



# MERIT RULES ADVISORY COMMITTEE MEETING AGENDA

**Regular Meeting, Wednesday, February 5, 2020 at 10:00 a.m.**  
Board Room, Business Building Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405

## Distribution List for Personnel Commission Announcements, Agendas and Minutes

<b>DEPARTMENTS <u>PLEASE POST</u></b>	<b>ADMINISTRATORS and MANAGERS</b>	<b>PRESIDENT/SUPERINTENDENT and VICE PRESIDENTS</b>
3400 Airport/SBDC: S. King Academic Affairs: S. Thomas Accounts Payable: C. Hamblet Admissions & Records: E. Tovar African American Center: S. Bradford Athletics: S. Hernandez Auxiliary Services: O. Meza Bundy: B. Redd-Walker Bursar's Office: V. Romo Business Department: P. Murray Campus Police Office: J. Jones Career Services: V. Rothman Campus Store: J. Recinos Center for Media & Design: J. Russell Community Education: Counseling Office: L. Gugliemo Custodian Time Clock: Disabled Students Center: N. Laille Early Childhood Ed.: L. Manson Emeritus College: V. Rankin-Scales English: M. Hall EOP&S: N. Mata ESL Office: J. Alex Events Office: J. Bice Faculty Association: P. Morse Financial Aid Office: S. Neal Health Sciences: B. Webber-Gregg Health Office: N. Alfaro Institutional Research: T. Johnson International Students Ctr.: A. Jara KCRW: C. Gee Latino Center: M. Martinez HSS: Carolyn Baugh Maintenance/Operations: A. Fullard Math Village: M. Moassessi Media Center: L. Nakamura Modern Language: Music: L. Geller Madison: G. Johnson Outreach & Recruitment: W. Taylor Payroll: I. Fraser Science: I. Cardwell STEM: V. Yahnian Student Life: A. Trejo Student Success Initiatives: Superintendent/Pres. Office: L. Kilian Theater Arts: J. Louff W& ED/Bundy:	Instructional Tech: J. John Emeritus: S. Silverman Facilities: D. Starnes HR: T. Hall-Baker Info Tech: M. Drescher Int. Ed. Ctr: Maint.: D. Biddle Operations: A. Barlow Operations: D. Davis Operations: F. Hudson Operations: R. Villanueva Receiving: L. Davis Supplemental Instruction: W. DeMorst	Superintendent/President: K. Jeffery Exec. VP: VP Academic Affairs: Jennifer Merlic VP Business/Admin: C. Bonvenuto VP Enroll. Services: T. Rodriguez VP Human Resources: S. Lee-Lewis VP Student Affairs: M. Tuitasi Sr. Director Gov't Relations & Inst. Communications: D. Girard Community Relations: K. Elliott Public Relations: G. Smith  <b>PUBLIC POSTING LOCATIONS</b>  2714 Pico: exterior display box Library for Public Posting (1) Library for Archives (2) Mailroom SMC Personnel Commission Office SMC Human Resources Staff Lounge  <b>EMPLOYEE ORGANIZATIONS</b>  CSEA Labor Rep.: J. Gonzalez CSEA Chapter Pres.: M. Roberts CSEA Chapter 1 <sup>st</sup> V.P.: K. Green CSEA Chapter 2 <sup>nd</sup> V.P.: C. Ordaz CSEA Job Steward: Lee Peterson CSEA Corresponding Sec'y: K. Fukuda CSEA Recording: Sec'y: Judith Mosher SMC POA Pres: Officer Cadena Mgmnt Assoc: E. Adler  <b>PERSONNEL COMMISSION</b>  Personnel Commission Staff (1) <span style="display: block; text-align: right;">(Rev: 2/4/20)</span>  <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.

**For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.**

**PUBLIC PARTICIPATION  
ADDRESSING THE MERIT RULES ADVISORY COMMITTEE**

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

1. Individuals wishing to speak to the Committee during Public Comments or regarding an item(s) on the agenda must complete an information card with their name, 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 Committee 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 Committee, 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 Committee reaches that item in the Agenda.

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

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Merit Rules Advisory Committee 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.

Rev. 1/14

*Reference: Merit Rule 2.2.8  
Government Code sections 54954.2, 54954.3, 54957.9*

**Merit Rules Advisory Committee  
Agenda of Regular Meeting, February 5, 2020**

**MERIT RULES ADVISORY COMMITTEE  
REGULAR MEETING AGENDA  
Wednesday, February 5, 2020 at 10:00 a.m.  
Board Room, Business Building, Rm. 117, 1900 Pico Blvd., Santa Monica, CA 90405**

*Any disclosable public records related to an open session item on the agenda and distributed to the Merit Rules Advisory Committee 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 Merit Rules Advisory Committee during the Public Comments segment of the meeting regarding any item that is within the Committee's subject matter jurisdiction. However, the Committee will not take action on any item that is not on this agenda.

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

**PUBLIC SESSION: 10:00 A.M.**

**ORGANIZATIONAL FUNCTIONS**

- A. Call to Order \_\_\_\_ a.m.
- B. Roll Call

<b>Committee Members</b>	<b>Present</b>	<b>Absent</b>
Commissioner Lawrence Leone, Chair		
Commissioner Barbara Greenstein		
Carol Long, Director of Classified Personnel		
Tre'Shawn Hall-Baker, Dean of Human Resources		
Lee Peterson, Commission Appointee		
Joshua Casillas, CSEA		
Mohamad Fakih, CSEA		
Miguel Reyes, CSEA		
Albert Echeverria, Police Officer Association		

- C. Approval of Minutes:

**January 8, 2020 – Regular Meeting**

Motion made by:                      Seconded by:  
Ayes:                                      Nays:                                      Abstain:

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

**Merit Rules Advisory Committee  
Agenda of Regular Meeting, February 5, 2020**

**III. MAJOR ITEMS OF BUSINESS**

#	ITEM
1	Chapter III – Merit Rule 3.3 RECLASSIFICATION
2	Future Agenda Items

**IV. ADJOURN MEETING AT \_\_\_\_\_ A.M.**

As required by law, this agenda for the Wednesday, February 5, 2020 Regular Meeting of the Santa Monica College Merit Rules Advisory Committee was posted at or before 10:00 a.m. on Friday, January 31, 2020 on the official District website and bulletin boards.

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**DISPOSITION BY THE COMMISSION**

Amendments/Comments

MOTION MADE BY:  
SECONDED BY:  
AYES:  
NAYS:  
ABSTENTIONS:

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<b>2019-20 MEETING SCHEDULE FOR THE MERIT RULES ADVISORY COMMITTEE</b>		
July 3, 2019	Canceled	January 8, 2020
August 7, 2019		February 5, 2020
September 4, 2019		March 4, 2020
October 2, 2019		April 1, 2020
November 6, 2019		May 6, 2020
December 4, 2019		June 3, 2020