

# SANTA MONICA COLLEGE SPECIAL PERSONNEL COMMISSION MEETING AGENDA

**THURSDAY, OCTOBER 28, 2021 AT 12:30P.M.**

## **ZOOM INSTRUCTIONS:**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/99586774902>

Or iPhone one-tap (US Toll): +16699006833,99586774902# or +12532158782,99586774902#

Or Telephone:

- +1 669 900 6833 (US Toll)
- +1 253 215 8782 (US Toll)
- +1 346 248 7799 (US Toll)
- +1 301 715 8592 (US Toll)
- +1 312 626 6799 (US Toll)
- +1 646 876 9923 (US Toll)

Meeting ID: 995 8677 4902

International numbers available: <https://cccconfer.zoom.us/j/99586774902>

Or an H.323/SIP room system:

H.323: 162.255.37.11 (US West) or 162.255.36.11 (US East)

Meeting ID: 995 8677 4902

SIP: [99586774902@zoomcrc.com](mailto:99586774902@zoomcrc.com)

Or Skype for Business (Lync):

[SIP:99586774902@lync.zoom.us](mailto:SIP:99586774902@lync.zoom.us)



**PERSONNEL COMMISSION  
SPECIAL MEETING AGENDA  
Thursday, October 28, 2021 at 12:30 p.m.**

**\*\*VIRTUAL MEETING\*\***

DEPARTMENTS: PLEASE POST	ADMINISTRATORS and MANAGERS	PRESIDENT/SUPERINTENDENT and SENIOR STAFF
3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & 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: 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: Stacy Neal 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: 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	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 Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst	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  PUBLIC POSTING LOCATIONS  2714 Pico: exterior display box Online: <a href="http://www.smc.edu">www.smc.edu</a>  EMPLOYEE ORGANIZATIONS  CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd V.P.: Cindy Ordaz 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 align="right">Revised 8/18/2021</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.

## 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 shall send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 10:00 a.m. on Thursday, October 28, 2021. 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 \_\_\_\_\_

B. Roll Call

<b>Commissioner</b>	<b>Present</b>	<b>Absent</b>
Dr. Joseph Metoyer, Jr. , Chair		
Joy Abbott, Vice Chair		
Deborah Jansen		
Lawrence Leone		
Barbara Greenstein		

D. Comments and Informational Reports

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

## II. AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

<b>#</b>	<b>Item</b>	<b>Page</b>
<b>1</b>	<b>EXAMINATION SCHEDULE</b>	
<b>2</b>	<b>RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS</b>	

## IV. ADJOURNMENT

**AGENDA REPORT NO. 1**

**SUBJECT: EXAMINATION SCHEDULE**

DATE: October 28, 2021

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:

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Custodian	Promotional and Open Competitive	3 weeks
Grounds Worker	Promotional and Open Competitive	3 weeks
Director of Marketing and Communications	Merged Promotional and Open Competitive	3 weeks
Enterprise Business Services Specialist	Promotional and Open Competitive	3 weeks

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	
<b>Seconded by:</b>	
<b>Ayes:</b>	
<b>Nays:</b>	
<b>Abstentions:</b>	
<b>Amendments/Comments</b>	

**AGENDA REPORT NO. 2**

**SUBJECT: RATIFICATION OF PROVISIONAL WORKING OUT OF CLASS**

DATE: October 28, 2021

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 assignment(s).

**Working out of Class Assignment (Provisional)**

<b>Name/Permanent Class</b>	<b>Provisional WOC Assignment*</b>	<b>Dates of Current Assignment</b>
Delia Padilla/ Human Resources Technician	Human Resources Analyst – Employee and Labor Relations (Confidential)	5/12/2021 to 9/14/2021
Samanta Singha/ Student Services Clerk	Enrollment Services Specialist	11/1/2021 to 3/16/2022

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

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 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)

## **RECOMMENDATION**

It is recommended that the Personnel Commission approve the requests for working out of class 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.

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	
<b>Seconded by:</b>	
<b>Ayes:</b>	
<b>Nays:</b>	
<b>Abstentions:</b>	
<b>Amendments/Comments</b>	

**IV. MEETING ADJOURNED at \_\_\_\_\_**

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	
<b>Seconded by:</b>	
<b>Ayes:</b>	
<b>Nays:</b>	
<b>Abstentions:</b>	
<b>Amendments/Comments</b>	

<b>Regular Meeting Day</b>	<b>Regular Meeting Date</b>	<b>Regular Meeting Month</b>	<b>Regular Meeting Year</b>	<b>Scheduled Time</b>	<b>Meeting Location</b>
Wednesday	17	November	2021	12:00 PM	ONLINE
Wednesday	15	December	2021	12:00 PM	ONLINE
Wednesday	19	January	2022	12:00 PM	TBD
Wednesday	16	February	2022	12:00 PM	TBD
Wednesday	16	March	2022	12:00 PM	TBD
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 Thursday, October 28, 2021, a 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.