

## PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Thursday, May 4, 2017

### Minutes

TIME: 12:50 pm-1:50pm

CCC Confer: 888-450-4821/ Participant Pin: 640219

Meeting called to order: 12:54pm

Present: Preston Galusky; Carol Miter; Kathleen Saxon; Celia Brockenbrough; Scott Hernandez; David Torres (for Rolando Regino)

Absent: James Banks (voted via proxy); Rolando Regino

- Approval of Agenda- Motion: C. Brockenbrough/ Second: K. Saxon
- Approval of April 6, 2017 Minutes- 2 abstains (Not on last meeting): C. Brockenbrough and S.Hernandez

- Information only

- Minutes from March 2<sup>nd</sup> were sent for upload to Website on May 1st, 2017.
- Renee Vas and Araceli Covarrubias were informed of committee decision
- Veasna Chiek and Nicole Abbate will be informed of committee decision

- Professional Growth

- Monique Greene- Associate Professor/Counselor, RCC- Monique is requesting approval of her professional growth plan. Her current salary placement is D5. She plans to complete course work at San Diego State University to enter an Ed. D program in Educational Leadership with an emphasis on the California Community College. She plans to take this course work from August 2017 to August 2020.

Motion: K. Saxon/ Second: P. Galusky

- Nicole Carolyne Brown- Instructional Programs Support Coordinator, NOR- is requesting approval for Professional Growth to pursue a Long Range Goal and obtain an Accounting Degree in Fall 2017.

Tabled, this does not belong to PG&SL committee.

- Salary Reclassification

- Hayley Ashby- Associate Professor, Library- RCC- She is requesting approval of her Salary Reclassification to move from Column G 16 to Column H 16. She provided a letter and unofficial transcripts from Brandman University. She requested Official transcripts to be sent as soon as possible.

Motion: C. Brockenbrough/ Second: K. Saxon. Approved pending receipt of official transcript.

- Stacey Cerwin-Bates- Associate Professor, Reading, RCC- She is requesting approval of her Salary Reclassification to move from Column D Step 15 to Column E Step 15. She submitted her official transcripts from Cal State University, East Bay to verify that the additional units were complete.

Motion: P. Galusky/ Second: S. Hernandez.

Approved, pending receipt of the H.R verification that the additional 3 units were complete.

- Melissa A. Matuszak- Associate Professor, Behavioral Science, RCC- She is requesting approval of her Salary Reclassification to move from Column G step 2 to Column H Step 2. She provided her Official Transcript with coursework she completed at Capella University on February 28, 2017, but states she was not sent a letter from PG&SL. (Her email is included in packet)

Requires a congratulation email for receiving her Doctorate.

- Brady Kerr- Associate Professor, Music, at NOR. As of April 26<sup>th</sup>, 2017 Dr. Regino recommended that Brady's request be approved: *"Dear Colleagues, I had thought I sent an e-mail re: Mr. Kerr a while ago, when I spoke to Susan Boling in HR about his situation. In any case, Susan says that all she needs is an approval from this committee in order to give him his salary upgrade. Even though this committee had not seen his original proposal, his degree was obtained shortly after hire last year and he didn't have time to submit one. Degree programs that are conferred for faculty seem to fall into an automatic approval process once the degree is conferred. I recommend this committee approve Mr. Kerr's salary reclassification based upon completion of his degree last year."* Decision was made by PG&SL committee on December 2<sup>nd</sup> 2016. Minutes are posted on the website already. H.R should go to NOR President to approve this. There seems to be some missing information. He's been here over 5 years, and he may need retro pay. This is not a PG&SL matter.

Motion: C. Brockenbrough/ Second: K. Saxon

## VI. Open Hearing

- June meeting is tentative (final exams begin that day); any business will most likely will be conducted by email.
- Will receive two Sabbatical requests by May 15<sup>th</sup>.
- Faculty Co-Chair of PG & SL will rotate to Riverside for the 2017/2018 term. Preston will be the faculty Co-Chair for fall.
- Kathleen Saxon resigning PG&SL committee as of the end of this semester.
- 1<sup>st</sup> PG&SL meeting in fall will be September 7<sup>th</sup>, 2017.
- C. Brockenbrough will not attend 1<sup>st</sup> P&SL meeting on September 7<sup>th</sup>, 2017.

Adjourned: 1:36 pm- Motion: C. Brockenbrough/ Second: K. Saxon

