

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person:

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

Attend Virtually:

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

Call In:

One tap mobile :

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

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

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

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

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

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

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

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

Exceptions:

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

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

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

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

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

General Public Comments and Consent Agenda

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

Instructions for Submitting a Request to Speak at Zoom Webinar

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

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

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

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

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

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

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

Instructions for Submitting Written Comments

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

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

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

<p>DEPARTMENTS: PLEASE POST</p> <p>Academic Affairs:</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions & Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics:</p> <p>Auxiliary Services: Ofelia Meza</p> <p>Broad Stage/Madison: Gail Johnson</p> <p>Bundy: Beverly Redd-Walker</p> <p>Business Department: Peter Murray</p> <p>Campus Police Office: Jennifer Jones</p> <p>Campus Store: Elease Juarez</p> <p>Career Services: Carolina Trejo</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media & Design: Angela Valentine</p> <p>Community & Academic Relations:</p> <p>Community Education: Ashley Price</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Denise Henninger</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&S: Gina Brunell</p> <p>ESL Office: Jocelyn Alex</p> <p>Events Office: Vinnessa Cook</p> <p>Faculty Association: Peter Morse</p> <p>Financial Aid Office: Robyn Rouzan</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Delia Padilla & Dawn Noguera</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Ana Jara</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</p> <p>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: M. Tuitasi</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:</p> <p>CSEA Chief Development Officer:</p> <p>Luis Martin</p> <p>CSEA Communications Officer: David Mendoza</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 9/12/2025</p>
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Public Session: 12:00 p.m.

I. Organizational Functions

A.Call to Order

B.Roll Call

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

II. Director's Report

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

A. Longevity

5 YEARS

Madalene Esquivias, Senior Financial Aid & Scholarships Specialist, Financial Aid

10 YEARS

Lisa Neves-Woldt, Instructional Tutor-English, Supplemental Instruction

15 YEARS

Eloisa Davis-Ludlow, Student Services Assistant, Admissions & Records

Brent Heximer, Administrative Assistant II, Personnel Commission

Robert Villanueva, Custodial Operations Manager, Operations

20 YEARS

Domingo Gonzalez, Custodian, Operations

Irin Darryl Gray, Custodial Operations Manager, Operations

Ann Le, Accounting Manager, Fiscal Services

Silvia Rosales Rivera, Custodian, Operations

Mukhorn Sin, Custodian, Operations

Jenia Soufian, Payroll Specialist, Fiscal Services

B.Comments from the Vice President of Human Resources

C.Comments from the President of CSEA

D.Comments from the President of Management Association

E.Comments from Personnel Commission Staff

F.Comments from the Personnel Commissioners

IV. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Annual Report of the Personnel Commission for Fiscal Year 2024-2025	4

V. Consent Agenda

Report Number	Subject	Page Number
2	Ratification of Eligibility Lists	14
3	Extension of Eligibility Lists	15
4	Appointments to Provisional Assignments	16
5	Ratification of Working Out of Class and Internal Limited Term Assignments	17
6	Ratification of Meeting Minutes	19
7	Personnel Commission Project Tracking	20

VI. Adjournment

Agenda Report Number	1
Subject	Annual Report of the Personnel Commission for Fiscal Year 2024-2025
Date	September 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Attached for your review is the proposed Personnel Commission Annual Report for Fiscal Year 2024-2025.

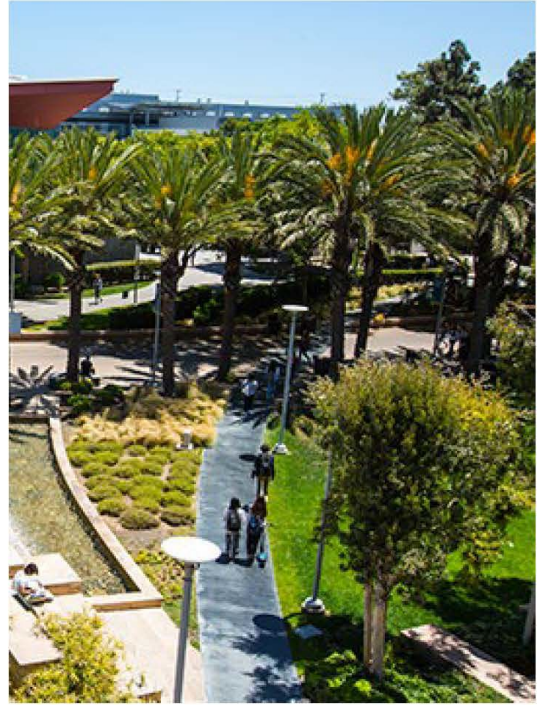
The Director of the Personnel Commission is required by Education Code Section 88086 to prepare an annual report of the Commission's activities for approval by the Commission.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed Annual Report for Fiscal Year 2024-2025.

