

PERSONNEL COMMISSION - SPECIAL MEETING MINUTES

VIRTUAL MEETING – MONDAY, NOVEMBER 2, 2020 at 3:30 PM

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DEPARTMENTS:	ADMINISTRATORS & MANAGERS	PRESIDENT/SUPERINTENDENT & SENIOR STAFF
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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 12 PM, Monday, November 2, 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.

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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 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: 3:30 p.m.

I.ORGANIZATIONAL FUNCTIONS

- A. Call to Order 3:32 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

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

No Comments.

III.AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
1	POSITION RECLASSIFICATION: ADMINISTRATIVE ASSISTANT II TO STUDENT JUDICIAL AFFAIRS SPECIALIST: LISA BURNS	5
2	POSITION RECLASSIFICATION: FINANCIAL AID SUPERVISOR TO DIRECTOR OF FINANCIAL AID AND SCHOLARSHIPS: STACY NEAL	8
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IV.ADJOURN

AGENDA REPORT NO. 1

**SUBJECT: POSITION RECLASSIFICATION: ADMINISTRATIVE ASSISTANT II TO
STUDENT JUDICIAL AFFAIRS SPECIALIST: LISA BURNS**

DATE: November 2, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Analyst

BACKGROUND

The Personnel Commission has been requested to conduct a position study for Lisa Burns who is currently an Administrative Assistant II in the Student Judicial Affairs Office. A reclassification study was initiated to determine if Ms. Burns' assigned duties and responsibilities are appropriately classified.

Ms. Burns has been an Administrative Assistant II in Student Judicial Affairs since November 2014. The Student Judicial Affairs Office works collaboratively with the campus community to uphold the District's Rules for Student Conduct, the Code of Academic Conduct and the Honor code in order to promote a safe learning environment for students, staff and faculty. The Department provides counseling, conflict resolution, mediation, workshops, presentations, outreach and educational resources to students, faculty and staff about Student Judicial Affairs.

METHODOLOGY

The incumbent was requested to submit a Position Description Questionnaire (PDQ). The incumbent's PDQ was reviewed by the Director of Student Judicial Affairs, Lina Ladyzhenskaya and received by the Commission Office on December 12, 2019. Commission staff conducted a job audit to gather additional input from the incumbent and supervisor to determine the nature and level of duties assigned and performed.

ANALYSIS

Key factors assessed when studying a position or classification include the scope and effect of responsibility, nature and purpose of contacts, knowledge required for the position, level of complexity, and degree of decision-making authority.

Job audit findings and review of the PDQ submitted indicate that this position performs complex and specialized duties with a high degree of discernment and decision making responsibilities in support of the student judicial affairs process, including triage services, investigations, reports, and training. The incumbent performs her responsibilities with substantial independence. Duties and responsibilities include investigating, analyzing and reporting on student affairs cases, preparing notices, recommending sanctions, following case progress through completion, analyzing, reviewing and maintaining student conduct databases and applicable information systems, in addition to inputting student data, tracking sanctions, compiling statistical data, reporting data required by law to internal and external stakeholders.

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FINDINGS

- Ms. Burns qualifies for reclassification because her position is required to consistently perform duties related to the student judicial affairs process at a higher level of complexity and specialization with a greater scope/effect than is encompassed in her current classification of Administrative Assistant II. Duties are required to support normal Department and District operations and cannot be absorbed by other staff members.
- According to Ms. Burns' supervisor, she has been assigned to perform these duties since January 2016. Duties and responsibilities of this role have grown through gradual accretion for at least two years.
- Based on the duties assigned and the knowledge and abilities required, the classification of Student Judicial Affairs Specialist encompasses the majority of the essential duties of the incumbent in terms of complexity, scope and effect of responsibility, degree of decision making, knowledge required, and nature and purpose of contacts.

Findings have been sent for review to the incumbent, CSEA, Student Affairs, Business Services, Human Resources, and executive leadership.

