

# PERSONNEL COMMISSION - SPECIAL MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, JANUARY 27, 2021 at 12:00 P.M

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

<b>DEPARTMENTS:</b>	<b>ADMINISTRATORS &amp; MANAGERS</b>	<b>PRESIDENT/SUPERINTENDENT &amp; SENIOR STAFF</b>
<p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: 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: Clarendia 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: Anisha 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>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>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: M. 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 1/6/2021</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>

## **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, January 27, 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  
Special Meeting Minutes  
January 27, 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**

**Director Carol Long presented the following update:**

Recruitment

Personnel Commission staff is completing final interviews for Accounts Payable Supervisor, and Associate Director of the SMC Foundation. Since our last meeting in December, we have opened recruitments for Director of Safety and Risk Management, DSPS Manager, Supplemental Instruction Coordinator, Tutoring Coordinator – English & Humanities and Tutoring Coordinator – Modern Languages.

Merit Rules Advisory Committee Update

The Merit Rules Advisory Committee presented Merit Rule 9.5.4 through Merit Rule 9.5.7 for a second reading.

**III.COMMENTS AND INFORMATIONAL REPORTS**

**Recognition of Employee Longevity: January 2021**

5 YEARS

- Glaurys Ariass, Administrative Assistant II, Procurement, Contracts & Logistics
- Antonio Sanchez, Painter, Maintenance
- Jessica Thomas, Instructional Assistant-English, English

**Dr. Dione Carter gave her thanks to Jessica for her support to the Department.**

- Paul Trautwein, Web Services Coordinator, Web/Social Media

**Regina Ip and Don Girard recognized Paul for his likeability across the organization while also spotlighting some of his personal interests and how they make him the valued employee he is.**

10 YEARS

- Olga Vasquez, Personnel Analyst, Personnel Commission

**Amy Gurjian and Carol Long both shared their appreciation of Olga's motivation, and professionalism.**

25 YEARS

- Delia Padilla, Human Resources Technician, Human Resources Services

**Dr. Tre'Shawn Hall-Baker applauded Delia's loyalty to the District and all Classified Employees.**

**Recognition of Employee Longevity (Previously Omitted): April 2020 & December 2020**

APRIL 2020

5 YEARS

- Stacey Jones, Assessment Center Supervisor, Success and Engagement Center

**Esau Tovar recognized Stacey for her hard work, initiative, and willingness to overcome issues all while representing the College on various committees.**

DECEMBER 2020

5 YEARS

- Robert Rudolph, Production Manager, Facilities Programming

**Linda Sullivan provided a recollection of when she first met Robert (Rob) and proceeded to recount how Rob has managed to successfully complete countless projects for the College's performance venues.**

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

Vice President Sherri Lee-Lewis greeted and acknowledged all Longevity Recipients, including Olga and Delia, whom she has supervised in the past. Olga was recognized for her work ethic and success. Delia was recognized for being indispensable to Sherri throughout the years.

VP Lewis announced that Spring and Summer 2021 will be remote. Vaccine information is being circulated and available. For now, the on-campus population remains limited.

VP of Academic Affairs, Dr. Jennifer Merlic, will retire in June 2021. Human Resources will begin recruitment for this position next month. Seven additional faculty positions will be recruited for during the Spring session with the aim of having the positions filled by Fall 2021.

Superintendent/President Tom Donner passed the previous week. Acknowledged Tom for his legacy.

VP Lewis thanked the Personnel Commission Office for their continuous recruitment efforts.

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

CSEA Vice President Kennisha Green, congratulated all Classified Professionals and especially thanked Paul Trautwein and Delia Padilla for their contributions to CSEA.

**C. Comments from Management Association President**

No Comments

**D. Comments from Personnel Commission Staff**

No Comments

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

No Comments

**F. Comments by Personnel Commissioners**

Commissioner Abbott congratulated all Longevity Recipients and informed them of the certificates they will be receiving as a record of their service.

