



MERIT RULES ADVISORY COMMITTEE MEETING MINUTES

Wednesday, October 6, 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: 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 & 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 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 8/18/2021</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>
--	---	--

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, by no later than 9:00 a.m. on Wednesday, October 6, 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 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

- C. Approval of Minutes:

1. September 1, 2021

DISPOSITION BY THE COMMITTEE

MOTION MADE BY: Lee Peterson
 SECONDED BY: Tre'Shawn Hall Baker
 AYES: 8
 NAYS: 0
 ABSTENTIONS: 0

Amendments/Comments

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

None

III. MAJOR ITEMS OF BUSINESS

1	CHAPTER III: POSITION CLASSIFICATION PLAN
2	CHAPTER XII: SALARIES, OVERTIME PAY AND BENEFITS

A Motion was made to send Chapter XII, Section 12.1 to the Personnel Commission for a First Reading.

CHAPTER XII

SALARIES, OVERTIME PAY AND BENEFITS

Rule 12.1

DETERMINATION OF SALARY SCHEDULES
(EDUCATION CODE SECTIONS 88061, [88087](#), 88160 –
88163)

12.1.1

FIXING ANNUAL SALARY SCHEDULES

- A. The Governing Board shall fix the annual salaries for all classified employees for each ensuing year no later than the date prescribed by law.
- B. The Board may increase the salary schedule for classified employees at any time during the fiscal year, including increases to the salaries of employees resulting from the reclassification of a position, class of positions, or group of classes approved by the Personnel Commission.
- C. The provisions of this section shall not be construed to permit the Board to demote or dismiss an employee due to the reclassification of a position or class of positions, unless otherwise authorized by law or these rules.
- D. If the Governing Board is unable to comply with the provisions of paragraph A above, because of collective bargaining negotiations or because a salary study is being conducted, the board may, prior to the final adoption of the budget:
 - 1. Reserve the right to adjust salaries upon completion of the study and/or negotiations, or
 - 2. Adopt an interim salary schedule as provided in Education Code Section 88163.
- E. The Governing Board shall employ, pay and otherwise control the services of classified employees only in accordance with the provisions of Title 3, Division 7, Chapter 4, Article 3 (Merit System) of the Education Code of the State of California and applicable provisions of these rules.

12.1.2

FACTORS IN SALARY

~~DETERMINATION~~RECOMMENDATIONS

A. The ~~Personnel~~ Director of the Personnel Commission shall prepare recommendations for the allocation of classes to salary ranges for approval by the Personnel Commission. These recommendations shall take into account the following factors:

1. The principle of like pay for substantially similar work within the classified service.
2. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and
3. Wages and salaries paid for similar work in ~~private~~ industry in the recruitment area comparable job classifications within other government agencies within a comparable market area.
4. Wages and salaries paid by private sector employers may be considered when there are insufficient comparable government data.
5. Such other information as the Personnel Commission may deem relevant.

~~Wages and salaries paid by other governmental agencies and/or private industry, if applicable, in the recruitment area.~~

~~3. — The principle of like pay for like work within the classified service.~~

~~4. Appropriate differentials between related classes to reflect differences in duties and responsibilities, as established in the classification plan, and~~

~~5. — Such other information as the Personnel Commission may require.~~

12.1.3

SALARY STUDIES

A. The ~~Personnel~~ Director of the Personnel Commission shall conduct ~~or, with the approval of the Personnel Commission, cause to be conducted~~ a salary study:

1. When directed by the Personnel Commission.
2. Whenever a new class is created.
3. Whenever the Director of the Personnel Commission determines it is necessary to carry out the purposes of the Merit Rules

~~2. When directed by the Personnel Commission.~~

- B. A salary study shall consist of an analysis of factors listed in Section 12.1.2. survey of public sector pay rates for comparable classes along with a review of internal relationships with other related classes, and may also include a salary survey of private industry and/or public sector pay rates for comparable classes.
- C. The ~~Personnel~~ Director of the Personnel Commission shall work cooperatively with the Administration and employee organizations, while conducting salary studies, in an effort to ameliorate significant differences before recommendations are submitted to the Personnel Commission.

12.1.4

SALARY RECOMMENDATIONS (EDUCATION CODE SECTION 88087)

~~A.~~ After making its findings, the Personnel Commission shall present salary recommendations to the Board for approval. The Board may approve, amend or reject the recommendation but not alter the percentage relationships among classes in the occupational family as established by the classification plan. No amendment shall be adopted until the Personnel Commission is first given a reasonable opportunity to comment on the effect the amendments will have on the principle of like pay for ~~like~~ substantially similar work. No changes shall be adopted which disturb the percentage relationship among classes in the occupational family as established by the Personnel Commission.

~~B.~~ Salary recommendations shall be based on evidence that the class in question is substantially overpaid or underpaid as substantiated supported by a survey of relative community rates comparable job classifications or the internal alignment of a class with other related classes.

~~C.~~ Salary adjustments may also be made when a classification study indicates that changes in duties

~~and responsibilities require warrant such a change.~~

DISPOSITION BY THE COMMITTEE

MOTION MADE BY: Carol Long
SECONDED BY: Tre'Shawn Hall Baker
AYES: 8
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

V. MEETING ADJOURNED at 10:55 AM

DISPOSITION BY THE COMMITTEE

MOTION MADE BY: Lee Peterson
SECONDED BY: Barbara Greenstein
AYES: 8
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

FY 2021-2022 Merit Rules Meeting Schedule
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

As required by law, the agenda for the Wednesday, October 6, 2021 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted 72 hours in advance of the meeting