Applicable Rules:

- The basis for reclassification of a position shall be the gradual accretion or growth of duties, and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. (Merit Rule 3.3.1)
- The change in duties and responsibilities must affect a significant portion of the duties and responsibilities of the position and be so significant as to clearly warrant a change in the title and qualifications requirements needed to perform the duties of the position. (Merit Rule 3.3.1)
- Merit Rule 3.3.2 defines gradual accretion of duties as “occurring over two (2) or more years of regular service.”
- Reclassification may become moot if the out-of-class duties are removed from the position. Compensation for the higher level duties performed may be confirmed through the Working Out of Class procedures. (Merit Rule 3.3.4F)
- At least two (2) years must elapse from the time the decision is finalized before another request for reclassification can be initiated for the same position. (Merit Rule 3.3.4G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

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- The Commission shall be the final approving authority concerning reclassifications. (Merit Rule 3.3.7C)

RECOMMENDATION

It is recommended that the Commission reclassify Ms. Burns' position from Administrative Assistant II to Student Judicial Affairs Specialist, with a reclassification effective date of December 1, 2020.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

Commissioner Abbott asked for additional background information on these reclassification studies which were coming forward today.

Carol Long explained that these reclassification studies were very different from the cyclical studies which had been on hold for several months due to fiscal concerns, and were brought forward at the regular meeting in October. In these reclassification studies, we are evaluating individual positions and not an entire classification. We have reviewed the employee's position and made a determination that they are performing work from a higher-paying classification, and have been performing this work for two years or more. For example, the Administrative Assistant II has been performing the work of Student Judicial Affairs Specialist and by law, we're required to take one of two actions when we make that kind of finding. We have to either reclassify them to the higher level, or the higher level duties have to be removed.

Because there was initially uncertainty as to whether or not these duties are going to remain on a permanent basis, we made a decision to work the employees out of class so they could get the appropriate pay. Now the district has made the decision to go ahead and approve reclassification.

Commissioner Abbott asked if there were other employees who would be falling into this same category.

Carol Long indicated that they were anticipating bringing forward a third reclassification today, but that study is still in process.

AGENDA REPORT NO. 2

**SUBJECT: POSITION RECLASSIFICATION: FINANCIAL AID SUPERVISOR TO
DIRECTOR OF FINANCIAL AID AND SCHOLARSHIPS: STACY NEAL**

DATE: November 2, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: August Faustino, Personnel Analyst

BACKGROUND

The Personnel Commission received a Request for Reclassification from the incumbent. A reclassification study was initiated to determine if Ms. Neal's assigned duties and responsibilities are appropriately classified.

Ms. Neal was hired into the position of Financial Aid Assistant Director in March of 2004. The Financial Aid Assistant Director position was retitled to Financial Aid Supervisor as part of the Hay Study in November of 2006. Stacy Neal has been in the position of Financial Aid Supervisor since January 2007. The Financial Aid and Scholarship Office helps students achieve their educational objectives through the administration of Federal, State and institutional aid programs.

METHODOLOGY

The incumbent was requested to submit a Position Description Questionnaire (PDQ). The incumbent's PDQ was reviewed by Teresita Rodriguez, Vice President, Enrollment Development and received by the Commission Office on February 3, 2020. Commission staff conducted a job audit to get additional input from the incumbent. Teresita Rodriguez and the incumbent's supervisor, Traci Hunter, Associate Dean, Financial Aid and Scholarships were also interviewed.

ANALYSIS

Key factors assessed when studying a position or classification include the scope and effect of responsibility, nature and purpose of contacts, knowledge required for the position, level of complexity, degree of decision-making authority, and consequence of error.

Job audit and PDQ findings indicate that this position has expanded over time to encompass duties and responsibilities commensurate with a higher level classification, with a broader scope/effect, greater decision-making authority, increased complexity, and a wider breath of knowledge required.

Ms. Neal's position oversees and executes funds disbursement of Federal and State Financial Aid allocated to SMC students, supervises and provides day-to-day leadership to the Financial Aid Office classified staff and manages the SMC Scholarship program. In addition, the incumbent also has responsibility for monitoring and overseeing Financial Aid Management Systems, modifications to and implementations of department policies and

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procedures, compiling and reporting data to the Department of Education and office compliance and interpretation of State and Federal Financial Aid regulations.

