



**PERSONNEL COMMISSION
REGULAR MEETING MINUTES
Wednesday, July 20, 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: Nichelle Monroe 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: 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: Clarendia 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: 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.: Ciera Chilton 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 7-15-2022</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 11:00 a.m. on Wednesday, July 20, 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 12:00 p.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. Director's Report

Director of the Personnel Commission, Carol Long, reported on the following:

Personnel Commission staff brought forth the Stage Construction Technician – Lighting eligibility list for approval.

Revisions to some of the remaining laboratory technician classifications, along with several new classifications resulting from the Cyclical Review will be brought forth soon in preparation for upcoming recruitments. Staff is currently reviewing 16 classifications, creating eight new classifications, conducting four ad hoc salary studies and two position reclassification studies.

The Merit Rules Advisory Committee did not meet for the month of July, but will reconvene on August 3, 2022.

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

- i. Recognition of Employee Longevity – July 2022

5 YEARS

John Ibrahim, Property Clerk, Procurement, Contracts and Logistics

Agustin Limon, Campus Safety Officer, SMCPD

David Lopez, Community College Police Officer, SMCPD

Katherine Medernach, Accounting Specialist, Fiscal Services

E. Comments from the Vice President of Human Resources

Sherri Lee-Lewis, Vice President of Human Resources, congratulated employees on their longevity with the District, and thanked them for their service.

She reported that the remote work option is currently underway, with the approval of approximately 60 requests and several still pending. It can take up to 45 days for a request to get through the process but employees are so appreciative of having an opportunity to continue working remotely.

She then deferred to Campus Counsel, Robert Myers, who provided an update on the Brown Act and the continuation of remote meetings.

The Board of Trustees will be adopting emergency actions that would allow the Personnel Commission to meet remotely into next year. College staff is currently in the process of trying to transform the board meeting room into a hybrid space in which both the public and members of the Board of Trustees can participate, either in person or remotely.

Once the Board has tested out the meeting room, the Personnel Commission can reevaluate starting to meet in person.

F. Comments from the CSEA Chapter 36 Representative

G. Comments from the Management Association President

H. Comments from the Personnel Commission Staff

I. Comments by Personnel Commissioners

II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

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III. CONSENT AGENDA (All items will be considered and approved in one motion unless pulled by a Personnel Commissioner for discussion)

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IV. ADJOURNMENT

Agenda Report No.	1
Subject	APPROVAL OF ADVANCED STEP PLACEMENT: DIRECTOR OF MARKETING AND COMMUNICATIONS
Date	July 20, 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 Rebecca Agonafir, Director of Marketing and Communications, at **Range M30, Step E** on the Classified Management Salary Schedule.

The Minimum Qualifications for this position include a Bachelor's degree in a related field, and five years of progressively responsible experience in communications, journalism, marketing, or public relations work, preferably in a large organization, including at least two (2) years of management or supervisory experience.

This candidate possesses a Master's degree and over 21 years of job-related experience, including six years of experience as a Manager and Interim Director of Marketing with UCLA Extension.

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:	Deborah Jansen
Seconded by:	Barbara Greenstein
Ayes:	5
Nays:	
Abstentions:	
Amendments/Comments	

Agenda Report No.	2
Subject	REQUEST TO CERTIFY FROM ALTERNATE ELIGIBILITY LIST: MARKETING DESIGN COORDINATOR
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

An eligibility list has recently been established for Director of Marketing and Communications. This eligibility list currently contains six candidates and five ranks.

The duties of the Marketing Design Coordinator include a significant portion of the duties included in the Director of Marketing and Communications classification, and the necessary skills and knowledge for Marketing Design Coordinator were adequately tested in the examination for Director of Marketing and Communications.

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 eligibility list for Director of Marketing and Communications to certify eligible(s) to any current and upcoming vacancies for Marketing Design Coordinator.

