

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Douglas Treadway

DATE: September 8, 2004

Consent

SUBJECT: Board Approval of a Request for Leave of Absence—English Professor

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Dr. James Wright, Vice President, Instruction, requests that the Board of Trustees approve the request for leave of absence for the academic year 2004-2005, for English Professor, Kathleen Smith. Ms. Smith has requested this leave in order to accompany her husband during his work assignment at the U.S. Naval Postgraduate School in Monterey, California.

RECOMMENDATION:

The President/Superintendent recommends approval of the request for Leave of Absence submitted by English Professor Kathleen Smith for the Academic Year 2004-2005.