



PERSONNEL COMMISSION MEETING MINUTES

Special Meeting, February 25, 2020, at 5:30 PM

Board Room, Business Building Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

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DEPARTMENTS: PLEASE POST	ADMINISTRATORS and MANAGERS	PRESIDENT/SUPERINTENDENT and SENIOR STAFF
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PUBLIC PARTICIPATION

ADDRESSING THE PERSONNEL COMMISSION

Members of the public may address the Personnel Commission by oral presentation **concerning any subject that lies within the jurisdiction of the Personnel Commission** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Commission at the Personnel Commission meeting during Public Comments or regarding an item(s) on the agenda must complete an information card with their name, name of organization (if applicable) and the topic or item on which the comment is to be made.

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.

General Public Comments

- * The card to speak during Public Comments must be submitted to the recording secretary at the meeting **before** the Commission reaches the Public Comments section in the Agenda.
- * 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.

Agenda Items

- * The card to speak during Agenda Items must be submitted to the recording secretary at the meeting **before** the Commission reaches that specific item in the agenda.
- * Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Commission reaches that item in the Agenda.

Exceptions: This time allotment does not apply to individuals who address the Personnel Commission at the invitation or request of the Commission or the Director of Classified Personnel.

1. 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

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Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 24 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 Public Forum 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.

Any individual may appear at the Commission meeting to respectfully testify in support of or opposition to any item being presented to the Commissioners for consideration. Individuals wishing to address items to the Commissioners should complete a *Request to Address the Personnel Commission* card (green form) prior to the start of the meeting.

PUBLIC SESSION: 5:30 p.m.

I.ORGANIZATIONAL FUNCTIONS

- A.** Call to Order **5:30 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.AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Request for Approval of Advanced Step Placement: Chief Director of Business Services	4
2	Request for Approval of Examination Schedule	5
3	Ratification of Working Out of Class Assignments	6
4	Request for Approval of Classification Revisions: Enterprise Business Supervisor	8

III.ADJOURNMENT

Next regularly scheduled meeting: Wednesday, March 18, 2020 at 12:00 p.m.

AGENDA REPORT NO. 1

SUBJECT: **APPROVAL OF ADVANCED STEP PLACEMENT:
CHIEF DIRECTOR OF BUSINESS SERVICES**

DATE: February 25, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission approve an initial salary placement for Ngan Kim Tran, Chief Director of Business Services, at **Range A21, Step E** on the Classified Administrators Salary Schedule.

The Minimum Qualifications for this position require a Bachelor's degree and eight years of professional experience, including four years in a supervisory capacity. This candidate possesses a Bachelor's Degree in Business Administration, and over 13 years of management experience, with responsibilities overseeing fiscal operations within a public education environment.

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: Joy Abbott
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

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AGENDA REPORT NO. 2

SUBJECT: **EXAMINATION SCHEDULE**

DATE: February 25, 2020

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:

Class Title	Field of Competition	Time
Administrative Assistant II	Merged Promotional and Open	3 weeks
Community College Police Dispatcher	Merged Promotional and Open	3 weeks

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

AGENDA REPORT NO. 3

SUBJECT: **RATIFICATION OF WORKING OUT OF CLASS ASSIGNMENTS**

DATE: February 25, 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 assignment(s).

I. Working Out of Class Assignment New

Name/Permanent Class	WOC Assignment*	Dates	Reason	Other
Mark Engfer, Network Communications Manager	Media and Reprographic Services Manager	1/16/2019 to 5/25/2019; 7/01/2019 to 11/06/2019	Additional Assignment	50%
Stacy Neal, Financial Aid Supervisor	Director of Financial Aid and Scholarships	2/18/2020 to 6/23/2020	Additional Assignment	100%

Merit Rule 3.2.10 Working Out of Class (Education Code Section 88010, 88087)

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.

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).

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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.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out-of-class for the appropriate stipend as indicated under Merit Rule 3.2.10 (above).

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein
SECONDED BY: Lawrence Leone
AYES: 4
NAYS: 0
ABSTENTIONS: 1

Amendments/Comments

AGENDA REPORT NO. 4

SUBJECT: **REVISIONS TO CLASS DESCRIPTION:
ENTERPRISE BUSINESS SUPERVISOR**

DATE: February 25, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

Attached for your approval are class description revisions for Enterprise Business Supervisor. A recruitment is being requested to fill one current vacancy. A review of the classification description prior to opening the position for recruitment was conducted.

METHODOLOGY

Personnel Commission staff met with Mitch Heskell, Dean, Education Enterprise, to review the current classification, in order to determine if the duties, minimum qualifications, and knowledge, skills, and abilities listed still accurately reflected the expectations of the job.

RESULTS

Further revisions are now recommended to the minimum requirements. The minimum requirements need to be broadened in order to accurately reflect an education and work experience level that is commensurate with the level of this classification.

