

Santa Monica College Personnel Commission
Regular Meeting Agenda
May 17, 2023 - 12:00 p.m.

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Santa Monica College Personnel Commission
 Regular Meeting Agenda
 May 17, 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: Elesee Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Angela Valentine Community Education: Counseling Office: 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: 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 style="text-align: right;">Revised 5/12/2023</p> |
|---|---|--|

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, May 17, 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 | | |
| Barbara Greenstein | | |
| Deborah Jansen | | |
| Lawrence Leone | | |

- c. Director's Report
- d. Public Comments: Non-Actionable Items from those in attendance.
 - i. Recognition of Employee Longevity-May 2023

5 YEARS

Jocelyn Alex, Administrative Assistant I, Dance/ESL

Dennis Biddle, Assistant Director of Facilities Operations, Operations

10 YEARS

Rajesh Khandelwal, Accountant, Fiscal Services

Marcus Suzuki, Instructional Assistant-Math, Math

Rebecca Weiland, Administrative Assistant III-Confidential, Academic Affairs

15 YEARS

Saul Ramirez, Skilled Maintenance Worker II, Maintenance

20 YEARS

Teresa Huber, Lead Library Assistant-Technical Services, Library

- e. Comments from the Vice President of Human Resources
- f. Comments from the CSEA Chapter 36 Representative
- g. Comments from the Management Association President
- h. Comments from the Personnel Commission Staff
- i. Comments from the Personnel Commissioners

II. Agenda Reports: Major Items of Business

| Report Number | Subject | Page Number |
|---------------|---|-------------|
| 1 | Personnel Commission Budget Fiscal Year 2023-2024: Presentation of the Initial Personnel Commission Budget for Fiscal Year 2023-2024. Second Reading | 3 |
| 2 | Recognition of Classified School Employees Week | 6 |

III. Consent Agenda: All items to be considered and approved in one motion unless removed by a Commissioner for discussion

| Report Number | Subject | Page Number |
|---------------|--|-------------|
| 3 | Advisory Item: Request for Reinstatement | 8 |
| 4 | Certification of Seniority List: Instructional Computer Lab Technician-Design and Media Technology | 9 |
| 5 | Ratification of Limited Term Assignments | 11 |
| 6 | Appointments to Limited Term Positions | 12 |
| 7 | Appointments to Provisional Assignments | 13 |
| 8 | Ratification of Working Out of Class Assignments | 14 |
| 9 | Ratification of Meeting Minutes: April 18, 2023 Regular May 3, 2023 Special | 18 |
| 10 | Ratification of Eligibility List: Instructional Assistant-Learning Disabilities | 19 |
| 11 | Extension of Eligibility Lists: ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL ASSOCIATE PROGRAMMER ANALYST CASE MANAGEMENT COORDINATOR DIRECTOR OF MARKETING AND COMMUNICATIONS FACILITIES MAINTENANCE SUPERVISOR GROUNDS SUPERVISOR (PROMOTIONAL) GROUNDS SUPERVISOR (OPEN) INSTRUCTIONAL ASSISTANT – ENGLISH LABORATORY TECHNICIAN – BROADCAST DIGITAL MEDIA PERSONNEL TECHNICIAN STAGE CONSTRUCTION TECHNICIAN – LIGHTING STUDENT SERVICES ASSISTANT (PROMOTIONAL) STUDENT SERVICES ASSISTANT (OPEN) STUDENT SERVICES CLERK WEB SERVICES COORDINATOR | 20 |
| 12 | Personnel Commission Project Status Report | 22 |

IV. Adjournment

| | |
|----------------------|---|
| Agenda Report Number | 1 |
| Subject | Personnel Commission Budget Fiscal Year 2023-2024: Presentation of the Initial Personnel Commission Budget for Fiscal Year 2023-2024. Second Reading. |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

Attached is the proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2023-2024, submitted to the Personnel Commission for review and discussion by the Director of the Personnel Commission.

