

# PERSONNEL COMMISSION - REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, May 19, 2021 at 12:00 P.M

## Hardcopy Distribution only at 2714 Pico: Exterior Display Box

<p><b>DEPARTMENTS:</b></p> <p>3400 Airport/SBDC: Sasha King          Academic Affairs: Sharon Thomas          Accounts Payable: Cherry Aquino          Admissions &amp; Records: Esau Tovar          African American Center: Sherri Bradford          Athletics: Sandra Hernandez          Auxiliary Services: Ofelia Meza          Bundy: Beverly Redd-Walker          Business Department: Peter Murray          Campus Police Office: Jennifer Jones          Campus Store: Jaime Recinos          Career Services: Vicky Rothman          Cashier's Office: Veronica Romo          Center for Media &amp; Design: Jamina Russell          Community Education: Alice Meyering          Counseling Office: Laurie Guglielmo          Custodian Time Clock: Anthony Williams          Disabled Students Center: Nathalie Laille          Early Childhood Ed.: L. Manson          Emeritus College: V. Rankin-Scales          English Dept.: Martha Hall          EOP&amp;S: Nick Mata          ESL Office: Jocelyn Alex          Events Office: Yesenia Penate          Faculty Association: Peter Morse          Financial Aid Office: Stacy Neal          Health Sciences: Clarenda Stephens          Health Office: Nancy Alfaro          HSS: Carolyn Baugh          Institutional Research:          International Education Center: Ana Jara          KCRW:          Latino Center: Maria Martinez          Madison: Gail Johnson          Maintenance/Operations: A. DiGregorio          Math Village: Kristina Fukuda          Media Center: L. Nakamura          Modern Language: Travis Grant          Music: Lori Geller          Outreach &amp; Recruitment: Will Taylor          Payroll: Ian Fraser          Science: Ingrid Cardwell          Student Life: Amelia Trejo          Superintendent/Presidents Office: L. Kilian          STEM: Vanan Yahnian          Theater Arts: Judy Louff          W&amp; ED/Bundy: Tricia Ramos</p>	<p><b>ADMINISTRATORS &amp; MANAGERS</b></p> <p>Emeritus: Scott Silverman          Facilities: Dennis Biddle          HR: Tre'Shawn Hall-Baker          Info Tech: Marc Drescher          IEC: N. Pressian          Instructional Technology:          Maintenance:          Devin Starnes          Terry Kamibayashi          Operations:          Anthony Barlow          Derrick Davis          Felicia Hudson          Robert Villanueva          Receiving: Lisa Davis          Supplemental Instruction:          Wendi DeMorst</p>	<p><b>PRESIDENT/SUPERINTENDENT &amp; SENIOR STAFF</b></p> <p>Superintendent/President: Kathryn Jeffery          Executive VP:          VP Academic Affairs: Jennifer Merlic          VP Business/Admin: Chris Bonvenuto          VP Enroll. Services: T. Rodriguez          VP Human Resources: Sherri Lee-Lewis          VP Student Affairs: Michael Tuitasi          Senior Director Government Relations &amp; Institutional Communications: Don Girard          Community Relations: Kiersten Elliott          Public Information: Grace Smith</p> <p><b>PUBLIC POSTING LOCATIONS</b></p> <p>2714 Pico: exterior display box          Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p><b>EMPLOYEE ORGANIZATIONS</b></p> <p>CSEA Labor Rep.: Jessica Gonzalez          CSEA Chapter Pres.: Mike Roberts          CSEA Chapter 1<sup>st</sup> V.P.: Kennisha Green          CSEA Chapter 2<sup>nd</sup> V.P.: Cindy Ordaz          CSEA Chief Job Steward: Lee Peterson          CSEA Treasurer: Dagmar Gorman          CSEA Secretary: Judith Mosher          CSEA Chief Development Officer:          Luis Martin          CSEA Communications Officer:          James Stevenson          SMC POA President: Officer Cadena          Management Association: Susan Fila</p> <p style="text-align: right;">Revised 3/10/2021</p> <p><b>IF YOU NEED AN ACCOMMODATION</b>          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>
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## **PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS ADDRESSING THE PERSONNEL COMMISSION**

During the COVID-19 (Coronavirus) Global Pandemic, the Personnel Commission will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Personnel Commission **concerning any subject that lies within the jurisdiction of the Personnel Commission**. Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 10 AM, Wednesday, May 19, 2021. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

### Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. 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 their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

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

1. Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
2. 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.
3. Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel 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 Personnel 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.