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

Annual Report 2024-2025



September 17, 2025

**Santa Monica College
Personnel Commission**



Personnel Commission

Commissioners

Dr. Joseph P. Metoyer, Jr., Chair and Board of Trustees Appointee

Joy Abbott, Vice Chair and Board of Trustees Appointee

Barbara Greenstein, CSEA Appointee

Deborah Jansen, CSEA Appointee

Lawrence Leone, Commission Appointee

Staff

Carol Long, Director of the Personnel Commission

Amy Gurjian, Classification and Compensation Manager

John Linke, Supervising Personnel Analyst

Julia Avichouser, Personnel Analyst (Provisional)

August Faustino, Personnel Analyst

Jose Guzman, Personnel Analyst

Olga Gorman Vasquez, Personnel Analyst

Tatiana Morrison, Personnel Technician

Yesenia Penate, Personnel Technician

Brent Heximer, Administrative Assistant II

2714 Pico Blvd, 2nd Floor

Santa Monica, CA 90405

(310) 434-4410

www.smc.edu/classifiedjobs

Annual Review

Personnel Commission staff is presenting our Annual Report for Fiscal Year 2024-2025. During Fiscal Year 2024-25, we continued to experience a decline in the number of new hires, primarily due to the hiring freeze which was imposed in response to budget challenges. We have seen an increase in the number of promotional appointments during this past fiscal year. We are continuing to manage a large volume of classification work, both within and outside of our annual calendar of reviews.

Cyclical Classification Reviews – Round 2

The Personnel Commission is required to review classifications on an ongoing basis. The primary purpose of these reviews is to determine if job duties listed in all 280 class descriptions are an accurate reflection of the work assigned, and that the knowledge and abilities required for each job can be linked to the essential duties. We are now moving into the second year of our second round of reviews. We are currently evaluating our existing guides for reviews and appeals of classification studies to improve efficiency and remain in compliance with legal requirements.

Our Role as a Merit System in Embracing Diversity, Equity, and Inclusion (DEI)

To minimize barriers to employment that are not job-related, and to ensure compliance with the California Education Code Sections relevant to merit system operations, we incorporate the following practices:

- Ensuring hiring decisions are based solely on job-related factors. We utilize a content validation process outlined by the EEOC to link test and interview content and scoring standards to the most critical job requirements.
- Monitoring hiring committee outcomes to ensure decision criteria are job-related, driven by evidence, and not based on potential explicit or implicit biases.
- Utilizing a classification system to facilitate pay equity with a goal of ensuring that everyone with the same job title is paid within the same salary range
- Developing minimum qualifications for each job that are based on job analysis data to ensure that these requirements are relevant to the type and level of the job and do not unduly restrict candidate pool diversity.
- Utilizing a position study process as a remedy to address complaints related to pay equity within an occupational series.

About Santa Monica College

A two-year community college accredited by the Western Association of Schools and Colleges – that opened in 1929 with just 153 students is now a thriving campus with more than 23,000 students and offerings in over 100 fields of study. The leader among the state's 116 community colleges in transfers to the University of California, University of Southern California, Loyola Marymount University, and other four-year colleges.

