

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of December 6, 2011**

**ITEM #**

**ITEM TITLE:**

**Consider Recommendation to Approve Dr. Alexis Montevirgen's Request for a Management Leave of Absence from his position as Dean of Enrollment Services, College of Alameda, without Pay from February 21, 2011 through May 1, 2012**

**SPECIFIC BOARD ACTION REQUESTED:** APPROVAL OF ALEXIS MONTEVIRGEN'S REQUEST FOR LEAVE OF ABSENCE FROM FEBRUARY 21, 2011 THROUGH MAY 1, 2011.

**ITEM SUMMARY:** (PLEASE *DISCUSS THIS ITEM*)

In accordance with Board Policy 3.74 Leave of Absence without Pay, District administration requests Board approval to grant a leave of absence without pay for Dr. Alexis Montevirgen, Dean of Enrollment Services at College of Alameda from February 21, 2011 through May 1, 2011. Dr. Alexander has an opportunity to serve as a short-term professional consultant of specific projects related to student affairs/student services and will be working directly with the Vice President for Academic Affairs of the University of the Philippines, a seven constituent-university system with fourteen campuses throughout the Philippines. In addition to being a professional opportunity, Dr. Montevirgen intends to explore engaging the College of Alameda's strategic goal for academic excellence through internationalization of the college' curriculum by establishing the groundwork for a student exchange scholars program between COA and the University of the Philippines. This program will assist in preparing students to participate in a global economy.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):** NO FISCAL IMPACT AS VICE PRESIDENT KERRY COMPTON WILL ASSUME THE DUTIES FOR THIS POSITION.

**BACKGROUND/ANALYSIS:** N/A

**DELIVERABLES/SCOPE OF WORK:** N/A

**ANTICIPATED COMPLETION DATE:** N/A

**ALTERNATIVES/OPTIONS:** N/A

**EVALUATION AND RECOMMENDED ACTION:** The Chancellor recommends approval.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO  X

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? VICE CHANCELLOR TRUDY LARGENT**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**  
Prepared by: Trudy Largent Date: 12/1/11  
Trudy Largent, Vice Chancellor for Human Resources & Employee Relations

**DOCUMENT PRESENTED AND APPROVED BY:**  
Presented and approved by: Largent Date: 12/1/11  
[Trudy Largent, Vice Chancellor for Human Resources & Employee Relations]

**FINANCE DEPARTMENT REVIEW**

Finance review required       Finance review *not* required

If Finance review is required, determination is:       Approved       Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Ron Gerhard, Chief Financial Officer

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required       Legal review *not* required

If Legal review is required, determination is:       Approved       Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Thuy T. Nguyen, General Counsel

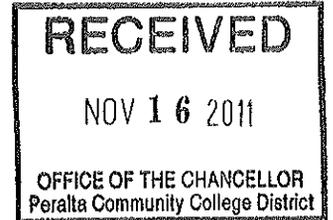
**CHANCELLOR'S OFFICE APPROVAL**

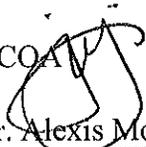
Approved, and Place on Agenda       Not Approved, but Place on Agenda

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Wise E. Allen, Chancellor



## OFFICE OF THE PRESIDENT



**Date:** November 16, 2011  
**To:** Dr. Wise E. Allen, Chancellor  
**From:** Dr. Jannett Jackson, President COA   
**RE:** Leave of Absence Request - Dr. Alexis Montevirgen, Dean of Enrollment Services

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Enclosed please find the leave of absence request of Dr. Alexis Montevirgen, Dean of Enrollment Services at College of Alameda.

I have had several discussions with Dean Montevirgen regarding this, and I wholeheartedly endorse and support his request. Recent demographic data shows that College of Alameda has the largest population of Filipino students in the Peralta District and one of the objectives of his leave aligns with my goal to improve our academic offerings by including a study abroad experience as part of our strategic goal of "academic excellence." He will assist us in internationalizing our curriculum and provide our students with cultural enrichment experiences beyond the classroom.



# College of Alameda

555 Atlantic Avenue · Alameda, California 94501 · (510) 522-7221 · FAX (510) 769-6019

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November 16, 2011

To: Jannett Jackson, PhD., President

From: Kerry Compton, Ed. D., Vice President, Student Services

Re: Alexis Montevirgen

I heartedly endorse the professional leave of absence requested by Dean of Enrollment Services Alexis Montevirgen. The goals that are the objective of his leave will greatly contribute to the internationalization of instruction and services at College of Alameda.

Secondly, Dr. Montevirgen is a valuable member of our college community with many future years of services to students; we need to support his development as a leader in the district. This contribution to his professional growth will benefit the institution he is serving as well.

Lastly I am prepared to cover his administrative duties during his absence; rather than train a new dean for the few months he will be gone I think it would be more prudent to use the cost savings from his salary and benefits to support other student services needs.

Thank you for your support.

**Peralta Community College District**

333 East Eighth Street · Oakland, California 94606 · (510) 466-7200



## Office of the Dean of Enrollment Services

# Memo

**To:** Dr. Jannett Jackson, Ph.D.  
**From:** Dr. Alexis S. Montevirgen, Ed.D.  
**CC:** Dr. Kerry Compton, Ed.D.  
**Date:** November 15, 2011  
**Re:** Leave of Absence Request

A handwritten signature in black ink, appearing to read 'Alexis S. Montevirgen'.

