

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

September 3, 2015

Minutes

Time: 12:50 – 1:50 pm

CCCconfer

**Present:** Kathleen Saxon, Faculty Co-Chair; James Banks; Carol Miter; Cyndi Gobatie; Celia Brockenbrough

**Absent:** Sylvia Thomas, Admin Co-Chair

**Meeting Called to Order:** 12:50 pm

I. **Approval of May 7, 2015 Minutes (Notes from May 28<sup>th</sup> only)**  
**MSC/Banks/Brockenbrough/Unanimous / Committee acknowledged receipt of May 28<sup>th</sup> notes.**

II. **Information Only**

Faculty Co-Chair Elections – Kathy Saxon will serve as faculty co-chair for fall 2015 and James Banks will serve as faculty co-chair for spring 2016.

**Ernesto Reyes** – Committee acknowledged receipt of Ernesto's professional growth plan to update his completion date to December 2015 for award of his Ed.D.

III. **Salary Reclassification**

**Monica Hayes-Trainer** – is an Associate Professor in Kinesiology at RCC. She is requesting salary reclassification from Column E to Column F based on completion of (4) four semester units in pursuit of her 2<sup>nd</sup> Masters at Concordia University, Irvine, California in Coaching & Athletic Administration:

MCAA-520 Psychology of Coaching 4.00

**Motion** – to accept Monica Hayes-Trainer's salary reclassification from Column E to F  
**MSC/Gobatie/Banks/Unanimous**

IV. **Open Hearing**

The committee wants to know what needs to be included in the Operational Guidelines. It may be that just a statement is needed to notify faculty that they may want to delay enrollment in a course or program, if refunds are not available, until their plan is approved by PG & SL.

The committee suggested adding to the Full Professor letter under "Plus one of the following three options" this statement for clarification: Please designate in your letter to PG & SL which option you are applying for: (1) Education, (2) Scholarship, or (3) Exemplary Service.

December 4, 2015 will be our face-to-face meeting to review all professor applications. Cyndi would also like to set aside time to evaluate and review requirements needed to receive rank of Full Professor for next year. The meeting will be scheduled for 12-2:00 in District Office, #307.

RCC Academic Senate to select a new member for RCC for Tammy's replacement and a replacement for Cyndi will need to be selected for spring 2016 as she is going on the study abroad program.

Chancellor will announce this fall semester whether or not sabbaticals will be granted for 2016-2017 which would be due in February 2016.

**Adjourned:** 1:23 pm - **MSC/Banks/Brockenbrough/Unanimous**

**Next Meeting:**

**October 1, 2015**  
**12:50-1:50**  
**CCCconfer**