

Chancellor's CABINET HIGHLIGHTS



This is a publication of the Contra Costa Community College District Chancellor's Office
Dr. Helen Benjamin, Chancellor

Members of the Chancellor's Cabinet: *Helen Benjamin*, Chancellor; *Peter García*, President, DVC; *Eugene Huff*, Vice Chancellor, Human Resources/Chief Negotiator; *Robert Kratochvil*, President, LMC; *Tim Leong*, Director, Communications and Community Relations; *Mojdeh Mehdizadeh*, Vice Chancellor, Education and Technology; *Denise Noldon*, President, CCC; *Ray Pyle*, Chief Facilities Planner

October 2013

~ Mission

The mission of the Chancellor's Cabinet is to serve as the leadership team ensuring the capacity of our District to educate students effectively and meet the needs of our communities in partnership with classified staff, faculty, and other managers.

Campus Smoking Policy

Peter led a Cabinet discussion to determine if the current Board policy on smoking on college campus should also apply to the increasing use of e-cigarettes.

Safety and Hazardous Materials Program

Ray led a Cabinet review of Keenan's annual analysis to improve safety on the campus and the handling of hazardous materials/waste.

2013-14 FTES Goals

Jonah gave Cabinet an update on the District's progress in achieving its 2013-14 FTES targets.

2014 4CDLI Program

Helen gave Cabinet an update on the 2014 4CDLI program and led a discussion on whether the program should be opened to part time employees.

District/College IT Discussion

Mojdeh reviewed the current IT organizational structure both at the District Office and the colleges, and received Cabinet input on ways this work could be streamlined.

Sustainability

District energy manager David Vasnaik gave Cabinet an update on his draft District sustainability action plan.

The Contra Costa Community College District, founded in 1948 and governed by a publicly elected five-member board, is one of the largest multi-college community college districts in California. The mission of the District is to attract and transform students and communities by providing accessible, innovative and outstanding higher education learning opportunities and support services.

District Recruiting Change

Helen invited the college athletic directors to a Cabinet discussion on the recent change allowing intra-district recruiting.

Valassis Marketing Campaign

Cabinet reviewed and supported a marketing proposal submitted by Valassis that consisted of a combined online and direct mail strategy. Tim will work with the college marketing directors to ensure the campaign's key messages will compliment ongoing college marketing efforts.

Final Approval to Policies and Procedures

The following policies and procedures were given final Cabinet approval.

Number	Policy/Procedure
HR 2040.01	Sabbatical Leave for Faculty

SABBATICAL LEAVE FOR FACULTY

Contra Costa Community College District faculty members are granted sabbatical leave according to provisions set forth in Article 12.5 of the United Faculty Agreement. This procedure delineates the steps involved in the application approval and reporting processes.

Eligibility

An applicant for sabbatical leave must have rendered full-time service in the District for at least six (6) consecutive academic years immediately preceding the sabbatical leave, and, not more than one (1) such leave shall be granted in each six (6) year period

Submission of Sabbatical Leave Application

The completed application (~~Exhibit A~~) should be submitted electronically to the respective college president. Each faculty member shall submit only one application to be considered by the Sabbatical Leave Committee. It is the responsibility of the applicant to ensure that the application has been received by the president and that it is complete. Applicants should review the Faculty Sabbatical Leave Handbook for information on the process.

Evaluation of Applications

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

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 creative 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. Incomplete applications will not be ranked by the committee.

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. 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., 90 possible points, $\frac{1}{2} = 45$, 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.)
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.)
6. Committee members turn in Member Tally Sheet to Chairperson. Recording Secretary 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. Modifications to sabbatical proposals must be submitted in writing as directed by the sabbatical leave committee chair.
4. 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.
5. The chair shall submit the request to the committee. If the request is not timely it shall not be forwarded to the committee and shall be denied by the chair. In such cases, the chair shall inform the committee of the denial. All other modification requests shall be submitted to the committee for a vote.
6. If three members of the committee request a meeting before voting to approve or deny the modification request, the chair will call a meeting of the committee.
7. A majority of the committee members (8) must approve the request for modification in order for it to be accepted.

8. The chair shall notify the applicant and committee members of the outcome as specified in the United Faculty Agreement.

Miscellaneous

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.

