

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Minutes

Thursday, November 2, 2017

TIME: 12:50 pm-1:50pm

CCC Confer: 888-450-4821/ Participant Pin: 963025

Present: Dennis Anderson, James Banks, Celia Brockenbrough, Preston Galusky, Scott Hernandez, Carol Miter

Absent: Frankie Moore

- I. Approval of Agenda – **1st Miter / 2nd Banks Abstained: Hernandez**
- II. Approval of October 5, 2017 Minutes – **1st Banks / 2nd Miter Abstained: Hernandez**
***One correction / correction to misspelled names**
- III. Information only
 1. Susan Brucks – PG & SL updated forms and processes.
- IV. Professor Applications – To be discussed at face-to-face meeting on December 7, 2017. – **Hard copies sent to Brockenbrough and Miter. Electronic copy sent to all committee members on 11/14/17 5:03pm via e-mail.**
- V. Professional Growth
 1. 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. Pending approval of coursework after committee's review as discussed at the October 5, 2017 meeting. – **Tabled at October 5, 2017 and November 2, 2017 meetings pending review of courses. Preston Galusky to research and determine if the program can be used toward a Mater's of Education degree.**
 2. Claudia Patricia Castro – Associate Professor, Counseling, RCC. She is requesting approval to take course work from 03/26/17 – 08/10/18 from CSU, East Bay. She is currently in salary placement of Column D Step 5. She provided her professional growth forms and course descriptions. – **Tabled at November 2, 2017 meeting pending review of courses. Preston Galusky to research and determine if the program can be used toward a Mater's of Education degree.**
 3. Miguel Reid – Associate Professor, English RCC. He is requesting approval to take course work at Capella University to begin a Doctoral Program with a Specialization in Adult Education. He submitted the Plan for Professional Growth and the course description(s); however, the form listing the coursework is blank. The faculty member was notified to complete the form to be submitted for the committee's approval. – **Tabled at November 2, 2017 pending review of the completed forms. The employee completed all forms and submitted them after all documentation was sent to the committee for the meeting. Attached are the completed forms.**
 4. 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 from the New York Theological Seminary. 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. Update forms attached. – **Tabled at November 2, 2017 pending review of Accreditation (Recognized by the Board of Education?), Minimum Qualifications, updated forms/current dates.**

VI. Salary Reclassification

1. 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. Updated letter of approval and HRER e-mail/correspondence attached. – **Passed 1st Banks / 2nd Miter**
2. 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. See additional e-mail(s) attached regarding hiring the hiring process for full-time faculty. The request is to approve both items (course approval/reclassification) at the same time. – **Tabled at October 5, 2017 and November 2, 2017 meetings pending research on information provided to new employees currently enrolled in programs at time of hire. Preston Galusky to schedule a meeting with HRER.**
3. 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. See attached letter of approval and e-mail(s). – **Tabled at September 7, 201, October 5, 2017 and November 2, 2017 meetings pending review of courses. Preston Galusky to research and determine if the program can be used toward a Mater's of Education degree. Coursework was approved in April prior to the start of courses. It has been requested to make retroactive pending committee approval.**

VII. Sabbatical Leave No requests at the time.

VIII. Open Hearing

1. Determine Co-Chair for the Spring 2018 Semester to replace Preston Galusky – **Scott Hernandez**
2. Protocol for faculty co-chair when voting and number of voting members to meet quorum – **3 out of 5=60%**
3. Packets- email vs. hard copies – **Packets sent to Brockenbrough / Miter – All others electronic**