RECOMMENDATION

It is recommended that the Commission approve the attached revisions for the classification description for Enterprise Business Supervisor.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

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Santa Monica Community College District Personnel Commission

ENTERPRISE BUSINESS SUPERVISOR

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CONCEPT OF THE CLASS

Under general supervision, this classification supervises and provides direction to assigned staff and student workers in the Cashier's and Cash Receipts Office, manages and implements related District wide programs and performs advanced technical accounting duties related to financial controls, the collection, reconciliation, and disbursement of large sums of money collected by the Cashier's and Cash Receipts Office.

DISTINGUISHING CHARACTERISTICS

The **Enterprise Business Supervisor** supervises, plans, schedules, coordinates, maintains financial controls, and manages the day-to-day activities and work of the staff and student workers assigned to the Cashier's Office and Cash Receipts Office.

The **Enterprise Business Services Specialist** serves as a lead worker and performs a variety of clerical accounting duties related in to the collection, reconciliation, and disbursement of large sums of money collected from the student fees, events, programs, and departments.

The **Enterprise Business Services Clerk** performs a variety of clerical accounting duties related to the collection, counting and reconciliation of large sums of money collected from student fees, events, programs, and departments.

ESSENTIAL DUTIES

Supervises staff and student workers in the Cashier's and Cash Receipts Offices, which includes assigning and reviewing work, participating in new employee selection, discipline and termination, training employees, and evaluating employee performance.

Plans, executes, organizes, maintains financial controls, and coordinates the day-to-day operations of staff assigned to the Cashier's and Cash receipts Office to ensure accurate and efficient delivery of services to students, faculty, staff and the community at large.

Manages and oversees the electronic financial aid distribution through BankMobile/TAP cards, including reporting and resolving discrepancies and customer issues.

Manages, implements and oversees related programs and systems, such as the District wide parking systems, including sales, payments, reporting, identifying discrepancies, and resolving complex customer issues.

Reviews and analyzes collection reports including bank deposits, daily cash receipts and disbursement totals, cash collections, and other reports associated with assigned office.

Responds to questions, requests, problems, and advises departments on policies and procedures of the Cashier's and Cash Receipts Office.

Communicates and corresponds with various outside sources regarding systems and functions of the Cashier's and Cash Receipts Office; may participate in or assist with reports required by outside agencies.

Attends and participates in related committees, seminars and workshops.

Performs other related duties as requested or assigned.

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Enterprise Business Supervisor

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Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under general supervision, the employee receives assignments from the Dean of Education Enterprise, and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

This position exercises general supervision over assigned classified staff and student workers within the Cashier's and Cash Receipts Office.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Business, management, and supervisory principles and practices involved in planning, resources allocation, work assignment and delegation, performance evaluation, employee motivation, staff development and training, grievance management and imposition of corrective or disciplinary action

Practices and procedures related to establishing internal controls

Effective customer service techniques

Federal, State, and District policies, procedures, rules, regulations, and practices related to the preparation of accounting, banking and cashier records, and parking

Computer applications and programs that support this level of work, including Microsoft Office

Office management practices and procedure

Accounting, cashiering and banking terminology, theories, methods, practices, and procedures

Effective office management practices and procedures

Basic mathematics

Ability to:

Train, supervise and evaluate the performance of assigned staff

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

Organize, set priorities and perform work requiring accuracy and attention to detail

Utilize organizational funds, material resources and staffing levels wisely and strategically

Understand internal and external customer immediate and long term needs to provide viable solutions and recommendations

Operate a computer using computer applications, programs and standard office equipment

Organize and maintain specialized files and confidentiality of employee and student information

Communicate effectively, both orally and in writing

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Enterprise Business Supervisor

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Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Model professional integrity and ethics and deal quickly with breaches and misconduct

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree ~~from an accredited college or university, in Accounting, Business Administration, Finance, or a closely related field.~~

Experience Requirement:

Three (3) years progressively responsible experience in accounting, banking, cash receipts or cashiering, ~~which included at least~~ One (1) year of lead or supervisory experience is preferred.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, stand, walk, reach, use hands to keyboard, type, use a cash register, or handle materials, and talk and/or hear. The employee is occasionally required to lift, carry, push, or pull up to 15 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Business Administration & Fiscal Services

FLSA Status: Exempt

Personnel Commission Approval Date: 12/18/2019 OV

Class History: Established

Revision Date(s): 2/25/2020

IV. ADJOURNMENT at 5:33p.m.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Motion to adjourn was passed.

The next regular Personnel Commission meeting is scheduled for:
Wednesday, March 18, 2020 at 12 P.M. in the Santa Monica College Board Room,
Business Building, Room 117 at 1900 Pico Blvd, Santa Monica, California.

As required by law, this agenda for the Tuesday, February 25, 2019, 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.