



# MERIT RULES ADVISORY COMMITTEE

## MEETING MINUTES

Regular Meeting, Wednesday, May 6, 2020 at 10:00 a.m.

\*\*VIRTUAL MEETING\*\*

<b>DEPARTMENTS: PLEASE POST</b>	<b>ADMINISTRATORS and MANAGERS</b>	<b>PRESIDENT/SUPERINTENDENT and SENIOR STAFF</b>
<p>3400 Airport/SBDC: Sasha King            Academic Affairs: Sharon Thomas            Accounts Payable: Cristina Hamblet            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: Jaime Recinos            Career Services: Vicky Rothman            Cashier's Office: Veronica Romo            Center for Media &amp; Design: Jamina Russell            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: Bronwyn Webber-Gregg            Health Office: Nancy Alfaro            HSS: Carolyn Baugh            Institutional Research: Trena Johnson            International Education Center: Ana Jara            KCRW: Cheryl Gee            Latino Center: Maria Martinez            Madison: Gail Johnson            Maintenance/Operations: Anisha Fullard            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>Emeritus: Scott Silverman            Facilities: Dennis Biddle            HR: Tre'Shawn Hall-Baker            Info Tech: Marc Drescher            IEC: N. Pressian            Instructional Technology:            Joshi John            Maintenance:            Devin Starnes            Operations:                Anthony Barlow                Derrick Davis                Felicia Hudson                Robert Villanueva            Receiving: Lisa Davis            Supplemental Instruction:            Wendi DeMorst</p>	<p>Superintendent/President: Kathryn Jeffery            Executive VP:            VP Academic Affairs: Jennifer Merlic            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            Library for Public Posting (1)            Library for Archives (2)            Mailroom            SMC Personnel Commission Office            SMC Human Resources            Staff Lounge</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 Corresponding Sec: Kristina Fukuda            CSEA Recording Sec'y: Judith Mosher            SMC POA President: – Officer Cadena            Mgmnt Assoc: Eve Adler</p> <p style="text-align: right;">Revised</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>

**Merit Rules Advisory Committee**  
**Minutes of Regular Meeting, May 6, 2020**

**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 Wednesday, May 6, 2020, 8:00 a.m. 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*

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**MERIT RULES ADVISORY COMMITTEE  
REGULAR MEETING MINUTES  
Wednesday, May 6, 2020 at 10:00 a.m.**

*Any disclosable public records related to an open session item on the agenda and distributed to the Merit Rules Advisory Committee less than 72 hours prior to the meeting are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.*

Any individual or group may address the Merit Rules Advisory Committee during the Public Comments segment of the meeting regarding any item that is within the Committee's subject matter jurisdiction. However, the Committee will not take action on any item that is not on this agenda.

**PUBLIC SESSION: 10:00 a.m.**

**ORGANIZATIONAL FUNCTIONS**

- A. Call to Order **10:01 a.m.**
- B. Roll Call

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

- C. Approval of Minutes:

**April 1, 2020 – Regular Meeting**

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Barbara Greenstein  
SECONDED BY: Lee Peterson  
AYES: 8  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

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II. PUBLIC COMMENTS (non-actionable comments from those in attendance)  
No Comments.

III. MAJOR ITEMS OF BUSINESS

#	ITEM
1	Chapter IX
2	Chapter XII

Carol Long, Director of Classified Personnel, requested to open Major Items of Business with Agenda Item # 2, Chapter XII. Committee agreed.  
The following edits were made:

12.2.8 SALARY ON PROMOTION

- A. When an employee is promoted to a position on a higher salary range, ~~he/she/they~~ shall receive at least a one step (5%) salary increase, ~~but not less than the first step of the new salary range.~~
- B. If the amount of the first step of the new salary range is less than a one step salary increase, the employee shall be placed at the next higher step which will ensure a minimum of a one-step or 5% salary increase.
- C. A promotional employee may be granted Advanced Step Placement on the salary schedule upon recommendation of the Director of Classified Personnel.
  - 1. The Director of Classified Personnel shall base their recommendation to properly compensate a promotional employee for previous training, experience, and qualifications which greatly exceed the standard expectations of a new employee on entry into the classification, provided advanced step placement was not awarded at the time of initial hire within the same job family, or for previous promotions within the same job family.
  - 2. Advanced Step Placement for promotional employees shall otherwise be in accordance with Merit Rule 12.2.4.
- ~~D.~~ After promotion, an employee shall advance one step on the salary schedule after satisfactory completion ~~of six months~~ of a probationary period in the new class. This shall become the employee's new increment anniversary date.
- ~~E.~~ Thereafter, salary increment advancement shall be in accordance with Rule 12.2.5.