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

Amendments/Comments

Agenda Report No.	3
Subject	EXTENSION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • ATHLETIC AND KINESIOLOGY EQUIPMENT SPECIALIST • INSURANCE PROGRAM SPECIALIST • RISK AND INSURANCE COORDINATOR • TUTORING COORDINATOR-MODERN LANGUAGES
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Athletic and Kinesiology Equipment Specialist	8/11/2022	8/11/2022	4	4	12/11/2022
Insurance Program Specialist	11/2/2021	8/2/2022	7	5	11/2/2022
Risk and Insurance Coordinator	11/2/2021	8/2/2022	2	2	11/2/2022
Tutoring Coordinator – Modern Languages	5/16/2022	8/16/2022	3	2	11/16/2022

Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

Merit Rule 6.2.3 (C) Duration of Eligibility List

B. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The Director of the Personnel Commission shall base their recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

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

Amendments/Comments

III. CONSENT AGENDA (All items will be considered and approved in one motion unless pulled by a Personnel Commissioner for discussion)

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

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Agenda Report No.	4
Subject	APPROVAL OF MINUTES: <ul style="list-style-type: none">• JUNE 15, 2022 REGULAR MEETING• JUNE 27, 2022 SPECIAL MEETING
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

1. June 15, 2022 Regular Meeting
2. June 27, 2022 Special Meeting

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Agenda Report No.	5
Subject	RATIFICATION OF LIMITED TERM ASSIGNMENTS
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

Position Classification	Department	Effective Dates
Accompanist-Music (2 part-time positions)	Music	07/01/22-12/31/22
Accompanist-Music Performance (4 part-time positions)	Music	07/01/22-12/31/22
Accompanist-Music Performance (1 part-time position)	Emeritus	07/01/22-12/31/22
Administrative Assistant II (1 part-time position)	Personnel Commission	07/01/22-09/30/22
Bookstore Clerk/Cashier (12 part-time positions)	Bookstore	07/01/22-12/22/22
Custodian (2 full-time positions)	Operations	07/01/22-12/30/22
Customer Service Assistant (4 part-time positions)	Bookstore	07/01/22-12/22/22
Health Assistant (2 full-time positions)	Health Services	07/01/22-06/30/23
Instructional Assistant-ESL (3 part-time positions)	ESL	07/01/22-12/31/22
Research and Planning Analyst (1 part-time position)	Student Equity and Achievement Program	07/01/22-06/30/23
Student Services Clerk (1 full-time position)	Auxiliary Services	07/01/22-06/30/23
Student Services Clerk (1 full-time position)	Financial Aid	06/22/22-06/30/23
Student Services Clerk (1 full-time position)	Health Services	07/01/22-06/30/23
Student Services Clerk (2 part-time positions)	Outreach & Onboarding	07/01/22-06/30/23
Student Services Clerk (1 part-time position)	Outreach & Onboarding	07/01/22-06/30/23

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Agenda Report No.	6
Subject	ADVISORY ITEM: APPOINTMENTS TO LIMITED TERM POSITIONS
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Berent, Richard	Accompanist-Music	Music	07/01/22-12/31/22
Gerhold, Thomas	Accompanist-Music	Music	07/01/22-12/31/22
Berent, Richard	Accompanist-Music Performance	Music	07/01/22-12/31/22
Chan, Oliver	Accompanist-Music Performance	Music	07/01/22-12/31/22
Gerhold, Thomas	Accompanist-Music Performance	Music	07/01/22-12/31/22
Nesteruk, Gary	Accompanist-Music Performance	Music	07/01/22-12/31/22
Nesteruk, Gary	Accompanist-Music Performance	Emeritus	07/01/22-12/31/22
Morrison, Tatiana	Administrative Assistant II	Personnel Commission	07/01/22-09/30/22
Abdulhafiz, Meymuna	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Abel, Teneka	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Chang, Tony	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Eichen, John	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Garcia, Lucy	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Grau, Donald	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Lopez, Jose	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Lopez, Veronica	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Mehary, Mehret	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Micas, Donna	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Pabst, Ester	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Thielking, Alan	Bookstore Clerk/Cashier	Bookstore	07/01/22-12/22/22
Minor, Earl	Custodian	Operations	07/01/22-12/30/22
Salazar, Edward	Custodian	Operations	07/01/22-12/30/22
Beck, Michael	Customer Service Assistant	Bookstore	07/01/22-12/22/22
Carter, Ashlie	Customer Service Assistant	Bookstore	07/01/22-12/22/22
English, Kara	Customer Service Assistant	Bookstore	07/01/22-12/22/22