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

#	ITEM	PAGE
1	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE CHAPTER 9: EMPLOYMENT STATUS – SECOND READING** <ul style="list-style-type: none"> <li>• MERIT RULE 9.5.4: TRANSFER IN LIEU OF LAYOFF</li> <li>• MERIT RULE 9.5.5: ADMINISTRATIVE TRANSFER</li> <li>• MERIT RULE 9.5.6: TRANSFER PROCEDURE</li> <li>• MERIT RULE 9.5.7: APPLICATION OF TRANSFER PROCEDURE FOR UNIT MEMBERS</li> </ul> <div style="text-align: right;">** WITH CORRECTIONS</div>	7
2	ELECTION OF PERSONNEL COMMISSION OFFICERS FOR 2020-2021	14

**IV. CONSENT AGENDA**

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

#	ITEM	PAGE
3	APPROVAL OF MINUTES	16
4	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• ACCOUNTS PAYABLE SUPERVISOR</li> <li>• ASSOCIATE DIRECTOR OF THE SANTA MONICA COLLEGE FOUNDATION</li> </ul>	17
5	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	18
6	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• ADMINISTRATIVE ASSISTANT II</li> <li>• CAREER EDUCATION SPECIALIST</li> <li>• CONTROLLER</li> <li>• MAIL SERVICES WORKER I</li> <li>• OUTREACH AND RECRUITMENT SPECIALIST</li> </ul> STUDENT COMMUNICATIONS COORDINATOR	21
7	RATIFICATION OF LIMITED TERM ASSIGNMENTS	22
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**V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS**

**VI. MOVE TO CLOSED SESSION**

**Public Employee Performance Evaluation, pursuant to GC 54957  
Director of Classified Personnel**

**VII. ADJOURN MEETING at 1:55 PM**

**AGENDA REPORT NO. 1**

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – SECOND READING\*\***  
**MERIT RULE 9.5.4: TRANSFER IN LIEU OF LAYOFF**  
**MERIT RULE 9.5.5: ADMINISTRATIVE TRANSFER**  
**MERIT RULE 9.5.6: TRANSFER PROCEDURE**  
**MERIT RULE 9.5.7:**  
**APPLICATION OF TRANSFER PROCEDURE FOR UNIT MEMBERS**  
**\*\*WITH CORRECTIONS**

DATE: January 27, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.5.4 through 9.5.7, are attached for a second reading. If approved, these changes will be adopted and posted on our web site.

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.

\*\*At the January 2021 Merit Rules Advisory Committee Meeting some grammatical corrections were made to Sections **9.5.4 D, 9.5.4 I, and 9.5.6 A**. These were deemed insignificant enough to waive a resubmission of the Merit Rules for a First Reading.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
SECONDED BY: Lawrence Leone  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments:

9.5.4

Transfer in Lieu of Layoff

A. Authorization

1. Transfer in lieu of layoff may be considered by the District upon passage by the Board of Trustees of a Resolution for Layoff of positions in the classified service due to lack of work or lack of funds.
2. Transfer in lieu of layoff shall only occur for employees who do not have displacement (bumping) rights and will be separated from the classified service as the result of a layoff.
3. Transfer in lieu of layoff may only occur to positions at the same salary range or lower.

B. Eligibility

1. Employees who have gained permanent status are eligible to be considered for transfer in lieu of layoff.
2. Employees with fewer than six months of service in their position are not eligible to be considered for transfer in lieu of layoff.

C. Minimum Qualifications

An employee considered for transfer in lieu of layoff must meet the minimum qualifications of the classification of the position for which ~~he or she~~they are ~~is~~ being considered.

D. Subsequent Probation (~~—~~Education Code Section 88124)

1. ~~shall~~An employee shall serve a new probationary period in the position into which they transferred before attaining permanency in the classification. In those instances where an employee has already attained permanency in the classification into which ~~he or she~~they is ~~are~~ proposing to transfer in lieu of layoff, ~~he or she~~they will not serve another probationary period.
2. Failure to pass the probationary period shall result in dismissal from the position. The employee's



name will remain on the reemployment list of the position from which ~~he or she~~they was/were initially laid off.

