

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 8, 2014**

ITEM TITLE: Request Board authorization to approve a request by faculty member Carolyn Lake to participate in the Reduced Workload Program (also known as “Willie Brown Act”) in accordance with California Education Code Section 87483 and Article 17 of the Collective Bargaining Agreement.

SPECIFIC BOARD ACTION REQUESTED: The Office of Human Resources and Employee Relations reviewed the request by Carolyn Lake to participate in the Reduced Workload Program, and determined that Ms. Lake meets the qualifications pursuant to Education Code 87483 as follows:

- Ms. Lake is at least 55 years old.
- Ms. Lake has been a full-time instructor for more than 24 years.
- Ms. Lake has been employed full-time in an academic position for at least five years with no break in service.

ITEM SUMMARY: The request for a reduced workload by faculty member Carolyn Lake meets the requirements of Education Code 87483. Board contract approval is subject to negotiation and execution by the Chancellor.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): N/A

BACKGROUND/ANALYSIS: Ms. Lake has been employed by the District since January 1990, when she was hired as a full-time Instructor at Merritt College.

Ms. Lake’s request for a reduced workload at 50% shall become effective for Fall 2014 semester and 50% for the Spring 2015 semester. This request for approval of the Reduced Workload Program Agreement is in accordance with Article 27, paragraph C.1 of the Collective Bargaining Agreement which directs qualified employees to “initiate this procedure by formal written request to the Board of Trustees delivered to the College President.”

DELIVERABLES AND SCOPE OF WORK: N/A

ANTICIPATED COMPLETION DATE: END OF SPRING 2015 SEMESTER.

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: 04/02/14
Trudy Largent, J.D., Vice Chancellor for Human Resources & Employee Relations]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Trudy Largent Date: 04/02/14
[Trudy Largent, J.D., Vice Chancellor for Human Resources

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: Susan Rinne Date: 3/28/14
Susan Rinne, Interim Vice Chancellor for Finance & Administration

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: Thuy Thi Nguyen Date: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: José M. Ortiz Date: 4/4/14
José M. Ortiz, Chancellor