



PERSONNEL COMMISSION AGENDA

Special Meeting, Wednesday, October 2, 2019, at 6:00 p.m.
Board Room, Business Building Room 117, 1900 Pico Blvd., Santa Monica, CA 90405

Distribution List for Personnel Commission Announcements, Agendas and Minutes

DEPARTMENTS: PLEASE POST	ADMINISTRATORS and MANAGERS	PRESIDENT/SUPERINTENDENT and SENIOR STAFF
<p>3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cristina Hamblet Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Sandra Hernandez Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Bursar's Office: Veronica Romo Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Jaime Recinos Career Services: Vicky Rothman Center for Media & Design: Jamina Russell Community Education: Michelle King Counseling Office: Laurie Guglielmo Custodian Time Clock: Anthony Williams Disabled Students Center: Stephanie Schlatter Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English Dept.: EOP&S: Nick Mata ESL Office: Janet Harclerode Events Office: Joy Bice Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Bronwyn Webber-Gregg Health Office: Nancy Alfaro HSS: Carolyn Baugh Institutional Research: Trena Johnson International Students Center: Ana Jara KCRW: Cheryl Gee Latino Center: Maria Martinez Letters & Science: Madison: Gail Johnson Maintenance/Operations: Anisha Fullard Math Village: Mitra Moassessi Media Center: L. Nakamura Modern Language: Jeanette Santana Music: Lori Geller Outreach & Recruitment: Will Taylor Payroll: Ian Fraser Science: Ingrid Cardwell Student Life: Amelia Trejo Student Success Initiatives: Superintendent/Presidents Office: L. Kilian STEM: Vanan Yahnian Theater Arts: Judy Louff W& ED/Bundy: Tricia Ramos</p>	<p>Emeritus: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: Denise Kinsella Instructional Technology: Joshi John Maintenance: Devin Starnes Operations: Anthony Barlow Derrick Davis Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>Superintendent/President: Kathryn Jeffery Executive VP: Elaine Polachek VP Academic Affairs: Jennifer Merlic 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 Library for Public Posting (1) Library for Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge</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.: Miguel Reyes CSEA Chief Job Steward: Darrell Heximer CSEA Corresponding. Sec'y: CSEA Recording Sec'y: Kennisha Green SMC POA President: – Officer Cadena Mgmnt Assoc: C. Bonvenuto</p> <p style="text-align: right;">Revised 8/27/19</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>

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.

2. 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

**Santa Monica College Personnel Commission
AGENDA of Special Meeting, October 2, 2019**

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

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—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: 6:00 P.M.

I. ORGANIZATIONAL FUNCTIONS

A. Call to Order _____ p.m.

B. Roll Call

Commissioner	Present	Absent
Commissioner Metoyer, Chair		
Commissioner Abbott, Vice-Chair		
Commissioner Greenstein		
Commissioner Jansen		
Commissioner Leone		

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

III. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	Page
1	Examination Schedule: <ul style="list-style-type: none"> • Administrative Assistant I • Administrative Assistant II • Receiving, Stockroom, and Delivery Worker • Senior Buyer 	4

IV. ADJOURN AT _____ P.M.

Next regularly scheduled meeting: Wednesday, October 16, 2019 at 12:00 p.m.

Santa Monica College Personnel Commission
AGENDA of Special Meeting, October 2, 2019

AGENDA REPORT NO. 1

SUBJECT: **EXAMINATION SCHEDULE**

DATE: October 2, 2019

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
Administrative Assistant I	Merged Promotional and Open Competitive	3 weeks
Administrative Assistant II	Promotional	3 weeks
Receiving, Stockroom, and Delivery Worker	Merged Promotional and Open Competitive	3 weeks
Senior Buyer	Promotional	3 weeks

DISPOSITION BY THE COMMISSION

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

Amendments/Comments

Santa Monica College Personnel Commission
AGENDA of Special Meeting, October 2, 2019

IV. ADJOURN AT _____ P.M.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
SECONDED BY:
AYES:
NAYS:
ABSTENTIONS:

The next regular Personnel Commission meeting is scheduled for:
Wednesday, October 16, 2019 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 Wednesday, October 2, 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.