Personnel Commission Meetings

Action	2024-2025	2023-2024	2022-2023	2021-22
Exams Announced	40	40	68	82
Total # of applicants	1615	2515	3041	2105
# of Eligibility Lists	32	40	55	60
# of Eligibles on Lists	164	253	367	389
New Class Descriptions	4	3	14	7
Revised Class Descriptions	56	47	38	28
Position Reclassification Requests Received	30	26		
Position Reclassifications Granted	6	5	2	4
# of Seniority Lists Established	8	6	8	4
# of Merit Rule Updates	1	16	12	33
Reinstatement Lists	2	2	6	7
Working Out of Class	38	19	20	31
Internal Limited Term Assignments	10	7	15	11
Limited Term Appointments	27	50	100	101
New Hires	27	34	71	40
Promotional Appointments	24	18	28	36
Provisional Appointments	90	152	154	159

The Merit System at SMC

A merit system is a method of personnel management designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, in-service promotional opportunities, and other related matters, on the basis of merit and fitness. There are more than 100 merit system school and college districts in California which employ almost 60 percent of the total classified (non-teaching) school employees in the state.

Merit Rules undergo regular reviews, and revisions made by the Merit Rules Advisory Committee are done in accordance with the California Education Code, Title 3, Article 3. Merit System [88060-88139].

Principles

Hiring and promoting employees on the basis of ability, with open competition in initial appointment.

Providing fair compensation on the basis of like pay for like work.

Retaining employees on the basis of performance, correcting inadequate performances, and separating those whose inadequate performance cannot be corrected.

Training employees as needed for high-quality performance.

Protecting employees against political coercion and prohibiting use of official position to affect an election or nomination for office.

Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or marital status, and with proper regard for their privacy and constitutional rights as citizens.

Longevity Awardees

5 YEARS

Amanda De La Torre, Student Services Specialist, Student Life
Ashley Eutsey, Senior Online Learning Services Specialist, Academic Affairs
Armando Santos Olivera, Grounds Equipment Operator, Grounds
Carlos Jauregui, International Student Services Specialist, International Education Center
Carlos Lucio, Lead Theater Technician, Events
Christina Marcial, Administrative Assistant II, Community & Academic Relations
Clarenda Stephens, Clinical Placement Specialist, Health Sciences
David Hall, Career Education Specialist, Strong Workforce
Diana Pennington, Administrative Assistant III-Confidential, Human Resources
Erik Torregano, Custodian, Operations
Ernesto Castro, HVAC Mechanic, Maintenance
Hector Gutierrez, Grounds Equipment Operator, Grounds
Hibatullah Lachgar, Campus Safety Officer, Santa Monica College Police Department
Janice Tovar, Community College Police Dispatcher, SMC Police Department
Jesus Mendoza, Grounds Worker, Grounds
John Greenlee, Director of Facilities Finance, Facilities
Leonardo Luna, HVAC Mechanic, Maintenance
Lindsay Poland, International Student Services Specialist, International Education Center
Maisha Reid, EOPS Specialist, EOPS
Marco Zetina, Lead Custodian, Operations

Martha Hall, Administrative Assistant I, Academic Affairs
Matthew Kiaman, Director of Network Services, Information Technology
Mauricio Rosales, Grounds Equipment Operator, Grounds
Melissa Montes, Custodian, Operations
Michael McCann, Campus Safety Officer, Santa Monica College Police Department
Michelle Villalobos, Custodian, Operations
Nancy Esparza, Custodian, Operations
Ngan Kim Tran, Chief Director of Business Services
Pedro Curiel Lopez, Grounds Worker, Grounds
Ranon Ruff, Custodian, Operations
Rico Gutierrez, Grounds Worker, Grounds
Rita Esparza Torres, Custodian, Operations
Salomon Morales Martinez, Grounds Worker, Grounds
Sang Hee Cho, Accompanist-Music Performance, Music
Terry Kamibayashi, Director of Facilities Maintenance, Maintenance & Operations
Travis Grant, Administrative Assistant I, Academic Affairs
Vidal Turner, Accounting Specialist, Fiscal Services
Wilmer De Los Santos, Carpenter, Maintenance

