

Public Session: 4:36 p.m.

A. Organizational Functions

- 1. Call to Order
- 2. Roll Call

Commissioners	Present	Absent
Dr. Joseph Metoyer Jr., Chair	X	
Joy Abbott, Vice Chair	X	
Barbara Greenstein	X	
Deborah Jansen	X	
Lawrence Leone		X

B. Public Comments: Non-Actionable Items from those in attendance.

C. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Examination Schedule	2
2	Extension of Eligibility List	3
3	Ratification of Eligibility List	4
4	Advisory Item: Temporary Modifications to Hiring Process	5

D. Adjournment

Agenda Report Number	1
Subject	Examination Schedule
Date	March 27, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

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

Class Title	Field of Competition	Time
Administrative Assistant I	Promotional	3 weeks
Program Coordinator – Community Education	Promotional and Open	3 weeks
Student Judicial Affairs Specialist	Promotional	3 weeks
Student Services Assistant	Promotional	3 weeks

Disposition by the Commission	
Motion Made By	Deborah Jansen
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	2
Subject	Extension of Eligibility List
Date	March 27, 2024
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 listed below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Custodian	10/24/2023	4/24/2024	15	5	7/24/2024

The Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated for the next six months.

Merit Rule 6.2.3 (C) Duration of Eligibility List
 6.2.3 (C)

A. 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 personnel Director shall base his/her 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,
3. underrepresented groups, or non-traditional candidates;
4. 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 shown above for an additional six months.

Disposition by the Commission	
Motion Made By	Barbara Greenstein
Seconded By	Joy Abbott
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	3
Subject	Ratification of Eligibility List
Date	March 27, 2024
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
Community College Police Captain	Merged Promotional & Open Competitive	1	3	3/13/2025

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Deborah Jansen
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Agenda Report Number	4
Subject	Advisory Item: Temporary Modifications to Hiring Process
Date	March 27, 2024
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

In preparation for a possible hiring freeze, the Personnel Commission will be adopting the following changes to our current recruitment practices. The purpose of the guidelines below is to support the District in minimizing costs associated with hiring and promoting classified staff, while ensuring we remain in compliance with California state law, merit rules, and applicable collective bargaining agreement language.

- Eligibility lists that contain external candidates will not generally be extended. Possible exceptions may be made on a case-by-case basis for entry-level positions or others for which qualified internal candidates would be challenging to find.
- Active eligibility lists that contain external candidates will not be used as is to fill upcoming vacancies. The Personnel Commission will first approve and administer a promotional recruitment designed to merge with the existing list. If any promotional candidates fall within the top three ranks of the merged list, they can be considered for hire.
- Recruitments currently open for positions for which PBARs have already been https://smcollege-my.sharepoint.com/personal/long_carol_smc_edu/Documents/Documents/Budget 2024-25/Copy of 24-25 PC Budget 2024-03-14 Same as 23-24 without Temporary Hiring.xlsx?web=1 approved will move forward as planned, even if it includes hiring an external candidate.
- All classification and salary reallocation work will continue as scheduled. Salary recommendations will not automatically be placed on hold at this time. Position reclassification requests and remaining cyclical studies will continue to be a high priority, while other requests for Ad Hoc Studies that are outside of items on our cyclical review calendar will be prioritized on a case-by-case basis.

D.Adjournment at 4:57 p.m.

Disposition by the Commission	
Motion Made By	Joy Abbott
Seconded By	Barbara Greenstein
Ayes	4
Nays	0
Abstentions	0
Amendments/Comments	

Weekday	Month	Day	Year	Time	Venue
Wednesday	April	24	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Wednesday	May	15	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117
Thursday	June	20	2024	12:00 p.m.	Board Room/ Business Bldg. Room 117

As required by law, the agenda for the March 27, 2024, 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.