the Personnel Commission to certify seniority lists when they are initially established. Merit Rules 13.2.1 and 9.5.4 require the Personnel Commission also to certify layoff lists to be used in determining which specific employees are subject to layoff under Education Code 88017, 88117, and 88127, and Merit Rule 9.5.4 and Chapter 13. Certification of layoff lists must occur after the Board Resolution is finalized and before initial official notifications are sent to impacted employees. Education Code 88107 states that notifications to impacted employees shall be confidential and shall not be divulged, except as may be necessary in the performance of duties, until the employees have received their notices and requested a hearing or waived their right to a hearing.

The Board of Trustees proposed a Resolution at their most recent public meeting on February 3, 2026. This Resolution served to reduce 57 classified positions within the Santa Monica Community College District through layoffs. While the Board of Trustees approved this initial list, they also amended the list, requesting that all classified and academic management positions be added to this group.

The following are the titles of the seniority lists for the classifications of all classified non-management positions currently subject to reduction or elimination. All of these seniority lists were previously certified by the Personnel Commission.

Classification Titles

- Academic Records Evaluator
- Accountant
- Accounting Specialist
- Administrative Assistant I
- Administrative Assistant II
- Administrative Clerk
- Custodian
- Employee Benefits Coordinator
- Enterprise Business Services Clerk
- Financial Aid and Scholarships Specialist
- Grounds Worker
- Human Resources Specialist
- Instructional and Universal Designer
- Instructional Tutor – English
- Instructional Tutor – Math
- IT Project Analyst
- Lead Custodian
- Library Assistant
- Media Resources Assistant
- Multimedia Specialist
- Outreach and Recruitment Specialist
- Painter
- Parking Enforcement Officer
- Payroll Specialist
- Plumber
- Research and Planning Analyst
- Senior Career Services Advisor
- Senior Reprographics Technician
- Senior Student Services Specialist – International
- Skilled Maintenance Worker II
- Student Services Clerk
- Student Services Specialist
- Switchboard Operator
- Tutoring Coordinator – Business

We have also provided Commissioners with the most current layoff lists for certification.

RECOMMENDATION

It is recommended that the Commission approve the layoff lists that have been provided.

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

V. Consent Agenda

Report Number	Subject	Page Number
7	Extension of Eligibility Lists	26
8	Advisory Item: Request for Reinstatement	27
9	Ratification of Limited Term Assignments	28
10	Appointment to Limited Term Assignments	29
11	Appointments to Provisional Assignments	30
12	Ratification of Working Out of Class	31
13	Ratification of Meeting Minutes	33
14	Personnel Commission Project Tracking	34

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

Agenda Report Number	7
Subject	Extension of Eligibility Lists
Date	February 18, 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
Case Manager	1/13/2026	3/13/2026	14	6	5/13/2026
Database Administrator	1/9/2026	3/9/2026	8	6	7/9/2026
Disabled Student Services Assistant	8/21/2025	2/21/2026	17	8	8/21/2026
Health Science Learning Lab Specialist	9/23/2025	2/23/2026	2	2	5/23/2026
Grounds Manager (Promotional)	3/3/2026	3/3/2026	4	4	9/3/2026
Human Resources Specialist (Promo)	1/6/2026	3/6/2026	3	3	4/6/2026
IT Support Specialist	12/15/2025	3/15/2026	11	6	7/15/2026
Instructional Tutor – English	3/1/2026	3/1/2026	13	9	7/1/2026
Laboratory Technician – Photo	5/25/2025	2/25/2026	12	5	5/25/2026
Personnel Analyst	3/14/2026	3/14/2026	3	2	9/14/2026
Personnel Technician (Promotional)	8/25/2025	2/25/2026	1	1	8/25/2026
Program Coordinator – Community Education (Promotional)	12/10/2025	3/10/2026	3	3	6/10/2026
Program Coordinator – Workforce and Economic Development (Promotional)	6/22/2025	2/22/2026	2	2	12/22/2026
Program Specialist	9/4/2025	3/4/2026	2	2	9/4/2026
Sign Language Interpreter III	9/11/2025	3/11/2026	8	4	6/11/2026
Tutoring Coordinator – Math (Open)	3/18/2026	3/18/2026	7	6	6/18/2026