Sabbatical Leave Reports

1. Upon completion of the sabbatical, the applicant shall submit a report to the Sabbatical Leave Committee, using the form shown in Exhibit B, the Faculty Sabbatical Leave Handbook as outlined in Article 12.5.9 of the United Faculty Agreement.
2. The Sabbatical Leave Committee shall review and make recommendations for approval for each sabbatical.
3. All Sabbaticals approved by the Committee shall be submitted to the Governing Board for final approval.

Unapproved Reports

1. Unapproved sabbatical leave reports shall be submitted to the Chief Human Resources Officer and the Sabbatical Leave Committee chair for resolution.
2. Reports deemed completed based upon the resolution agreed to shall be submitted to the committee for approval before being submitted to the Board.
3. Unapproved reports not resolved will be subject to sanctions as outlined in Article 12.5.9.2 the United Faculty Contract. No unresolved report will be extended beyond one year from the original expected return to duty date.

DELETE THESE EXHIBITS
~~Contra Costa Community College District~~
SECTION V.
SABBATICAL LEAVE APPLICATION

Name		Date
College	Teaching field(s)	
Sabbatical leave period requested	Years of service in CCCC	
Have you had previous Sabbaticals? If "yes" give time period(s) and activity (activities).		
Indicate type of Sabbatical program (see United Faculty Agreement, Section 12.5.6) If program can be categorized by more than one type, check where applicable.		
<input type="checkbox"/> Institutional study (complete Form A) <input type="checkbox"/> Travel (complete Form B) <input type="checkbox"/> Professional Study and/or Creative Study (complete Form C)		
GENERAL SUMMARY OF SABBATICAL PROGRAM (GIVE A 100 WORD MAXIMUM STATEMENT)		

SABBATICAL LEAVE APPLICATION

Page 2

Name

VALUE TO EDUCATIONAL PROGRAM

(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubrics 1, 2, 3 and 4)

Describe how the proposed sabbatical will benefit the educational program. In particular:

1. How will it benefit students, programs, or staff/colleagues?
2. How will it enhance and/or improve your background and professional competence?
3. How will it relate to your ongoing professional assignment?
4. How are the breadth and depth of the project appropriate for the sabbatical leave rather than the regular teaching year?

SABBATICAL LEAVE APPLICATION

Page 3

Name

PROPOSED OBJECTIVES AND EVIDENCE OF COMPLETION

(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubrics 5 and 6). Note that Rubric 6 regarding the "Proposed Evidence of Completion" is weighted twice that of all other rubrics.

Identify specific objectives and describe in detail the evidence that will accompany your report, which indicates that you have met each objective. The product of your approved sabbatical leave program will be subject to review by the Sabbatical Leave Committee at the time of making your final report. Examples follow:

Institutional study

Objective: 9 units of graduate level history courses as indicated on Form A will be taken at ... University.
Evidence: (Here you would describe the transcripts, class notes, exams, class projects, etc., you would submit as evidence of completing these units.)

Travel

Objective: Travel to archeological zones in Central America.
Evidence: (Here you would describe exactly what you plan to submit to document your sabbatical leave travel. You should specify the kinds of things you will present, like journals, artifacts, and slides, and you should give the committee an idea of the extent of the evidence by **estimating the number of slides, length of the journal, etc.** specifying the minimum number of slides, pages in a journal, number of museums, etc. If you so state, you must provide tangible evidence in your final sabbatical leave report that you have, in fact, written the minimum number of pages you proposed, visited the minimum number of archaeological zones you proposed, etc.)

Professional study and/or creative study

Objective: Compose a musical score or write a textbook.
Evidence: (Here you would clearly indicate the scope of the project, including **the minimum number of pages you plan to write**, approximate length, an outline of the contents, description of the complexity, etc.)

The Committee will rely on the information you provide in the evidence section to determine if you have met the contractual obligation of the leave.

SABBATICAL LEAVE APPLICATION

Form A

Page 4

Name

INSTITUTIONAL STUDY

Name of Institution	Place of Institution
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Period of Attendance	UNDERGRADUATE LEVEL <input type="checkbox"/> Semester units to be attempted* <input type="checkbox"/> Quarter Units to be attempted *(Minimum 12 semester units) *(Minimum 18 quarter units)	GRADUATE LEVEL <input type="checkbox"/> Semester units to be attempted* <input type="checkbox"/> Quarter units to be attempted *(Minimum 9 semester units) *(Minimum 13.5 quarter units)
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Accepted for Admission: Yes No Other
If "Yes," attach evidence of admission.
If "Other," explain:

In general, courses should be taken for credit at an accredited institution. Please explain any other circumstances.

