

**DISTRICT GOVERNANCE COUNCIL**  
**Tuesday, January 27, 2009**  
**1:00 p.m.**  
**Board Room, District Office**  
**AGENDA**

1. Call to order
2. Review of the January 27, 2009 agenda
3. Correction and approval of November 11, 2008 and December 2, 2008 minutes
4. Chancellor's Report
  - Review of January 28, 2009 Governing Board Agenda
  - Chancellor's report
5. Human Resource Procedure 2040.01, Sabbatical Leave for Faculty (Revised) – 3<sup>rd</sup> Read {*Gene Huff*}
6. Budget Update – Information/Discussion {*Kindred Murillo*}
7. District Budget Strategy – Information/Discussion {*Kindred Murillo*}
8. Enrollment Report, Fall 2008, Reporting Period: As of 1/12/09 – Information {*Kindred Murillo*}
9. Reports from constituent groups
10. DGC Steering Committee Report
11. Adjournment

\*\*DGC will reconvene at **2:30pm** with other District personnel to work on the 2009 Strategic Plan.

## SABBATICAL LEAVE FOR FACULTY

In order to evaluate all sabbatical leave proposals in a fair and equitable manner, the Sabbatical Leave Committee's position shall be:

The proposed plan of work must relate significantly to the proposer's professional assignment and educational program of the college and be of value to students, staff and colleagues. It should have the effect of enhancing the applicant's background or improving his/her professional competence. Equal value shall be given to study, research, travel, creating activity or any combination thereof. Should the proposal affect the educational program of the applicant's department/sub-area, division/area or college, or have an effect on some other aspect of services of the college, the applicant should have discussed the proposal with appropriate persons. In such cases, a letter or letters from department/division chairs indicating awareness and concurrence with applicant's proposal should be submitted with application.

### Ranking Procedure

#### Prior to Application Ranking Meeting:

1. Include RUBRIC with each application in bound book to be sent to committee members one week prior to ranking meeting.

#### At Application Ranking Meeting:

2. Each committee member will be given at the meeting a Member Ranking Sheet and Member Tally Sheet.
3. Applications will be discussed individually. At the end of each discussion, committee members will be given time to score each category on the RUBRIC and total the scores for that application on the Member Ranking Sheet.
4. 5. After all proposals have been discussed, scored, and ranked, committee members will transfer information to Member Tally Sheet. Each committee member ranks his/her own scores, giving a "1" to the highest score, "2" to the second highest, etc. In case of a tie, a midpoint rank is given. (For example, if two are tied for sixth place, then each receives a rank of 6.5.)
- 5- 4. Unacceptable Applications: If two-thirds of the members rounded to the nearest whole number, 9 out of 14 currently, give a score of less than half the possible points, i.e., ~~84~~ ~~90~~ possible points,  $1/2 = 40.50$ , ~~45~~ an application will be rejected. Committee members will circle rankings that are unacceptable. (Based on specific criteria in RUBRICS, committee will be able to provide concrete reasons for rejecting an application.)
6. Committee members turn in Member Tally Sheet to Chairperson. Recording Secretary leaves meeting and records all rankings. Rankings in columns 1-14 will be added, totaled and ranked. The lowest sum is the proposal ranked number "1". The second lowest sum is ranked "2", etc. The computations will take close to one hour depending on number of applicants. Recording Secretary will photocopy for committee members and take back into meeting.
7. The first criterion to break a tie in ranking will be "years since last sabbatical" with "years of service in the District" as the second criterion.

8. Committee will give feedback on what to communicate to unsuccessful applicants by referring to their individual RUBRIC form on the applicant. Applicants will be notified in writing by the Chancellor or designee of their individual ranking and that the number of sabbaticals to be funded will be based on the cumulative cost of replacing those on leave, calculated in order of ranking.

### **Modifications of Approved Sabbatical Leave Applications**

1. Proposed modifications to approved sabbaticals are viewed seriously and should occur only because of significant, unforeseen circumstances *or opportunity*.
2. Any modifications in the approved objectives, activities, timelines, or evidence of the sabbatical leave program either prior to or during the sabbatical shall have prior approval of the committee.
3. Any changes, which have not been approved by the Sabbatical Leave Committee, jeopardize the acceptance of your the Sabbatical Leave Report and hence the completion of your the sabbatical is at risk. Unauthorized changes can result in financial penalties. All the evidence listed must be produced in its entirety.
4. Modifications to sabbatical proposals must be submitted as directed in writing by District Human Resources. Any modifications to the approved sabbatical project shall be submitted on the Request to Modify Sabbatical Leave Program form.
5. Requests for modifications to approved sabbatical leave applications shall be submitted to the chair of the Sabbatical Leave Committee with a copy to the Associate Vice Chancellor for Human Resources.
6. The chair shall submit the request to the committee for a vote by mail or electronic mail ballot or in a formal meeting if the request has been submitted in a timely manner and the change is not a substantive one to the *equivalent in* scope, rigor and quality of the approved original application.
7. If the request is not timely or is a substantive change, then it shall not be forwarded to the committee and shall be denied by the chair.
8. A majority of the committee members must approve the request for modification in order for it to be accepted.
9. The chair shall notify the applicant and committee members of the outcome as specified in the United Faculty Agreement.

### **Miscellaneous**

1. Any change in the approved objectives, activities, or evidence of the sabbatical leave program either prior to or during the sabbatical shall have prior approval of the committee. This approval may be granted either by mail ballot or in a formal meeting. Failure to obtain such approval may result in financial penalties. (moved to #6 above)
1. Sabbatical leave projects may be completed by the end of the semester or semesters for which the sabbatical was granted. In the event of a medical or other emergency during the sabbatical, the grantee may apply to the committee for a modification of the original proposal either (1) to reduce the scope of the project shall not require committee approval but does require approval of the Chancellor (if sick leave is used) or (2) to change the timelines to allow use of summer time periods to complete the project. The report for the completed sabbatical will be due within thirty (30) days of the revised completion date.
2. The Sabbatical Leave Committee may grant an extension of up to thirty (30) calendar days in cases

where the sabbatical recipient, for compelling reasons beyond her/his control, is unable to meet the deadline for submitting the sabbatical report. It is the policy of the committee not to approve extensions longer than thirty days.

3. In the evaluation of applications, quality is to be considered a more important criterion than seniority.
4. If the employee does not serve for the entire period of service agreed upon (equivalent to twice the period of the leave), the amount of compensation paid for the leave of absence shall be reduced by an amount which bears the same proportion to the total compensation as the amount of time which was not served bears to the total amount of time agreed upon. (Education Code 87771).
5. The Governing Board's expectation is that full-time service will immediately follow the completion of the sabbatical leave with no requests for leave of absence or reduction of workload until the full-time service obligation to District has been met.
6. A partially compensated one-year sabbatical leave during the five years immediately preceding the year in which an employee wishes to be assigned a pre-retirement reduced workload under United Faculty agreement Article 14.2 causes the employee to be ineligible for the reduced workload.