10 YEARS

Aaron De La Torre, EOPS Specialist, EOPS
August Faustino, Personnel Analyst, Personnel Commission
Benjamin Johnson, Network Communications Technician I, Technical Support Services
Brian Van Norton, Disabled Student Services Assistant, Center for Students with Disabilities
Cleve Barton, Student Communications Coordinator, Enrollment Services
Connie Chen, Financial Aid and Scholarships Specialist, Financial Aid
Demeryst Upshaw, Network Communications Technician I, Technical Support Services
Donatas Bukauskas, Instructional Tutor-Math, Supplemental Instruction
Donnell Swanson, Reprographics Technician, Reprographics
Endah Redjeki, Dance Production Specialist, Academic Affairs
Ernesto Barba, Network Engineer, Network Services
Fernando Henriquez, Student Services Assistant, Noncredit Education
Janet Tercero, Student Services Specialist, Latino Center
Jeremy Lange, International Student Services Specialist, International Education Center
Jorge Valadez, Campus Store Operations Assistant, Campus Store
Keyang Li, Instructional Tutor-Math, Supplemental Instruction
Leyla Arenas, Student Services Assistant, Health Services
Lisa Ortega, Custodian, Operations
Michael Dammer, Senior Enrollment Services Specialist, Admissions & Records

Melvin Kennard, Veterans' Resource Specialist, Veterans Success Center
Olinka Rodriguez, Administrative Assistant III-Confidential, Business/Administration
Peter Murray, Administrative Assistant I, Academic Affairs

15 YEARS

Aaron French, Alternate Media Specialist, Center for Students with Disabilities
Alice Gheorghiu, Programmer Analyst, Management Information Services
Irma Haro, Controller, Fiscal Services
Jo Popadynetz, Course Materials Buyer, Campus Store
Joan Kang, Senior Career Services Advisor, Career Services Center
Jocelyn Winn, Student Services Specialist, Black Collegians-Latino Center
Joy Watson-Orenstein, Customer Service Assistant, Campus Store
Judith Mosher, Tutoring Coordinator-Math, Math
Matthew Wong, Network Communications Technician II, Technical Support Services
Michael Roberts, Facilities Maintenance Supervisor, Maintenance
Rosa Albano, Accounting Technician, Auxiliary Services
Robert Hnilo, Painter, Maintenance
Yuriy Karpman, Information Systems Engineer, Network Services

20 YEARS

Christine Cadena, Switchboard Operator, Technical Support Services
Gerardo Lozano, Custodian, Operations
Gina Brunell, Administrative Assistant II, EOPS
Luis Zelaya, Custodian, Operations
Renay Garcia, Student Services Assistant, Admissions & Records
Veronica Diaz, Director of Budget, Fiscal Services

25 YEARS

Beverly Redd-Walker, Administrative Assistant I, Workforce & Economic Development
Cherry Aquino, Accounts Payable Supervisor, Fiscal Services
Gonzalo Cabrera, Laboratory Technician-Life Science, Life Sciences
Jennifer Jones, Police Services Assistant, Santa Monica College Police Department
Johnny Kurokawa, Lead Laboratory Technician-Life Science, Life Science
Jose Cesar Casillas, Financial Aid and Scholarships Specialist, Financial Aid
Myron Kabwe, Information Technology Support Specialist, Library
Vinessa Cook, Administrative Assistant I, Facilities Programming
Vivian Rankin-Scales, Program Coordinator-Emeritus, Emeritus

30 YEARS

Alma Nevarez, Enrollment Services Specialist, Admissions & Records
Deborah Adams, Accountant, Fiscal Services
Dwayne Iles, Lead Custodian, Operations
Poonam Pant, Academic Records Evaluator, Admissions & Records
Wai Wong, Network Communications Technician III, Technical Support Services

35 YEARS

Ian Fraser, Payroll Manager, Fiscal Services
Ofelia Meza, Administrative Assistant II, Auxiliary Services
Warren Cancilla, Senior Reprographics Technician, Reprographics

40 YEARS

Charlie Yen, Director of Facilities Planning and Construction, Facilities Planning
Gary Gray, Accompanist-Music Performance, Academic Affairs
Ingrid Cardwell, Administrative Assistant I, Physical Science
Michael Chitgar, Senior Programmer Analyst, Management Information Services