This is the second reading of the proposed budget for which the Commission should open the public hearing and take testimony from any interested party, close the public hearing, adopt, amend as the Commission deems necessary and prudent, and then adopt.

Pursuant to Articles 88073 and 88086 of the California Education Code and Merit Rule 2.4.1 (A-D), each Personnel Commission must prepare an annual budget for its office which, upon the approval of the County Superintendent, shall be included by the governing board in the regular budget of the community college district.

The Personnel Commission's proposed budget was submitted for consideration to the Board of Trustees at their regular meeting on May 2, 2023. The Board of Trustees has accepted the Personnel Commission's budget as submitted, without any requests for changes.

Summary

The attached Personnel Commission budget for Fiscal Year 2023-24 reflects the following adjustments against the prior year's budget:

- 19% increase in total salary and benefits due to the following changes:
 - Negotiated and Board approved salary increases for CSEA represented classifications
 - Mandatory increase in employee benefits
 - Increases in medical benefits for Personnel Commissioners as mandated by CalPERS
 - Mandatory step and column increases in salary
- 3.5% increase in Total Operating Expenses due to anticipated increases in software licensing

Overall, the Personnel Commission is requesting an 18.5% increase to our budget for Fiscal Year 2023-2024.

PERSONNEL COMMISSION BUDGET 2023-24

| Description | Object | 2022-23 | 2023-24 | Difference | % Change | Remarks | |
|------------------------------------|---------|------------------------|------------------------|----------------------|--------------|---|--|
| Administrative & Management | 2110 | \$ 464,868.00 | \$ 449,061.00 | \$ (15,807.00) | -3.4% | <i>Step and Column/Change in FTE Negotiated increases/Step and Column</i> | |
| Clerical | 2120 | \$ 570,899.00 | \$ 747,510.00 | \$ 176,611.00 | 30.9% | | |
| Clerical Hourly (Temporary Staff) | 2323 | 11,000.00 | 11,000.00 | \$ - | | | |
| Clerical Overtime | 2324 | 2,000.00 | 2,000.00 | \$ - | | | |
| Personnel Commissioners | 2380 | 7,725.00 | 7,725.00 | \$ - | | | |
| Other Classified Hourly | 2393 | 0.00 | 0.00 | \$ - | | | |
| Benefits (Staff) | Various | \$ 526,981.00 | \$ 668,498.00 | \$ 141,517.00 | 26.9% | | <i>CalPERS-Mandated CalPERS-Mandated</i> |
| Benefits (Commissioners) | Various | \$ 84,288.00 | \$ 98,805.00 | \$ 14,517.00 | 17% | | |
| Total Salary & Benefits | | \$ 1,667,761.00 | \$ 1,984,599.00 | \$ 316,838.00 | 19.0% | | |
| Supplies | 4550 | \$ 4,396.00 | \$ 4,396.00 | \$ - | | | <i>Increase NeoGov software license</i> |
| Mileage | 5210 | \$ 150.00 | \$ 150.00 | \$ - | | | |
| Conf./Training/Staff Development | 5220 | \$ 6,200.00 | \$ 6,200.00 | \$ - | | | |
| Meeting Reimbursements | 5241 | \$ - | \$ - | \$ - | | | |
| Meals/Catering for Raters | 5242 | \$ 2,000.00 | \$ 2,000.00 | \$ - | | | |
| Dues & Memberships | 5310 | \$ 5,500.00 | \$ 5,500.00 | \$ - | | | |
| Repairs & Equipment Maintenance | 5650 | \$ 400.00 | \$ 400.00 | \$ - | | | |
| Legal | 5730 | \$ 15,000.00 | \$ 15,000.00 | \$ - | | | |
| Off Campus Printing | 5820 | \$ - | \$ - | \$ - | | | |
| Advertising | 5830 | \$ 6,500.00 | \$ 6,500.00 | \$ - | | | |
| Software Licensing | 5840 | \$ 16,400.00 | \$ 18,400.00 | \$ 2,000.00 | | | |
| Postage | 5850 | \$ - | \$ - | \$ - | | | |
| Other Contract Services | 5890 | \$ - | \$ - | \$ - | | | |
| Total Operating Expenses | | \$ 56,546.00 | \$ 58,546.00 | \$ 2,000.00 | 3.5% | | |
| Total Budget | | \$ 1,724,307.00 | \$ 2,043,145.00 | \$ 318,838.00 | 18.5% | | |