3. Successful completion of the probationary period shall mean that the employee is deemed to be in the permanent classified service and will enjoy all the rights, benefits and burdens associated therewith.

E. Salary

Salary placement of an employee who accepts a lateral transfer in lieu of layoff shall be at the same step as the employee's current salary of the lower or equal salary range of the position into which ~~he or she~~they will be transferring. When an employee accepts a voluntary demotion in lieu of layoff, the salary range and step shall be frozen, or Y-Rated, as described in Merit Rule 12.2.13.

F. Seniority ( Education Code Section 88127)

Seniority will accrue to persons who are transferred in lieu of layoff in the new classification beginning on the first day of service in the class and as defined in Merit System Rule 13.1.

G. Longevity

Longevity credits earned prior to transfer in lieu of layoff shall be retained.

~~H.~~ Procedure

1. Within two (2) working days of the passage of the Resolution for Layoff by the Board of Trustees the District Human Resources office will notify the Personnel Commission in writing of vacant positions ineligible to be filled by transfers in lieu of layoff. In the absence of a list of ineligible positions, the Personnel Commission will deem all positions eligible to be considered for transfer in lieu of layoff.

- a. The Personnel Commission will certify layoff lists to the District within five (5) working days after confirmation of the Resolution for Layoff. These layoff lists will contain the names of persons who could be separated from service as the result of

displacement (bumping).

- b. The District Human Resources Office will send the initial notice of layoff to those persons occupying the position identified by the Board of Trustees. This initial notice of layoff shall be given at least ~~45-60~~ calendar days prior to the effective date of the layoff. The Personnel Commission will within the ~~4560~~-day notification, contact all those persons whose names are on a layoff list and advise them they may submit an application for an evaluation of their experience and education for possible transfer ~~in lieu of layoff~~ or voluntary demotion.
2. Determination of whether an employee meets the minimum qualifications of a position to be filled by ~~transfer in lieu of layoff~~ transfer or voluntary demotion shall be done by the Personnel Commission within the ~~4560~~-day notification of layoff period.
    - a. Employees seeking transfer ~~in lieu of layoff or voluntary demotion~~ must submit an Application for Classified Employment online application to the Personnel Commission within five (5) working days of the date of the receipt of the District's initial notification of layoff.
    - b. An employee who meets the minimum qualifications of the vacant position will have his or her name placed on a transfer ~~in lieu of layoff~~ list, which shall be formally ratified by the Personnel Commission before names are certified to the District.
      - (1) A transfer in lieu of layoff list shall be considered an employment list as defined by Merit System Rule 6.1
      - (2) An employment list established pursuant to the provisions of this rule shall consist of the names of current employees who are eligible for transfer in lieu of layoff into a vacant position without competitive examination.
      - (3) A transfer in lieu of layoff list shall take precedence over all other employment and eligibility list. This

list shall contain the names of all regular classified employees who meet the minimum qualifications for the classification for which the list is established and who, because of lack of work or lack of funds, will be separated from the classified service.

I. Certification

If two or more persons are eligible to transfer to a vacant position, the person with the greatest total seniority in the classification who meets the minimum qualifications of the classification, shall be offered the first ~~transfer in lieu of layoff~~ opportunity. If that person declines the opportunity ~~his or her~~ their name~~s~~ shall be removed from the transfer ~~in lieu of layoff~~ list and ~~he or she~~ they will be laid off. Upon declination by the first person eligible for transfer in lieu of layoff, the next person with the next greatest total seniority in the classification of the vacancy, will be offered the transfer in lieu of layoff. If the second person declines the opportunity ~~his or her~~ their name shall be removed from the transfer in lieu of layoff list and ~~he or she~~ they will be laid off. Each subsequent offer made will be made to persons, in seniority order, who meet the minimum qualifications of the vacant position(s) as defined above.

