



**PERSONNEL COMMISSION
SPECIAL MEETING MINUTES
Wednesday, March 9, 2022 at 9:00 a.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: 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: 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: 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 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.: 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 3-03-2022</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 8:30 a.m. on Wednesday, March 9, 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: 9:00 a.m.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order **9:00 a.m.**

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	Ratification of Reinstatements	5
2	Extension of Provisional Appointments: <ul style="list-style-type: none"> • Cosmetology Assistant • Enterprise Business Services Clerk 	6
3	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Cosmetology Assistant • Facilities Maintenance Supervisor • Laboratory Technician-Broadcast Digital Media • Lead Receiving, Stockroom and Delivery Worker • Personnel Technician • Program Specialist 	7

III. ADJOURNMENT

Agenda Report No.	1
Subject	Ratification of Reinstatements
Date	March 9, 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 Reinstatement(s) as specified below.

Name	Resignation Date	Reinstatement Effective Dates
Hamidreza Majidi	February 28, 2022	March 1, 2022 to May 31, 2025
Marcus Suzuki	July 30, 2020	July 31, 2020 to October 30, 2023
Alexander Zamora	January 6, 2022	January 7, 2022 to April 6, 2025

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)
15.2.1 GENERAL PROCEDURES

- A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.
- B. Reinstatement of a former employee shall have the following effects:
 - 1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
 - 2. Restoration of salary in accordance with Section 13 of Rule 12.2.

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

Agenda Report No.	2
Subject	Extension of Provisional Appointments: <ul style="list-style-type: none"> • Cosmetology Assistant • Enterprise Business Services Clerk
Date	March 9, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission was advised of the following provisional assignments at previous regular meetings:

Candidate	Position	Department	Duration
Natasha Alexander	Cosmetology Assistant	Cosmetology	10/11/2021 to 6/30/2022
Wendy Pacheco	Enterprise Business Services Clerk	Auxiliary Services	1/18/2022 to 6/30/2022

Provisional assignments can be authorized for 90 working days per fiscal year. These provisional employees will be reaching their 90 working day limit.

Recruitments are currently in progress to fill assignments in the above areas. The hiring departments has requested that these temporary employees be allowed to serve in this role until the eligibility lists have been produced and a permanent or limited term appointment can be made. The Personnel Commission has the authority to authorize a 36 day extension for these assignments, once the initial 90 working days have been completed.

Merit Rule 7.2.1 (C) states:

The Personnel Commission may extend the 90 working day provisional appointment for a period not to exceed 36 additional working days provided:

1. *The examination for the class was given during the initial 90 working days of the employee's provisional assignment.*
2. *Satisfactory evidence is presented indicating:*
 - a. *Adequate recruitment effort has been, and is being made;*
 - b. *Extension of this provisional assignment is necessary to carry on vital functions of the District;*
 - c. *The position cannot satisfactorily be filled by use of the following in priority order:*
 1. *the eligibility list for the class*
 2. *other employment lists such as reinstatement; or transfer*
 3. *other appropriate substitute eligibility lists*

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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Agenda Report No.	3
Subject	Ratification of Eligibility Lists: <ul style="list-style-type: none"> • Cosmetology Assistant • Facilities Maintenance Supervisor • Laboratory Technician-Broadcast Digital Media • Lead Receiving, Stockroom and Delivery Worker • Personnel Technician • Program Specialist
Date	March 9, 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
Cosmetology Assistant	Promotional and Open	1	4	2/17/2023
Facilities Maintenance Supervisor	Promotional	3	3	2/27/2023
Laboratory Technician – Broadcast Digital Media	Promotional and Open	0	6	2/23/2023
Lead Receiving, Stockroom, and Delivery Worker	Promotional	3	3	2/16/2023
Personnel Technician	Promotional and Open	0	3	2/22/2023
Program Specialist	Promotional and Open	1	6	9/15/2022

Disposition by the Commission	
Motion made by:	Lawrence Leone
Seconded by:	Debra Jansen
Ayes:	5
Nays:	0
Abstentions:	0
Amendments/Comments	
<p>Commissioner Jansen questioned the Expiration Date for “Program Specialist”. Director Long clarified that the list was established for a 6 month period.</p>	

IV. MEETING ADJOURNED at 9:04 a.m.

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

Regular Meeting Day	Regular Meeting Date	Regular Meeting Month	Regular Meeting Year	Scheduled Time	Meeting Location
Special Meeting Online, Wednesday, March 9 at 9:00 AM					
Wednesday	16	March	2022	12:00 PM	ONLINE
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 Wednesday, March 9 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.