



**PERSONNEL COMMISSION  
SPECIAL MEETING AGENDA  
Thursday, July 28, 2022 at 4:30 p.m.**

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

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino Admissions &amp; Records: Esau Tovar African American Center: Sherri Bradford Athletics: Nichelle Monroe 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 &amp; Design: M. Calvento Community Education: Alice Meyering Counseling Office: 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: Sandra Hernandez 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: K. Garland 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>ADMINISTRATORS and MANAGERS</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     Justin Carter     Felicia Hudson     Robert Villanueva Receiving: Lisa Davis Supplemental Instruction: Wendi DeMorst</p>	<p>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</p> <p>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 &amp; Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: CSEA Chapter 1st V.P.: Cindy Ordaz 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: James Stevenson SMC POA President: Officer Cadena Management Association: Susan Fila</p> <p align="right">Revised 7-25-2022</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>
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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](mailto:personnel_commission@smc.edu), by no later than 4:00 p.m. on Thursday, July 28, 2022. 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 stime 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: 4:30 p.m.**

**I. ORGANIZATIONAL FUNCTIONS**

**A. Call to Order 4:35 p.m.**

**B. Roll Call**

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

**D. Public Comments (Non Actionable Comments from those in attendance)**

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

<b>#</b>	<b>Item</b>	<b>Page</b>
1	RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS	4
2	EXAMINATION SCHEDULE: <ul style="list-style-type: none"> <li>• RECYCLING PROGRAM SPECIALIST</li> <li>• SKILLED MAINTENANCE WORKER II</li> </ul>	7
3	RATIFICATION OF ELIGIBILITY LISTS: <ul style="list-style-type: none"> <li>• HEALTH SCIENCES LEARNING LAB SPECIALIST</li> <li>• HUMAN RESOURCES TECHNICIAN</li> <li>• SENIOR ACADEMIC RECORDS EVALUATOR</li> </ul>	8
4	APPROVAL OF ADVANCED STEP PLACEMENT: INSTRUCTIONAL ASSISTANT – MATH	9
5	APPROVAL OF ADVANCED STEP PLACEMENT: HEALTH SCIENCES LEARNING LAB SPECIALIST	10

**III. ADJOURNMENT**

<b>Agenda Report No.</b>	<b>1</b>
<b>Subject</b>	<b>RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS</b>
<b>Date</b>	<b>July 28, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

It is recommended that the Personnel Commission approve the following working out of class and internal limited term assignment(s).

**Substitute Limited Term Assignment:**

<b>Name/Permanent Class</b>	<b>Substitute Term Assignment*</b>	<b>Dates of Current Assignment</b>
Maisha Reid, Student Services Clerk	Administrative Assistant II	7/18/2022 to 12/20/2022

**Provisional Working out of Class Assignment:**

<b>Name/Permanent Class</b>	<b>Provisional Assignment</b>	<b>Dates of Current Assignment</b>
Erin Gipson, Student Services Clerk	Enrollment Services Specialist	7/19/2022 to 11/1/2022

**Correction to Limited Term Assignment:**

<b>Name/Permanent Class</b>	<b>Limited Term WOC Assignment</b>	<b>Initial Assignment Dates</b>	<b>Corrected Dates</b>
Rico Gutierrez, Grounds Worker	Grounds Supervisor	7/1/2022 to 9/2/2022	7/25/2022 to 9/2/2022

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

\*\*Pending PBAR approval.

**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**

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.

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.

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)

#### 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

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.

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

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.

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

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.

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	Deborah Jansen
<b>Seconded by:</b>	Barbara Greenstein
<b>Ayes:</b>	3
<b>Nays:</b>	
<b>Abstentions:</b>	
<b>Amendments/Comments</b>	

Santa Monica College  
 Special Personnel Commission Meeting Agenda  
 Thursday, July 28, 2022

<b>Agenda Report No.</b>	<b>2</b>
<b>Subject</b>	<b>EXAMINATION SCHEDULE:</b> <ul style="list-style-type: none"> <li>• <b>RECYCLING PROGRAM SPECIALIST</b></li> <li>• <b>SKILLED MAINTENANCE WORKER II</b></li> </ul>
<b>Date</b>	<b>July 28, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

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

<b>Class Title</b>	<b>Field of Competition</b>	<b>Time</b>
Recycling Program Specialist	Merged Promotional & Open Competitive	3 weeks
Skilled Maintenance Worker II	Merged Promotional & Open Competitive	3 weeks

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	<b>Barbara Greenstein</b>
<b>Seconded by:</b>	<b>Deborah Jansen</b>
<b>Ayes:</b>	<b>3</b>
<b>Nays:</b>	
<b>Abstentions:</b>	
<b>Amendments/Comments</b>	

Santa Monica College  
Special Personnel Commission Meeting Agenda  
Thursday, July 28, 2022