J. A final notice of layoff will be sent by the Personnel Commission to persons who are unable or unwilling to transfer in lieu of layoff

K. Reemployment

Persons who attain permanency in a position into which they transferred in lieu of being laid off will have their names placed on a reemployment list for the classification into which they transferred in the event a subsequent reduction in force (layoff) in that classification due to lack of work or lack of funds. The reemployment list established shall have the same force and effect as any other reemployment list pursuant to Education Code Sections 88117 and 88127 and Merit System Rules 6.1.1 and 13.4.1

9.5.5 ADMINISTRATIVE TRANSFER

~~—Administrative initiated transfers may be made at any time for the good of the service upon approval of the Vice President of Human Resources and the department supervisor(s) affected; and shall be governed by the following procedures:~~

- ~~1. An employee who is about to be transferred shall be notified in writing by their immediate supervisor of the reasons(s) for the transfer at least five (5) working days prior to the effective date of the transfer.~~

~~—Employees shall not be transferred solely for punitive or preferential reasons.~~

9.5.65 TRANSFER PROCEDURE (-Non Fiscal Crisis)

- ~~Transfer opportunities in vacant positions during periods of non-fiscal crisis, which shall be defined as periods when no layoffs are pending as the result of the passage of a Resolution for Layoff by the Board of Trustees shall be announced to employees by a written bulletin which shall be sent to all Classified Employees via email and shall be posted at all posting locations distributed and posted for ten (10) working days prior to filling the position at work locations, pursuant to the negotiated Agreement between the District and CSEA.~~
- ~~A permanent employee may request apply for a transfer by submitting an application to the Personnel Commission during the period the transfer opportunity is posted. transfer request to the Personnel Director. A permanent employee may request to be notified of transfer opportunities, which occur during his/hertheirtheir non-work recess or leave period(s) by submitting a written request to the Personnel Director. Notification shall be sent by U.S. mail to the last mailing address listed for the employee in the Personnel Commission Office.~~

- C. The Personnel Director shall certify the names of qualified position transfer applicants to the department supervisor for interview as provided in Rule 6.3.4. The department supervisor shall consider transfer applicants based on specific skills and qualifications, and prior job performance as evidenced by the employee's most recent job performance evaluation. A selection may be made from the transfer applicants, or the department supervisor may request certification from the appropriate eligibility list.
- D. The department supervisor shall notify the Personnel Director of ~~his/her~~their decision within three (3) working days after completion of the interviews. An employee selected for transfer shall be released within 10 working days after the date of selection, unless otherwise agreed to by the District and the employee~~all parties~~. The effective date of transfer shall be communicated in writing to the employee and the District~~all parties~~ by ~~the Personnel~~the Personnel Director.
- E. A transfer shall not change the employee's range and step placement on the salary schedule, salary increment date, accumulated leave and vacation credit, nor in any other manner adversely affect ~~his/her~~their rights as provided in law and these rules.

Rule 9.6

9.5.~~67~~

APPLICATION OF TRANSFER PROCEDURE FOR  
BARGAINING UNIT MEMBERS

- A. Transfers for bargaining unit members shall be made in accordance with these rules and ~~the any applicable~~ provisions of the relevant Article 6 of the collective bargaining agreement~~between the Santa Monica Community College District and Santa Monica Chapter 36 California School Employees' Association~~.

**AGENDA REPORT NO. 2**

**SUBJECT: ELECTION OF PERSONNEL COMMISSION OFFICERS FOR 2020-2021**

DATE: January 27, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

**BACKGROUND**

The Personnel Commission will be electing its officers for Fiscal Year 2020-2021. Officers to be elected are Chair and Vice Chair.

**RECOMMENDATION**

It is recommended that the Personnel Commission elect its Chair and Vice Chair for 2020-2021.

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**DISPOSITION BY THE COMMISSION**

**ELECTION OF OFFICERS: CHAIR – 2020-2021**

A motion was made to nominate Dr. Joseph Metoyer, Jr. for the position of Chair.

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

**ELECTION OF OFFICERS: VICE CHAIR – 2020-2021**

A motion was made to nominate Joy Abbott for the position of Vice-Chair.