50 YEARS

Lisa Rose, Executive Coordinator-District and Board of Trustees-Confidential, Superintendent/President's Office

Thank you

V.Consent Agenda

Report Number	Subject	Page Number
2	Ratification of Eligibility Lists	14
3	Extension of Eligibility Lists	15
4	Appointments to Provisional Assignments	16
5	Ratification of Working Out of Class and Internal Limited Term Assignments	17
6	Ratification of Meeting Minutes	19
7	Personnel Commission Project Tracking	20

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

Agenda Report Number	2
Subject	Ratification of Eligibility Lists
Date	September 17, 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 eligibility lists.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Grounds Manager (Promotional)	5	5	3/3/2026
Instructional Tutor-English	0	13	3/1/2026
Personnel Analyst	1	4	3/14/2026
Tutoring Coordinator-Math (Promo)*	1	0	3/18/2026
Tutoring Coordinator-Math (Open)*	0	7	3/18/2026

*Pending review period.

Agenda Report Number	3
Subject	Extension of Eligibility Lists
Date	September 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility list be extended as listed below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Administrative Assistant I (Promotional)	6/18/2025	9/18/2025	1	1	12/18/2025
Administrative Assistant I (Open)	6/18/2025	9/18/2025	11	5	12/18/2025
Health Science Learning Lab Specialist	9/23/2025	9/23/2025	2	2	2/23/2026
Human Resources Technician	6/22/2025	9/22/2025	3	3	2/22/2026
Laboratory Technician – Life Science	6/18/2025	9/18/2025	13	7	6/18/2026
Mail Services Worker I	4/9/2025	10/9/2025	16	6	1/9/2026
Program Coordinator – Workforce and Economic Development	6/22/2025	9/22/2025	2	2	2/22/2026
Student Judicial Affairs Specialist (Promotional)	10/8/2025	10/8/2025	2	2	1/8/2026
Student Judicial Affairs Specialist (Open)	10/8/2025	10/8/2025	4	4	1/8/2026
Supplemental Instruction Coordinator	12/18/2024	9/18/2025	9	6	12/18/2025

The Personnel Commission staff believes 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	4
Subject	Appointments to Provisional Assignments
Date	September 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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

Candidate	Position	Department	Duration*
Brittany Tostado	Student Services Assistant	Scholars Program	9/15/25-10/5/25
John Danan	Laboratory Technician-Life Science	Academic Affairs	9/10/25-6/30/26

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

Agenda Report Number	5
Subject	Ratification of Working Out of Class and Internal Limited Term Assignments
Date	September 17, 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. Internal Limited Term Assignment

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Donatas Bukauskas, Instructional Tutor-Math	Tutoring Coordinator, Math	07/01/2025 to 10/15/2025

**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	6
Subject	Ratification of Meeting Minutes
Date	September 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

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

1. 8-20-2025 Regular Meeting
2. 9-2-2025 Special Meeting

Agenda Report Number	7
Subject	Personnel Commission Project Tracking
Date	September 17, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Classification and Compensation

Job Discipline	Title	PDQ Deadline	PDQ Extension	PC Completed	Progress	Agenda Date
Purchasing	Director of Procurement, Contracts & Logistics	1/30/2025		5/2/2025	Stakeholder Review	
IT Infrastructure	Network Communications Technician III	2/25/2025		5/27/2025	Stakeholder Review	8/20/2025
IT Infrastructure	Network Communications Technician II	2/25/2025		5/27/2025	Stakeholder Review	8/20/2025
IT Infrastructure	Network Communications Technician I	2/25/2025		5/27/2025	Stakeholder Review	8/20/2025
IT Network Services	Director of Network Services	2/25/2025		9/8/2025	Stakeholder Review	
Student Services	DSPS Manager	3/31/2025			Research & Planning	
Student Services	Senior Veterans Resource Specialist	3/31/2025	4/25/2025	7/24/2025	Stakeholder Review	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	Stakeholder Review	9/2/2025
IT MIS	Information Systems Security Officer	4/23/2025		9/8/2025	Stakeholder Review	
IT MIS	Management Information System (MIS) Manager	4/23/2025		9/8/2025	Stakeholder Review	
IT MIS	Database Administrator	4/23/2025			Research & Planning	
IT MIS	Principal Programmer Analyst	4/23/2025			Research & Planning	
IT MIS	Senior Programmer Analyst	4/23/2025			Research & Planning	
IT MIS	IT Project Analyst	4/23/2025			Development	