OPEN PUBLIC HEARING:

Motion made by: _____ Seconded by: _____
 Ayes: _____ Nays: _____ Abstain: _____

TIME OPENED: _____

CLOSE PUBLIC HEARING:

Motion made by: _____ Seconded by: _____
 Ayes: _____ Nays: _____ Abstain: _____

TIME CLOSED: _____

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

| | |
|----------------------|---|
| Agenda Report Number | 2 |
| Subject | Recognition of Classified School Employees Week |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

Since 1986, California has taken the third week in May to honor the invaluable contributions of Classified School Employees. It is recommended that the Personnel Commission adopt the following resolution in recognition and observance of Classified School Employees Week, May 22 through May 26, 2023.

WHEREAS, classified employees provide services that are vital to excellence in education and the educational process at Santa Monica College including maintaining buildings and grounds, providing support services and assistance, keeping facilities clean and repaired, assisting in the classroom, providing a secure learning environment, and providing many specialized services directly related to student success; and

WHEREAS, classified employees are directly involved in supporting the learning environment through their professional efforts in sustaining the activities of faculty, staff, administration, and the public who utilize the programs and services of the Santa Monica Community College District; and

WHEREAS, without these services the quality of the educational pursuits of the District and students would be greatly diminished; and

WHEREAS, classified employees of the Santa Monica Community College District deserve recognition and thanks for their outstanding efforts;

NOW, THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Santa Monica Community College District hereby recognizes and wishes to honor the contribution of the classified employees to quality education in the state of California and in the Santa Monica Community College District and declares the week of **May 22, 2023** as CLASSIFIED SCHOOL EMPLOYEES WEEK.

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

- I. Consent Agenda: All items to be considered and approved in one motion unless removed by a Commissioner for discussion

| Report Number | Subject | Page Number |
|---------------|--|-------------|
| 3 | Advisory Item: Request for Reinstatement | 8 |
| 4 | Certification of Seniority List: Instructional Computer Lab Technician-Design and Media Technology | 9 |
| 5 | Ratification of Limited Term Assignments | 11 |
| 6 | Appointments to Limited Term Positions | 12 |
| 7 | Appointments to Provisional Assignments | 13 |
| 8 | Ratification of Working Out of Class Assignments | 14 |
| 9 | Ratification of Meeting Minutes: April 18, 2023 Regular May 3, 2023 Special | 18 |
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| 11 | Extension of Eligibility Lists: ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL ASSOCIATE PROGRAMMER ANALYST CASE MANAGEMENT COORDINATOR DIRECTOR OF MARKETING AND COMMUNICATIONS FACILITIES MAINTENANCE SUPERVISOR GROUNDS SUPERVISOR (PROMOTIONAL) GROUNDS SUPERVISOR (OPEN) INSTRUCTIONAL ASSISTANT – ENGLISH LABORATORY TECHNICIAN – BROADCAST DIGITAL MEDIA PERSONNEL TECHNICIAN STAGE CONSTRUCTION TECHNICIAN – LIGHTING STUDENT SERVICES ASSISTANT (PROMOTIONAL) STUDENT SERVICES ASSISTANT (OPEN) STUDENT SERVICES CLERK WEB SERVICES COORDINATOR | 20 |
| 12 | Personnel Commission Project Status Report | 22 |