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	8
Subject	Advisory Item: Request for Reinstatement
Date	February 18, 2026
To	Members of the Personnel Commission
By	Yesenia Penate, Personnel Technician

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
Analyynn Hocson	Accounting Specialist	February 20, 2026	02/21/2026 to 05/20/2029

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	9
Subject	Ratification of Limited Term Assignments
Date	February 18, 2026
To	Members 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
Accompanist-Music Performance	Music	2/1/2026-6/30/2026
Accompanist-Music Performance	Music	2/1/2026-6/30/2026

Agenda Report Number	10
Subject	Appointment to Limited Term Assignments
Date	February 18, 2026
To	Members 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
Oliver Chan	Accompanist-Music Performance	Music	2/1/2026-6/30/2026
Gary Nesteruk	Accompanist-Music Performance	Music	2/1/2026-6/30/2026

Agenda Report Number	11
Subject	Appointments to Provisional Assignments
Date	February 18, 2026
To	Members 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
Gary Fritzen	Accompanist-Music Performance	Music	2/1/2026-6/30/2026
Joellen McNaughton	Accompanist-Music Performance	Music	2/1/2026-6/30/2026
Oliver Chan	Accompanist-Music	Music	2/1/2026-6/30/2026
Gary Fritzen	Accompanist-Music	Music	2/1/2026-6/30/2026
Joellen McNaughton	Accompanist-Music	Music	2/1/2026-6/30/2026
Gary Nesteruk	Accompanist-Music	Music	2/1/2026-6/30/2026

Agenda Report Number	12
Subject	Ratification of Working Out of Class
Date	February 18, 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
Terry Kamibayashi, Director of Facilities Maintenance	Director of Facilities Maintenance and Operations	01/02/2026 to 03/31/2026

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

***Pending PBAR Approval*

II. Correction to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment*	Assignment Dates Previously Submitted	Corrected Assignment Dates
Meredith Ouwersloot, Programmer Analyst	Senior Programmer Analyst	01/06/2026 to 05/08/2026	01/05/2026 to 05/08/2026

**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).

Agenda Report Number	13
Subject	Ratification of Meeting Minutes
Date	February 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

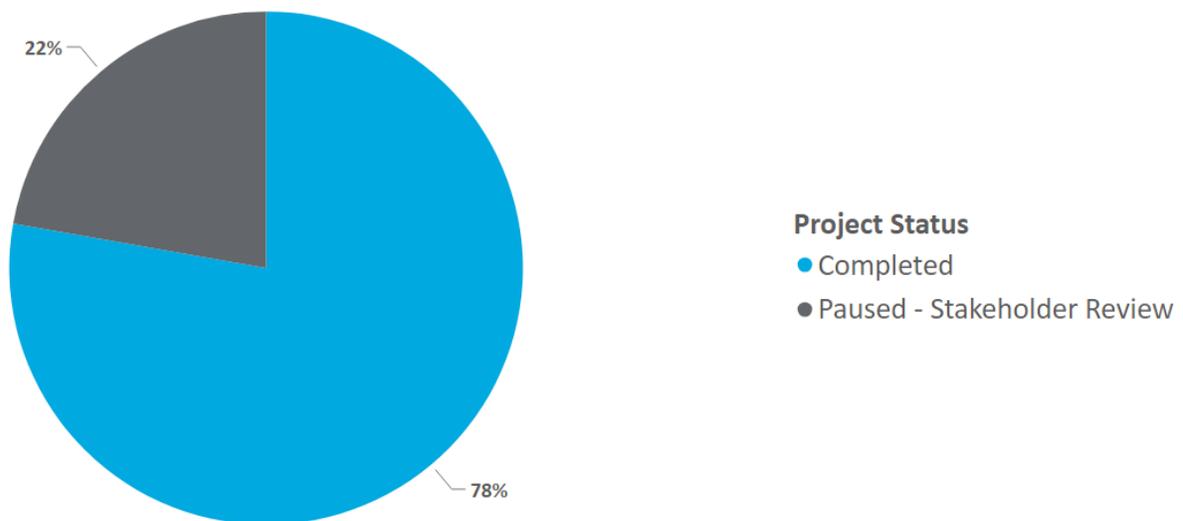
It is recommended that the Personnel Commission ratify the following meeting minutes:

