

**Merit Rules Advisory Committee**

**January 4, 2023 Meeting Agenda**

**10:00 AM**

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**Merit Rules Advisory Committee Meeting Agenda**

**January 4, 2023 - 10:00 AM**

**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:  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: Maria Calvento  Community Education: Alice Meyering  Counseling Office: Jocelyn Avella  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: Kasey Garland  Math Village: Kristina Fukuda  Media Center: L. Nakamura  Modern Language: Travis Grant  Music: Lori Geller  Outreach &amp; Recruitment: Janet Kleinman  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:  Maintenance:  Terry Kamibayashi  Operations:      Anthony Barlow      Justin Carter      Darryl Gray      Felicia Hudson      Robert Villanueva  Receiving: Lisa Davis  Supplemental Instruction:  Wendi DeMorst</p>	<p><b>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</b>  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><b>PUBLIC POSTING LOCATION</b>  Online: <a href="http://www.smc.edu">www.smc.edu</a></p> <p><b>EMPLOYEE ORGANIZATIONS</b>  CSEA President, Chief Negotiator:  Cindy Ordaz  CSEA 1st Vice-President, Negotiator:  Martha Romano  CSEA 2nd Vice-President,  Negotiator, Regional Representative,  Region 69: Kennisha Green  CSEA Recording Secretary: Judith Mosher  CSEA Treasurer: Dagmar Gorman  CSEA Chief Union Steward: Lee Peterson  CSEA Chief Development Officer: Luis Martin  CSEA Negotiator: Willis Barton  CSEA Negotiator: Maria Bonin  SMC POA President:  Management Association:  Scott Silverman</p> <p><b>IF YOU NEED AN ACCOMMODATION</b>  Written requests for disability-related modifications or accommodations that are needed to participate in the meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 12/20/2022</p>
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## **PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS**

During the COVID-19 (Coronavirus) Global Pandemic, the Board of Trustees 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 9:30 a.m. on Wednesday, January 4, 2023. The email should include the following information: Name, Department (if applicable), Topic or Agenda Item # to be addressed and 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.

Public Session: 10:00 AM

I. Organizational Functions

A. Call to Order:

B. Roll Call

<b>Committee Members</b>	<b>Present</b>	<b>Absent</b>
Lawrence Leone, Chair		
Barbara Greenstein, Commissioner		
Carol Long, Director of the Personnel Commission		
Tre'Shawn Hall-Baker, Dean of Human Resources		
Lee Peterson, Committee Appointee		
Joshua Casillas, CSEA		
Kennisha Green, CSEA		
Brent Heximer, CSEA		
Alberto Echeverria, Police Officers Association		

II. Approval of Minutes

A. Meeting Date: December 7, 2022

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

III. Public Comments (Non Actionable Items from those in Attendance)

A.

IV. Major Items of Business

<b>Item</b>	<b>Subject Matter</b>
1	Merit Rule VI, Section 6.3.2: Order of Precedence in the Use of Lists
2	Next Merit Rules Chapter Review and Selection
3	Merit Rule XIV, Disciplinary Action and Appeals

MERIT RULES BY CHAPTER  
STATUS OF REVIEWS - January 2023

Chapter	Title	Content	Status	Notes
1	Preliminary Statement and Definitions	1.1 Preliminary Statement 1.2 Definition of Terms	Completed Preliminary Statement 12/14/2016	Definitions section will be addressed when we have completed a review of all chapters.
2	The Personnel Commission	2.1 Personnel Commission Organization 2.2 Meetings 2.3 Commission Employees 2.4 Miscellaneous Provisions	Completed 3/15/2017	
3	Classification of Employees and Positions	3.1 The Classified Service 3.2 The Classification Plan 3.3 Reclassification	Completed 4/16/2020	
4	Application for Employment	4.1 Application 4.2 Disqualification of Applicants and Candidates 4.3 Procedures for Appeal of Disqualification	Completed 9/21/2016	
5	Examinations	5.1 Recruitment 5.2 Examinations	Completed 7/15/2015	
6	Eligibility and Employment Lists	6.1 Employment Lists 6.2 Eligibility Lists 6.3 Certification to fill Vacancies 6.4 Employment of Eligibles	Completed 8/17/2016	
7	Appointment	7.1 Appointment to Classified Appointments 7.2 Provisional Appointments 7.3 Special Appointments 7.4 Limited Term (Temporary Appointments)	Completed 11/19/2014	
8	New Employment Clearances	8.1 Physical exams 8.2 Criminal records checks	Completed 6/21/2017	
9	Employment Status	9.1 Employee assignment and work hours 9.2 Probationary period 9.3 Permanent status defined 9.4 Transfers 9.5 Change in assignment time	Completed 8/18/2021	

		9.6 Demotion and restoration 9.7 Reassignment of disabled employees 9.8 Employee personnel files		
10	Performance Evaluations	10.1.1 Performance Evaluations Defined 10.1.2 When Evaluations are to be made 10.1.3 Procedures to be followed 10.1.4 Reports on Special Assignments 10.1.5 Commendation 10.1.6 Unsatisfactory Service 10.1.7 Application of Evaluation Procedures to Unit Members	In Process	Completed 10.1.1, 10.1.2, 10.1.7
11	Vacation, Leaves of Absence, and Holidays	11.1 Vacation Leave 11.2 Leaves of Absence 11.3 Sick Leave 11.4 Bereavement Leave 11.5 Personal Necessity Leave 11.6 Maternity Leave 11.7 Unpaid Child Rearing Leave 11.8 Jury Duty and Court Witness Leaves 11.9 Military Leave 11.10 Miscellaneous Leaves 11.11 Special Leaves of Absence for Management and Confidential Employees 11.12 Transfer of Sick Leave and Other Benefits from Another District 11.13 Unpaid Leave of Absence 11.14 Holiday Pay	NONE	
12	Salaries, Overtime pay, and Benefits	12.1 Determination of Salary Schedules 12.2 General Salary Provisions 12.3 Overtime Compensation 12.4 Employee Benefits	Completed 6/15/2022	
13	Seniority, Layoff, Displacement and Re-employment	13.1 Seniority Provisions 13.2 Layoff Procedures 13.3 Displacement 13.4 Reemployment	Completed 12/21/2022	

14	Disciplinary Action and Appeals	14.1 Disciplinary Action 14.2 Procedure for Appeal and Hearing	NONE	
15	Resignation, Retirement and Reinstatement	15.1 Resignation and Retirement 15.2 Reinstatement 15.3 Employment of PERS or STRS Retirees	In Process	Completed 15.1.1.F 9/16/2015; and 15.3.1 6/19/2019
16	Complaint Procedures	16.1 Complaint Procedures for Classified Personnel	Completed 10/19/2016	
17	The Merit System Act and Related Laws Affecting Classified employees	Summary of related of the California Education Code	Completed 9/20/2022	Reference information only – Deleted

V. Meeting Adjourned:

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

Month	Day	Year	Time	Venue
February	1	2023	10:00 AM	Online
March	1	2023	10:00 AM	Online
April	5	2023	10:00 AM	TBD
May	3	2023	10:00 AM	TBD
June	7	2023	10:00 AM	TBD

In accordance with the law, this regular meeting agenda for January 4, 2023, was posted 72 hours in advance of the meeting.