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

| | |
|----------------------|---|
| Agenda Report Number | 3 |
| Subject | Advisory Item: Request for Reinstatement |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

The Personnel Commission is advised of the following requests for placement on the Reinstatement List as specified below.

| Name | Classification | Resignation Date | Effective Dates |
|--------------------|---|------------------|------------------------------------|
| Jennifer Benavides | Instructional Assistant-Learning Disabilities | May 11, 2023 | May 12, 2023 to August 11, 2026 |

Rule 15.2 REINSTATEMENT (EDUCATION CODE SECTION 88128)

15.2.1 GENERAL PROCEDURES

A. A permanent employee who resigned in good standing may be reinstated in a vacant position in his/her former class and status within 39 months of the last date of paid service. He/she may also be reinstated in a vacant position in a lower related class, if qualified, or in limited-term status in the same or lower class. Such reinstatement is discretionary with the appointing authority.

B. Reinstatement of a former employee shall have the following effects:

1. If the employee is reinstated to a permanent position in his/her former class or a lower related class, he/she shall be restored all the rights, benefits, and burdens of a classified employee.
2. Restoration of salary in accordance with Section 13 of Rule 12.2.

| | |
|----------------------|---|
| Agenda Report Number | 4 |
| Subject | Certification of Seniority List: Instructional Computer Lab Technician-Design & Media Technology |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

As part of the continuing practice to update and maintain Seniority Lists for the District, we present the following seniority list for approval:

Instructional Computer Lab Technician-Design & Media Technology

It is recommended that the Personnel Commission certify the seniority list effective May 17, 2023.

13.1.4 SENIORITY LISTS

A. Seniority lists shall be prepared or updated for each class as necessary. When each list is initially established, it shall be approved by the Personnel Director and certified by the Personnel Commission before it is used.

B. When a seniority list is initially established or updated, the list shall be made available to the employee(s) for review during a five (5) working day period before it is approved.

C. During the prescribed review period, an employee who believes that an error has been made on his/her seniority computation shall notify the Personnel Director, who shall review the computations together with any additional information provided by the employee. The Personnel Director shall determine if a recomputation is appropriate and present an appropriate recommendation for action by the Personnel Commission.

D. Seniority lists that are maintained will be available for inspection in the Classified Personnel Department.

**"INSTRUCTIONAL COMPUTER LAB TECHNICIAN-DESIGN and MEDIA TECHNOLOGY"
Seniority List**

Classification: **Instructional Computer Lab Technician-Design and Media Technology**

Range: 32

Monthly Base Salary Range as of July 1, 2022: \$ 5273 to \$ 6410

PC Certification Date: May 17, 2023

Review Period: May 2 to 8, 2023

| EMPLOYEE NAME | SENIORITY BASE DATE (Date of Hire in Classification) | ADJUSTED DAYS and HOURS in CLASSIFICATION | DISTRICT HIRE DATE in PERMANENT STATUS | CURRENT MONTHS PER YEAR | CURRENT HOURS PER WEEK | CURRENT CLASSIFICATION IF NOT Instructional Computer Lab Technician-Design & Media Technology |
|----------------|--|---|--|-------------------------|------------------------|--|
| Santos, Julian | 10/17/2022 | No | 10/17/2022 | 12 | 40 | |

Edited By: Brent Heximer, AA II, PC

Compiled by: Karen Monzon, Personnel Analyst

Approved by: Carol Long, Director of the Personnel Commission

Updated: May 2, 2023

| | |
|----------------------|---|
| Agenda Report Number | 5 |
| Subject | Ratification of Limited Term Assignments |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

The Personnel Commission is requested to ratify the classification of the following Limited Term positions pursuant to Section [7.4.2(C)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District:

| Classification | Department | Effective Dates |
|-------------------------------------|---------------------|---------------------|
| Administrative Assistant II | Emeritus | 5/8/2023-6/30/2023 |
| Student Services Clerk | Admission & Records | 4/17/2023-6/30/2023 |
| Disabled Student Services Assistant | DSPS | 5/1/2023-6/30/2023 |

