

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Douglas Treadway

DATE: October 13, 2004

SUBJECT: Request for a 40% Leave Without Pay, Spring Semester 2005,
Associate Professor, English

Ms. Mikelyn Stacey, Dean of Language Arts and Social Sciences, requests approval of a request for a 40% Leave Without Pay during Spring Semester, 2005; for Associate Professor, English, Alison Kuehner. Ms. Kuehner will need to tend to family responsibilities during this time. Ms. Kuehner has requested that her salary and benefits be prorated. Dr. James Wright, Vice President, Instruction, supports this request.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the Request for a 40% Leave Without Pay for Spring Semester 2005, for Associate Professor, English, Alison Kuehner, with prorated salary and benefits.

DT/LKE:di/A Kuehner BT 10-13-04