

**MINUTES OF THE BOARD OF REGENTS  
POLICIES COMMITTEE MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room M-202 – Moody Hall  
August 14, 2013  
4:30 p.m.**

At the Galveston Community College District Board of Regents Policies Committee Meeting, duly held on Wednesday, August 14, 2013, in Room M-202 of Moody Hall, commencing at 4:30 p.m., the following Policies Committee members were present: Mr. Carroll G. Sunseri, Chairperson, Mr. Florentino “Tino” F. Gonzalez, Mr. Carl E. Kelly, and Mr. Raymond Lewis, Jr. Also attending was Regent Fred D. Raschke.

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, and Dr. Gaynelle Hayes.

- I. **CALL TO ORDER:** Chairperson Carroll G. Sunseri opened the meeting at 4:30 p.m. in Room M-202 of Moody Hall and determined a quorum was present.
  
- II. **CERTIFICATION OF POSTING NOTICE OF POLICIES COMMITTEE MEETING:** Dr. Shelton confirmed that the notice of the Policies Committee Meeting had been properly posted on August 9, 2013.
  
- III. **CONSIDER APPROVAL OF MINUTES FROM JUNE 3, 2013 MEETING:** A reading of the minutes from the June 3, 2013 meeting was waived. Mr. Gonzalez moved to approve the minutes as presented; Mr. Kelly seconded. The motion passed unanimously.
  
- IV. **REVIEW AND DISCUSS PROPOSED REVISIONS TO BOARD POLICY DEC (LOCAL) – COMPENSATION AND BENEFITS: LEAVES AND ABSENCES:** Dr. Shelton provided a copy of proposed changes to DEC (Local) for the Committee’s review. He stated that the changes were to sections titled “Sabbatical Leave of Absence” and “Leave Without Pay.” Changes regarding sabbatical leave were recommended by the Human Resources staff for clarification of the policy. The leave without pay changes were recommended by the College’s legal counsel to update the policy to incorporate new Equal Employment Opportunity Commission (EEOC) language. The revised wording follows:

Page 4 of 5 – “Sabbatical leave shall be defined as release time with all or partial salary (retaining all benefits except accrual of sick, vacation, and personal leave) for either the equivalent of one long semester (up to 100% of base salary) or one academic year (up to 50% of base salary)....”

Page 5 of 5 – “Full-time employees may apply for a leave of absence without pay (LWOP) for personal, family, financial, or other reasons. If employees request LWOP for situations not covered by other leave provisions, the request shall be evaluated on a case-by-case basis. Employees with disabilities may be granted LWOP, when other

**IV. REVIEW AND DISCUSS PROPOSED REVISIONS TO BOARD POLICY DEC (LOCAL) – COMPENSATION AND BENEFITS: LEAVES AND ABSENCES: (Continued)**

leaves are exhausted, as long as it does not create an undue hardship on the College. The College actively engages in the interactive process to determine if there is a need for a reasonable accommodation. The decision to grant LWOP shall be made in the best interest of the College District....”

**V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING THE ADOPTION OF REVISIONS TO BOARD POLICY DEC (LOCAL) – COMPENSATION AND BENEFITS: LEAVES AND ABSENCES:**

Mr. Lewis moved to recommend to the Board of Regents that revisions to Board Policy DEC (Local) proposed by staff be adopted; Mr. Gonzalez seconded. The motion passed unanimously.

**VI. ADJOURNMENT:** There being no further business to come before the Policies Committee, the meeting adjourned at 4:33 p.m.

APPROVED AS CORRECT:

---

Carla D. Biggers, Clerk

---

Carroll G. Sunseri, Chairperson