



MERIT RULES ADVISORY COMMITTEE MEETING MINUTES

Wednesday, August 5, 2020 at 10:00 a.m.

****VIRTUAL MEETING****

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cristina Hamblet 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: 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 & 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: Joshi John 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: Eve Adler</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 Wednesday, August 5, 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
MEETING MINUTES
Wednesday, August 5 at 10:00 a.m.**

PUBLIC SESSION: 10:00 a.m.

ORGANIZATIONAL FUNCTIONS

- A. Call to Order **10:00 a.m.**
- 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:

July 1, 2020 meeting cancelled.

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

III. MAJOR ITEMS OF BUSINESS

#	ITEM
1	Chapter IX

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9.2.3

WORK SCHEDULE
(EDUCATION CODE SECTIONS
88026, 88010.5, 88180, 88031)

A. The standard workweek for all full-time employees with the exception of Police Officers shall be 40 hours, consisting of one of the following work patterns:

~~1. Five (5) consecutive workdays of eight (8) hours per day in one (1) calendar week (5/40).~~

~~2. Eight (8) workdays of nine (9) hours per day and one (1) workday of eight (8) hours in a two (2) calendar week period (9/80).~~

~~3. Four (4) workdays of ten (10) hours per day in one (1) calendar week. (4/40).~~

~~An employee may request any of the above work schedule patterns through the District's flextime policy. See Rule 9.2.5.~~

B. Police Officers may be assigned to a 3/12 schedule.

C. For purposes of payroll computation, the work week shall be provided to the employee in writing at the time of hire. ~~gin either at 12:01 AM on Sunday and shall end at 12:00 Midnight the following Saturday or at 12:00 Noon on Friday and shall end at 11:59 the following Friday.~~

~~9.2.3.C When a department supervisor proposes to permanently reassign a classified employee to a workweek, which includes Saturday or Sunday, he/she shall notify the employee in writing and secure the employee's written consent. No classified employee shall be assigned at any time to perform services on Saturday or Sunday if the~~

D. A classified employee shall not be required to change their workweek to include Saturday or Sunday, or both without their written consent. This does not apply to an employee that has consented to a variable hours schedule. No classified employee shall be reassigned to perform services on a Saturday or Sunday if the classified employee objects in writing that the assignment would conflict with their religious practices or beliefs.

E. D. Each employee who works more than five (5) ~~or more~~ hours per workday shall be entitled to an unpaid lunch period consisting of at least one-half (1/2) hour as scheduled by ~~his/her~~their immediate supervisor.

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- ~~F. E.~~ With the consent of ~~his/her/their~~ supervisor, an employee assigned to a work schedule of not more than six (6) five (5) hours per day may be allowed to waive ~~his/her/their~~ lunch period.
- ~~G. F.~~ Each employee who works four (4) or more hours per day shall be entitled to one paid 15 minute break per four (4) hours as scheduled by ~~his/her/their~~ immediate supervisor.
- ~~H. G.~~ The starting and ending times of the ~~workday and the~~ lunch and break periods shall be determined by the immediate supervisor. The lunch period for full time employees shall be scheduled as near as possible to the middle of each workday and break periods shall be scheduled as near as possible to the middle of each four (4) or five (5) hour shift.
- ~~I. H.~~ ~~Employees assigned to a four (4) day, ten (10) hour per day week or a nine (9) hour day, 80 hour biweekly work pattern shall be eligible for overtime compensation as provided in Rule 12.3.2.~~
- ~~4. I.~~ Management classes designated as exempt shall be excluded from all provisions of Rule 9.2.3 overtime compensation.

9.2.4

PART-TIME EMPLOYMENT
(EDUCATION CODE SECTIONS 88035, 88036)

- A. A part-time position is an assignment of less than 35 hours per week.
- ~~B.~~ ~~Part time employees, hired into regular positions, shall be entitled to all the rights, benefits, and burdens of full time classified employees serving in the same job family. These benefits shall be prorated.~~
- ~~B. C.~~ Whenever a regular part-time employee is required to work for 30 minutes or more per day in excess of the regular assigned time of ~~his/her/their~~ position for 20 consecutive workdays, the assigned time of ~~his/her/their~~ position shall be changed to reflect the increased assignment. (See Rule 9.6.2.)

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Motion made to send amended sections 9.2.3 and 9.2.4 to Personnel Commission for a First Reading.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone
SECONDED BY: Barbara Greenstein
AYES: 5
NAYS: 0
ABSTENTIONS: Tre'Shawn Hall-Baker

Amendments/Comments

IV. MEETING ADJOURNED 10:56 a.m.

As required by law, the agenda for the Wednesday, August 5, 2020 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted 72 hours in advance of the meeting.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone
SECONDED BY: Lee Peterson
AYES: 6
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments