



MERIT RULES ADVISORY COMMITTEE

MEETING MINUTES

Wednesday, August 4, 2021 at 10:00 a.m.

****VIRTUAL MEETING****

<p>DEPARTMENTS: PLEASE POST 3400 Airport/SBDC: Sasha King Academic Affairs: Sharon Thomas Accounts Payable: Cherry Aquino 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: Elease Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & 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&S: Nick Mata ESL Office: Jocelyn Alex Events Office: Yesenia Penate Faculty Association: Peter Morse Financial Aid Office: Stacy Neal Health Sciences: Clarendia 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 & 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 Terry Kamibayashi 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: 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 & Institutional Communications: Don Girard Community Relations: Kiersten Elliott Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATIONS</p> <p>2714 Pico: exterior display box Online: www.smc.edu</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 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 7/28/2021</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 9:00 a.m. on Wednesday, August 4, 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

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
Ernesto Barba, CSEA	X	
Brent Heximer, CSEA	X	
Albert Echeverria, Police Officer Association		X

- C. Approval of Minutes:

1. July 7, 2021

DISPOSITION BY THE COMMITTEE

MOTION MADE BY: Lee Peterson
 SECONDED BY: Brent Heximer
 AYES: 6
 NAYS: 0
 ABSTENTIONS: 0

Amendments/Comments

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

No Comments

III. MAJOR ITEMS OF BUSINESS

#	ITEM
1.	Chapter 10

A motion was made by Lee Peterson to send a revised Chapter 10 to the Personnel Commission for a First Reading. The motion was seconded by Tre'Shawn Hall-Baker.

CHAPTER X

PERFORMANCE EVALUATIONS

Rule 10.1

GENERAL PROVISIONS

Performance evaluation procedures for bargaining unit members are contained in the applicable collective bargaining agreements (CBA). Performance evaluation procedures for employees not covered by a CBA are listed below.

10.1.1 PERFORMANCE EVALUATION DEFINED

Performance evaluation shall be defined as periodic opportunity for a supervisor to measure an employee's performance on the job against the standards and requirements of the position as stated in the class description, and the performance goals and objectives.

10.1.2 WHEN EVALUATIONS ARE TO BE MADE

A. The schedule of evaluations during the probationary period shall be as follows:

1. For employees serving a six (6) month probation period - at the end of the second and fourth months of service and prior to completion of the sixth month of service.

2. For employees serving a one year probationary period - at the end of the fourth and eighth months of service and prior to completion of the twelfth month of service.

B. Evaluation of promoted and transferred employees shall be according to the schedule listed above.

The schedule of evaluation for classified employees not covered by a CBA shall be carried out according to the appropriate administrative regulations.

C. If the immediate supervisor does not submit an evaluation by the time limit, the employee may submit their self-evaluation and objectives for the coming year to Human Resources for inclusion in their personnel file.

10.1.3 PROCEDURES TO BE FOLLOWED

- A. Performance evaluation reports shall be made on the appropriate forms approved by the ~~Personnel Commission~~, Office of Human Resources. The report shall be prepared by the employee's immediate supervisor and shall be based on ~~his/her~~ their knowledge or observation of the employee's performance.
- B. Evaluation ratings shall be accompanied by appropriate documentation as follows:
1. an "unsatisfactory" or below standards rating shall contain a specific description of the deficient or substandard performance;
 2. a "needs improvement" or below standards rating shall list suggestions for the required improvement;
 3. an "outstanding" rating shall be accompanied by supporting comments.
- C. The immediate supervisor shall present the performance evaluation report to the employee at an evaluation conference. The evaluation conference ~~which~~ shall include a review of the specific ratings given to the employee and suggestions for improvement where applicable. The conference shall take place during the employee's working hours. All copies of the evaluation report shall be signed by the employee to indicate receipt. Should the employee refuse to sign, the fact shall be noted on all copies of the evaluation form.
- D. The employee shall be notified by ~~his/her~~ their immediate supervisor that the employee has ~~seven (7)~~ fifteen (15) working days to attach a ~~rebuttal~~ response before the evaluation is filed in the employee's personnel file.

~~Section 10.1.3.E~~

E. The performance evaluation report shall be distributed as follows: One copy of the evaluation shall be retained by the employee, one copy shall be retained by the immediate supervisor and one copy shall be sent to the ~~Classified Personnel department~~ Office of Human Resources for filing in the employee's personnel folder upon completion of the ~~seven (7)~~ fifteen (15) working day rebuttal period.