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|----------------------|---|
| Agenda Report Number | 6 |
| Subject | Appointments to Limited Term Positions |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

The Personnel Commission is advised that the following persons have been appointed to the following Limited Term positions from certified eligibility lists pursuant to Section [7.4.3(A)] of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

| Candidate | Position | Department | Duration* | Eligible List Date |
|-----------------------------|-------------------------------------|---------------------|---------------------|--------------------|
| Cassandra Santiago-Amzallag | Administrative Assistant II | Emeritus | 5/8/2023-6/30/2023 | 11/16/2022 |
| David Milano | Student Services Clerk | Admission & Records | 4/17/2023-6/30/2023 | 7/21/2016 |
| Zoi Marcopulos | Disabled Student Services Assistant | DSPS | 5/1/2023-6/30/2023 | 5/3/2023 |

*Not to exceed six (6) months or, in case of an appointment in lieu of an absent employee, is not to exceed the authorized absence of that employee.

Reference Merit Rule 7.4.3 (A) –Eligibility for Appointment

Limited term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

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|----------------------|---|
| Agenda Report Number | 7 |
| Subject | Appointments to Provisional Assignments |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

The Personnel Commission is advised that the following persons have been appointed to the following provisional assignments, not to exceed 90 working days pursuant to Section 7.2 of the Rules and Regulations of the Classified Service of the Santa Monica Community College District.

| Candidate | Position | Department | Duration* |
|-------------------|------------------------------|----------------------------|---------------------|
| Amanda Kristanto | Web Content Developer | Web and Social Media | 4/1/2023-6/30/2023 |
| Matthew Mallinger | Accompanist-Dance | Dance | 1/11/2023-6/30/2023 |
| Rafael Lainez | Student Services Clerk | Outreach & Onboarding | 5/1/2023-6/30/2023 |
| Sonja Inge | Student Services Clerk | Risk Management | 4/20/2023-6/30/2023 |
| Vincent Ju | Theatre Technical Specialist | SMC Performing Arts Center | 4/18/2023-6/30/2023 |
| Zoi Marcopulos | Student Services Clerk | Student Services | 4/18/2023-4/28/2023 |

*Assignment ending dates may be adjusted as not to exceed 90 working days in a fiscal year

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|----------------------|---|
| Agenda Report Number | 8 |
| Subject | Ratification of Working Out of Class and Limited Term Assignments |
| Date | May 17, 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 and limited term assignment(s).

Provisional Working Out of Class Assignment

| Name/Permanent Class | Assignment* | Dates of Current Assignment |
|--|--|-----------------------------|
| Jennifer Landa, Workforce & Economic Development Project Assistant | **Program Coordinator – Workforce & Economic Development (50%) | 3/20/2023 to 6/18/2023 |
| Alexandra Vargas, Student Services Clerk | **Student Services Specialist (Scholars Program) | 3/16/2023 to 6/30/2023 |

***Pending PBAR approval.*

Correction to Provisional Working Out of Class Assignment

| Name/Permanent Class | Provisional WOC Assignment | Assignment Dates Previously Submitted | Corrected Assignment Dates |
|---------------------------------------|---------------------------------------|---------------------------------------|----------------------------|
| Robert Rudolph, Production Manager | Director of Facilities Programming | 5/3/2023 to 6/30/2023 | 6/7/2023 to 6/30/2023 |

Substitute Limited Term Assignment

| Name/Permanent Class | Substitute Limited Term Assignment | Dates of Current Assignment |
|---|---|-----------------------------|
| Luis Gallego, Receiving, Stockroom, and Delivery Worker | **Lead Receiving, Stockroom, and Delivery Worker | 6/9/2023 to 7/5/2023 |
| Nataly Gonzalez, Student Services Clerk | Program Specialist (Noncredit Initiatives) | 5/1/2023 to 6/30/2023 |

***Pending PBAR approval.*

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

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.

