

# SANTA MONICA COLLEGE PERSONNEL COMMISSION

## MERIT RULES ADVISORY COMMITTEE MEETING WEDNESDAY, MARCH 2, 2022 AT 10:00AM

### ZOOM INSTRUCTIONS:

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/94193388676>

Or iPhone one-tap (US Toll): +16699006833,94193388676# or +12532158782,94193388676#

Or Telephone:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

Meeting ID: 941 9338 8676

International numbers available: <https://cccconfer.zoom.us/j/94193388676>

Or an H.323/SIP room system:

H.323: 162.255.37.11 (US West) or 162.255.36.11 (US East)

Meeting ID: 941 9338 8676

SIP: [94193388676@zoomcrc.com](mailto:94193388676@zoomcrc.com)

Or Skype for Business (Lync):

[SIP:94193388676@lync.zoom.us](mailto:SIP:94193388676@lync.zoom.us)



# MERIT RULES ADVISORY COMMITTEE MEETING AGENDA

Wednesday, March 2, 2022 at 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: Elease Juarez          Career Services: Vicky Rothman          Cashier's Office: Veronica Romo          Center for Media &amp; Design:          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: A. 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              Justin Carter              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: Bradley Lane          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.: Cindy Ordaz          CSEA Chapter 2<sup>nd</sup> V.P.: Kennisha Green          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 2/16/2022</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 Board of Trustees has 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 9:00 a.m. on Wednesday, March 2, 2022. 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		
Commissioner Barbara Greenstein		
Carol Long, Director of the Personnel Commission		
Tre'Shawn Hall Baker, Dean of Human Resources		
Lee Peterson, Commission Appointee		
Joshua Casillas, CSEA		
Kennisha Green, CSEA		
Brent Heximer, CSEA		
Albert Echeverria, Police Officer Association		

- C. Approval of Minutes:

**1. February 2, 2022**

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**DISPOSITION BY THE COMMITTEE**

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:

Amendments/Comments

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

**III. MAJOR ITEMS OF BUSINESS**

<b>1</b>	<b>CHAPTER III: POSITION CLASSIFICATION PLAN</b>
<b>2</b>	<b>CHAPTER XII: SALARIES, OVERTIME PAY AND BENEFITS</b>
<b>3</b>	<b>CHAPTER XVII: THE MERIT SYSTEM ACT AND RELATED LAWS AFFECTING CLASSIFIED EMPLOYEES</b>

**V. MEETING ADJOURNED at \_\_\_\_\_**

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**DISPOSITION BY THE COMMITTEE**

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:

Amendments/Comments

As required by law, the agenda for the Wednesday, March 2, 2022 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted 72 hours in advance of the meeting.

<b>FY 2021-2022 Merit Rules Meeting Schedule</b>
Wednesday, March 2, 2022
Wednesday, April 6, 2022
Wednesday, May 4, 2022
Wednesday, June 1, 2022