F. If the employee wishes to file a ~~rebuttal~~ response, the employee shall submit ~~his/her~~ their comments in writing to the ~~Personnel Director~~ Office of Human Resources prior to the expiration of the ~~seven (7)~~ fifteen (15) working day period. Upon receipt of the ~~rebuttal~~ response, the ~~Personnel Director~~ Office of Human Resources shall forward a copy to the immediate supervisor and place the response in the employee's personnel file. ~~the second-level supervisor who shall meet with the employee in an attempt to resolve the disagreement. The second level supervisor shall prepare, within ten (10) working days, a report of this conference which shall be filed in the department, with the employee, and in the employee's personnel file. The determination of the second level supervisor shall be final.~~

G. Performance evaluation reports and attached rebuttal response statements shall be available for review for a one year period, in connection with promotional examinations.

Section 10.1.4

~~10.1.5~~ ~~REPORTS ON SPECIAL ASSIGNMENTS~~

- ~~A. For purposes of this rule, a special assignment is defined as a provisional appointment of a classified employee to a position for a period not to exceed 90 working days for which an eligibility list does not exist. This 90 day period may be extended by Personnel Commission action per Merit Rule 7.2.~~
- ~~B. For purposes of this rule, Career Laddering is a special assignment defined as an assignment which places an employee in a job outside of the employee's regular assignment and which represents a vortical, lateral, or downward path towards a new career opportunity. A career laddering assignment is limited to 90 working days per paragraph A above.~~
- ~~C. A permanent employee on a provisional or career laddering assignment with an expected duration of 30 days or more shall receive a written progress report, on the appropriate District form, at the completion of the first, third, and fifth months of the assignment.~~
- ~~D. Provisional and career laddering assignments are temporary and do not automatically entitle the employee to probationary or permanent status. To obtain the position permanently, the employee must successfully compete through the regular merit system process.~~
- ~~E. The progress report is for feedback purposes only and does not constitute a formal evaluation process as described in Rule 10.1 . It is not subject to review in connection with promotional examinations or appointment.~~

~~Approved: P.C. 10/9/91 Revised: P.C. 7/8/92~~

~~Section 10.1.4.F~~

~~F. Within ten (10) days after the end of the special assignment, the supervisor shall complete a final summary report outlining the employee's accomplishments during the special assignment which shall include a statement by the employee. This summary report shall become a part of the employee's permanent personnel record in accordance with the procedures contained in Merit Rule 9.9.~~

Approved: P.C. 10/9/91 Revised: P.C. 7/8/92

Section 10.1.5

~~10.1.6~~ 10.1.4 COMMENDATION

- A. Whenever a regular classified employee performs service of an exemplary character, ~~he/she~~ they may be given a written commendation in recognition of ~~his/her~~ their exemplary service. The commendation shall be prepared and signed by the employee's immediate supervisor and shall be placed in the employee's personnel file.

~~10.1.7~~ 10.1.5 UNSATISFACTORY SERVICE

- A. A classified employee may be evaluated by ~~his/her~~ their immediate supervisor at any time when unsatisfactory service is performed. The evaluation shall be made no later than 30 calendar days after the unsatisfactory work performance has taken place, ~~on the appropriate Notice of Need for Work Improvement or Disciplinary Action Notice as provided in Rule 14.1.~~

~~10.1.8~~ APPLICATION OF EVALUATION PROCEDURES TO UNIT MEMBERS

- ~~A.B. Performance evaluations for unit members shall be made in accordance with this Rule and in related provisions of the applicable bargaining agreements. Article 4 of the Agreements between the Santa Monica Community College District and Santa Monica Chapter 36, CSEA.~~

IV. MEETING ADJOURNED at 10:39AM

DISPOSITION BY THE COMMITTEE

MOTION MADE BY: Lee Peterson
SECONDED BY: Tre'Shawn Hall-Baker
AYES: 6
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

As required by law, the agenda for the Wednesday, August 4, 2021 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted 72 hours in advance of the meeting.

FY 2021-2022 Merit Rules Meeting Schedule
Wednesday, July 7, 2021
Wednesday, August 4, 2021
Wednesday, September 1, 2021
Wednesday, October 6, 2021
Wednesday, November 3, 2021
Wednesday, December 1, 2021
Wednesday, January 5, 2022
Wednesday, February 2, 2022
Wednesday, March 2, 2022
Wednesday, April 6, 2022
Wednesday, May 4, 2022
Wednesday, June 1, 2022