IT MIS	Database Analyst	4/23/2025			Research & Planning	
IT MIS	Programmer Analyst	4/23/2025			Research & Planning	
IT MIS	Associate Programmer Analyst	4/23/2025			Development	
IT Network Services	Media Resources Assistant	4/23/2025			Research & Planning	
IT User Support	Senior Technology User Support Specialist	4/23/2025			Research & Planning	
IT User Support	Multimedia Specialist	4/23/2025			Research & Planning	
IT MIS	Chief Director of Information Technology	6/25/2025		9/8/2025	Stakeholder Review	
IT MIS	Director of Management Information Systems	6/25/2025		9/8/2025	Stakeholder Review	
Student Services	Admissions & Records Supervisor	7/22/2025	8/15/2025		Research & Planning	
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			Research & Planning	
Student Services	Enrollment Services Specialist	7/23/2025	8/15/2025		Research & Planning	
Student Services	Senior Academic Records Evaluator	7/23/2025	8/15/2025		Research & Planning	
Student Services	Senior Enrollment Services Specialist	7/23/2025			Research & Planning	
Student Services	Student Communications Coordinator	7/23/2025	8/25/2025		Research & Planning	
Student Services	Financial Aid & Scholarships Specialist	7/23/2025	8/29/2025		Research & Planning	
Student Services	Financial Aid Systems Specialist	7/23/2025			Research & Planning	
Student Services	Senior Financial Aid & Scholarships Specialist	7/23/2025			Research & Planning	
Student Services	International Student Services Specialist	7/23/2025	8/15/2025		Research & Planning	

Student Services	Senior Student Services Specialist- International	7/23/2025			Research & Planning	
Student Services	Outreach & Recruitment Specialist	7/23/2025	8/15/2025		Research & Planning	
Student Services	Student Onboarding Specialist	7/23/2025			Research & Planning	
Accounting & Finance	Chief Director of Business Services	8/6/2025			Research & Planning	
Accounting & Finance	Director of Fiscal Services	8/6/2025			Research & Planning	
Accounting & Finance	Controller	8/6/2025			Research & Planning	
Accounting & Finance	Accounting Manager	8/6/2025			Research & Planning	
Accounting & Finance	Accounts Payable Supervisor	8/6/2025			Research & Planning	
Accounting & Finance	Accountant	8/6/2025	8/21/2025		Research & Planning	
Accounting & Finance	Accounting Technician	8/6/2025			Research & Planning	

Recruitment

Title	Assigned to	Open Date	Close Date
Community College Police Officer	JG	10/30/2023	Continuous
Community College Police Officer Trainee	JG		
Custodial Operations Manager	JG	8/8/2025	8/29/2025
Enrollment Services Specialist	JA	7/15/2025	8/4/2025
Grounds Manager	JG	7/3/2025	7/24/2025
HR Analyst-Employee & Labor Relations	JL	On Hold	
Instructional Tutor-English	JG	6/18/2025	7/10/2025
KCRW Radio Station Engineer	JG	On Hold	
Laboratory Technician – Physics/Engineering	AF		
Personnel Analyst	JL	7/15/2025	8/4/2025
Stage Technician-Sound	TM	9/4/2025	9/25/2025
Student Services Clerk	JA		
Student Services Specialist	JA	8/21/2025	9/25/2025
Theatre Technical Specialist (Cont.)	TM	10/15/2021	Continuous
Tutoring Coordinator-Math	JG	6/20/2025	7/14/2025

VI. Adjournment

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

Month	Day	Year	Time	Meeting Location
October	15	2025	12:00 PM	1900 Pico Blvd Business Rm 117
November	19	2025	12:00 PM	1900 Pico Blvd Business Rm 117
December	17	2025	12:00 PM	1900 Pico Blvd Business Rm 117
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 September 17, 2025 Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.