



# MERIT RULES ADVISORY COMMITTEE

## MEETING MINUTES

Wednesday, March 3, 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: Cheryl Acquino  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: 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: Anisha 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  Derrick Davis  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: 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  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 2/10/2021</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, March 3, 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	X	
Commissioner Barbara Greenstein	X	
Carol Long, Director of Classified Personnel	X	
Tre'Shawn Hall-Baker, Dean of Human Resources	X	
Lee Peterson, Commission Appointee	X	
Joshua Casillas, CSEA	X	
Ernesto Barba, CSEA	X	
Brent Heximer, CSEA	X	
Albert Echeverria, Police Officer Association		x

- C. Approval of Minutes:

**1. February 3, 2021**

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**DISPOSITION BY THE COMMITTEE**

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

Amendments/Comments

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

No Comments

**III. MAJOR ITEMS OF BUSINESS**

<b>#</b>	<b>ITEM</b>
1	Chapter 9

**The following revisions were made to Chapter 9, Sections 9.6.1 and 9.6.2.**

Rule 9.6 CHANGES IN ASSIGNED TIME

~~9.6.1~~ ~~GENERAL RULE~~

~~A. When a class contains permanent positions of varying hours of work per day, week, or month, the position shall be filled by certifying requesting employees and eligibles from the eligibility list as provided in Rule 6.3.~~

9.6.21 INCREASES IN ASSIGNED TIME (EDUCATION CODE SECTION 88036)

- A. When a part-time employee is required to work for 30 minutes or longer per day in excess of the regular assigned time of ~~his/her~~their position for 20 consecutive workdays, the assigned time of the position will be increased to reflect the longer hours.
- B. For purposes of this rule, when an increase in time ~~of more than one hour per day~~ is assigned to an existing permanent position ~~the position shall be considered vacant, the additional time assigned to this position shall be recorded as a separate, vacant position, if there are other part-time classified employees in the same class and in the same department.~~
- C. Such a vacant position shall be filled in accordance with Merit Rule 6.3.
- D. An increase in time of ~~one hour~~ 30 minutes or less per day assigned to an existing permanent position shall not cause the position to be considered vacant, and the increased time shall be assigned to the existing incumbent.

9.6.23

DECREASES IN ASSIGNED TIME (REDUCTION)

- A. For the purpose of this Rule, a decrease in the assigned time per day, hours per week, or months per year of an existing permanent position shall be considered a layoff for lack of funds or lack of work.
- B. When the regular assigned hours of a position or positions are to be reduced, the Vice President of Human Resources~~District Personnel Administrator~~ shall:
1. Determine the class(es) and location(s) to be affected by the reduction.
  2. Notify the employees affected and the Personnel Director of Classified Personnel of the effective date of the reductions and the Board approval date. Notifications shall be made at least ~~30~~60 days prior to the effective date.
  3. Process reductions according to the paragraph below and Rule 13.2.
- C. When the Board of Trustees has approved a reduction in the assigned time of a permanent position, the incumbent shall be transferred into any vacant position in the class, which is not greater in assigned time than the employee's original position. If a vacant, permanent position of equal time is not available, the incumbent shall have the right to displace (bump) into the position with equal time held by the employee with the least seniority in the class, provided that the employee exercising the bumping has greater seniority. If neither option is available, the employee may displace (bump) into a position with less time, provided ~~he/she~~they ~~have~~has greater seniority than the least senior incumbent. The employee who is displaced (bumped) shall have the same displacement (bumping) rights.
- D. Every employee shall have the opportunity to voluntarily accept a reduction in assigned time in order to remain in ~~his/her~~their position, before ~~he/she~~they are~~is~~ transferred to another position. Employee-initiated requests for voluntary reduction to another position with lesser hours shall be processed as a voluntary demotion in accordance with Rule 9.7.

**Motions were made in reference to the final version of edits approved for a Personnel Commission First Reading.**

Lee Peterson made a motion to strike paragraph 9.6.2 D.

**The motion was not carried due to a lack of votes.**

Barbara Greenstein made a motion to approve newly revised Section 9.6.1.

**SECONDED BY: Lawrence Leone**

**AYES: 7**

**NAYS: 1**

**ABSTENTIONS: 0**

Barbara Greenstein made a motion to approve newly revised Section 9.6.2.

**SECONDED BY: Tre'Shawn Hall Baker**

**AYES: 8**

**NAYS: 0**

**ABSTENTIONS: 0**

Barbara Greenstein made a motion to send newly revised Sections 9.6.1 and 9.6.2 to the Personnel Commission for a First Reading.

**SECONDED BY: Lee Peterson**

**AYES: 8**

**NAYS: 0**

**ABSTENTIONS: 0**

**V. MEETING ADJOURNED at 10:54 a.m.**

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**DISPOSITION BY THE COMMITTEE**

MOTION MADE BY: Tre'Shawn Hall-Baker  
SECONDED BY: Barbara Greenstein  
AYES: 8  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

As required by law, the agenda for the Wednesday, March 3, 2021 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted 72 hours in advance of the meeting.

<b>2020-21 MEETING SCHEDULE FOR THE MERIT RULES ADVISORY COMMITTEE</b>	
<del>July 1, 2020</del>	January 6, 2021
August 5, 2020	February 3, 2021
September 2, 2020	March 3, 2021
October 7, 2020	April 7, 2021
<del>November 4, 2020</del>	May 5, 2021
December 2, 2020	June 2, 2021