

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, October 6, 2022

Time: 12:50 p.m. – 1:50 p.m.

ZOOM Confer: 1-669-900-6833 / Meeting ID: 672 113 0391

<https://rccd-edu.zoom.us/j/6721130391?pwd=ZlBpTXZneTlHcmZVU0FOLzIqQdG0vQT09>

Start Time: 12:57 p.m.

I. Approval of the September 1, 2022 Minutes – Motion Indermuehle / 2nd Morford - Approved

II. Approval of the October 6, 2022 Agenda – Motion Moore / 2nd Morford - Approved

III. Committee Members: James Banks; Vivian Harris (Co-Chair); Denise Indermuehle; LaNeshia Judon; Frankie Moore; Natalie Morford; Torria Davis (Co-Chair, Designee/Guest)

Guest(s): Susan Mills; Ines Solis

Unable to attend: Lijuan Zhai; Susan Mills and Ines Solis

Current AP/BP Work Group Members: Hayley Ashby; James Banks; Susan Brucks; Amber Casolari; Vivian Harris; Denise Indermuehle; Susan Mills; Rhonda Taube; Lijuan Zhai

IV. Information Only

Website/Forms

The Sabbatical Leave link is the last item to be updated on the PG&SL website. As requested by the PG&SL Committee the Sabbatical Leave updates were sent to Dr. Sellick, DAS President; to Dr. Taube, FA President and to Dr. Mills, VC of Educational Services and Strategic Planning on September 2, 2022. All have approved the information provided to them which will be updated on the website. There is a question pertaining to the May 15th deadline for the Spring Term only, for the following Academic Year. The PG&SL Committee will be notified of any future recommendations received by Educational Services. The final forms will be made fillable and ADA compliant prior to placing on the website.

Request for Rank of Professor/Distinguished Professor

An email was sent to on September 21, 2022. The email will be sent once a week for three (3) weeks. The deadline for the application(s) is no later than October 31, 2022 for the 2023/2024 Academic Year.

V. Discussion Items

Monthly email notifications during Fall and Spring term

The monthly notification was sent to the committee on September 20, 2022, which included the updated verbiage discussed during open session at the September 2, 2022 meeting. Please see the attached document pertaining to requests received during the intersession(s). Request for recommendations and/or approval of the attached template. –

Motion Indermuehle / 2nd Morford - Approved

Request for Status on process for selecting the PG&SL Committee Members / Length of Term / Voting Process

It is being requested to determine the current process for selecting the individuals who serve as the College representatives on the PG&SL Committee, including the length of the term and the voting process.

Request for status of the discussions between the committee members and the District/College AS President(s) to determine if there are bylaws and/or a documented charge for this committee.

Vivian Harris will talk with Dr. Zhai and create a document to provide to the District / College Academic Senate Presidents, respectively, requesting the information pertaining to the following:

- Bylaws
- Documented Charge
- Terms
- Voting
- Selection Process
- Committee Member's Responsibilities

Currently, at all three Colleges the Academic Senate President appoints the designated committee members who will attend the PG & SL Meetings and report back to the Academic Senate. There is not consistency in the length of the term served at the College level.

Motion to table this item: Indermuehle / 2nd Banks - Tabled

VI. Professional Growth

Tabled Items – No tabled items for discussion at this time.

New Requests

Gilbert, Alexandria – Request for approval of a Professional Growth Plan to complete two courses at Fresno Pacific University. Items provided for committee's review are: A copy of the letter to the committee stating how the course work is directly related to the current Academic Full-Time Faculty position with a signature from HR&ER verifying the current salary placement and carryover units; the Plan for Professional Growth Form; Requested Coursework Form; and Course Descriptions. – **Motion Indermuehle / 2nd Morford - Approved – Provided the course work begins on or after October 6, 2022**

Oceguera, Jose– Request for approval of a Professional Growth Plan to complete coursework toward earning a Doctor of Education degree from California State Polytechnic University, Pomona. Items provided for committee's review are: A copy of the letter to the committee stating how the course work is directly related to the current Academic Full-Time Faculty position; A copy of the email from HR&ER verifying the current salary placement and carryover units; the Plan for Professional Growth Form; Requested Coursework Form; and Course Descriptions. – **Motion Banks / 2nd Indermuehle - Approved**

VII. Salary Reclassification

Tabled Items

Marquis, Anya-Kristina –Request for Salary Reclassification to move from Column F to G Column due to completion of 12.0 approved units from the University of San Diego and 3 carryover units verified by HR&ER. Items provided for the committee's review are: Request for Reclassification Form; a copy of the email from HR&ER verifying the carryover units; a copy of the committee's program approval letter and official transcripts. – **The employee was contacted on September 1, 2022 to follow-up on the status of her requests for transcripts. The coursework listed did not match the transcripts provided at the September meeting. It was determined that there is an additional set of transcripts which have not yet been received. The request will be submitted upon receipt of the additional transcripts. Motion: Moore / 2nd Banks – Tabled – Information Only**

New Requests

Cerwin-Bates, Stacey –Request for Salary Reclassification to move from Column F to Column G due to completion of 15.0 approved units from Fresno Pacific University. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **Motion Banks / 2nd Moore - Approved**

Love, Michael –Request for Salary Reclassification to move from Column C to Column D due to completion of 15.0 approved units from California State University, San Bernardino. Items provided for the committee's review are: Request for Reclassification Form; a copy of the committee's program approval letter and official transcripts. – **Motion Moore / 2nd Morford - Approved**

Marquis, Anya-Kristina –Request for Salary Reclassification to move from Column F to G Column due to completion of 12.0 approved units from the University of San Diego, the University of Montana and 3 carryover units verified by HR&ER. Items provided for the committee's review are: Request for Reclassification Form; a copy of the email from HR&ER verifying the carryover units; a copy of the committee's program approval letter and official transcripts from the University of San Diego and the University of Montana, respectively. – **Motion Moore / 2nd Indermuehle - Approved**

VIII. Open Hearing – Add the December 1st meeting as an agenda item for the November 3, 2022 meeting. Take a vote to determine if the December 1, 2022 meeting will be held in person or via Zoom.

**IX. Next Meeting Dates: November 3, 2022; December 1, 2022 (in person)
March 2, 2023; April 6, 2023; May 18, 2023, June 1, 2023**

Meeting Adjourned: 1:30 p.m.