List courses and unit value from the institution's catalogue. In case your choice of courses is not available, please indicate substitutions. (The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Be sure that the scope of your studies is clearly defined.)

* A full load is considered to be 12 semester units of undergraduate work or 18 undergraduate quarter units, or 9 semester units of graduate work or 13.5 quarter units at an accredited college/university.

SABBATICAL LEAVE APPLICATION

Form B

Name

TRAVEL

Plan: Itinerary (The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Be sure that the purpose, duration, and schedule of your travel are clearly delineated.)

Place

Duration of Visit

Purpose

Name

PROFESSIONAL STUDY AND/OR CREATIVE STUDY

(The Sabbatical Leave Committee will utilize this information as the basis for scoring Rubric 7. Be sure the kind and scope of your study methods, resources, and activities are clearly delineated. Include an estimate of the time that will be spent engaged in various activities.)

Contra Costa Community College District

SECTION VI

SABBATICAL LEAVE REPORT

(To be attached to a copy of the original application form)

Name		Date
College	Sabbatical leave period of this report	
Teaching field(s)		
GENERAL SUMMARY OF COMPLETED SABBATICAL PROGRAM (Give a 100 word maximum statement)		

SABBATICAL LEAVE REPORT

Name

VALUE TO EDUCATIONAL PROGRAM

Briefly reflect and highlight the value of your sabbatical leave to the educational program. In particular:

1. How will it benefit students, programs, or staff/colleagues?
2. How will it enhance and/or improve your professional competence?
3. How will it relate to your ongoing professional assignment?
4. How are the breadth and depth of the project appropriate for the sabbatical leave rather than the regular teaching year?

Include what you experienced and discovered during the process of completing your sabbatical.

SABBATICAL LEAVE REPORT

Page 3

Name

PROPOSED OBJECTIVES AND EVIDENCE OF COMPLETION

Identify specific objectives proposed in your application and describe in detail the evidence that accompanies your report, which indicates that you have met each objective. If there are deviations, please explain. Examples follow:

Institutional study

Objective: 9 units graduate level history courses as indicated on Form A-1 will be taken at University.

Evidence: ~~(This should~~ Your statements of evidence should align with and be closely tied to parallel the items listed in the original application. ~~Deviations must be explained.~~ Any deviations from the original proposal must be approved in advance by following the modification procedure delineated in Human Resources Procedure 2040.01. All approved deviations from the original proposal must be outlined and explained in the final sabbatical leave report.)

Travel

Objective: Travel to archeological zones in Central America.

Evidence: (Here you describe exactly what you are submitting to document your sabbatical leave travel. ~~This should~~ Your statements of evidence should parallel the items listed in the original application. ~~Deviations must be explained.~~ Any deviations from the original proposal must be approved in advance by following the modification procedure delineated in Human Resources Procedure 2040.01. All approved deviations from the original proposal must be outlined and explained in the final sabbatical leave report.)

Professional study and/or creative study

Objective: Compose a musical score or write a textbook.

Evidence: (The products of your study should be described and quantified to the extent possible. They should parallel the items listed in the original application. ~~Deviations must be explained.~~ Any deviations from the original proposal must be approved in advance by following the modification procedure delineated in Human Resources Procedure 2040.01. All approved deviations from the original proposal must be outlined and explained in the final sabbatical leave report.)

SABBATICAL LEAVE REPORT

Form A-1

Name

INSTITUTIONAL STUDY

Name of Institution	Place of Institution
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Period of Attendance	Units completed semester/quarter
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One copy of your official transcript must be filed with this report. Explain any deviation from your original application that was not approved.

SABBATICAL LEAVE REPORT

Form B-1

Page 5

Name		
TRAVEL		
Give Itinerary		
Place	Dates of Visit	Purpose Achieved

SABBATICAL LEAVE REPORT

Form C-1

Page 6

Name

PROFESSIONAL STUDY AND/OR CREATIVE STUDY

Summarize the study methods, resources, activities and results. Quantify your summary wherever possible, listing pages written, scores composed, etc., as appropriate.