*Reference: Merit Rule 2.2.8*

*Government Code sections 54954.2, 54954.3, 54957.9*

**For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.**

**Santa Monica College Personnel Commission  
Regular Meeting Minutes  
May 19, 2021**

*Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.*

Any individual or group may address the Personnel Commission during the Comments/Group Chat segment of the meeting regarding any item that is within the Commission's subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

**PUBLIC SESSION: 12:00 p.m.**

**I.ORGANIZATIONAL FUNCTIONS**

**A.** Call to Order 12:00 p.m.

**B.** Roll Call

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Commissioner Metoyer, Chair	<b>X</b>	
Commissioner Abbott, Vice-Chair	<b>X</b>	
Commissioner Greenstein	<b>X</b>	
Commissioner Jansen	<b>X</b>	
Commissioner Leone	<b>X</b>	

**II.REPORT – DIRECTOR OF CLASSIFIED PERSONNEL**

**Carol Long, Director of Classified Personnel:**

Presentation of the Personnel Commission Budget for 2021-2022 for a second reading, formal hearing and adoption following the Board of Trustees meeting on May 4, 2021.

The approval of four eligibility lists and the latest recruitment activities which include seven in process and five anticipated once the PBARs are approved or pieces of the classification work are complete.

Merit Rules revisions to Sections 12.2.9 (Salary on Demotion), 12.2.13 (Y-Rated Salary) 9.7.1, 9.7.2, and 9.7.3 from Chapter 9, covering Voluntary Demotions, Involuntary Demotions, and Restoration for a First Reading.

Congratulations were given to Supervising Personnel Analyst John Linke on the birth of his third son, Elijah Kenzo Linke, born on Wednesday, May 5, 2021.

In John's absence, oversight of recruitment activities will be covered by both Amy Gurjian and Karen Monzon, who will be working out of class as a Supervising Personnel Analyst.

Karen Monzon was also recognized by Director Long on her recent election as Secretary to the Southern California Chapter of the International Public Management Association for Human Resources (SCPMA-HR) Board.

A welcome was given to new temporary Personnel Specialist, Julia Britt, who will be assisting the Personnel Commission over the next few months. Julia is a graduate student in the Masters Program for Industrial and Organizational Psychology at the Chicago School of Professional Psychology. Her recruitment process was successfully overseen by Classification and Compensation Manager, Amy Gurjian.

### III.COMMENTS AND INFORMATIONAL REPORTS

#### Recognition of Employee Longevity: January 2021 *Previously Omitted*

##### 35 YEARS

Steven Herbert, KCRW Radio Station Engineer, KCRW

#### Recognition of Employee Longevity: May 2021

##### 5 YEARS

- Anne Marre Bautista, Research & Planning Analyst, Institutional Research
- Yanping Linda Chen, Academic Computing Instructional Specialist,  
Academic Computing
- Berta Hernandez, Payroll Specialist, Fiscal Services
- Rafal Karpinski, Academic Computing Instructional Specialist, Academic Computing
- Mattie Lanz, Enrollment Services Specialist, Admissions & Records  
**Dr. Esau Tovar recognized and congratulated Mattie for five years of service with the College.**
- Omar Plascencia, Facilities Maintenance Supervisor, Maintenance
- Masis Shahoomian, Central Plant Operator, Maintenance

##### 10 YEARS

- Kathleen Solis, Sign Language Interpreter III, Center for Disabled Students  
**Denise Henninger recognized and congratulated Kathleen for ten years of service with the College.**

##### 20 YEARS

- Evelyne Pedersen, Administrative Assistant III, Enrollment Development  
**Janet Wolf and Dr. Esau Tovar recognized and congratulated Evelyne for twenty years of service with the College.**

##### 25 YEARS

- Peter Smith, Music Equipment Assistant, Facilities

##### 30 YEARS

- Beatris Guevara, Grounds Worker, Grounds

**A. Comments from Vice President of Human Resources**

Vice President of Human Resources Sherri Lee-Lewis congratulated all Longevity awardees. She reported that preparations for Fall 2021 are underway. Returning employees will begin with two days per week work schedule. Training and planning for a safe return are the priority at this time.

