

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Thursday, October 5, 2017

Minutes

TIME: 12:50 pm-1:50pm

Present: James Banks, Celia Brockenbrough, Carol Miter, Frankie Moore, Preston Galusky

Absent: Scott Hernandez

- I. Approval of Agenda- Motion: James Banks/ Second: Carol Miter
- II. Approval of June 1, 2017, e-mail minutes- Motion: Carol Miter/ Second: Celia Brockenbrough/ Abstain: 1
- III. Information only
 - a. PG &SL updated forms and processes *
 - b. Recommendation to coordinate a process with HRER to provide a copy of the course approval request documents to new F/T Faculty members at the time of hire according to AP 7160. *
 - c. Recommendation to add a request to add a copy of the approval letter to future requests for reclassification. *
- IV. Professor Applications
 1. Joanna Werner- Associate Professor, Biology, MVC. She is requesting rank in Full Professorship in the Riverside Community College District. She submitted supporting documentation (curriculum vitae and letter) to represent her application. She indicates she has met the minimum criteria and two additional qualifications: Education and Scholarship. – Table until after October 31st deadline
- V. Professional Growth
 1. Nicholas Robinson, Associate Professor, Track and Field Coach, Kinesiology/Athletics, RCC. He is requesting approval of his professional growth plan. He is currently in Salary placement of Column C Step 4. His plan is to advance his salary placement by completing 48 units at Concordia University (Irvine) from 08/21/17 to approximately 08/21/19. He provided the Professional Growth Forms and a letter stating how continuing his education will further his knowledge in Kinesiology, Coaching and Athletic Administration. * Approve 9 courses not yet taken. Cannot approve the courses taken in August, before plan was approved. (12 units) Motion: James Banks/ Second: Celia Brokenbrough/ Passed
 2. Nicole Abbate- Associate Professor, Counseling, RCC. She is requesting approval of her professional growth plan. She is currently in Salary placement of Column E Step 9. Her plan is to advance her salary placement by completing 6 units at CSU East Bay from 03/26/18 to 06/18/18. She provided the Professional Growth Forms and a letter stating these two courses are part of a four course certificate. These courses will help her with her current role as a counselor at RCC. –Table. Will roll over to November meeting so committee could research Certificate Program at CSU East Bay. Courses start until March. Motion: James Banks/ Second: Celia Brokenbrough
 3. Don Ajene Wilcoxson- Associate Professor, Business Administration, RCC. He is requesting approval to take course work, for one year, for his professional growth plan. His long range goal (three year program) is to obtain his Doctorate in Multifaith Ministry. He submitted the request form, along with a letter explaining his purpose in pursuing a Doctorate in Ministry with an emphasis in Multifaith, along with supporting documents for the program. -Table until we receive the correct Professional Growth form. Motion: Celia Brockenbrough/ Second: James Banks

VI. Salary Reclassification

1. Quinton Bemiller- Associate Professor of Art, NC has submitted a request for Salary Reclassification from Column E Step 7 to Column F Step 7. Official transcripts have been received from CSU San Bernardino reflecting completed coursework. * Motion: Celia Brokenbrough/ Second: Carol Mite/ Passed
2. Araceli Covarrubias – is an Associate Professor in Spanish at Norco. She is requesting Salary Reclassification from Column C to Column D based on the completion of 2 courses at Brandman University from 3/15/16 - 6/30/16. Committee accepted the Salary Reclassification and a letter was sent to her on August 1, 2017. Board approval pending official transcript. As of September 15, 2017, official transcript was received. Motion: Celia Brokenbrough/ Second: James Banks/ Passed
3. Joyce Kim- Associate Professor ESL and SLP, MVC has submitted a request for Salary Reclassification from Column G Step 10 to Column H Step 11. Official transcripts have been received from UC Riverside and reflect; Degree Awarded Doctor of Philosophy conferred on June 16, 2017.* Approve pending corrections of column and step levels by Joyce Kim. Motion: James Banks/ Second: Celia Brokenbrough/ Passed
4. Jacqueline Lesch- Associate Professor Library Services, RCC. Has submitted a request for Salary Reclassification from Column E Step 15 to Column F Step 15. She completed 15 graduate units at the end of July from University of Redlands School of Education. Received her unofficial transcripts, she will request her Official transcripts. Motion: Celia Brokenbrough/ Second: James Banks/ Passed
5. Damien Smith- Assistant Professor, Kinesiology, RCC. Is requesting Salary Reclassification from Column B Step 5 to Column C Step 6. He provided documentation with course work he took from August 2016 through May 2017. He also emailed on September 29, 2017, to notify that his hire date as verified by H.R. as August 29, 2016. Approved pending approval letter of his Professional Growth Plan. Motion: James Banks/ Second: Celia Brokenbrough
6. Renee Vas- Assistant Professor of Reading, RCC has submitted a request for Salary Reclassification from Column F Step 2 to Column G Step 3 pending approval of official transcripts once official grades have been posted. A Grade Verification form as been submitted from CSU East Bay reflecting grades for three of the four courses submitted. An E-mail (attached) was sent indicating the final grade should be posted after September 11, 2017. If the request is passed by the PG & SL committee, the item will be placed on the board report following receipt and verification of all four courses from HRER. Her official transcript has been received. –Motion: James Banks/ Second: Carol Miter/ Abstain: Celia/ Opposed: Frankie, James / Not passed
7. Ingrid Wicken- Professor, Kinesiology, MVC has submitted a request for Salary Reclassification from Column E Step 22 to Column F Step 22. Official transcripts have been received from Azusa Pacific University and CSU Dominguez Hills, respectively and reflect completed course work. * Motion: Celia Brockenbrough/ Second: James Banks/ Passed

VII. Sabbatical Leave No requests at the time

VIII. Open Hearing

1. Determine Co-Chair for the Spring 2018 Semester to replace Preston Galusky
2. Protocol for faculty co-chair when voting and number of voting members to meet quorum
3. Packets- email vs. hard copies