MOTION MADE BY: Barbara Greenstein  
SECONDED BY: Lawrence Leone  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments:

# CONSENT AGENDA

Motions to approve Agenda Items #\_\_\_\_\_ through #\_\_\_\_\_

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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

Commissioner Abbott requested that PC staff provide an explanation/overview of Agenda Report No. 12 INFORMATION ITEM: RECRUITMENT AND STATUS REPORT.

**AGENDA REPORT NO. 3**

SUBJECT: **APPROVAL OF MINUTES**

DATE: January 27, 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. December 16, 2020 Regular Meeting Minutes**



**AGENDA REPORT NO. 4**

**SUBJECT: RATIFICATION OF ELIGIBILITY LISTS**

**DATE:** January 27, 2021

**TO:** Members of the Personnel Commission

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

**BY:** José A. Guzmán, Personnel Technician

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Accounts Payable Supervisor	Promotional	2	2	01/06/2022
Associate Director of the Santa Monica College Foundation	Promotional and Open Competitive	0	3	01/05/2022

**AGENDA REPORT NO. 5**

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

**DATE:** January 27, 2021

**TO:** Members of the Personnel Commission

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

It is recommended that the Personnel Commission approve the following working out of class and internal limited term assignment(s).

**I. Working Out of Class (Provisional) Assignment\***

<b>Name/Permanent Class</b>	<b>Working out of Class Assignment</b>	<b>Dates of Current Assignment</b>
Miguel Reyes/ Network Services Support Analyst	Information Systems Administrator	11/20/2020 to 3/25/2021
Hector Gutierrez/ Grounds and Equipment Operator	Grounds Supervisor	1/11/2021 to 3/11/2021

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

**II. Working Out of Class Assignment – Extension\***

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates of Current Assignment</b>	<b>Extension</b>
Cherry Aquino/ Accountant	Accounts Payable Supervisor	10/1/2020 to 1/20/2021	1/21/2021 to 2/2/2021
Glaurys Ariass/ Administrative Assistant II	Insurance Program Specialist	9/23/2020 to 1/20/2021	1/21/2021 to 1/26/2021
Denise Henninger/ Deaf and Hard of Hearing Supervisor	DSPS Manager	7/16/2020 to 1/22/2021	1/23/2021 to 2/2/2021

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

**III. Limited Term Assignment-Extension\***

<b>Name/Permanent Class</b>	<b>WOC Assignment*</b>	<b>Dates of Current Assignment</b>
Daniel Phillips/ Assistant Director of Safety and Risk Management	Director of Safety and Risk Management	8/3/2020 to 2/2/2021

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

**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 working out of class and limited term 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. 6**

**SUBJECT: EXTENSION OF ELIGIBILITY LISTS:**

- ADMINISTRATIVE ASSISTANT II
- CAREER EDUCATION SPECIALIST
- CONTROLLER
- MAIL SERVICES WORKER I
- OUTREACH AND RECRUITMENT SPECIALIST
- STUDENT COMMUNICATIONS COORDINATOR

DATE: January 27, 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 II	7/17/2020	1/31/2021	14	8	4/17/2021
Career Education Specialist	1/26/2021	1/26/2021	2	2	7/26/2021
Controller	2/5/2021	2/5/2021	2	2	8/5/2021
Mail Services Worker I	2/28/2020	1/28/2021	59	10	2/28/2021
Outreach and Recruitment Specialist	2/10/2021	2/10/2021	3	3	8/10/2021
Student Communications Coordinator	2/3/2021	2/3/2021	2	2	8/3/2021

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

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**Merit Rule 6.2.3 (C) Duration of Eligibility List**

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6.2.3 (C)

C. 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. 7**

**SUBJECT: RATIFICATION OF LIMITED TERM ASSIGNMENTS**

DATE: January 27, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, 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:

<b>Position Classification</b>	<b>Department</b>	<b>Effective Dates</b>
Accompanist-Performance (2 part-time positions)	Emeritus	01/04/21-06/30/21
Assistant Director of Human Resources (1 part-time position)	Human Resources	01/04/21-06/30/21
Customer Service Assistant (1 part-time position)	Cashier's Office	01/04/21-06/17/21
Instructional Assistant-ESL (3 part-time positions)	ESL	01/04/21-06/30/21