**B. Comments from CSEA Chapter 36 Representative**

No Comment

**C. Comments from Management Association President**

No Comment

**D. Comments from Personnel Commission Staff**

No Comment

**E. Public Comments (non-actionable comments from those in attendance)**

No Comment

**F. Comments by Personnel Commissioners**

No Comment

**IV: AGENDA REPORTS – MAJOR ITEMS OF BUSINESS**

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**IV. CONSENT AGENDA**

(All items will be considered and approved in one motion unless removed by a Personnel Commissioner for discussion.)

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**V. ADJOURN MEETING at \_\_\_\_\_ PM**

**AGENDA REPORT NO. 1**

**SUBJECT: PUBLIC HEARING REGARDING THE PERSONNEL COMMISSION  
BUDGET AND ADOPTION OF PERSONNEL COMMISSION BUDGET:  
FISCAL YEAR 2021 – 2022**

DATE: May 19, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

**Proposed Commission Budget**

The attached proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2021-2022 is submitted to the Personnel Commission for review and approval. This is the second reading of the proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing, adopt, amend as the Commission deems necessary and prudent, and then adopt.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D), each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.

The Personnel Commission's proposed budget was submitted for consideration to the Board of Trustees at their regular meeting on May 4, 2021. The Board of Trustees has accepted the Personnel Commission's budget as submitted, without any requests for changes.

**Summary**

The Personnel Commission budget for FY 2021-2022 reflects the following adjustments against the prior year's budget:

- 10.7% increase in total salary and benefits due to the following changes:
  - Mandatory 10.5% increase in employee benefits
  - Mandatory step and column increases in salary
  - Salary reallocations approved from cyclical classification studies

During the past year, the Personnel Commission approved revisions for 23 classifications. Applicable salary increases associated with these revisions were placed on hold until salary freezes for all classified personnel were terminated by the Board of Trustees effective April 1, 2021. Salary reallocation recommendations for all of these classifications were approved at the previous Personnel Commission meeting on April 21, 2021. Included with this group were three classifications which fall under the Personnel Commission.

There are no overall increases anticipated during the next fiscal year for Total Operating Expenses, although a few lines have been adjusted to reflect changes needed for remote testing.

Overall, the Personnel Commission is requesting a 10.3% increase to its budget for Fiscal Year 2021-2022.

**OPEN PUBLIC HEARING:**

Motion made by: Deborah Jansen

Seconded by: Joy Abbott

Ayes: 5

Nays: 0

Abstain: 0

TIME OPENED: **12:25PM**

**CLOSE PUBLIC HEARING:**

Motion made by: Barbara Greenstein

Seconded by: Deborah Jansen

Ayes: 5

Nays: 0

Abstain: 0

TIME CLOSED: **12:26PM**

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

Vice Chair Abbott thanked Director Carol Long and Chair Dr. Joe Metoyer for their presentation of the Personnel Commission Annual Budget to the Board of Trustees.



