



**PERSONNEL COMMISSION
SPECIAL MEETING MINUTES
Thursday, January 13, 2022 at 12:00 p.m.**

****VIRTUAL MEETING****

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino 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: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: 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: 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 & 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>ADMINISTRATORS and MANAGERS</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 Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: Bradley Lane 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 Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Cindy Ordaz CSEA Chapter 2nd V.P.: Kennisha Green 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 align="right">Revised 1/07/2022</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>
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PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees has determined in accordance with Government Code Section 54953 that as a result of the ongoing emergency that meeting in person would present imminent risks to the health and safety of the attendees at public meetings. The Zoom format used for College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over. Members of the public may address the Committee and 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 meeting shall send an email to personnel_commission@smc.edu, by no later than 11:00 a.m. on Thursday, January 13, 2022. 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.

- 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.
- 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.
- 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 by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Committee, 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

PUBLIC SESSION: 12:00 p.m.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order **12:00PM**

B. Roll Call

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

C. Public Comments (Non Actionable Comments from those in attendance)

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	Item	Page
1	APPROVAL OF ADVANCED STEP PLACEMENT: ASSISTANT DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION	4
2	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • ACCOUNTING MANAGER • ADMINISTRATIVE ASSISTANT I • ADMINISTRATIVE ASSISTANT III-CONFIDENTIAL • COMMUNITY COLLEGE POLICE DISPATCHER 	5
3	RATIFICATION OF ELIGIBILITY LIST: <ul style="list-style-type: none"> • ACCOUNTANT 	6
4	REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: <ul style="list-style-type: none"> • ADMINISTRATIVE ASSISTANT I 	7
5	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	8
6	CERTIFICATION OF SENIORITY LIST: <ul style="list-style-type: none"> • HUMAN RESOURCES ANALYST-OPERATIONS 	12

III. ADJOURNMENT

Agenda Report No.	1
Subject	APPROVAL OF ADVANCED STEP PLACEMENT: ASSISTANT DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION
Date	January 13, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve an initial salary placement for Yu-Ngok Lo, Assistant Director of Facilities Planning and Construction, at **Range M27, Step E** on the Classified Management Salary Schedule.

The Minimum Qualifications for this position include a Bachelor’s degree in a related field, and four years of responsible experience in facilities construction project and planning management that includes managing facilities design, budget preparation, construction oversight, and technology implementations. Construction management experience that involved working with the California Division of the State Architect is required. This candidate possesses a Bachelor’s degree and almost 12 years of experience performing and overseeing related functions.

Merit Rule 12.2.4 B (4) Salary on Employment

The maximum initial salary placement is the third step on the salary schedule, unless approval for higher initial salary placement is granted by the Personnel Commission, Superintendent/President, and the appropriate appointing authority. In order to be considered for initial salary placement above Step C, candidates must have more than four (4) additional years of training and experience beyond the years indicated in the class qualifications, and two or more of the criteria listed in 12.2.4.B.3. must be present.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	2
Subject	EXAMINATION SCHEDULE
Date	January 13, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Class Title	Field of Competition	Time
Accounting Manager	Promotional	3 weeks
Administrative Assistant I	Promotional and Open Competitive	3 weeks
Administrative Assistant III – Confidential	Merged Promotional and Open Competitive	3 weeks
Community College Police Dispatcher	Open Competitive	3 weeks

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Joy Abbott
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

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Agenda Report No.	3
Subject	RATIFICATION OF ELIGIBILITY LIST: • ACCOUNTANT
Date	January 13, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Accountant	Promotional	3	3	1/3/2023

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Deborah Jansen
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	4
Subject	REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: ADMINISTRATIVE ASSISTANT I
Date	January 13, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

There is an active promotional eligibility list for Administrative Assistant I which will be expiring on March 31, 2022. This eligibility list currently contains three candidates and three ranks.

There are also two new, active eligibility lists for Administrative Assistant II, which will not be expiring until January 4, 2023. One list is for promotional candidates; the second list is for candidates who are not currently permanent employees with Santa Monica College.

The duties of the Administrative Assistant I include a significant portion of the duties included in the Administrative Assistant II classification, and the necessary skills and knowledge for Administrative Assistant I were adequately tested in the examination for Administrative Assistant II.