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Nwonwu, Vergie	Customer Service Assistant	Bookstore	07/01/22-12/22/22
Austin, Harald	Health Assistant	Health Services	07/01/22-06/30/23
Reyes, Mark	Health Assistant	Health Services	07/01/22-06/30/23
Arese, Cristina	Instructional Assistant-ESL	ESL	07/01/22-12/31/22
Brown, Thomas	Instructional Assistant-ESL	ESL	07/01/22-12/31/22
Hoch, Marilyn	Instructional Assistant-ESL	ESL	07/01/22-12/31/22
Peña, Rebecca	Research and Planning Analyst	Student Equity and Achievement Program	07/01/22-06/30/23
Belay, Johanna	Student Services Clerk	Auxiliary Services	07/01/22-06/30/23
Cairo, Hazel	Student Services Clerk	Financial Aid	06/22/22-06/30/22
Robles Jr., Jose	Student Services Clerk	Health Services	07/01/22-06/30/23
Depablo, Diana	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/23
Hudelson, Susan	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/23
Zaveri, Zahra	Student Services Clerk	Outreach & Onboarding	07/01/22-06/30/23

*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) – Eligibility for Appointment

Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

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Agenda Report No.	7
Subject	ADVISORY ITEM: APPOINTMENTS TO PROVISIONAL ASSIGNMENTS
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

Candidate	Position	Department	Duration*
Chan, Oliver	Accompanist-Music	Music	07/01/22-12/31/22
McNaughton, Joellen	Accompanist-Music	Music	07/01/22-12/31/22
Nesteruk, Gary	Accompanist-Music	Music	07/01/22-12/31/22
Cooper, Alexander	Costume Designer	Theatre Arts	07/01/22-12/31/22
Escobar, Robert	Custodian	Operations	07/01/22-12/30/22
Grant, Brian	Custodian	Operations	07/01/22-12/30/22
Wise, Dion	Custodian	Operations	07/01/22/12/30/22
Buentello, Jimmy	Customer Service Assistant	Bookstore	07/01/22-12/22/22
Pacheco, Wendy	Enterprise Business Services Clerk	Cashier's Office	07/01/22-09/30/22
Bates, Daisha	Events Assistant	PAC	07/01/22-06/30/23
Irumva, Landry	Events Assistant	PAC	07/01/22-06/30/23
Petriello, Drew	Events Assistant	PAC	07/01/22-06/30/23
Tuller, Susan	Events Assistant	PAC	07/01/22-06/30/23
White, Michael	Events Assistant	PAC	07/01/22-06/30/23
Zaveri, Zahra	Events Assistant	PAC	07/01/22-06/30/23
Lopez, Valerie	Health Assistant	Health Services	07/01/22-06/30/23
Preston, Christian	Health Assistant	Health Services	07/01/22-06/30/23
Berney, Andrew	Laboratory Technician-Art	Art	07/01/22-12/31/22
Frале, Darren	Laboratory Technician-Art	Art	07/01/22-12/31/22
Freedman, Myles	Laboratory Technician-Art	Art	07/01/22-12/31/22
Haskell, Susan	Laboratory Technician-Art	Art	07/01/22-12/31/22
Kobashi, Todd	Laboratory Technician-Art	Art	07/01/22-12/31/22
Bass, Edward	Stage Construction Technician-Lighting	Theatre Arts	07/01/22-12/31/22
Alvarado, Edwin	Student Services Clerk	Health Services	07/01/22-06/30/23
Campos, Alonzo	Student Services Clerk	Health Services	07/01/22-06/30/23
Cardenas, Ana	Student Services Clerk	Health Services	07/01/22-06/30/23
Cortes, Marla	Student Services Clerk	Health Services	07/01/22-06/30/23

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De Silva, Shana	Student Services Clerk	Health Services	07/01/22-06/30/23
Heximer, Baylee	Student Services Clerk	Health Services	07/01/22-06/30/23
Miles, Erick	Student Services Clerk	Health Services	07/01/22-06/30/23
Rodriguez, Andrea	Student Services Clerk	Health Services	07/01/22-06/30/23
Strakhov, Kirill	Student Services Clerk	Health Services	07/01/22-06/30/23
Alvarez, Sonia	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Amerman, Thomas	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Brummer, Alison	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Castaneda, Leticia	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Colcord, Adam	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Deuel, Sean	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Dionne, Chris	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Fernandez, Daniel	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Fregoso, Nancy	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Geller, Frances	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Gibbons, Amelia	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Hidalgo, Michael	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Jones, Samuel	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Klinkenberg, Frans	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Lansdown, Sonya	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Peyton, Timothy	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Pineda, Johnny	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Postley, Colin	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Powell, John	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Price, Jamieson	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Reyes-Flores, Jonathan	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Richardson, Gary	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Schade, Richard	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Shea, Teresa	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Snyder, John	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Sperry, Adam	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Tejaratchi, Ryan	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Tittle, Toby	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Tuttle, Daniel	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Watanabe, Atsushi	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Weber, Angelea	Theatre Technical Specialist	Facilities	07/01/22-06/30/23
Zeitman, Ethan	Theatre Technical Specialist	Facilities	07/01/22-06/30/23

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

Agenda Report No.	8
Subject	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS
Date	July 20, 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 working out of class and internal limited term assignment(s).

