



# PERSONNEL COMMISSION MEETING MINUTES

Special Meeting, Wednesday, April 1, 2020 at 09:00 a.m.

## \*\*Virtual Meeting\*\*

### Distribution List for Personnel Commission Announcements, Agendas and Minutes

<p><b>DEPARTMENTS: PLEASE POST</b>  3400 Airport/SBDC: Sasha King  Academic Affairs: Sharon Thomas  Accounts Payable: Cristina Hamblet  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: Bronwyn Webber-Gregg  Health Office: Nancy Alfaro  HSS: Carolyn Baugh  Institutional Research: Trena Johnson  International Education Center: Ana Jara  KCRW: Cheryl Gee  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><b>ADMINISTRATORS and MANAGERS</b>   Emeritus: Scott Silverman  Facilities: Dennis Biddle  HR: Tre'Shawn Hall-Baker  Info Tech: Marc Drescher  IEC: N. Pressian  Instructional Technology:  Joshi John  Maintenance:  Devin Starnes  Terry Kamibayashi  Operations:      Anthony Barlow      Derrick Davis      Felicia Hudson      Robert Villanueva  Receiving: Lisa Davis  Supplemental Instruction:  Wendi DeMorst</p>	<p><b>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</b>   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>   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>   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; font-size: small;">Revised 3/26/2020</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>
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For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.

## 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.

1. 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*

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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—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: 09:00 a.m.**

**I. ORGANIZATIONAL FUNCTIONS**

**A. Call to Order 9:00 a.m.**

**B. Roll Call**

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

**C. Comments from Vice President of Human Resources-None**

**D. Comments from CSEA Chapter 36 Representative-None**

**E. Comments from Management Association President-None**

**F. Comments from Personnel Commission Staff-None**

**G. Public Comments (non-actionable comments from those in attendance) -None**

**H. Comments by Personnel Commissioners-None**

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

<b>#</b>	<b>ITEM</b>	<b>Page</b>
1	Approval of Advanced Step Placement: Community College Police Dispatcher	5
2	Approval of Examination Schedule	6
3	Extension of Eligibility List: <ul style="list-style-type: none"><li>• Director of Facilities Maintenance and Operations</li></ul>	7
4	Ratification of Working Out of Class and Limited Term Assignments and Extensions	8

**III.ADJOURN**

**Next Regular Meeting scheduled for Wednesday, April 15, 2020 at 12:00 p.m.**

**AGENDA REPORT NO. 1**

SUBJECT: **APPROVAL OF ADVANCED STEP PLACEMENT:  
COMMUNITY COLLEGE POLICE DISPATCHER**

DATE: April 1, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission approve an initial salary placement for Janice Tovar, Community College Police Dispatcher, at **Range 28, Step D** on the Classified Salary Schedule.

The Minimum Qualifications for this position include a high school diploma and six months of recent, paid work experience involving heavy public contact and working with computers. This candidate possesses over 15 years of experience as a Public Safety Dispatcher and has completed the Public Safety Dispatcher course at Rio Hondo College.

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**Merit Rule 12.2.4 B (4) Salary on Employment**

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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.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Lawrence Leone  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

**Amendments/Comments**

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**AGENDA REPORT NO. 2**

SUBJECT: **EXAMINATION SCHEDULE**

DATE: April 1, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José Guzmán, Personnel Technician

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

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Lead Receiving, Stockroom, and Delivery Worker	Promotional	3 weeks

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Joy Abbott  
SECONDED BY: Deborah Jansen  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

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**AGENDA REPORT NO. 3**

SUBJECT:   **EXTENSION OF ELIGIBILITY LISTS:**  
          •   **DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS**

DATE:       April 1, 2020

TO:         Members of the Personnel Commission

FROM:       Carol Long, Director of Classified Personnel

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

<b>Classification</b>	<b>Original Expiration Date</b>	<b>Current Expiration Date</b>	<b>Number of Candidates on List</b>	<b>Number of Ranks on List</b>	<b>Proposed Expiration Date</b>
Director of Facilities Maintenance and Operations	4/1/2020	4/1/2020	3	3	7/1/2020

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

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

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6.2.3 (C)

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 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 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 shown above.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Deborah Jansen  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

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**AGENDA REPORT NO. 4**

SUBJECT: **RATIFICATION WORKING OUT OF CLASS AND LIMITED TERM ASSIGNMENTS AND EXTENSIONS**

DATE: April 1, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following extension to Working Out of Class and/or Limited Term assignment(s).

Name/Permanent Class	Substitute Limited-Term	Dates of Current Assignment	EXTENSION
Nicholas Chambers	Administrative Assistant II	12/14/2019 to 4/1/2020	4/2/2020 to 6/30/2020

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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.



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

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3.2.10

A. 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).

B. 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.

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**Agreement between Santa Monica Community College  
and CSEA, Chapter 36, Article 11**

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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.

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- 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.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the requests for extensions of 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.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Lawrence Leone

SECONDED BY: Joy Abbott

AYES: 5

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

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**VI. Motion to adjourn.**

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Lawrence Leone  
SECONDED BY: Barbara Greenstein  
AYES: 5  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

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The next regular Personnel Commission meeting is scheduled for  
Wednesday, April 15, 2020 at 12:00 p.m.