Merit Rule 6.3.13 states the following:

- A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
 1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
 2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

RECOMMENDATION

It is recommended that the Commission approve the use of the Administrative Assistant II eligibility lists to certify eligible(s) to any current and upcoming vacancies for Administrative Assistant I, if we are unable to obtain sufficient eligible candidates from the existing Administrative Assistant I list.

Disposition by the Commission	
Motion made by:	Barbara Greenstein
Seconded by:	Lawrence Leone
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Agenda Report No.	5
Subject	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
Date	January 13, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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 Assignment (Provisional)

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Olga Vasquez, Personnel Analyst	Classification and Compensation Manager	2/14/2022 to 4/1/2022
Karen Monzon, Personnel Analyst	Classification and Compensation Manager	4/4/2022 to 6/30/2022
Jorge Valadez, Campus Store Operations Assistant	Course Materials Buyer	1/3/2022 to 2/6/2022
Gustavo Kalinec, Enterprise Business Clerk	Enterprise Business Specialist	11/16/2022 to 1/18/2022
Karen Monzon, Personnel Analyst	Supervising Personnel Analyst	1/4/2022 to 4/1/2022

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

***Pending PBAR approval*

II. Limited Term Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Justin Carter, Custodian	Custodial Operations Supervisor	12/12/2021 to 1/18/2022

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

III. Substitute Limited Term Assignment

Name/Permanent Class	Provisional WOC Assignment*	Dates of Current Assignment
Olga Vasquez, Personnel Analyst	Classification and Compensation Manager	12/20/2021 to 12/24/2021 1/4/2022 to 2/11/2022
Lori Thomas, Human Resources Specialist	Employee Benefits Coordinator	1/18/2022 to 6/30/2022
Nathan Weidenbenner, Instructional Assistant – English	Tutoring Coordinator – Business	1/4/2022 to 3/30/2022

**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.

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	
<p>Vice Chair Joy Abbott noted how many Personnel Commission staff were featured in Agenda Item #5 and asked Director Carol Long for a recruitment plan following the fulfillment of WOC and Limited Term assignments through April/June 2022.</p>	
<p>Director Carol Long explained that an assessment is underway to determine whether permanent or temporary hires need to be made at the Technician and Specialist levels.</p>	
<p>Two Analysts will be WOC and therefore requiring coverage for their existing duties. The plan is to conduct one set of interviews from which further decisions will be made.</p>	

Agenda Report No.	6
Subject	CERTIFICATION OF SENIORITY LIST: • HUMAN RESOURCES ANALYST-OPERATIONS
Date	January 13, 2021
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

As part of the continuing practice to update and maintain Seniority Lists for the District, we present the following seniority list for approval:

Human Resources Analyst-Operations

It is recommended that the Personnel Commission certify the seniority list effective January 13, 2022.

13.1.4 SENIORITY LISTS

- A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.
- B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved. C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.
- D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

"HUMAN RESOURCES ANALYST - OPERATIONS" Seniority List

Classification: Human Resources Analyst - Operations

Range: 51

Monthly Base Salary Range as of July 1, 2020: \$ 7610 to \$ 9248

PC Certification Date: January 13, 2022

Review Period: January 5 to 11, 2022

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Human Resources Analyst - Operations
Padilla, Delia	12/8/2021	No	1/2/1996	12	40	

Edited By: Brent Heximer, AA II, PC
 Compiled by: Karen Monzon, Personnel Analyst
 Approved by: Carol Long, Director of the Personnel Commission

Disposition by the Commission	
Motion made by:	Deborah Jansen
Seconded by:	Joy Abbott
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

IV. MEETING ADJOURNED at 12:06 PM

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	

Regular Meeting Day	Regular Meeting Date	Regular Meeting Month	Regular Meeting Year	Scheduled Time	Meeting Location
**Thursday	13	January	2022	12:00 PM	Online
Wednesday	19	January	2022	12:00 PM	TBD
Wednesday	16	February	2022	12:00 PM	TBD
Wednesday	16	March	2022	12:00 PM	TBD
Wednesday	20	April	2022	12:00 PM	TBD
Wednesday	18	May	2022	12:00 PM	TBD
Wednesday	15	June	2022	12:00 PM	TBD

**Special Meeting

As required by law, this agenda for the Thursday, January 13, 2022 Special Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 24 hours prior to the date and time of this meeting.