**AGENDA REPORT NO. 8**

**SUBJECT: ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS**

DATE: January 27, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*	Eligible List Date
Nesteruk, Gary	Accompanist-Performance	Emeritus	01/04/21-06/30/21	01/03/18
Gerhold, Thomas	Accompanist-Performance	Emeritus	01/04/21-06/30/21	07/11/02
Hudson, Michael	Assistant Director of Human Resources	Human Resources	01/04/21-06/30/21	03/18/15
Exum, Ellen	Customer Service Assistant	Cashier's Office	01/04/21-06/17/21	05/16/18
Arsene, Cristina	Instructional Assistant-ESL	ESL	01/04/21-06/30/21	07/27/18
Brown, Thomas	Instructional Assistant-ESL	ESL	01/04/21-06/30/21	10/05/12
Hoch, Marilyn	Instructional Assistant-ESL	ESL	01/04/21-06/30/21	02/04/14

\*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

***Reference Merit Rule 7.4.3 (A) -Eligibility for Appointment***

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

**AGENDA REPORT NO. 9**

**SUBJECT: ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS**

DATE: January 27, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, 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*
Carbone, John	Accompanist-Dance	Dance	01/01/21-06/30/21
Halacy, Dylan	Accompanist-Dance	Dance	01/01/21-06/30/21
Osipova, Yelena	Accompanist-Dance	Dance	01/01/21-06/30/21
Plotkin, Alla	Accompanist-Dance	Dance	01/01/21-06/30/21
Soro, Gnenemon	Accompanist-Dance	Dance	01/01/21-06/30/21
Sow, E. Malick	Accompanist-Dance	Dance	01/01/21-06/30/21
Sparling, Miho	Accompanist-Dance	Dance	01/01/21-06/30/21
Ter-Avanesova, Nonna	Accompanist-Dance	Dance	01/01/21-06/30/21
Walker, Frederick	Accompanist-Dance	Dance	01/01/21-06/30/21
McNaughton, Joellen	Accompanist-Performance	Music	01/04/21-06/30/21
Chan, Oliver	Accompanist-Voice	Music	01/04/21-06/30/21
McNaughton, Joellen	Accompanist-Voice	Music	01/04/21-06/30/21
Nesteruk, Gary	Accompanist-Voice	Music	01/04/21-06/30/21
Lopez, Vanessa	Student Services Clerk	Cashier's Office	01/01/21-06/30/21
Walker, Christian	Supplemental Instruction Coordinator	Supplemental Instruction	01/07/21-05/14/21

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



**AGENDA REPORT NO. 10**

SUBJECT: **EXAMINATION SCHEDULE**

DATE: January 27, 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>
Campus Store Manager	Promotional	3 weeks
Custodian	Promotional & Open Competitive	3 weeks
Grounds Equipment Operator	Promotional	3 weeks
Grounds Supervisor	Promotional & Open Competitive	3 weeks

