

# SANTA MONICA COLLEGE PERSONNEL COMMISSION

## MERIT RULES ADVISORY COMMITTEE MEETING WEDNESDAY, SEPTEMBER 1, 2021 AT 10:00A.M.

### ZOOM INSTRUCTIONS:

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/96571617258>

Or iPhone one-tap (US Toll): +16699006833,96571617258# or +12532158782,96571617258#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 965 7161 7258

International numbers available: <https://cccconfer.zoom.us/j/96571617258>

Or an H.323/SIP room system:

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

Meeting ID: 965 7161 7258

SIP: [96571617258@zoomcrc.com](mailto:96571617258@zoomcrc.com)

Or Skype for Business (Lync):

[SIP:96571617258@lync.zoom.us](mailto:SIP:96571617258@lync.zoom.us)



# MERIT RULES ADVISORY COMMITTEE MEETING AGENDA

Wednesday, September 1, 2021 at 10:00 a.m.

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

<p><b>DEPARTMENTS: PLEASE POST</b>            3400 Airport/SBDC: Sasha King            Academic Affairs: Sharon Thomas            Accounts Payable: Cherry Aquino            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: Elease Juarez            Career Services: Vicky Rothman            Cashier's Office: Veronica Romo            Center for Media &amp; Design:            Community Education: Alice Meyering            Counseling Office: Laurie Guglielmo            Custodian Time Clock: Anthony Williams            Disabled Students Center: Nathalie Laille            Early Childhood Ed.: L. Manson            Emeritus College: V. Rankin-Scales            English Dept.: Martha Hall            EOP&amp;S: Nick Mata            ESL Office: Jocelyn Alex            Events Office: Yesenia Penate            Faculty Association: Peter Morse            Financial Aid Office: Stacy Neal            Health Sciences: Clarendia Stephens            Health Office: Nancy Alfaro            HSS: Carolyn Baugh            Institutional Research:            International Education Center: Ana Jara            KCRW:            Latino Center: Maria Martinez            Madison: Gail Johnson            Maintenance/Operations: A. DiGregorio            Math Village: Kristina Fukuda            Media Center: L. Nakamura            Modern Language: Travis Grant            Music: Lori Geller            Outreach &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></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                Felicia Hudson                Robert Villanueva            Receiving: Lisa Davis            Supplemental Instruction:            Wendi DeMorst</p>	<p><b>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</b></p> <p>Superintendent/President: Kathryn Jeffery            Executive VP:            VP Academic Affairs: Bradley Lane            VP Business/Admin: Chris Bonvenuto            VP Enroll. Services: T. Rodriguez            VP Human Resources: Sherri Lee-Lewis            VP Student Affairs: M. Tuitasi            Senior Director Government Relations &amp; Institutional Communications: Don Girard            Community Relations: Kiersten Elliott            Public Information: Grace Smith</p> <p><b>PUBLIC POSTING LOCATIONS</b></p> <p>2714 Pico: exterior display box            Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p><b>EMPLOYEE ORGANIZATIONS</b></p> <p>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 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 style="text-align: right;">Revised 8/18/2021</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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## **PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS**

During the COVID-19 (Coronavirus) Global Pandemic, the MRAC will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Committee and public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the meeting shall send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 9:00 a.m. on Wednesday, September 1, 2021. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

### Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

All public comments will be subject to the general rules set forth below.

1. 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.
2. 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.
3. 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: 10:00 a.m.**

**I. ORGANIZATIONAL FUNCTIONS**

- A. Call to Order
- B. Roll Call

<b>Committee Members</b>	<b>Present</b>	<b>Absent</b>
Commissioner Lawrence Leone, Chair		
Commissioner Barbara Greenstein		
Carol Long, Director of Classified Personnel		
Tre'Shawn Hall Baker, Dean of Human Resources		
Lee Peterson, Commission Appointee		
Joshua Casillas, CSEA		
Ernesto Barba, CSEA		
Brent Heximer, CSEA		
Albert Echeverria, Police Officer Association		

- C. Approval of Minutes:

**1. August 4, 2021**

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**DISPOSITION BY THE COMMITTEE**

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:

Amendments/Comments

**II. PUBLIC COMMENTS (non-actionable comments from those in attendance)**

### III. MAJOR ITEMS OF BUSINESS

The Committee will discuss items from the remaining chapters of the Merit Rules and vote on the next chapter to review.

<b>XI</b>	VACATION, LEAVES OF ABSENCE AND HOLIDAYS
<b>XII</b>	SALARIES, OVERTIME PAY AND BENEFITS
<b>XIII</b>	SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT
<b>XIV</b>	DISCIPLINARY ACTION AND APPEALS
<b>XV</b>	RESIGNATION AND REINSTATEMENT

V. MEETING ADJOURNED at \_\_\_\_\_ a.m.

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### DISPOSITION BY THE COMMITTEE

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:

### Amendments/Comments

As required by law, the agenda for the Wednesday, September 1, 2021 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted 72 hours in advance of the meeting.

<b>FY 2021-2022 Merit Rules Meeting Schedule</b>
Wednesday, October 6, 2021
Wednesday, November 3, 2021
Wednesday, December 1, 2021
Wednesday, January 5, 2022
Wednesday, February 2, 2022
Wednesday, March 2, 2022
Wednesday, April 6, 2022
Wednesday, May 4, 2022
Wednesday, June 1, 2022