1. 01-21-2026 Regular Meeting
2. 01-28-2026 Special Meeting

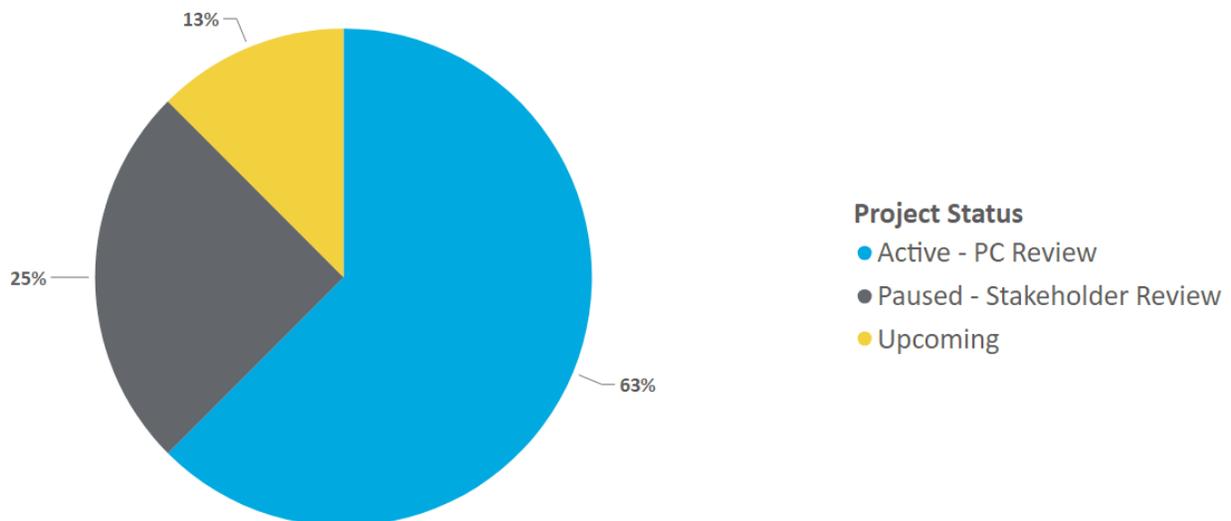
Agenda Report Number	14
Subject	Personnel Commission Project Tracking
Date	February 18, 2026
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Cyclical Job Classification Reviews

Fiscal Year 2024-25



Fiscal Year 2025-26



Cyclical Reviews

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		Development	
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			Development	
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	1/27/2026	Stakeholder Review	
Accounting & Finance	Accounting Manager	8/6/2025		1/27/2026	Stakeholder Review	
Accounting & Finance	Accounting Specialist	8/6/2025	9/4/2025	1/27/2026	Stakeholder Review	
Accounting & Finance	Accounting Supervisor	8/6/2025		1/27/2026	Stakeholder Review	
Accounting & Finance	Accounting Technician	8/6/2025		1/27/2026	Stakeholder Review	
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		Management Hold	
Reprographics	Reprographics Technician	10/9/2025	5/7/2025		Management Hold	
Reprographics	Senior Reprographics Technician	10/9/2025	5/7/2025		Management Hold	
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	Director of Auxiliary Services	12/4/2025			Research & Planning	
Accounting & Finance	Enterprise Business Services Clerk	12/4/2025			Research & Planning	
Accounting & Finance	Enterprise Business Services Specialist	12/4/2025			Research & Planning	
Accounting & Finance	Enterprise Business Supervisor	12/4/2025			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 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	

Recruitment

Title	Assigned To	Open Date	Closed Date	Screening
Athletic Trainer	TM	01/13/2026	02/06/2026	02/26/2026
Director of Facilities Maintenance	JL	02/09/2026	03/04/2026	
Director of Facilities Planning & Construction	JG			

VI. Adjournment

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

Month	Day	Year	Time	Meeting Location
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 February 18, 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.