Internal Limited Term Assignment:

Name/Permanent Class	Limited Term Assignment*	Dates of Current Assignment
Jonathan Ng, Senior Graphics Designer	Marketing Design Coordinator	7/1/2022 to 11/5/2022
Rico Gutierrez, Grounds Worker	Grounds Supervisor	7/1/2022 to 9/2/2022

Extension to Provisional Working out of Class Assignment:

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment	Extended Dates
Karen Monzon, Personnel Analyst	Classification and Compensation Manager	4/4/2022 to 6/30/2022	7/1/2022 to 7/15/2022
Kathleen Colimitras, Human Resources Specialist	Human Resources Technician	4/1/2022 to 6/30/2022	7/1/2022 to 8/31/2022
Anisha DiGregorio, Administrative Assistant I	Human Resources Specialist	5/31/2022 to 6/30/2022	7/1/2022 to 9/30/2022

Correction to Provisional Working out of Class Assignment:

Name/Permanent Class	Provisional WOC Assignment	Initial Assignment Dates	Corrected Dates
August Faustino, Personnel Analyst	Classification and Compensation Manager	7/14/2022 to 7/29/2022	7/18/2022 to 7/29/2022

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

***Pending PBAR approval.*

**Merit Rule 3.2.10 Working Out of Class
(Education Code Section 88010, 88087, 88106 - 88108)**

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).

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

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.

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

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.

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

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.

Agenda Report No.	9
Subject	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> • STAGE CONSTRUCTION TECHNICIAN-LIGHTING
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

Class Title	Field of Competition	Promotional	Total On List	Expiration Date
Stage Construction Technician-Lighting	Merged Promotional and Open Competitive	0	1	6/30/2023

Agenda Report No.	10
Subject	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> • COMMUNITY COLLEGE POLICE OFFICER • ENROLLMENT SERVICES SPECIALIST • TUTORING COORDINATOR-BUSINESS
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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

Class Title	Field of Competition	Time
Community College Police Officer	Merged Promotional & Open Competitive	3 weeks
Enrollment Services Specialist	Merged Promotional & Open Competitive	3 weeks
HVAC Mechanic	Promotional & Open Competitive	3 weeks
Tutoring Coordinator-Business	Merged Promotional & Open Competitive	3 weeks

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Agenda Report No.	11
Subject	CLASSIFICATION AND COMPENSATION STATUS REPORT
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Hold	
Accounts Payable Supervisor	OV	Revisions & Salary	Single					
Career Education Specialist	OV	Cyclical	Single	12/06/21				
Basic Needs Specialist	OV	New Class	None					
Enterprise Business Supervisor	OV	Ad-Hoc Salary	Single	NA	NA	06/30/22	Hold	
Laboratory Technician-Art	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Laboratory Technician-Photography	JG	Cyclical	Multiple	05/10/21				
Laboratory Technician-Physics	JG	Cyclical	Single	05/10/21				
Lead Grounds Equipment Operator	KM	New Class	None	NA	NA			
Lead Laboratory Technician-Art	JG	New Class	None	NA	NA			
Lead Laboratory Technician-Chemistry	JG	Cyclical	Single	05/10/21				
Program Coordinator - Community & Contract Education	OV	Cyclical	Single	12/06/21				
Program Coordinator - Emeritus	OV	Cyclical	Single	12/06/21				
Program Coordinator - Workforce & Economic Development	OV	Cyclical	Single	12/06/21				
Public Information Officer	KM	Cyclical	None	03/31/21				
Web Content and Social Media Manager	KM	Cyclical	Single	03/31/21				
Web Content Developer	KM	Cyclical	None	NA	NA			
Administrative Clerk	AF	Cyclical	Multiple	01/31/22				
Administrative Assistant I	AF	Cyclical	Multiple	05/31/22				
Administrative Assistant II	AF	Cyclical	Multiple	05/31/22				
Workforce and Economic Development Project Assistant	OV	Cyclical	Multiple	12/06/21				
Community College Police Sergeant	JL	Ad-Hoc Salary	Multiple	NA	NA	07/05/22	Hold	
Community College Police Captain	JL	Ad-Hoc Salary	Single	NA	NA	07/05/22	Hold	
Chief of Police	JL	Ad-Hoc Salary	Single	NA	NA	07/05/22	Hold	
Platform Specialist	JL	New Class	Single	NA				
Photo Computer Lab	JL	New Class	None	NA				
Director of Events	KM	New Class	None	NA				
Accounting Manager - SMC Foundation	AF	New Class	None	NA				
Emergency Preparedness	OV	New Class	None	NA				
Events Assistant		Ad-Hoc Salary	None	NA				
CLASSIFICATION & COMPENSATION STATUS REPORT (On Hold)								
Assistant Director of Human Resources	JL	Cyclical	None	NA	NA	Hold		
Assistant Director of Safety & Risk Management	AF/AG	Cyclical	None	NA	NA	Hold		