FINDINGS

- Ms. Neal's position qualifies for a reclassification because duties have evolved and changed over time, resulting in responsibilities that are broader in scope and effect, are increasingly complex and require a greater degree of decision-making authority. Duties are required to support normal Department and District operations and cannot be absorbed by other staff members.
- According to Ms. Neal's supervisor, she has been assigned to perform these duties continuously since December 2018. Duties and responsibilities of this role have grown through gradual accretion for at least two years.
- Based on the duties assigned and the KSAs required, Director of Financial Aid and Scholarships encompasses the majority of the essential duties of the incumbent in terms of complexity, scope and effect of work, knowledge, decision-making authority and nature and purpose of contacts.

Findings have been sent for review to the incumbent, Financial Aid management, Human Resources, Business Services, and executive leadership.

Applicable Rules:

- The basis for reclassification of a position shall be the gradual accretion or growth of duties, and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. (Merit Rule 3.3.1)
- The change in duties and responsibilities must affect a significant portion of the duties and responsibilities of the position and be so significant as to clearly warrant a change in the title and qualifications requirements needed to perform the duties of the position. (Merit Rule 3.3.1)
- Merit Rule 3.3.2 defines gradual accretion of duties as "occurring over two (2) or more years of regular service."
- Reclassification may become moot if the out-of-class duties are removed from the position. Compensation for the higher level duties performed may be confirmed through the Working Out of Class procedures. (Merit Rule 3.3.4F)
- At least two (2) years must elapse from the time the decision is finalized before another request for reclassification can be initiated for the same position. (Merit Rule 3.3.4G)
- Changes in classification and salary resulting from the permanent reclassification of a position shall be effective no later than the first day of the month following the date on which the Personnel Commission takes action to approve reclassification of the position, provided the employee is eligible to be reclassified with his/her position without examination. (Merit Rule 3.3.7A(1))

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- The Commission shall be the final approving authority concerning reclassifications.
(Merit Rule 3.3.7C)

RECOMMENDATION

It is recommended that the Commission reclassify Ms. Neal's position from Financial Aid Supervisor to Director of Financial Aid and Scholarships, with a reclassification effective date of December 1, 2020.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Joy Abbott
SECONDED BY: Deborah Jansen
AYES: 5
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

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AGENDA REPORT NO. 3

SUBJECT: RATIFICATION OF INTERNAL LIMITED TERM ASSIGNMENTS

DATE: November 2, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following internal limited term assignment(s).

Limited Term Assignment

Name/Permanent Class	Limited-Term Assignment	Dates of Current Assignment
**Lisa Burns/ Administrative Assistant II	Student Judicial Affairs Specialist	11/6/2020 to 11/30/2020
Stacy Neal/ Financial Aid Supervisor	Director of Financial Aid and Scholarships	11/6/2020 to 11/30/2020

***Pending PBAR Approval*

**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

- A. 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.
- B. 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

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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 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

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AGENDA REPORT NO. 4

SUBJECT: EMPLOYMENT LISTS
DATE: November 2, 2020
TO: Members of the Personnel Commission
FROM: Carol Long, Director of Classified Personnel

The Personnel Commission is advised that the following individuals are being added to the Employment List(s) for upcoming reclassification as specified below:

Name	List Classification	Effective Date	Ending Date
Lisa Burns	Student Judicial Affairs Specialist	11/3/2020	11/30/2020
Stacy Neal	Director of Financial Aid and Scholarships	11/3/2020	11/30/2020

Reference: Merit Rule 6.1 Employment Lists

An employment list shall be defined as a list of names of current and former permanent employees who are eligible for employment into a vacant position without competitive examination.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

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AGENDA REPORT NO. 5

SUBJECT: **EXAMINATION SCHEDULE**

DATE: November 2, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

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

Class Title	Field of Competition	Time
Director of Safety and Risk Management	Promotional	3 weeks

Reference: Merit Rule 5.2.3

- A. When an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Director of Classified Personnel may advertise the examination among employees and the general public.
- B. Promotional eligibles who successfully complete all parts of the examination shall receive longevity preference credit as referenced in Rule 5.2.17 (Longevity Preference Credit).
- C. The examination procedure shall result in a separate promotional and open competitive eligibility list. The promotional eligibility list shall take precedence

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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VI. Motion to adjourn the meeting at 3:40 p.m.

DISPOSITION BY THE COMMISSION

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

Amendments/Comments

The next regular Personnel Commission meeting is scheduled for:
Wednesday, November 18, 2020

As required by law, this agenda for the Monday, November 2, 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.