

PERSONNEL COMMISSION - SPECIAL MEETING MINUTES

VIRTUAL MEETING – THURSDAY, OCTOBER 1, 2020 AT 1:00P.M.

Hardcopy Distribution only at 2714 Pico: Exterior Display Box

DEPARTMENTS:	ADMINISTRATORS & MANAGERS	PRESIDENT/SUPERINTENDENT & SENIOR STAFF
<p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Admissions & 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 & 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&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: 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 Fullard Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & 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& 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 & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Library for Public Posting (1) Library for Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz CSEA Chief Job Steward: Lee Peterson CSEA Corresponding Sec: Kristina Fukuda CSEA Recording Sec'y: Judith Mosher SMC POA President: – Officer Cadena Mgmnt Assoc:</p> <p style="text-align: right;">Revised</p> <p>IF YOU NEED AN ACCOMMODATION 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, by no later than 10 AM, Thursday, October 1, 2020. 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
MINUTES of Special Meeting on October 1, 2020**

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: 1:00 p.m.

I.ORGANIZATIONAL FUNCTIONS

- A. Call to Order 1:04 p.m.
- B. Roll Call

Commissioner	Present	Absent
Commissioner Metoyer, Chair	X	
Commissioner Abbott, Vice-Chair	X	
Commissioner Greenstein	X	
Commissioner Jansen	X	
Commissioner Leone	X	

II.COMMENTS AND INFORMATIONAL REPORTS

No public comments or information reports.

Santa Monica College Personnel Commission
MINUTES of Special Meeting on October 1, 2020

III.AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
1	EXAMINATION SCHEDULE	
2	RATIFICATION OF INTERNAL WORKING OUT OF CLASS ASSIGNMENTS AND INTERNAL LIMITED TERM ASSIGNMENTS AND EXTENSIONS	

IV.ADJOURN

Santa Monica College Personnel Commission
MINUTES of Special Meeting on October 1, 2020

AGENDA REPORT NO. 1

SUBJECT: **EXAMINATION SCHEDULE**

DATE: October 1, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

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

Class Title	Field of Competition	Time
Academic Records Evaluator	Promotional	3 weeks
Community College Police Dispatcher	Promotional	3 weeks

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Santa Monica College Personnel Commission
MINUTES of Special Meeting on October 1, 2020

AGENDA REPORT NO. 2

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

DATE: October 1, 2020

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 – Provisional Assignment

Name/ Permanent Classification	Working Out of Class Assignment	Dates of Current Assignment
Cherry Aquino/ Accountant	Accounts Payable Supervisor	10/1/2020 to 12/31/2020
Elease Juarez/ Campus Store Assistant Manager	Campus Store Manager	9/1/2020 to 1/6/2021
Glaurys Ariass/ Administrative Assistant II	Insurance Program Specialist	9/23/2020 to 11/30/2020

Limited Term Assignment

Name/Permanent Class	Limited-Term Assignment	Dates of Current Assignment
Jaime Recinos/ Campus Store Assistant Manager	Campus Store Manager	1/18/2021 to 6/30/2021
Angela Valentine/ Disabled Student Services Assistant	Student Services Clerk (Financial Aid)	10/1/2020 to 3/5/2021

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

3.2.10

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.

**Santa Monica College Personnel Commission
MINUTES of Special Meeting on October 1, 2020**

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

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.

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

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. 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.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments and extensions 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.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen

SECONDED BY: Joy Abbott

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

Commissioner Jansen questioned whether the perceived increase in “Working Out of Class” and “Limited Term Assignments” are attributed to the SRP and the result of filling behind those that took up the early retirement incentive.

Director of Classified Personnel, Carol Long replied by providing a breakdown with two openings as “filling” in behind retirees, two related to a reclassification study and one for an unrelated position.

Santa Monica College Personnel Commission
MINUTES of Special Meeting on October 1, 2020

VI. Motion to adjourn at 1:09 p.m.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:
Wednesday, October 21, 2020

As required by law, this agenda for the Thursday, October 1, 2020 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.