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.

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

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

- C. 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.
- D. 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.

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 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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|----------------------|---|
| Agenda Report Number | 9 |
| Subject | Ratification of Meeting Minutes: April 18, 2023 Regular May 3, 2023 Special |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

1. Regular Meeting Minutes-April 18, 2023
2. Special Meeting Minutes-May 3, 2023

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|----------------------|--|
| Agenda Report Number | 10 |
| Subject | Ratification of Eligibility List: Instructional Assistant-Learning Disabilities |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

| Classification | Number of Promotional Candidates | Total Number of Candidates | Expiration Date |
|---|----------------------------------|----------------------------|-----------------|
| Instructional Assistant-Learning Disabilities | 0 | 7 | 5/18/2024 |

| | |
|----------------------|--|
| Agenda Report Number | 11 |
| Subject | Extension of Eligibility Lists: ADMINISTRATIVE ASSISTANT III – CONFIDENTIAL ASSOCIATE PROGRAMMER ANALYST CASE MANAGEMENT COORDINATOR DIRECTOR OF MARKETING AND COMMUNICATIONS FACILITIES MAINTENANCE SUPERVISOR GROUNDS SUPERVISOR (PROMOTIONAL) GROUNDS SUPERVISOR (OPEN) INSTRUCTIONAL ASSISTANT – ENGLISH LABORATORY TECHNICIAN – BROADCAST DIGITAL MEDIA PERSONNEL TECHNICIAN STAGE CONSTRUCTION TECHNICIAN – LIGHTING STUDENT SERVICES ASSISTANT (PROMOTIONAL) STUDENT SERVICES ASSISTANT (OPEN) STUDENT SERVICES CLERK WEB SERVICES COORDINATOR |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

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

| Classification | Original Expiration Date | Current Expiration Date | Number of Candidates on List | Number of Ranks on List | Proposed Expiration Date |
|---|--------------------------|-------------------------|------------------------------|-------------------------|--------------------------|
| Administrative Assistant III – Confidential | 3/9/2023 | 6/9/2023 | 6 | 4 | 9/9/2023 |
| Associate Programmer Analyst | 3/30/2023 | 6/30/2023 | 7 | 4 | 8/30/2023 |
| Case Management Coordinator | 12/19/2022 | 6/19/2023 | 5 | 3 | 12/19/2023 |
| Director of Marketing and Communications | 6/15/2023 | 6/15/2023 | 5 | 5 | 12/15/2023 |
| Facilities Maintenance Supervisor | 2/27/2023 | 5/27/2023 | 2 | 1 | 8/27/2023 |
| Grounds Supervisor (Promotional) | 11/28/2022 | 5/28/2023 | 2 | 2 | 11/28/2023 |
| Grounds Supervisor (Open) | 11/28/2022 | 5/28/2023 | 2 | 2 | 11/28/2023 |
| Instructional Assistant – English | 4/18/2023 | 6/18/2023 | 11 | 8 | 8/18/2023 |
| Laboratory Technician – Broadcast Digital Media | 2/23/2023 | 5/23/2023 | 5 | 3 | 8/23/2023 |
| Personnel Technician | 2/22/2023 | 5/22/2023 | 2 | 2 | 8/22/2023 |

| | | | | | |
|--|-----------|-----------|----|----|------------|
| Stage Construction Technician – Lighting | 6/30/2023 | 6/30/2023 | 1 | 1 | 12/30/2023 |
| STUDENT SERVICES ASSISTANT (PROMOTIONAL) | 12/8/2022 | 6/8/2023 | 5 | 5 | 8/8/2023 |
| STUDENT SERVICES ASSISTANT (OPEN) | 12/8/2022 | 6/8/2023 | 21 | 8 | 8/8/2023 |
| Student Services Clerk | 12/8/2022 | 6/8/2023 | 32 | 10 | 8/8/2023 |
| Web Services Coordinator | 5/17/2023 | 5/17/2023 | 2 | 2 | 11/17/2023 |

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

Merit Rule 6.2.3 (C) Duration of Eligibility List

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(s) shown above.