**PERSONNEL COMMISSION BUDGET 2021-22**

Description	Object	2020/2021	2021/2022	Difference	% Change
Administrative & Management	2110	\$ 377,414.00	\$ 413,433.00	\$ 36,019.00	9.5%
Clerical	2120	\$ 523,098.00	\$ 591,205.00	\$ 68,107.00	13.0%
Clerical Hourly (Temporary Staff)	2323	11,000.00	11,000.00	\$ -	
Clerical Overtime	2324	2,000.00	2,000.00	\$ -	
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -	
Other Classified Hourly	2393	0.00	0.00	\$ -	
Benefits (Staff - 47%)	Various	\$ 453,228.00	\$ 500,773.00	\$ 47,545.00	10.5%
Benefits (Commissioners)	Various	\$ 82,990.00	\$ 87,163.00	\$ 4,173.00	5%
<b>Total Salary &amp; Benefits</b>		<b>\$ 1,457,455.00</b>	<b>\$ 1,613,299.00</b>	<b>\$ 155,844.00</b>	<b>10.7%</b>
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -	
Mileage	5210	\$ 150.00	\$ 150.00	\$ -	
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -	
Meeting Reimbursements	5241	\$ -	\$ -	\$ -	
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -	
Dues & Memberships	5310	\$ 3,500.00	\$ 5,500.00	\$ 2,000.00	
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -	
Legal	5730	\$ 20,000.00	\$ 15,000.00	\$ (5,000.00)	
Off Campus Printing	5820	\$ -	\$ -	\$ -	
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -	
Software Licensing	5840	\$ 11,400.00	\$ 14,400.00	\$ 3,000.00	
Postage	5850	\$ -	\$ -	\$ -	
Other Contract Services	5890	\$ -	\$ -	\$ -	
<b>Total Operating Expenses</b>		<b>\$ 54,546.00</b>	<b>\$ 54,546.00</b>	<b>\$ 0.00</b>	<b>0.0%</b>
<b>Total Budget</b>		<b>\$ 1,512,001.00</b>	<b>\$ 1,667,845.00</b>	<b>\$ 155,844.00</b>	<b>10.3%</b>

**AGENDA REPORT NO. 2**

SUBJECT: **RECOGNITION OF CLASSIFIED SCHOOL EMPLOYEES WEEK**

DATE: May 19, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Since 1986, California has taken the third week in May to honor the invaluable contributions of Classified School Employees. It is recommended that the Personnel Commission adopt the following resolution in recognition and observance of Classified School Employees Week, May 16 through May 22, 2021.

WHEREAS, classified employees provide services that are vital to excellence in education and the educational process at Santa Monica College including maintaining buildings and grounds, providing support services and assistance, keeping facilities clean and repaired, assisting in the classroom, providing a secure learning environment, and providing many specialized services directly related to student success; and

WHEREAS, classified employees are directly involved in supporting the learning environment through their professional efforts in sustaining the activities of faculty, staff, administration, and the public who utilize the programs and services of the Santa Monica Community College District; and

WHEREAS, without these services the quality of the educational pursuits of the District and students would be greatly diminished; and

WHEREAS, classified employees of the Santa Monica Community College District deserve recognition and thanks for their outstanding efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of **May 16, 2021** as CLASSIFIED SCHOOL EMPLOYEES WEEK.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
SECONDED BY: Lawrence Leone  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

**AGENDA REPORT NO. 3**

**SUBJECT: FIRST READING OF AMENDMENT TO RULES AND REGULATIONS OF  
THE CLASSIFIED SERVICE: CHAPTER 9: EMPLOYMENT STATUS &  
CHAPTER 12: SALARIES, OVERTIME PAY AND BENEFITS  
MERIT RULE 9.7.1 DEMOTION AND RESTORATION  
MERIT RULE 9.7.2 INVOLUNTARY DEMOTION  
MERIT RULE 9.7.3 RESTORATION  
MERIT RULE 12.2.9 SALARY ON DEMOTION  
MERIT RULE 12.2.13 Y - RATED SALARY  
(Note: No formal action will be taken at this meeting.)**

**DATE:** May 19, 2021

**TO:** Members of the Personnel Commission

**FROM:** Carol Long, Director of Classified Personnel

Proposed changes to the following Merit Rules are provided for a first reading:

MERIT RULE 9.7.1 DEMOTION AND RESTORATION  
MERIT RULE 9.7.2 INVOLUNTARY DEMOTION  
MERIT RULE 9.7.3 RESTORATION  
MERIT RULE 12.2.9 SALARY ON DEMOTION  
MERIT RULE 12.2.13 Y - RATED SALARY

Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

Rule 9.7

DEMOTION AND RESTORATION

9.7.1

VOLUNTARY DEMOTION

~~A.~~ A. ~~A Voluntary Demotion is an action initiated by the employee that results in a change in their assignment to a position in a different classification which is allocated to a lower salary range.~~