<b>Agenda Report No.</b>	<b>3</b>
<b>Subject</b>	<b>RATIFICATION OF ELIGIBILITY LISTS:</b> <ul style="list-style-type: none"> <li>• <b>HEALTH SCIENCES LEARNING LAB SPECIALIST</b></li> <li>• <b>HUMAN RESOURCES TECHNICIAN</b></li> <li>• <b>SENIOR ACADEMIC RECORDS EVALUATOR</b></li> </ul>
<b>Date</b>	<b>July 28, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>
<b>By</b>	<b>Jose Guzman, Personnel Analyst</b>

<b>Class Title</b>	<b>Field of Competition</b>	<b>Promotional</b>	<b>Total On List</b>	<b>Expiration Date</b>
Health Sciences Learning Lab Specialist	Merged Promotional and Open Competitive	0	2	7/24/2023
Human Resources Technician	Merged Promotional and Open Competitive	3	7	7/28/2023
Senior Academic Records Evaluator	Promotional	1	1	7/27/2023

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	<b>Deborah Jansen</b>
<b>Seconded by:</b>	<b>Barbara Greenstein</b>
<b>Ayes:</b>	<b>3</b>
<b>Nays:</b>	
<b>Abstentions:</b>	
<b>Amendments/Comments</b>	



<b>Agenda Report No.</b>	<b>4</b>
<b>Subject</b>	<b>APPROVAL OF ADVANCED STEP PLACEMENT: INSTRUCTIONAL ASSISTANT – MATH</b>
<b>Date</b>	<b>July 28, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

It is requested that the Personnel Commission approve an initial salary placement for Christine Riad, Instructional Assistant - Math, at **Range 23, Step E** on the Classified Salary Schedule.

The Minimum Qualifications for this position include completion of 18 semester units in college-level math, and one year of tutoring experience.

This candidate possesses a Bachelor’s in Math and a Master’s degree in Education. In addition, she possesses four years as a Math Tutor, 5 years as a secondary school math teacher, and an additional 9 years as a K-12 math instructor and professional development leader for math instruction in a public K-12 school district.

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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.

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	<b>Barbara Greenstein</b>
<b>Seconded by:</b>	<b>Deborah Jansen</b>
<b>Ayes:</b>	<b>3</b>
<b>Nays:</b>	
<b>Abstentions:</b>	
<b>Amendments/Comments</b>	

<b>Agenda Report No.</b>	<b>5</b>
<b>Subject</b>	<b>APPROVAL OF ADVANCED STEP PLACEMENT: HEALTH SCIENCES LEARNING LAB SPECIALIST</b>
<b>Date</b>	<b>July 28, 2022</b>
<b>To</b>	<b>Members of the Personnel Commission</b>
<b>From</b>	<b>Carol Long, Director of the Personnel Commission</b>

It is requested that the Personnel Commission approve an initial salary placement for Teresa Lim Poy, Health Sciences Learning Lab Specialist, at **Range 40, Step E** on the Classified Salary Schedule.

The Minimum Qualifications for this position include an Associate’s degree in nursing, a Registered Nurse (RN) license, and two years of experience as a registered nurse, or in an educational environment providing clinical nursing instructional support to students.

This candidate possesses a Master’s degree as a Clinical Nurse Specialist, along with additional licenses as a Geriatric Resource Nurse (GRN), Acute/Critical Care Adult Nurse (CCRN), and a Clinical Nurse Specialist – Adult Gerontology. In addition, she possesses over eight years of experience as a Registered Nurse, and 1 ½ years of experience in an instructional role for clinical nursing college students.

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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.

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	<b>Deborah Jansen</b>
<b>Seconded by:</b>	<b>Barbara Greenstein</b>
<b>Ayes:</b>	<b>3</b>
<b>Nays:</b>	
<b>Abstentions:</b>	
<b>Amendments/Comments</b>	

**III. MEETING ADJOURNED at 4:39 p.m.**

<b>Disposition by the Commission</b>	
<b>Motion made by:</b>	<b>Barbara Greenstein</b>
<b>Seconded by:</b>	<b>Deborah Jansen</b>
<b>Ayes:</b>	<b>3</b>
<b>Nays:</b>	
<b>Abstentions:</b>	
<b>Amendments/Comments</b>	

<b>Day</b>	<b>Month</b>	<b>Date</b>	<b>Year</b>	<b>Time</b>	<b>Venue</b>
Special Meeting Online July 28, 2022 at 4:30 p.m.					
Wednesday	August	17	2022	12:00PM	ONLINE
Wednesday	September	21	2022	12:00PM	ONLINE
Wednesday	October	19	2022	12:00PM	ONLINE
Wednesday	November	16	2022	12:00PM	ONLINE
Wednesday	December	21	2022	12:00PM	ONLINE
Wednesday	January	18	2023	12:00PM	TBD
Wednesday	February	15	2023	12:00PM	TBD
Wednesday	March	15	2023	12:00PM	TBD
Wednesday	April	19	2023	12:00PM	TBD
Wednesday	May	17	2023	12:00PM	TBD
Wednesday	June	21	2023	12:00PM	TBD

As required by law, this agenda for the Thursday, July 28, 2022 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.