

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Gari Browning
DATE: June 30, 2008
SUBJECT: Request for Leave of Absence, Executive Assistant

Gale Carli, Dean of Health Science and Environmental Studies; requests approval of a request for a 100% Leave of Absence With Pay and Benefits, from June 6, 2008 till September 8, 2008; for Executive Assistant, JoAnne Serran. Ms. Serran will be having surgery. Vice President of Administrative Services supports this request.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the Request for a 100% Leave of Absence with Pay and Benefits from June 6, 2008 through September 9, 2008, for JoAnne Serran, Executive Assistant.

GB/LKE:eduval