~~B.~~ B. ~~A permanent classified employee may request a voluntary demotion to a vacant position in a class with a lower maximum salary rate. A permanent employee may apply for a voluntary demotion by submitting an application to the Personnel Commission during the period the transfer opportunity is posted, provided that:~~

~~1.~~ 1. ~~The employee has previously achieved permanent status in their current class, ~~or; and;~~~~

~~2.~~ 2. ~~The request for demotion is to a related class in the same occupational group, which is subject to approval by the Director of Classified Personnel.~~

~~3.~~ 3. ~~Selection of an employee into a vacant position shall be in accordance with Merit Rule 6.3.~~

~~The request shall be subject to approval by the Personnel Director.~~

~~BC.~~ BC. ~~An employee may request a voluntary reduction in assigned time in lieu of layoff in order to remain in his/her/their present position rather than to be reclassified or reassigned.~~

~~CD.~~ CD. ~~A permanent employee may accept a temporary demotion on a voluntary basis to fill a limited-term position or a summer assignment.~~

~~DE.~~ DE. ~~A voluntary demotion is a ~~privilege~~ available to a probationary employee only in cases when he/she/they would otherwise be laid off.~~

~~EF.~~ EF. ~~An employee who demotes to a position in a class in which he/she ~~does they do~~ not hold permanency shall complete the appropriate probationary period in the new class. In the event the employee does not satisfactorily complete the probationary period in the new class they have no right to return to their former position.~~

~~FG.~~ FG. ~~Salary placement for ~~e~~Employees who voluntarily demote to a class with a lower salary rate, shall be in~~

~~accordance with Rule 12.2.9.~~

G. Salary placement upon voluntary demotion shall be in accordance with Rule 12.2.9 (Salary On Demotion).

9.7.2

INVOLUNTARY DEMOTION (EDUCATION CODE SECTION 88121)

- A. Involuntary demotion is a disciplinary action for cause and is subject to the pertinent procedures listed in Rule 14.1.
- B. A permanent employee who has been promoted to a higher class, or ~~transferred-completed a lateral transfer~~ to a new class may be involuntarily returned to ~~his/her~~their former class during the probationary period due to unsatisfactory work performance without the right of appeal. (See Rule 9.3.3.)
- C. A permanent employee who is involuntarily demoted at any time other than the probation period(s) listed in paragraph B above, shall have the right to appeal. ~~(See Rule 14.2).~~
- D. Salary placement upon involuntary demotion shall be in accordance with Rule 12.2.9 (Salary On Demotion).

9.7.3

RESTORATION (EDUCATION CODE SECTION 88117)

- A. An employee who has taken a voluntary demotion may be restored to a vacant position in ~~his/her~~their former class within 39 months. Restoration shall be discretionary with the appointing authority except when demotion or reduction was chosen in lieu of layoff.

~~Employees, who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present position rather than to be reclassified or reassigned, shall be granted the same 39 month reemployment rights as all laid off employees and shall also be given an additional 24 month reemployment period, provided that the same qualifications tests of fitness for the class still apply. The Personnel Commission shall make a this determination of the specific eligibility period for each class. See Rule 3.4.~~

- B. An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period of eligibility for reemployment on a class-by-class basis.

C. Employees who take voluntary demotions or reductions in assigned time in lieu of layoff shall have the option to return to a vacant position in their former class or to a vacant position with increased time without time limitation.

~~Salary placement shall be in accordance with Rule 12.2.13.~~

## Section 12.2.9

### 12.2.9 SALARY ON DEMOTION

~~A. An employee who accepts voluntary demotion due to the reclassification, reorganization, or abolishment of his/hortheir position shall be Y-rated as provided in Rule 12.2.13.~~

~~BA. Effective, 08/01/91, a~~ An employee who accepts voluntary demotion for any reason other than disqualification from probationary or permanent status shall be ~~Y-rated as provided in paragraph A above~~ placed in the step of the lower salary range that provides the least amount of reduction in salary.-

CB. If the employee is eligible for an increment in his/hortheir own class at the time a voluntary demotion is taken, the employee shall be credited with the increase before salary adjustment is made.

