



PERSONNEL COMMISSION AGENDA

Special Meeting, Wednesday, July 29, 2009

Administration Building Staff Lounge, 2714 Pico Blvd., 2nd Floor, Santa Monica, CA 90405

11:30am

Distribution List for Personnel Commission Announcements, Agendas and Minutes

DEPARTMENTS <u>PLEASE POST</u>	ADMINISTRATORS and MANAGERS	PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS
3400 Airport: T. Ramos AET: A. Hyman Admissions & Records: K. Elliott African American Center: Airport: J. Portal-Purdy Athletics: F. Duran Auxiliary Services: O. Meza Bookstore: D. Dever Bundy: B. Redd-Walker Business Department: E. Tesdahl Campus Police Office: J. Jones Counseling Office: L. Guglielmo Custodian Time Clock: R. Ybarra Disabled Students Center: M. Weil Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales EOP&S: J. Goolsby ESL Office: P. Nemeth Events Office: B. Ramos Faculty Association: M. Moassessi Financial Aid Office: T. Thomas Health Sciences: I. Danzey Health Office: D. Jensen Human Resources: L. Heyman Info. Mgmt Syst.: D. Kasch International Students Ctr.: A. Jara Career Services: L. Moss KCRW: J. Ferro Letters & Science: J. Dinkins HSS: R. Stewart Library: M. Martin Maint./Facilities Time Clock: C. Rogers Math Village: F. Manion Media Center: L. Nakamura Modern Language: J. Laurie Music/Madison: M. Windish Payroll: I. Fraser Science: I. Cardwell School Relations Outreach: B. Simmons Student Life: A. Trejo Superintendent/Pres. Office: L. Caldwell Theater Arts: J. Louff	Acad. Comp.: J. John Emeritus: M. Hall Facilities: JC Keurjian HR: S. Lee-Lewis Info Mgmt: J. Chong Int. Ed. Ctr: D. Kinsella KCRW: R. Seymour Maint.: J. Gehring Mktg.: D. Girard Operations.: J. Peterson Pico Partner: D. Goode Receiving: D. Bice	Superintendent/President: C. Tsang Exec. VP: R. Lawson VP Academic Affairs: J. Shimizu VP Business/Admin: R. Isomoto VP Enroll. Services: T. Rodriguez VP Human Resources: M. Wade VP Student Affairs: M. Tuitasi PUBLIC POSTING LOCATIONS 2714 Pico: exterior display box Library - Public Posting (1) Library - Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge EMPLOYEE ORGANIZATIONS CSEA Labor Rep.: T. Burdick (email) CSEA Chapter Pres.: B. Rosenloecher CSEA Chapter 1 st V.P.: L. Lauer CSEA Chief Job Steward: T. Burdick CSEA Correspndng. Sec'y: V. Cook CSEA Recording: Sec'y: C. Lemke Mgmt Assoc. VP: E. LeBlanc SMC BOARD OF TRUSTEES Board of Trustees (9) (Minutes only)

Rev. 06/09

PUBLIC PARTICIPATION

ADDRESSING THE PERSONNEL COMMISSION

Members of the public may address the Personnel Commission by oral presentation **concerning any subject that lies within the jurisdiction of the Personnel Commission** provided the requirements and procedures herein set forth are observed:

1. Individuals wishing to speak to the Commission at the Personnel Commission meeting during Public Comments or regarding an item(s) on the agenda must complete an information card with their name, address, name of organization (if applicable) and the topic or item on which the comment is to be made.

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.

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.

General Public Comments

- The card to speak during Public Comments must be submitted to the recording secretary at the meeting **before** the Commission reaches the Public Comments section in the Agenda.
- 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.

Agenda Items

- The card to speak during Agenda Items must be submitted to the recording secretary at the meeting **before** the Commission reaches that specific item in the agenda.
- Five minutes is allotted to each speaker per Agenda Item. The speaker must adhere to the topic. Individuals wishing to speak on a specific Agenda Item will be called upon at the time that the Commission reaches that item in the Agenda.

Exceptions: This time allotment does not apply to individuals who address the Personnel Commission at the invitation or request of the Commission or the Director of Classified Personnel.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, 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

**Santa Monica College Personnel Commission
Agenda of Special Meeting July 29, 2009**

**PERSONNEL COMMISSION
SPECIAL MEETING AGENDA
Wednesday, July 29, 2009 at 11:30am
Administration Building Staff Lounge, 2714 Pico Blvd., 2nd Floor, Santa Monica, CA 90405**

Any disclosable public records related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

Any individual or group may address the Personnel Commission during the Comments—Public Forum segment of the meeting regarding any item that is within the Commission’s subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

Any individual may appear at the Commission meeting to respectfully testify in support of or opposition to any item being presented to the Commissioners for consideration. Individuals wishing to address items to the Commissioners should complete a *Request to Address the Personnel Commission* card (green form) prior to the start of the meeting.

I. ORGANIZATIONAL FUNCTIONS

- A. Call to Order _____ am
- B. Roll Call

Commissioner	Present	Absent
Commissioner Bancroft		
Commissioner Press		
Commissioner Metoyer		
Commissioner Abbott		
Commissioner Jansen		

- C. Public comments (non-actionable comments from those in attendance)

CLOSED SESSION

Public Employee Performance Evaluation (Government Code §54957)
Director of Classified Personnel

II. Adjournment at _____ pm

Next regular scheduled meeting: Wednesday, August 19, 2009

As required by law, this agenda for the Wednesday, July 29, 2009 Special Meeting of the Santa Monica College Personnel Commission was posted at or before 11:30am on Tuesday, July 28, 2009 on the official District bulletin boards.