

## PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

### Meeting Minutes

Date: Thursday, June 6, 2024

Time: 12:50 p.m. – 1:50 p.m.

**ZOOM: 1-669-900-6833 / Meeting ID: 894 2440 4682 / Passcode: 340362**

<https://rccd-edu.zoom.us/j/89424404682?pwd=b1fN0NBOVNjR1o5L1cwR014c1NuQT09&from=addon>

**Call to Order: 12:54 p.m.**

**I. Approval of the June 06, 2024 Agenda – Motion: Morford / 2<sup>nd</sup> Nafzgar - Approved**

**II. Approval of the May 16, 2024 Minutes – Motion: Moore / 2<sup>nd</sup> Renfrow - Approved**

**III. Committee Members: Denise Indermuehle (voted electronically)**

LaNeshia Judon (Co-Chair)

Frankie Moore

Natalie Morford

Sara Nafzgar

Debbi Renfrow

Lijuan Zhai (Co-Chair)

**Guest(s):** Felipe Galicia; Susan Mills; Katherine Koh

**Unable to attend: Denise Indermuehle; Susan Mills**

**IV. Information Only**

#### **Update to BP/AP Workgroup Members and Meeting Status**

The work group members have been confirmed as follows:

**Members:** Felipe Galicia; Denise Indermuehle; LaNeshia Judon; Susan Mills;  
Sara Nafzgar; Debbi Renfrow; Lijuan Zhai

**Guests:** Keith Dobyns; Rhonda Taube; Susan Brucks

A meeting took place on May 24, 2024 for a final review and consideration of BP/AP6160[A] and will be going through the vetting process in Fall 2024. The workgroup will reconvene in Fall 2024 to begin the review of BP/AP2000 Academic Rank.

**Request made for an updated timeline. Felipe Galicia responded that AP6160[A] will be sent to the Academic Senate upon approval from Keith Dobyns. Upon approval from the Academic Senate, it will go to the Faculty Association; District Strategic Planning Committee and Chancellor Isaac. It would then become an updated AP and could potentially occur by fall.**

#### **Sabbatical Leave – 2024 / 2025 Academic Year Requests Received**

An email was sent, on November 28, 2023, on behalf of Chancellor Isaac stating the following:

“...The District agreed to fund up to four sabbatical leaves for full-time faculty during the academic year 2024 – 2025. The sabbaticals will be awarded through a competitive district-wide process according to the academic merit of the proposals, with no specific allocations per college...”

All requests were reviewed and approved by the PG&SL Committee on Thursday, May 16, 2024. The packets were sent to the College President(s) on May 17, 2024 for review and consideration and were approved on Friday, May 24, 2024. The packets were sent to the Chancellor for review and consideration on Friday, May 24, 2024 and are currently in progress.

The applicants whose requests have been approved will complete a presentation at the Regular Board of Trustees Meeting located at 3801 Market Street, Riverside, Ca 92501 on Tuesday, June 18, 2024.

The following requests have been approved by the PG&SL Committee, College President and are being reviewed by the \*District Chancellor:

**\*Chancellor Isaac approved all requests on June 1, 2024. All faculty members were notified of a status and provided instructions for their respective presentation(s) to the Board of Trustees.**

#### **Requests for Full Year's Sabbatical Leave 2024 / 2025**

**Ducat, James** – Request for Sabbatical Leave. Full Year's Leave (70% Regular Sabbatical Leave) for 2024-2025 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Page (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health and the Sabbatical Leave Proposal.

**Sanchez, Marc** – Request for Sabbatical Leave. Full Year's Leave (100% Regular Sabbatical Leave) for 2024-2025 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Page (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health and the Sabbatical Leave Proposal.

**Tyler, Jody** – Request for Sabbatical Leave. Full Year's Leave (100% Regular Sabbatical Leave) for 2024-2025 Academic Year. Items provided for committee's review are: Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Page (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health and the Sabbatical Leave Proposal.

#### **Requests for Semester Sabbatical Leave Spring 2025**

**Gibbons-Anderson, Joan** – Request for Sabbatical Leave. Semester Leave (100% Semester Sabbatical Leave) for Spring 2025. The deadline date to submit the complete packet is May 15, 2024. The information will be provided for committee's review upon receipt of the complete packet. Items to be provided for committee's review are: Sabbatical Leave Request Form; Sabbatical Leave Request Sign Off Page (signed by the Department Chair and VP, Academic Affairs); the Certificate of Health and the Sabbatical Leave Proposal.

#### **V. Discussion Items**

#### **VI. Professional Growth**

**Tabled Items** – No tabled items.

### **New Requests**

**Lahren, Catherine** – Request for approval of a Professional Growth Plan to complete courses toward a Master of Arts in Career and Technical Education at California State University, San Bernardino. The faculty member is on the occupational salary schedule. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. An Email from HR&ER verifying that there are 2 carry-over units prior to time of hire. – **Motion: Moore / 2<sup>nd</sup> Nafzgar – Approved**

**\*Mendelovitz, Kfir** – Request for approval of a Professional Growth Plan to complete courses to complete a Master of Arts in Career and Technical Education at California State University, San Bernardino. The faculty member is on the occupational salary schedule. Items provided for committee’s review are: A letter describing the program and how it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions are within the body of the letter. The faculty member does have 6.0 verified carryover units and has prior approval of courses. The courses begin in August when the committee does not meet. – **Motion: Moore / 2<sup>nd</sup> Renfrow - Approved**

## **VII. Salary Reclassification**

### **Tabled Items**

No tabled items.

### **New Request**

**Hausladen, Lisa** – Request for Salary Reclassification to move from Column F to Column G due to completion of 16.08 approved units from Loma Linda University. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts and copies of the committee’s program approval letter. There will be no carry-over units for consideration as the faculty member would have to earn a Doctoral degree to be placed on Column H. – **Motion: Moore / 2<sup>nd</sup> Morford - Approved**

**Vas (Bothwell), Renee** - Request for Salary Reclassification to move from Column G to Column H due to completion of a Doctor of Education from Walden University. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts and copies of the committee’s program approval letter. – **Motion: Renfrow / 2<sup>nd</sup> Nafzgar - Approved**

## **VIII. Open Hearing**

**A meeting has been scheduled to train the Co-Chairs for the 2024/2025 Academic Year. The meeting will take place August 27, 2024 from 12:50 p.m. to 1:50 p.m. via Zoom.**

**Pertaining to committee selection: Felipe Galicia noted that the Academic Senate at each respective college may choose to elect committee members however they choose, ensuring**

that they are in compliance with Ed Code. There are many factors considered including, but not limited to, a good fit for the committee, reasons provided by the faculty member requesting to serve on the committee and to bring in new members on the committee. The committee members for MVC will not change in 2024/2025 Academic Year. The committee members for RCC will be LaNeshia Judon and Antonio Curtis. Sara Nafzgar will follow up with the Academic Senate at NC.

**IX. Next Meeting Dates:**

2024/2025 Academic Year:

September 3, 2024; October 1, 2024; November 5, 2024; December 3, 2024 (in person);  
March 4, 2025; April 1, 2025; May 20, 2025; June 3, 2025

**Meeting Adjourned: 1:18 p.m.**