



# MERIT RULES ADVISORY COMMITTEE

## MEETING MINUTES

Wednesday, February 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: Sandra Hernandez  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 1/27/2022</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 shall send an email to [personnel\\_commission@smc.edu](mailto:personnel_commission@smc.edu), by no later than 9:00 a.m. on Wednesday, February 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	X	
Commissioner Barbara Greenstein	X	
Carol Long, Director of the Personnel Commission	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
Kennisha Green, CSEA for Ernesto Barba	X	

- C. Approval of Minutes:

**1. December 1, 2021**

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**DISPOSITION BY THE COMMITTEE**

MOTION MADE BY: Lee Peterson  
SECONDED BY: Brent Heximer  
AYES: 8  
NAYS: 0  
ABSTENTIONS: 0

Amendments/Comments

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

**No comments made.**

**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>

No motions made.

**V. MEETING ADJOURNED at 10:51AM**

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**DISPOSITION BY THE COMMITTEE**

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

Amendments/Comments

As required by law, the agenda for the Wednesday, February 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, February 2, 2022
Wednesday, March 2, 2022
Wednesday, April 6, 2022
Wednesday, May 4, 2022
Wednesday, June 1, 2022