



**PERSONNEL COMMISSION
SPECIAL MEETING MINUTES
Tuesday, April 12, 2022 at 10:30 a.m.**

****VIRTUAL MEETING****

| | | |
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| <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: 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: M. Calvento Community Education: Alice Meyering Counseling Office: Angela Valentine 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: Sandra Hernandez 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: K. Garland 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 Justin Carter 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.: 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 4-07-2022</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 are requested to send an email to personnel_commission@smc.edu, by no later than 9:30 a.m. on Tuesday, April 12, 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: 10:30 a.m.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order **10:31 AM**

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)

No Public Comments

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

| # | Item | Page |
|----------|--|-------------|
| 1 | APPROVAL OF ADVANCED STEP PLACEMENT: COMMUNITY COLLEGE POLICE CAPTAIN | 5 |
| 2 | REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: <ul style="list-style-type: none"> • ADMINISTRATIVE CLERK • SKILLED MAINTENANCE WORKER II | 6 |
| 3 | RATIFICATION OF ELIGIBILITY LISTS | 7 |

III. ADJOURNMENT

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|--------------------------|--|
| Agenda Report No. | 1 |
| Subject | APPROVAL OF ADVANCED STEP PLACEMENT: COMMUNITY COLLEGE POLICE CAPTAIN |
| Date | April 12, 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 Jere Romano, Community College Police Captain, at **Range M31, Step D** on the Classified Management Salary Schedule.

The Minimum Qualifications for this position include a Bachelor’s degree in a closely related field, and eight years of experience in a sworn Peace Officer position, including two years of recent experience in a supervisory or management position at the rank of Sergeant or above. Possession of a POST Supervisory Certificate is required at the time of appointment. Possession of a POST Management Certificate is required within 24 months of appointment.

This candidate possesses an Associate’s degree and a Post Supervisory Certificate. In addition, he possesses over 14 years of experience as a Police Sergeant, and approximately 14 years of additional experience as a Police Officer.

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.

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| Disposition by the Commission | |
| Motion made by: | Joy Abbott |
| Seconded by: | Barbara Greenstein |
| Ayes: | 4 |
| Nays: | |
| Abstentions: | 1-Lawrence Leone Not Present |
| Amendments/Comments | |

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|--------------------------|--|
| Agenda Report No. | 2 |
| Subject | REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: <ul style="list-style-type: none"> • ADMINISTRATIVE CLERK • SKILLED MAINTENANCE WORKER II |
| Date | April 12, 2022 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

BACKGROUND

There is currently no active eligibility list for Administrative Clerk. There are currently two active eligibility lists for Student Services Clerk. These lists expire on December 8, 2022. 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 Clerk include a significant portion of the duties included in the Student Services Clerk classification, and the necessary skills and knowledge for Administrative Clerk were adequately tested in the examination for Student Services Clerk.

There is currently no active eligibility list for Skilled Maintenance Worker II. There is currently an active eligibility list for Carpenter. This list expires on April 10, 2023. The duties of the Skilled Maintenance Worker II include a significant portion of the duties included in the Carpenter classification, and the necessary skills and knowledge for Skilled Maintenance Worker II were adequately tested in the examination for Carpenter.

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 Student Services Clerk eligibility lists to certify eligible(s) to any current and upcoming vacancies for Administrative Clerk. In addition, it is recommended that the Commission approve the use of the Carpenter eligibility list to certify eligible(s) to any current and upcoming vacancies for Skilled Maintenance Worker II.

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| Disposition by the Commission | |
| Motion made by: | Barbara Greenstein |
| Seconded by: | Joy Abbott |
| Ayes: | 4 |
| Nays: | |
| Abstentions: | 1-Lawrence Leone Not Present |
| Amendments/Comments | |

Santa Monica College
 Special Personnel Commission Meeting Minutes
 Tuesday, April 12, 2022

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|--------------------------|---|
| Agenda Report No. | 3 |
| Subject | RATIFICATION OF ELIGIBILITY LISTS |
| Date | April 12, 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 |
|---|-----------------------------|--------------------|----------------------|------------------------|
| Accounting Technician | Promotional | 3 | 3 | 4/4/2023 |
| Associate Programmer Analyst | Merged Promotional and Open | 1 | 10 | 3/30/2023 |
| International Student Services Specialist | Promotional | 3 | 3 | 9/22/2022 |
| Stage Construction Technician – Sound | Promotional and Open | 0 | 11 | 3/28/2023 |

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| Disposition by the Commission | |
| Motion made by: | Deborah Jansen |
| Seconded by: | Barbara Greenstein |
| Ayes: | 5 |
| Nays: | |
| Abstentions: | |
| Amendments/Comments | |

IV. MEETING ADJOURNED at 10:34 AM

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| Disposition by the Commission | |
| Motion made by: | Deborah Jansen |
| Seconded by: | Lawrence Leone |
| Ayes: | 5 |
| Nays: | |
| Abstentions: | |
| Amendments/Comments | |

| Regular Meeting Day | Regular Meeting Date | Regular Meeting Month | Regular Meeting Year | Scheduled Time | Meeting Location |
|---|----------------------|-----------------------|----------------------|----------------|------------------|
| Special Meeting Online, Tuesday, April 12 at 10:30 AM | | | | | |
| Wednesday | 20 | April | 2022 | 12:00 PM | TBD |
| Wednesday | 18 | May | 2022 | 12:00 PM | TBD |
| Wednesday | 15 | June | 2022 | 12:00 PM | TBD |

As required by law, this agenda for the Tuesday, April 12 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.