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| Agenda Report Number | 12 |
| Subject | Personnel Commission Project Status Report |
| Date | May 17, 2023 |
| To | Members of the Personnel Commission |
| From | Carol Long, Director of the Personnel Commission |

Recruitment

| Title | Assigned to | Open Date | Close Date | 1st Test Part | E List |
|---|-------------|------------|------------|---------------|------------|
| Accountant | AF | | | | |
| Transportation Operations Coordinator | AF | | | | |
| Administrative Assistant II | AF | 4/12/2023 | 5/2/2023 | | |
| Instructional & Universal Designer | AG | 4/12/2023 | 5/2/2023 | 6/7/2023 | |
| Campus Safety Officer | JG | 1/27/2023 | 2/17/2023 | 3/25/2023 | 12/21/2022 |
| Events Assistant | JG | 10/20/2021 | | | |
| Grounds Equipment Operator | JG | 10/21/2022 | 12/2/2022 | 3/23/2023 | |
| Theatre Technical Specialist (Cont.) | JG | 10/15/2021 | | | |
| Buyer II | JG | | | | |
| Stage Construction Technician | JG | 2/15/2023 | 3/15/2023 | | |
| Community College Police Sergeant | JL | 7/14/2022 | | | |
| Chief Director of IT | JL | 2/16/2023 | 3/9/2023 | 3/24/2023 | |
| Human Resources Technician (Cont.) | CL | 9/26/2022 | 10/24/2022 | | |
| Skilled Maintenance Worker II | KM | | | | |
| Community College Police Dispatcher | KM | 10/20/2022 | | | |
| Community College Police - Lateral | KM | | | | |
| Plumber | KM | | | | |
| Event Scheduling Specialist | TM | | | | |
| Disabled Student Services Assistant | OV | 1/12/2023 | 2/2/2023 | 3/9/2023 | 5/3/2023 |
| Instructional Assistant - Learning Disabilities | OV | 3/10/2023 | 3/30/2023 | 4/21/2023 | 5/17/2023 |
| Veteran Resource Specialist | OV | 5/15/2023 | 6/5/2023 | | |
| Student Services Clerk | OV | 5/15/2023 | 6/5/2023 | | |
| Student Services Specialist | OV | | | | |
| Student Services Assistant | OV | 5/15/2023 | 6/5/2023 | | |
| Program Specialist | OV | | | | |
| Emergency and Safety Coordinator | | | | | |

