

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Meeting Minutes

Date: Thursday, December 7, 2023

Time: 12:50 p.m. – 1:50 p.m.

ZOOM: 1-669-900-6833 / Meeting ID: 892 1899 6092 / Passcode: 620022

<https://rccd-edu.zoom.us/j/89218996092?pwd=K2pSMHdWLytoQVkvb3VZeVHdzRmQT09&from=addon>

Call to Order: 12:53 p.m.

- I. **Approval of the December 7, 2023 Agenda**
Motion to Approve the December 7, 2023 agenda – 1st Moore/ 2nd Nafzgar - Approved

- II. **Approval of the November 2, 2023 Minutes**
Motion to Approve the November 2, 2023 minutes – 1st Nafzgar/ 2nd Renfrow - Approved

- III. **Committee Members**
Denise Indermuehle (Co-Chair)
LaNeshia Judon
Frankie Moore
Natalie Morford
Sara Nafzgar
Debbi Renfrow (Member, appointed as designee for
Professor James Banks)
Lijuan Zhai (Co-Chair)
Guest(s): Felipe Galicia; Susan Mills; Susan Brucks; Katherine Koh
Unable to attend: Keith Dobyns

- 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; Susan Mills; Sara Nafzgar;
Debbi Renfrow; Lijuan Zhai

Guests: Keith Dobyns, Rhonda Taube, Susan Brucks

The initial meeting took place on November 30, 2023. The primary focus at the meeting was AP 6160[A]. It has been determined that a smaller work group will work on the language and bring the proposed changes to the work group for further discussion.

Additional meetings will be scheduled to complete the review and update(s) pertaining to PG&SL within the following: BP/AP 6160; AP 6160[A] and BP/AP 2000.

Gabriela Mendoza Associate Professor, Doctor of Philosophy RCC
Mathematics

Motion to move forward – 1st Judon/ 2nd Nafzgar - Approved

Dr. Mendoza has completed a Doctoral degree which has been verified by official transcripts. All information submitted is complete and meets the criteria in accordance with AP2000.

Exemplary service to the institution and/or the community for at least fifteen (15) years

Rudolph Arguelles, Jr. Associate Professor, Kinesiology Master of Education, RCC
Physical Education

Motion to move forward – 1st Morford/ 2nd Judon – The committee is requesting a letter of evaluation from the faculty member's College Vice President of Academic Affairs and the College Senate President demonstrating fulfillment of these requirements in accordance with AP2000.

The information provided did not demonstrate that the service level clearly exceeds what is contractually expected of a faculty member. Additionally, the information provided is not specific nor listed in chronological order. The committee is requesting additional information.

Douglas Finrock Associate Professor, Kinesiology Master of Science, RCC
Physical Education

Motion to move forward – 1st Judon/ 2nd Morford – Approved

The packet is complete, and the applicant meets the requirements in accordance with AP2000.

Jeanne Howard Associate Professor, Counseling Master of Science, MVC
Counseling

**Motion to move forward – 1st Moore/ 2nd Morford /
1 Abstention – Denied**

The packet is complete; however, the information provided did not demonstrate that the service level clearly exceeds what is contractually expected of a faculty member in accordance with AP2000.

Ana-Marie Olaerts Associate Professor, Master of Arts, NC
Communication Studies Speech Communication

**Motion to move forward – 1st Moore/ 2nd Nafzgar /
2 Abstentions – Approved**

The packet is complete, and the applicant meets the requirements in accordance with AP2000. Information provided demonstrates that the service level clearly exceeds what is contractually expected of a faculty member.

Clifford Ruth Associate Professor, Master of Arts, RCC
Communication Studies Communication Studies

Motion to move forward – 1st Judon/ 2nd Morford – The committee is requesting a letter of evaluation from the faculty member's College Vice President of Academic Affairs and the College Senate President demonstrating fulfillment of these requirements. in accordance with AP2000.

Mendelovitz, Kfir – Request for approval of a Professional Growth Plan to complete course work toward a Bachelor’s Degree at California State University, San Bernardino and Moreno Valley College, respectively. The faculty member is on the occupational salary schedule. Items provided for committee’s review are: A copy of the letter describing the reason for the request; the Plan for Professional Growth Form; Requested Coursework Form; Course Descriptions. There are no carry-over units for use toward salary reclassification.

Motion to approve the request – 1st Morford / 2nd Moore – Approved

Ramin, Michelle – Request for approval of a Professional Growth Plan to complete a return to industry. Items provided for committee’s review are: A letter describing the program and how the it is directly related to the current Academic Full-Time Faculty position; the Plan for Professional Growth Form; Requested Coursework Form; supporting documentation. An Email from HR&ER verifying that there are no carry-over units prior to time of hire. The employee will be working a paid assignment during the Winter intersession. Payment will be provided by Minnesota State University.

Motion to approve the request – 1st Morford / 2nd Judon – Approved. Recommend for One Unit. In accordance with AP 2000, the recommendation of one unit will be forward to the Chancellor and Board of Trustees for consideration.

X. Salary Reclassification

Tabled Items

No tabled items.

New Request

Nafzgar, Sara – Request for Salary Reclassification to move from Column D to Column E due to completion of 12 approved units from the University of La Verne and 3 approved units for two certificates of completion toward an IACET Accredited Professional Development program. Items provided for the committee’s review are: Request for Reclassification Form; official transcripts; a copy of the committee’s program approval letters with the courses highlighted and the certificates of completion from IACET.

Motion to approve the request – 1st Moore / 2nd Renfrow / 1 Abstention – Approved

XI. Open Hearing

XII. Next Meeting Dates: March 7, 2024; April 4, 2024; May 16, 2024; June 6, 2024

Meeting Adjourned: 2:50 pm