

PROFESSIONAL GROWTH AND SABBATICAL LEAVE COMMITTEE

Thursday, October 5, 2017

AGENDA

TIME: 12:50 pm-1:50pm

**CCC Confer: 888-450-4821/ Participant Pin: 997417**

- I. Approval of Agenda
- II. Approval of June 1, 2017 Minutes
- III. Information only
  - a. PG &SL updated forms and processes \*
  - b. Recommendation to a 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. \*
  - 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.
- 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. \*
  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.
  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.
- 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. \*
  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.

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.\*
4. 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.
5. 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.
6. 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. \*

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