Classification and Compensation

| Title | Type of Request | Assigned to | Progress | PDQ | Date Completed |
|---|----------------------|-------------|---------------------|------------|----------------|
| Administrative Assistant I | Cyclical Review | AF | Stakeholder Review | 4/30/2022 | 10/27/2022 |
| Administrative Assistant II | Cyclical Review | AF | Stakeholder Review | 4/30/2022 | 10/27/2022 |
| Administrative Clerk | Cyclical Review | AF | Stakeholder Review | 4/30/2022 | 10/27/2022 |
| Administrative Assistant III | Cyclical Review | AF | Development | 11/18/2022 | |
| Administrative Assistant III - Confidential | Cyclical Review | AF | Development | 11/18/2022 | |
| Administrative Assistant IV-Confidential | Cyclical Review | AF | Development | 11/18/2022 | |
| Executive Coordinator - District & BOT - Confidential | Cyclical Review | AF | Development | 11/18/2022 | |
| Police Services Assistant | Cyclical Review | JG | Research & Planning | | |
| Senior Community College Police Dispatcher | Cyclical Review | JG | Research & Planning | | |
| Community College Police Dispatcher | Cyclical Review | JG | Research & Planning | | |
| Campus Safety Officer | Cyclical Review | JG | Research & Planning | | |
| Community College Parking Enforcement Officer | Cyclical Review | JG | Research & Planning | | |
| Senior Campus Safety Officer | Cyclical Review | JG | Research & Planning | | |
| Disabled Student Services Assistant | Cyclical Review | JG | Upcoming | | |
| Instructional Assistant - English | Cyclical Review | JG | Upcoming | | |
| Instructional Assistant - ESL | Cyclical Review | JG | Upcoming | | |
| Instructional Assistant - Learning Disabilities | Cyclical Review | JG | Upcoming | | |
| Instructional Assistant - Math | Cyclical Review | JG | Upcoming | | |
| Community College Police Recruit | Cyclical Review | KM | Research & Planning | 2/3/2023 | |
| Community College Police Officer (Lateral/Academy Graduate) | Cyclical Review | KM | Research & Planning | 2/3/2023 | |
| Chief of Police | Cyclical Review | KM | Upcoming | | |
| Community College Police Captain | Cyclical Review | KM | Upcoming | | |
| Community College Police Sergeant | Cyclical Review | KM | Upcoming | | |
| Career Education Specialist | Cyclical Review | OV | Stakeholder Review | 11/15/2022 | 2/1/2023 |
| Program Coordinator - Community & Contract Ed | Cyclical Review | OV | Research & Planning | 1/25/2022 | |
| Program Coordinator - Emeritus | Cyclical Review | OV | Research & Planning | 1/26/2022 | |
| Program Coordinator - Workforce & Economic Development | Cyclical Review | OV | Research & Planning | | |
| Workforce & Economic Development Project Assistant | Cyclical Review | OV | Research & Planning | 1/5/2022 | |
| Music Equipment Assistant | Cyclical Review | | Upcoming | | |
| Accounts Payable Supervisor | Description Revision | AF | Research & Planning | 10/18/2022 | |
| Media and Reprographic Services Manager | Description Revision | AG | Research & Planning | | |
| DSPS Specialist | Description Revision | JL | Stakeholder Review | | 11/25/2022 |
| Director of Sustainability | New Class | AG | Development | 3/8/2023 | |
| IT User Support Specialist | New Class | JL | Upcoming | 4/3/2023 | |
| IT Support Technician | New Class | JL | Upcoming | 4/3/2023 | |
| Senior Grounds Equipment Operator | New Class | KM | Stakeholder Review | | 11/9/2022 |
| Director of Facilities Maintenance | New Class | KM | Research & Planning | 3/17/2023 | |
| Director of Facilities Operations | New Class | KM | Research & Planning | 3/17/2023 | |
| Mechanical Systems Manager | New Class | KM | Upcoming | 4/6/2023 | |
| Construction Manager | New Class | KM | Upcoming | 4/6/2023 | |
| Grounds Manager | New Class | KM | Upcoming | 4/6/2023 | |
| Custodial Operations Manager | New Class | KM | Upcoming | 4/6/2023 | |
| Budget Technician | Position Review | AF | Stakeholder Review | 9/26/2022 | 4/4/2023 |
| Senior Veterans Resource Specialist | Position Review | OV | Appeal | 1/17/2023 | 2/9/2023 |
| Student Services Clerk | Position Review | OV | Research & Planning | 5/1/2023 | |
| Campus Store Manager | Salary Reallocation | JB | Stakeholder Review | | 5/3/2023 |
| Payroll Manager | Salary Reallocation | AF | Upcoming | | |
| Accounting Specialist | Salary Reallocation | AF | Upcoming | 4/18/2023 | |

IV. Adjournment

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

| Day | Month | Date | Year | Time | Venue |
|-----------|-------|------|------|------------|--------|
| Wednesday | June | 21 | 2023 | 12:00 p.m. | Online |

As required by law, the agenda for the May 17, 2023, Regular Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 72 hours prior to the date and time of this meeting.