BC. When an employee is involuntarily demoted during probation, as provided in Rule 9.3.2, salary placement shall be at the step of the lower salary range to which the employee would have progressed had the employee served continuously in the lower class. The employee's previous salary increment date shall be used to determine advancement on the salary schedule.

ED. When the demotion is due to a disciplinary action, the Disciplinary Action Notice shall specify the step of the salary range on which the employee shall be placed.

PC approved: 9-18-91

Section 12.2.13

~~12.2.13 — Y-RATED SALARY~~

~~A. — A Y-rate shall be defined as a salary range, step or rate which is frozen because the salary amount is above the current approved rate.~~

~~B. — The Y rate shall apply to a range, step, or rate on the salary schedule only. Off-schedule pay, including longevity increments and differentials, shall not be included in the Y-rated salary.~~

~~C. — A regular classified employee's payrate shall be Y-rated under the following circumstances:~~

~~1. — When the employee is demoted to a position in a lower salary range due to displacement, reclassification, or abolishment of his/her their position, and the employee has been performing satisfactorily. See Rule 3.3.4.B.3.~~

~~2. — When an employee accepts a voluntary demotion for any reason other than disqualification for probationary or permanent status (effective 8/1/91). See Rule 12.2.9.~~

~~D. — A salary Y-rate shall terminate on the earlier of the following dates:~~

~~1. — The effective date on which an annual salary increase results in the Y-rated salary amount falling within the salary range of the class to which the employee and his/her their position is allocated.~~

~~2. — The date the employee is eligible to return to a position in his/her their former class and range/step placement.~~

# CONSENT AGENDA

Motion to approve Agenda Items #5 through #9.

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## DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein  
SECONDED BY: Joy Abbott  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments



**AGENDA REPORT NO. 4**

**SUBJECT: ADVISORY ITEM: REINSTATEMENT LIST**

**DATE:** May 19, 2021

**TO:** Members of the Personnel Commission

**FROM:** Carol Long, Director of Classified Personnel

The Personnel Commission is advised that the following individual is being added to the Reinstatement list(s) as specified below:

<b>Name</b>	<b>Classification</b>	<b>Last Day of Paid Service</b>	<b>Reinstatement Effective Dates (39 months from resignation date)</b>
Sergio Cardenas	Grounds Equipment Operator	4/15/2019	4/16/2019 to 7/15/2022

Reference: Merit Rule 15.2.1 Reinstatement

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 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.

**AGENDA REPORT NO. 5**

SUBJECT: **APPROVAL OF MINUTES**

DATE: May 19, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Approval of the minutes for the following meeting of the Santa Monica College Personnel Commission:

**1. April 21, 2021 Regular PC Meeting Minutes**

**AGENDA REPORT NO. 6**

**SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS**

DATE: May 19, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following:

**I.Substitute Limited Term Assignment**

<b>Name/Permanent Class</b>	<b>Substitute Limited Term*</b>	<b>Dates of Current Assignment</b>
Karen Monzon/ Personnel Analyst	Supervising Personnel Analyst	5/5/2021 to 6/30/2021

*\*Unless otherwise noted, substitute limited term assignments are paid at 100%.*

**II.Extension to Working Out of Class Assignment (Provisional)**

<b>Name/Permanent Class</b>	<b>Provisional WOC Assignment*</b>	<b>Dates of Current Assignment</b>	<b>Extended Dates</b>
Chelsea Hull/Instructional Assistant - English	Tutoring Coordinator – English and Humanities	2/22/2021 to 5/31/2021	6/1/2021 to 6/30/2021

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

*\*\*Pending PBAR approval.*

**Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087, 88106 - 88108)**

**A.CONCEPT OF WORKING OUT OF CLASSIFICATION**

1. 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.

2. 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.

3. 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**

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this 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 Work out of Classification**

##### **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.

### **Merit Rule 7.4 Limited Term (Temporary) Appointments(Education Code Section 88105)**

#### **7.4.1 LIMITED TERM POSITIONS DEFINED**

A.Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.