**A motion was put forth to send revisions to the Personnel Commission for a First Reading.**

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**DISPOSITION BY THE COMMISSION**

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AYES: 8  
NAYS: 0  
ABSTENTIONS: 0

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Amendments/Comments

Commissioner Leone requested that staff put together a document containing the different work schedules and shifts of all College employees. The document is to be provided by June 3, 2020 or the next Merit Rules Advisory Committee Meeting.

**Committee returned to Agenda Item #1, Chapter 9, Sections 9.3.1 and 9.3.2 and made the following revisions:**

Rule 9.3

Rule 9.3                      PROBATIONARY STATUS (EDUCATION CODE SECTION 88120)

9.3.1                         INITIAL PROBATIONARY PERIOD

- A. Each new employee appointed from an eligibility list shall serve an initial probationary period of six (6) months or 130 ~~working days~~ days of paid service, which ever is longer, in one class, before attaining permanency in the classified service.
- B. For classes designated by the Personnel Commission as executive, administrative, or supervisory, or for employees designated as peace officers or dispatchers, the probationary period shall be one calendar year.
- C. Credit toward completion of probation shall be granted only for service in a regular position in a class after appointment from an eligibility list or an appropriate employment list (lateral transfer or voluntary demotion), and shall not include time while an employee is absent from ~~his/her~~ work for ten (10) or more consecutive workdays.

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Section 9.3.2

9.3.2

COMPLETION OF INITIAL PROBATION

- A. Each probationary classified employee shall be evaluated on job performance by ~~his/her~~their immediate supervisor.
- B. ~~For an employee serving a six-month probation, the~~ schedule of evaluation shall be at the end of the second, end of the fourth and prior to completion of the sixth month of employment. For an employee serving a one-year probation, the schedule of evaluation shall be at the end of the fourth and eighth month of service, and prior to the completion of the twelfth month of service.
- C. A new employee may be disqualified at any time during the probationary period.
- D. A new classified employee shall be given a written notice of acceptance into or disqualification from the permanent classified service prior to the date on which the probationary period ends. Whenever a new employee is to be disqualified, the immediate supervisor shall prepare a written report, which shall be submitted for approval to the next level supervisor and the ~~District Personnel Administrator~~Office of Human Resources who, upon approval, shall notify the employee of the action taken. A copy of the notice shall be filed simultaneously with the Personnel Director.
- E. A new employee who is to be disqualified may be allowed the opportunity to resign in lieu of disqualification, prior to board action.
- F. A new employee shall not have the right to appeal disqualification, suspension, or dismissal unless the appeal is based on a claim of discrimination because of ~~his/her~~their affiliations, race, color, national origin, age, marital status, sexual orientation, gender, physical or mental disability, ancestry, medical condition (as defined in Government Code Section ~~42046~~12926), employee organization membership or non-membership, or religious or political beliefs or acts.
- G. A new employee who resigns in good standing during ~~his/her~~their initial probationary period shall, upon request, have ~~his/her~~their name restored in proper rank to the eligibility list. However, such action shall not extend the life of the list or the period of eligibility of the person.

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**A motion was put forth to send revisions to the Personnel Commission for a First Reading.**

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**DISPOSITION BY THE COMMISSION**

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AYES: 8  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

**IV. ADJOURN MEETING AT 10:46 a.m.**

As required by law, the agenda for the Wednesday, May 6, 2020 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted 72 hours in advance of the meeting.

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**DISPOSITION BY THE COMMISSION**

MOTION MADE BY: Barbara Greenstein  
SECONDED BY: Lee Peterson  
AYES: 8  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

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<b>2019-20 MEETING SCHEDULE FOR THE MERIT RULES ADVISORY COMMITTEE</b>	
<del>July 3, 2019</del>	Canceled
August 7, 2019	January 8, 2020
September 4, 2019	February 5, 2020
October 2, 2019	March 4, 2020
November 6, 2019	April 1, 2020
December 4, 2019	May 6, 2020
	<b>June 3, 2020</b>