

**Professional Standards Type A/B Leaves Committee
Organization Meeting Minutes
Friday, September 6, 2019, 10am-12noon
Fine & Applied Arts Offices**

The meeting was called to order at 10:03.

Present: Deb Aucoin-Ratcliff, Kale Braden, Oranit Limmaneeprasert, Jan DeLapp, Diana Hicks, Marcia McCormick, Dyanne Marte, Mary Ellen Kraft, Trisha Butler, Anita Fortman, Hilary Mroczka, and Fred Evangelisti.

Absent: Noue Leung, Kris Fertel, and Daniel Slutsky

I. Welcome & Introductions

New members Mary Ellen Kraft (HEED), Hilary Mroczka (LRC & Library), and Fred Evangelisti (Technical Education) were welcomed and introductions of the entire committee were made.

II. Fall 2019 Flex Workshop

Deb reported that there were 6 attendees at the Flex workshop. None of the participants were planning to submit proposals at this time but 4 were interested in future sabbatical and were information seeking. It was noted that Mary Ellen and Hilary attended the August Flex workshop to learn about the committee.

III. Overview of the Committee

A. The chair reviewed the mission and function of the committee.

B. The new website was viewed and discussed with its various components. The committee experienced challenges with accessing the committee website from the Inside.ARC.Losrios.edu site and work-arounds were discussed. Action: Deb will follow up with Scott.

C. Deb asked for feedback on page 3 of the application regarding the remuneration statements and it was decided that an explanatory statement would be made on the introduction page since that page is not required to be submitted for Type B Leave applications. Action: Deb will add the statement.

D. The supportive role of committee members to applicants was reviewed, as was the process for accessing applications on the Los Rios Google Apps site.

- Applications may be viewed on the committee's Google site after 6 pm on Friday, September 13 – or as late as September 14. Deb will send an email out once available.
- Log in to Los Rios Google apps with your Employee ID and Los Rios Unified Password

- Go to Google Sites and click on the link to our committee
- Click on the Applications tab to view faculty leave requests

III. Discussion

There was some discussion on the role of the LRCFT member and whether the representative has voting status according to the contract. Oranit reported actions that were taken in the past to determine this as she currently is a voting member. Action: Kale will investigate and report back.

IV. Committee updates

A. Spring 2020 Applications are due on September 13 by 4pm

B. Spring 2020-Fall 2020 Type A/B Leave Allocation:

5.0 Type A FTE and .108 Type B FTE for the year = 5.108 FTE

Next meeting is Friday, September 27 – this is the voting meeting (you must be present to vote, or may send a representative). Location is pending. Action: Kale will follow up to see if a larger room in the CTL can be obtained.

The meeting was adjourned at 10:55

Recorded by D. Aucoin-Ratcliff