B.Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

#### **7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS**

C. When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

D. Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

**7.4.3 ELIGIBILITY FOR APPOINTMENT**

A. Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the requests for substitute limited term and provisional working out of class assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

**AGENDA REPORT NO. 7**

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**

- ADMINISTRATIVE ASSISTANT III-CONFIDENTIAL
- CAMPUS SAFETY OFFICER
- CLASS SCHEDULING SPECIALIST
- RECEIVING, STOCKROOM, AND DELIVERY WORKER

DATE: May 19, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Administrative Assistant III – Confidential	12/13/2020	6/15/2021	4	4	9/15/2021
Campus Safety Officer	11/26/2020	5/26/2021	15	7	8/26/2021
Class Scheduling Specialist	8/14/2020	6/14/2021	6	6	8/14/2021
Receiving, Stockroom, and Delivery Worker	3/11/2021	6/11/2021	20	6	9/11/2021

Personnel Commission staff believes there are a sufficient number of available eligible remaining to fill any future vacancies anticipated until the new proposed expiration dates.

**Merit Rule 6.2.3 Duration of Eligibility List**

6.2.3 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, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

**AGENDA REPORT NO. 8**

SUBJECT: **EXAM SCHEDULE**

DATE: May 19, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

It is recommended that the Personnel Commission approve the following Examination Schedule:

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Personnel Analyst	Promotional	3 weeks

**AGENDA REPORT NO. 9**

**SUBJECT: RATIFICATION OF ELIGIBILITY LISTS:**

- CAMPUS STORE MANAGER
- GROUNDS EQUIPMENT OPERATOR
- GROUNDS SUPERVISOR
- TUTORING COORDINATOR – MODERN LANGUAGE

DATE: May 19, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Campus Store Manager	Promotional	1	1	04/27/22
Grounds Equipment Operator	Promotional	7	7	05/16/22
Grounds Supervisor	Promotional	2	2	04/22/22
Tutoring Coordinator-Modern Language	Promotional & Open Competitive	0	5	05/16/22



**AGENDA REPORT NO. 10**

SUBJECT:     **INFORMATION ITEM:**  
              **CLASSIFICATION AND COMPENSATION STATUS REPORT**

DATE:         May 19, 2021

TO:            Members of the Personnel Commission

FROM:         Carol Long, Director of Classified Personnel

BY:            José A. Guzmán, Personnel Technician

The report is featured on the following page.

**Santa Monica College Personnel Commission  
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<b>CLASSIFICATION &amp; COMPENSATION STATUS REPORT (In Process)</b>								
<b>CLASSIFICATION</b>	<b>ASSIGNED TO:</b>	<b>STUDY TYPE</b>	<b># OF INCUMBENTS</b>	<b>PDQ DEADLINE</b>	<b>JOB AUDIT</b>	<b>STAKEHOLDER REVIEW</b>	<b>STAKEHOLDER STATUS</b>	<b>PC AGENDA</b>
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20		
Accompanist-Dance	JG	Cyclical	None	NA	NA			
Accompanist-Performance	JG	Cyclical	Multiple	12/16/20	NA			
Accompanist-Voice	JG	Cyclical	None	NA	NA			
Assistant Director of Facilities Planning	AG	Cyclical	None	NA				
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA			
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA			
Athletic Activities Assistant	OV	Cyclical	Multiple					
Athletic Equipment and Kinesiology Specialist	OV	Cyclical	None	NA				
Athletic Trainer	OV	Cyclical	Multiple					
Career Services Advisor	OV	Cyclical	Single	12/16/20	NA			
Director of Facilities Planning	AG	Cyclical	Single					
Director of Human Resources	JL	Cyclical	None	NA	NA			
Director of Marketing	KM/AG	New Class	None	NA	NA			
Insurance Program Specialist	AF/AG	Cyclical	Single	NA	NA			
Risk & Insurance Coordinator	AF/AG	Cyclical	None	NA	NA			
Senior Career Services Advisor	OV	Cyclical	Multiple	12/16/20	02/17/21			
Compliance Administrator/ Title IX Coordinator	JL	Cyclical	Single	02/02/18				
Director of Classified Personnel	CL	Cyclical	Single	02/02/18				
Director of Safety & Risk Management	AF/AG	Cyclical	Single	02/04/21				
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Broadcasting/Electronic Media	JG	Cyclical	None	NA				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Life Science	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Lead Laboratory Technician-Physiology/Microbiology/Biology	JG	Cyclical	Single	05/10/21				
Lead Grounds Equipment Operator	KM	New Class	None	NA				