Agenda Report No.	12
Subject	RECRUITMENT AND EXAMINATION STATUS REPORT
Date	July 20, 2022
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Jose Guzman, Personnel Analyst

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Recruitment and Examination Status Report												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	OAI	E-List	Ratiof.	
Accompanist-Music Performance	JG	MPO	1	6/20/2022	7/11/2022							
Accountant	AF	MPO		6/30/2022	7/21/2022							
Administrative Assistant I		PO										
Administrative Assistant II		MPO										
Buyer II		MPO	1									
Community College Police Officer		MPO										
Community College Police Sergeant	JL	MPO	1	7/14/2022	8/12/2022							
Costume Designer	JL	MPO	Temp	5/11/2022	6/1/2022							
Custodian	KM	O		7/11/2022	7/29/2022							
Enrollment Services Specialist	OV	PO	1									
Enterprise Business Services Clerk	AF	PO	2	5/2/2022	5/20/2022	6/24-6/28						
Events Assistant	JG	O	Temp	10/20/2021	Continuous							
Health Science Learning Lab Specialist	JL	MPO	1	6/15/2022	7/8/2022		7/15/2022					
Human Resources Technician	CL	MPO	1	5/11/2022	6/6/2022		6/28/2022		7/21/2022			
HVAC Mechanic	KM	PO										
Instructional Computer Lab Tech - Design & Media Tech	JL	MPO	1	6/16/2022	7/22/2022							
Laboratory Technician - Life Science	JG	MPO	1									
Library Assistant	OV	MPO	1	6/24/2022	7/15/2022		7/18/2022					
Media Resources Assistant	OV	MPO	1	6/16/2022	7/8/2022	7/19 - 7/22			8/10/2022			
Personnel Specialist	JL	PO		5/2/2022	5/20/2022	6/30-7/6						
Senior Academic Records Evaluation	JL	P	1	5/18/2022	6/8/2022				7/20/2022			
Stage Construction Technician - Lighting	JL	MPO	Temp	5/11/2022	6/1/2022				6/23/2022	7/1/2022	7/20/2022	
Theatre Technical Specialist	JG	O	Temp	10/15/2021	Continuous							
Tutoring Coordinator-Business		MPO										

Items in bold are pending approval by the Personnel Commission

On Hold												
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	OAI	E-List	Ratiof.	
Customer Service Assistant	AF	PO										
Accounting Manager	AF	MPO	1									

IV. MEETING ADJOURNED at 12:18 p.m.

Disposition by the Commission	
Motion made by:	Joy Abbott
Seconded by:	Lawrence Leone
Ayes:	5

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Nays:	
Abstentions:	
Amendments/Comments	

Day	Month	Date	Year	Time	Venue
Wednesday	July	20	2022	12:00PM	ONLINE
Wednesday	August	17	2022	12:00PM	ONLINE
Wednesday	September	21	2022	12:00PM	ONLINE
Wednesday	October	19	2022	12:00PM	ONLINE
Wednesday	November	16	2022	12:00PM	ONLINE
Wednesday	December	21	2022	12:00PM	ONLINE
Wednesday	January	18	2023	12:00PM	TBD
Wednesday	February	15	2023	12:00PM	TBD
Wednesday	March	15	2023	12:00PM	TBD
Wednesday	April	19	2023	12:00PM	TBD
Wednesday	May	17	2023	12:00PM	TBD
Wednesday	June	21	2023	12:00PM	TBD

As required by law, this agenda for the Wednesday, July 20, 2022 Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website no later than 72 hours prior to the date and time of this meeting.