



**PERSONNEL COMMISSION  
SPECIAL MEETING  
MONDAY, NOVEMBER 2, 2020 AT 3:30PM**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/95037372365>

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# PERSONNEL COMMISSION - SPECIAL MEETING AGENDA

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

**Hardcopy Distribution only at 2714 Pico: Exterior Display Box**

<b>DEPARTMENTS:</b>	<b>ADMINISTRATORS &amp; MANAGERS</b>	<b>PRESIDENT/SUPERINTENDENT &amp; SENIOR STAFF</b>
<p>3400 Airport/SBDC: Sasha King            Academic Affairs: Sharon Thomas            Accounts Payable:            Admissions &amp; Records: Esau Tovar            African American Center: Sherri Bradford            Athletics: Sandra Hernandez            Auxiliary Services: Ofelia Meza            Bundy: Beverly Redd-Walker            Business Department: Peter Murray            Campus Police Office: Jennifer Jones            Campus Store: Jaime Recinos            Career Services: Vicky Rothman            Cashier's Office: Veronica Romo            Center for Media &amp; Design: Jamina Russell            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&amp;S: Nick Mata            ESL Office: Jocelyn Alex            Events Office: Yesenia Penate            Faculty Association: Peter Morse            Financial Aid Office: Stacy Neal            Health Sciences:            Health Office: Nancy Alfaro            HSS: Carolyn Baugh            Institutional Research:            International Education Center: Ana Jara            KCRW:            Latino Center: Maria Martinez            Madison: Gail Johnson            Maintenance/Operations: Anisha Fullard            Math Village: Kristina Fukuda            Media Center: L. Nakamura            Modern Language: Travis Grant            Music: Lori Geller            Outreach &amp; 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&amp; ED/Bundy: Tricia Ramos</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            Derrick Davis            Felicia Hudson            Robert Villanueva            Receiving: Lisa Davis            Supplemental Instruction:            Wendi DeMorst</p>	<p>Superintendent/President: Kathryn Jeffery            Executive VP:            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 &amp; Institutional Communications: Don Girard            Community Relations: Kiersten Elliott            Public Information: Grace Smith</p> <p><b>PUBLIC POSTING LOCATIONS</b></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><b>EMPLOYEE ORGANIZATIONS</b></p> <p>CSEA Labor Rep.: Jessica Gonzalez            CSEA Chapter Pres.: Mike Roberts            CSEA Chapter 1<sup>st</sup> V.P.: Kennisha Green            CSEA Chapter 2<sup>nd</sup> V.P.: Cindy Ordaz            CSEA Chief Job Steward: Lee Peterson            CSEA Corresponding Sec: Kristina Fukuda            CSEA Recording Sec'y: Judith Mosher            SMC POA President: – Officer Cadena            Mgmnt Assoc: Eve Adler</p> <p style="text-align: right;">Revised 10/15/2020</p> <p><b>IF YOU NEED AN ACCOMMODATION</b>            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 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](mailto: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 \_\_\_\_\_ p.m.
- B. Roll Call

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Commissioner Metoyer, Chair		
Commissioner Abbott, Vice-Chair		
Commissioner Greenstein		
Commissioner Jansen		
Commissioner Leone		

**II.COMMENTS AND INFORMATIONAL REPORTS**

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

**III.AGENDA REPORTS – MAJOR ITEMS OF BUSINESS**

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

**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.

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**DISPOSITION BY THE COMMISSION**

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

Amendments/Comments

**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)
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- 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.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY:

SECONDED BY:

AYES:

NAYS:

ABSTENTIONS:

Amendments/Comments

**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*

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**Merit Rule 7.4 Limited Term (Temporary)  
 Appointments (Education Code Section 88105)**

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**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 made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

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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.

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**DISPOSITION BY THE COMMISSION**

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SECONDED BY:  
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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:

<b>Name</b>	<b>List Classification</b>	<b>Effective Date</b>	<b>Ending Date</b>
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.

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AYES:

NAYS:

ABSTENTIONS:

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:

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
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

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**VI. Motion to adjourn.**

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**DISPOSITION BY THE COMMISSION**

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SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:

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.**