Per Board Policy 3.74 (attached as an addendum to this memo), I would like to request a leave of absence without pay from my current position as Dean of Enrollment Services in order to be able to engage in a professional improvement opportunity that also has the potential of being a direct benefit to College of Alameda and the Peralta Community College District.

I have been provided with an opportunity to work directly with the Vice President for Academic Affairs of the University of the Philippines system (a seven constituent-university system with fourteen campuses throughout the Philippines serving as the only national public university system in the country) as a short-term professional consultant on specific projects related to student affairs/student services.

I will also have the opportunity to serve as a guest lecturer through the Visiting Scholars program with the College of Education at De La Salle University Manila.

In addition to this being a tremendous personal professional development opportunity, I see this opportunity to be in the Philippines as a way for me to engage your strategic goal for academic excellence through internationalization of the curriculum by also establishing the groundwork for a student exchange scholars program between College of Alameda and the University of the Philippines. This type of program would directly prepare our students for participation in a global economy.

The details of my leave request are as follows:

January 2012

Holiday: 02, 16 (2 days)

Furlough: 03 (1 day)

Vacation: 11, 12, 13, 17, 18, 19, 20, 23, 24, 25, 26, 27, 30, 31 (14 days)

February 2012

Holiday: 17, 20 (2 days)

Furlough: 01 (1 day)

Vacation: 02, 03, 06, 07, 08, 09, 10, 13, 14, 15, 16, (11 days)

Leave of Absence: 21, 22, 23, 24, 27, 28, 29 (7 days)

March 2012

Leave of Absence: entire month\* (22 days)

April 2012

Leave of Absence: entire month\* (21 days)

May 2012

Return to Normal Work (effective May 01, 2012)

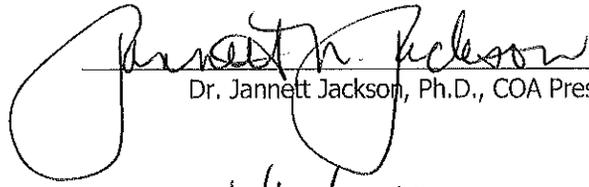
\*Aware of the fact that the college/district will be undergoing accreditation site visits sometime in late March or April, I am willing to commit to coming back and being on-site for a five-day period in March/April, depending on when the actual COA accreditation site visit is scheduled.

To summarize, the leave of absence without pay request would be for a total of fifty working days (approximately two and a half calendar months) effective Tues., February 21 – Mon., April 30, 2012.

I have already discussed this opportunity with Dr. Compton and she is in full support of this request.

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Approval by College President and Recommended to the Chancellor:     Yes     No

  
\_\_\_\_\_  
Dr. Jannett Jackson, Ph.D., COA President  
  
4/16/2011  
\_\_\_\_\_  
Date

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Chancellor's Approval:     Yes     No

\_\_\_\_\_  
Dr. Wise Allen, Ph.D., Chancellor

\_\_\_\_\_  
Date

**Policy 3.74 Leaves of Absence Without Pay**  
(Management and Confidential Employees)

A leave of absence for professional improvement such as study, travel, or other activities leading to professional improvement may be recommended by a President to the Chancellor. In addition, health leaves, maternity leaves, military leaves, and personal leaves may be granted upon recommendation of the President, approval of the Chancellor, and approval of the Board of Trustees. All the above leaves are without pay. No combination of leaves of any type may exceed two consecutive years.

Leaves of absence will not be approved for personnel who are accepting permanent paid employment elsewhere or employment on a trial basis which will probably result in permanent employment.

A. Health Leaves

A management or confidential employee may, with a doctor's certificate or other proof of illness, request a leave of absence for health reasons for a period not to exceed one year after all accumulated sick leave has been used. Such a leave normally would not be extended. Extension of such leave beyond one year will require the submission of a new request along with supporting documentation and approval as in the case of the original submission.

Application for health leaves is made through the College President, approved by the Chancellor and approved by the Board of Trustees.

B. Maternity Leave

1. Child Care Leave shall relate to that period of time in which a management or confidential employee requests to receive leave without pay in excess of that period of time surrounding the birth of the child which has been certified as a temporary disability by the attending physician. Such leaves may be granted for a period not to exceed two years. Such leaves will be recommended by the President and approved by the Chancellor and the Board of Trustees.
2. Sick or Disability Leave: Leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage or childbirth shall be treated the same as leaves for illness or disability. This means that absence "necessitated" by pregnancy, miscarriage, childbirth, or recovery therefrom shall be treated the same as absence by reason of sickness or injury.

C. Military Leave

Military leave is permitted under the Military and Veteran's Code which shall apply in granting such leaves.

D. Leaves for Personal Reasons

A management or confidential employee may find it necessary to request a leave for personal reasons other than those listed previously, including family dislocations (divorce, etc.) and illness in the immediate family. If the application is accepted by the College President, it will be forwarded to the District chancellor for his approval and then to the Board of Trustees for final approval. Such leave normally will not exceed one year and may not normally be renewed. Extension of such leave beyond one year will require the submission of a new request and approval as in the case of the original submission.

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E. Family Care Leave

A management or confidential employee may be granted a leave of absence not to exceed a total of four (4) months in any 24-month period for family care pursuant to California State Law (Family Rights Act of 1991). The request for such leave must be accompanied by a health care provider's written certification (a) that a serious health condition of a spouse, child or parent exists, (b) the probable duration of the condition, and (c) that the condition warrants the participation of a family member to provide care during a period of treatment or supervision of the individual requiring care.

**Source of Law:**

Approved by Board of Trustees:

\*Added by Board of Trustees April 28, 1992