



MERIT RULES ADVISORY COMMITTEE

MEETING MINUTES

WEDNESDAY, SEPTEMBER 7, 2022 – 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: Auxiliary Services: Ofelia Meza Bundy: Beverly Redd-Walker Business Department: Peter Murray Campus Police Office: Jennifer Jones Campus Store: Eleasa Juarez Career Services: Vicky Rothman Cashier's Office: Veronica Romo Center for Media & Design: Maria Calvento Community Education: Alice Meyering Counseling Office: Jocelyn Avella 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: Sandra Hernandez 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: Kasey Garland Math Village: Kristina Fukuda Media Center: L. Nakamura Modern Language: Travis Grant Music: Lori Geller Outreach & Recruitment: Janet Kleinman 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 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>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF Superintendent/President: Kathryn Jeffery Executive VP: VP Academic Affairs: 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 LOCATION Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: Ciera Chilton CSEA Chapter Pres.: Cindy Ordaz CSEA Chapter 1st V.P.: Martha Romano CSEA Chapter 2nd 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: SMC POA President: Officer Cadena Management Association:</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> <p>Revised 9/13/2022</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, by no later than 9:00 a.m. on Wednesday, September 7, 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.

PUBLIC SESSION: 10:00 A.M.

I.ORGANIZATIONAL FUNCTIONS

A. CALL TO ORDER **10:01 A.M.**

B. ROLL CALL

COMMITTEE MEMBERS	PRESENT	ABSENT
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	
KENNISHA GREEN, CSEA	X	
BRENT HEXIMER, CSEA	X	
ALBERT ECHEVERRIA, POLICE OFFICER ASSOCIATION		X

II.APPROVAL OF MINUTES: JUNE 1, 2022 MEETING

DISPOSITION BY THE COMMITTEE	
MOTION MADE BY:	CAROL LONG
SECONDED BY:	KENNISHA GREEN
AYES:	7
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

III.PUBLIC COMMENTS (NON-ACTIONABLE COMMENTS FROM THOSE IN ATTENDANCE)

NO COMMENTS

IV.MAJOR ITEMS OF BUSINESS

1	CHAPTER V: RECRUITMENT AND EXAMINATIONS
2	CHAPTER XIII: SENIORITY, LAYOFF, DISPLACEMENT AND REEMPLOYMENT

A MOTION WAS MADE TO SEND SECTION 5.2.9 OF MERIT RULES TO THE PERSONNEL COMMISSION FOR A FIRST READING:

5.2.9 EVALUATION OF TRAINING AND EXPERIENCE

A. If the evaluation is structured so that minimal judgment is exercised, such as the review of minimum requirements, one evaluator may be used.

B. If a part of the examination includes a is a scored evaluation of the applicants' training and experience based solely on application materials, the evaluation shall be individually and independently conducted by at least two members of a committee other than the oral interview panel.

DISPOSITION BY THE COMMITTEE	
MOTION MADE BY:	CAROL LONG
SECONDED BY:	TRE'SHAWN HALL-BAKER
AYES:	7
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

V. MEETING ADJOURNED AT 10:49 A.M.

DISPOSITION BY THE COMMITTEE	
MOTION MADE BY:	BRENT HEXIMER
SECONDED BY:	TRE'SHAWN HALL BAKER
AYES:	7
NAYS:	
ABSTENTIONS:	
AMENDMENTS/COMMENTS	

MONTH	DAY	YEAR	TIME	VENUE
OCTOBER	5	2022	10:00 A.M.	ONLINE
NOVEMBER	2	2022	10:00 A.M.	ONLINE
DECEMBER	7	2022	10:00 A.M.	ONLINE
JANUARY	4	2023	10:00 A.M.	TBD
FEBRUARY	1	2023	10:00 A.M.	TBD
MARCH	1	2023	10:00 A.M.	TBD
APRIL	5	2023	10:00 A.M.	TBD
MAY	3	2023	10:00 A.M.	TBD
JUNE	7	2023	10:00 A.M.	TBD

AS REQUIRED BY LAW, THE AGENDA FOR THE WEDNESDAY, SEPTEMBER 7, 2022 REGULAR MEETING OF THE SANTA MONICA COLLEGE MERIT RULES ADVISORY COMMITTEE WAS POSTED 72 HOURS IN ADVANCE OF THE MEETING.