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CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Graphic Designer	KM	Cyclical	Single	03/31/21				
Marketing Design Analyst	KM	Cyclical	Single	03/31/21				
Public Information Officer	KM	Cyclical	Single	03/31/21				
Senior Graphic Designer	KM	Cyclical	Single	03/31/21				
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21				
Web Content Developer	KM	Cyclical	None	NA				
Web Services Coordinator	KM	Cyclical	Single	03/31/21				
Health Assistant	OV	Reclass	Single	05/04/21				
<i>*Extension</i>								

**AGENDA REPORT NO. 11**

SUBJECT: **INFORMATION ITEM:  
RECRUITMENT AND EXAMINATION STATUS REPORT**

DATE: May 19, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented on the following page for the Commission's review.

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<b>Recruitment and Examination Status Report</b>												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratf.	
Accountant	OV/AF	PO	1	3/9/21	3/29/21	5/4/21						
Athletic and Kinesiology Equipment Specialist	JG	P	1									
Assistant Director of Facilities Planning												
Campus Store Manager	AG	P	1	3/25/21	4/14/21		4/14/21			4/28/21	5/19/21	
Community College Police Dispatcher	KM	O		3/1/21	3/19/21	4/23/21			5/27/21			
Community College Police Dispatcher	KM	P		10/5/20	10/23/20							
Custodian	KM	PO		1/25/21	2/16/21				5/13/21			
Director of Grants	AF	PO	1	4/27/21	5/17/21							
Director of Procurement, Contracts, and Logistics	JL/AF	PO	1	2/8/21	3/17/21		4/9/21		4/23 & 4/28			
Director of SMC Foundation	AF	PO	1									
Financial Aid Scholarship Specialist	OV	PO	2	3/26/21	4/16/21				5/18/21			
Grounds Equipment Operator	JG	P	1	1/25/21	2/16/21				5/3/21	5/17/21	5/19/21	
Grounds Supervisor	JG	P	1	3/3/21	3/23/21				4/9/21	4/23/21	5/19/21	
Laboratory Technician-Broadcasting & Electronic Media	JG	PO	1									
Payroll Specialist	AF	PO	1									
Programmer Analyst	OV	PO	1									
Student Services Clerk	OV	PO										
Tutoring Coordinator – English and Humanities	JG	PO	1	3/18/21	4/7/21		5/12/21					
Tutoring Coordinator – Modern Languages	JG	PO	1	1/12/21	2/2/21		3/29/21		5/5/21	5/17/21	5/19/21	

Items in bold are pending approval by the Personnel Commission

<b>On Hold</b>												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & EE	Perf.	QAI	E-List	Ratf.	
Administrative Assistant I		PO										
Administrative Assistant II		PO										
Carpenter	KM	P	Temp									
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/19/20				
Customer Service Assistant		PO										
Enterprise Business Services Clerk		PO										
Enterprise Business Supervisor	AF	P										
Instructional Assistant-English	JG	O		2/7/20	3/3/20	3/21/20						
Journeyman Trade-HVAC	KM	MPO		3/3/20	3/23/20							
Lead Custodian	KM	MPO										
Lead Receiving, Stockroom, and Delivery Worker		P										
Personnel Analyst		P										
Sign Language Interpreter III	JL	MPO										
Skilled Maintenance Worker II	KM	P										
Stage Construction Technician-Lighting	JG	MPO		3/5/20	3/25/20							
Theatre Technical Specialist	JG	MPO	Temp									
Student Services Assistant		P										

V. ADJOURN MEETING at 12:36 PM

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:  
Wednesday, June 16, 2021

**As required by law, this agenda for the Wednesday, May 19, 2021 Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 72 hours prior to the date and time of this meeting.**