

Santa Monica College Personnel Commission
Special Meeting Agenda
March 1, 2023
12:00 p.m.

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Santa Monica College Personnel Commission
Special Meeting Agenda
March 1, 2023
12:00 p.m.

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions & Records: Esau Tovar African American Center: Sherri Bradford Athletics: Theresa Tang Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Elease Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Community Education: Counseling Office: Jocelyn Avella Custodian Time Clock: Anthony Williams Disabled Students Center: Nathalie Laille Early Childhood Ed.: L. Manson Emeritus Department: V. Rankin-Scales English Dept.: Martha Hall EOP&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Faculty Association: Peter Morse Financial Aid Office: Sandra Hernandez Health Sciences: Clarenda 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: Kasey Garland Malibu: Angela Bice Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Giselle Gradilla 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</p>	<p>ADMINISTRATORS AND MANAGERS Emeritus: Guadalupe Salgado Noncredit Programs: Scott Silverman Facilities: Dennis Biddle HR: Tre'Shawn Hall-Baker Info Tech: Marc Drescher IEC: N. Pressian Instructional Technology: Maintenance: Terry Kamibayashi Operations: Justin Carter Darryl Gray Felicia Hudson Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: 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 LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd V.P.: Kennisha Green CSEA Chief Job Steward: Lee Peterson CSEA Treasurer: Dagmar Gorman CSEA Secretary: Judith Mosher CSEA Chief Development Officer: Luis Martin CSEA Communications Officer: SMC POA President: Officer Cadena Management Association: Scott Silverman</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> <p>Revised 2/13/2023</p>
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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 are requested to send an email to personnel_commission@smc.edu, by no later than 11:30 a.m. on Wednesday, March 1, 2023. 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

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

- c. Public Comments-Non-Actionable Items from those in attendance.

II. Agenda Reports – Major Items of Business

Report Number	Subject	Page Number
1	Reschedule Regular April Personnel Commission Meeting	2
2	Request to Certify from Alternate Eligibility List: Mail Services Worker I	3
3	Ratification of Working Out of Class Assignments	4
4	Examination Schedule	7
5	Ratification of Eligibility Lists: EOPS Specialist (PROMO)	8

III. Adjournment

Agenda Report Number	1
Subject	Reschedule Regular April Personnel Commission Meeting
Date	March 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is requested that the Personnel Commission approve rescheduling the Regular Personnel Commission Meeting in April as follows:

FROM: Wednesday, April 19, 2023, 12:00 noon

TO: Wednesday, April 26, 2023, 12:00 noon.

The Southern California Public Management Association – HR (SCPMA-HR) has scheduled their spring conference in Long Beach for Wednesday, April 19, 2023. The Director of the Personnel Commission and multiple Personnel Commission staff members are registered to attend this conference.

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	2
Subject	Request to Certify from Alternate Eligibility List: Mail Services Worker I
Date	March 1, 2023
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

BACKGROUND

An eligibility list has recently been established for Mail Services Worker II. This eligibility list currently contains four candidates and four ranks.

The duties of Mail Services Worker I include a significant portion of the duties included in the Mail Services Worker II classification, and the necessary skills and knowledge for Mail Services Worker I were adequately tested in the examination for Mail Services Worker II.

Merit Rule 6.3.13 states the following:

- A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:
 - 1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
 - 2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

RECOMMENDATION

It is recommended that the Commission approve the use of the eligibility list for Mail Services Worker II to certify eligible(s) to any current and upcoming vacancies for Mail Services Worker I.

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	3
Subject	Ratification of Working Out of Class Assignments
Date	March 1, 2023
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).

Extension to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment	Extended Dates
John Ibrahim, Property Clerk	Buyer II	9/15/2022 to 2/2/2023	2/3/2023 to 3/1/2023

Correction to Provisional Working Out of Class Assignment

Name/Permanent Class	Provisional WOC Assignment	Dates of Current Assignment	Corrected Dates
Alan Kuykendall, Human Resources Analyst – Employee and Labor Relations (Confidential)	Assistant Director of Human Resources- Employee and Labor Relations	9/1/2022 to 2/15/2023	10/1/2022 to 3/17/2023

3.2.10 WORKING OUT OF CLASS (Education Code Section 88010, 88087, 88105-88107)

- 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. Each 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) day calendar period).
 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
1. The supervisor shall request approval for an employee to work out of class when an employee is assigned to perform duties that are not allocated to the existing class. Requests shall be submitted to the Director of Classified Personnel on the approved form.
 - a. The request shall be submitted no later than ten (10) working days after the start of the assignment.
 - b. The request must contain a list of the newly assigned duties and must be approved by the supervisor, department head and the appropriate Vice President.
 2. The Personnel Commission shall conduct a review of the newly assigned duties and shall determine whether they are at a higher range. The Director of Classified Personnel shall prepare a report of the findings, including the recommended pay differential, if any, for the temporary assignment.
 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 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)

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 working out of class 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.

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	4
Subject	Examination Schedule
Date	March 1, 2023
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
Buyer II	Promotional	3 weeks

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	5
Subject	Ratification of Eligibility Lists: EOPS Specialist (PROMO)
Date	March 1, 2023
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
EOPS Specialist	Promotional	7	7	8/31/2023

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

IV. Adjournment

Disposition by the Committee	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Day	Month	Date	Year	Time	Venue
Special Meeting 3/1/2023, 12:00 p.m. Online					
Wednesday	March	15	2023	12:00 p.m.	Online
Wednesday	April	19	2023	12:00 p.m.	Online
Wednesday	May	17	2023	12:00 p.m.	Online
Wednesday	June	21	2023	12:00 p.m.	Online

As required by law, the agenda for the March 1, 2023, 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.