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**AGENDA REPORT NO. 11**

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

**DATE:** January 27, 2021

**TO:** Members of the Personnel Commission

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

**BY:** José A. Guzmán, Personnel Technician

<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>
Campus Store Assistant Manager	AF	Reclass	Multiple	06/02/20	7/14/20, 7/15/20	12/01/20	Senior Management	
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Student Services Clerk	KM/AF	Reclass	Single	02/07/20	02/20/20	05/22/20	Incumbent	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19		
Assistant Director of Human Resources	JL	Cyclical	None	02/02/18	NA			
Director of Human Resources	JL	Cyclical	None	02/02/18	NA			
Employee Benefits Specialist	JL	Cyclical	None	NA	NA			
Senior Student Services Specialist- Assessment Services	AG/OV	Cyclical	None	4/18/18*	NA			
Accompanist-Dance	JG	Cyclical	None	NA				
Accompanist-Performance	JG	Cyclical	Multiple	12/16/20				
Accompanist-Voice	JG	Cyclical	None	NA				
Career Services Advisor	OV	Cyclical	Single	NA				
Classification & Compensation Manager	CL	Cyclical	Single	02/02/18				
Compliance Administrator/ Title IX Coordinator	JL	Cyclical	Single	02/02/18				
Director of Classified Personnel	CL	Cyclical	Single	02/02/18				
Employee Benefits Coordinator	JL	Cyclical	Single	02/02/18				
Senior Career Services Advisor	OV	Cyclical	Multiple	12/16/20				
Supervising Personnel Analyst	CL	Cyclical	Single	02/02/18				
<b>CLASSIFICATION &amp; COMPENSATION STATUS REPORT (Pending)</b>								
<b>CLASSIFICATION</b>	<b>ASSIGNED</b>	<b>STUDY</b>	<b># OF</b>	<b>PDQ DEADLINE</b>	<b>JOB AUDIT</b>	<b>STAKEHOLDER</b>	<b>STAKEHOLDER</b>	<b>PC AGENDA</b>
Director of Safety & Risk Management	AF	Cyclical	Single					
Assistant Director of Safety & Risk Management	AF	Cyclical	None					
Risk & Insurance Coordinator	AF	Cyclical	None					
Insurance Program Specialist	AF	Cyclical	None					
<i>*Extension</i>								

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**AGENDA REPORT NO. 12**

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

**DATE:** January 27, 2021

**TO:** Members of the Personnel Commission

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

**BY:** José A. Guzmán, Personnel Technician

This item is presented for the Commission's review.

<b>Recruitment and Examination Status Report</b>											
<b>Classification</b>	<b>Assig</b>	<b>FOC</b>	<b>VAC</b>	<b>Opened</b>	<b>Closed</b>	<b>Written</b>	<b>T &amp; E</b>	<b>Perf.</b>	<b>QAI</b>	<b>E-List</b>	<b>Ratif.</b>
Accounts Payable Supervisor	AF	P	1	11/16/20	12/8/20				12/18/20	1/5/21	1/27/21
Associate Director of the SMC Foundation	AF	PO	1	11/6/20	12/2/20				12/15/20	1/6/21	1/27/21
Campus Store Manager											
Community College Police Dispatcher	KM	O		3/3/20	3/23/20	4/8/21			12/10/20	12/21/20	1/27/21
Community College Police Dispatcher	KM	P		10/5/20	10/23/20						
Custodian	KM	PO									
Director of Grants		PO									
Director of Purchasing, Contracts, and Logistics	JL/AF	PO	1								
Director of Safety and Risk Management	JL	P	1	12/21/20	1/20/21						
DSPS Manager	OV	P		1/14/21	2/4/21						
Financial Aid Systems Specialist	OV	P	1	12/2/20	12/22/20						
Grounds Equipment Operator	JG	P	1								
Grounds Supervisor	JG	PO									
Supplemental Instruction Coordinator	OV	P	1	1/12/21	2/2/21						
Tutoring Coordinator – English and Humanities	JL/JG	P	1	1/12/21	2/2/21						
Tutoring Coordinator – Modern Languages	JL/JG	PO	1	1/12/21	2/2/21						

**Items in bold are pending approval by the Personnel Commission**

<b>On Hold</b>											
<b>Classification</b>	<b>Assig</b>	<b>FOC</b>	<b>VAC</b>	<b>Opened</b>	<b>Closed</b>	<b>Written</b>	<b>T &amp; E</b>	<b>Perf.</b>	<b>QAI</b>	<b>E-List</b>	<b>Ratif.</b>
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									
Student Services Clerk		PO									

**V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS**

**VI. MOVE TO CLOSED SESSION**

**Public Employee Performance Evaluation, pursuant to GC 54957  
Director of Classified Personnel**

Personnel Commissioners had nothing to report following the conclusion of Closed Session.

**VII. ADJOURN MEETING at 1:55 PM**

Chair Metoyer adjourned the meeting in honor of former Superintendent/President Tom Donner who passed away on January 20, 2021 at the age of 74.

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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, February 17, 2021

**As required by law, this agenda for the Wednesday, January 27, 2021 Special Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 24 hours prior to the date and time of this meeting.**