

MERIT RULES ADVISORY COMMITTEE

MEETING MINUTES

Wednesday, October 7, 2020 at 10:00 a.m.

VIRTUAL MEETING

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Admissions & 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 & 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&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: 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 Fullard Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & 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& 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 Operations: Anthony Barlow Derrick Davis 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: 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 & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</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>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Jessica Gonzalez CSEA Chapter Pres.: Mike Roberts CSEA Chapter 1st V.P.: Kennisha Green CSEA Chapter 2nd 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:</p> <p style="text-align: right;">Revised</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 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, by no later than 8:00 a.m. on Wednesday, October 7, 2020. 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

**MERIT RULES ADVISORY COMMITTEE
MEETING AGENDA
Wednesday, October 7, 2020**

PUBLIC SESSION: 10:00 a.m.

ORGANIZATIONAL FUNCTIONS

- A. Call to Order
- B. Roll Call

Committee Members	Present	Absent
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	
Mohamad Fakh, CSEA	X	
Miguel Reyes, CSEA		X
Albert Echeverria, Police Officer Association		X

- C. Approval of Minutes:

1. September 2, 2020

DISPOSITION BY THE COMMITTEE

MOTION MADE BY: Barbara Greenstein
SECONDED BY: Tre'shawn Hall-Baker
AYES: 7
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

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

III. MAJOR ITEMS OF BUSINESS

#	ITEM
1	Chapter IX

Chapter 9, Section 9.2.5 B was brought up for further editing. Minor changes were made that will allow the section to go forward under the Personnel Commission Second Reading during the November 21, 2020 meeting.

~~B.C.~~ Flextime scheduling ~~shall be~~ requires the approval ~~ed/disapproved by of~~ the immediate supervisor, ~~the department head,~~ and the Office of Human Resources Personnel Director. ~~In approving/disapproving the request, each~~ The supervisor shall take into account the needs of the employee as well as the student, faculty and public service needs of the department and the District.

Chapter 9, Sections 9.5.1 through 9.5.3 were reviewed and revised. Changes below will go forward for a First Reading at the November 21, 2020 Personnel Commission Meeting.

Rule 9.5

TRANSFER (EDUCATION CODE SECTION 88097)

Transfer procedures for unit members are contained in Article 6 of the District/CSEA Contracts.

9.5.1

DEFINITIONS

- A. A position transfer shall mean the reassignment of an employee from one position to another position in the same class.
- B. Lateral transfer shall mean the reassignment of an employee to a position in a similar or related class with the same salary range.
- C. Transfer in lieu of layoff shall mean the reassignment by transfer without examination of an employee who meets the minimum qualifications, to a vacant position within a different classification with the same salary range or to a vacant position in a different classification with a lower salary rate provided that:
 - 1. the position has not been designated by the District as ineligible to be filled by transfer in lieu of layoff, and
 - 2. the employee has not previously achieved permanent status in the classification in which the position resides.

9.5.2

POSITION TRANSFER

- A. Position transfers may be made within the classified service from one position in a class to another position in the same class. ~~A position transfer may be initiated by the Administration or at the request of the employee.~~

- ~~B. Administration initiated position transfers may be made at any time for the good of the service upon approval of the District Personnel Administrator and the department supervisor(s) affected, and shall be governed by the following procedures:~~
 - ~~1. An employee who is about to be transferred shall be notified in writing by his/her their immediate supervisor of the reason(s) for the transfer at least five (5) working days prior to the effective date of the transfer.~~

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- ~~2. Employees shall not be transferred solely for punitive or preferential reasons.~~

PC approved: 7/23/03; presented for revision PC: 5/20/03

~~B.C. An employee may initiate submit an application for a position transfer at the time a vacancy is posted for transfer if he/she they has have permanent status in the classified service their current classification, and is performing satisfactorily in his/her position. An employee currently under evaluation for unsatisfactory work performance may initiate a transfer request, but the transfer can be finalized only upon the approval of the Personnel Director.~~

9.5.3

LATERAL TRANSFER

A. ~~Lateral~~ Transfers from a position in one class to a position in another related class must first be approved by the Director of Classified Personnel Director, subject to ratification by the Personnel Commission at the next regular meeting. ~~Such approval may be given only when the transfer is lateral.~~ Determination of whether classes are sufficiently related to permit lateral transfer between them shall be based on similarity of:

1. Entrance qualifications.
- ~~2.~~ Examination content.
3. Duties and responsibilities.

~~B. The extent to which the two classes must be comparable may depend on additional factors. In general more latitude is allowed:~~

- ~~1. As an employee's length of service with the District increases.~~
- ~~2. When the request for transfer is based on layoff, reclassification, or health.~~

~~CB. A permanent employee who transfers to a new class in which he/she has not completed a probationary period shall serve a new probationary period in the class. Seniority in each of the classes~~ the new classification shall be counted separately as outlined in Chapter 13.

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IV. MEETING ADJOURNED at 11:00 a.m.

As required by law, the agenda for the Wednesday, October 7, 2020 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted 72 hours in advance of the meeting.

DISPOSITION BY THE COMMITTEE

MOTION MADE BY: Lee Peterson
SECONDED BY: Tre'Shawn Hall Baker
AYES: 7
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

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