TO: Board of Trustees

FROM: Dr. Anita Grier, President – Board of Trustees
Dr. Natalie Berg, Chair – Personnel Committee

SUBJECT: HUMAN RESOURCES
Commending Chancellor Philip R. Day Jr., and
Authorizing Employment Agreement Amendments, including Term Extension and Increment
(Resolution No. 030626-F5)

BACKGROUND INFORMATION:

Chancellor Philip R. Day, Jr. has completed another year of dedicated service to City College of San Francisco. Dr. Day continues to build bridges with the communities in San Francisco to ensure that the College responds to the diverse needs and aspirations of its students. The various College constituents recognize his profound commitment to the well being of the institution. Dr. Day has also brought new visibility to City College on the State level and has worked tirelessly to secure and increase financial support for College programs and facilities. Dr. Day is to be commended for his outstanding service.

With regard to the Chancellor’s annual performance evaluation for the 2002-2003 college year, the Board has determined that his performance was fully satisfactory; consequently the renewal provisions of the Chancellor’s employment agreement are triggered. The term of the agreement shall be extended through June 30, 2006.

With regard to evaluation, the current agreement provides that the Board shall evaluate the Chancellor no later than September 30 of each year. However, in practice the Board has completed the Chancellor’s evaluation by June 30 of each year. The Chancellor’s employment agreement will be amended to stipulate that his evaluation shall occur no later than June 30 of each year unless mutually agreed otherwise.

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Currently, the Chancellor’s agreement provides a cost-of-living adjustment (COLA) payable at the beginning of each fiscal year beginning July 1. However, the agreement provides for an increment that becomes effective at the beginning of the following calendar year based on evaluation. Since the evaluation is completed by June 30 of any given year, the agreement should be further amended to state that the increment is made effective at the beginning of the following fiscal year (July 1), to correspond with the annual Cost-of-Living Adjustment (COLA). It should be emphasized that the Chancellor is subject to the same salary restriction applicable to all other District employees in that he will not receive an increment or COLA for the time period of July 1, 2002 through June 30, 2004.

RECOMMENDATION:

RESOLVED: With regard to the Chancellor’s annual performance evaluation for the 2002-2003 college year, the Board determines that his performance was fully satisfactory thus triggering the renewal provisions of the Chancellor’s employment agreement. The Chancellor’s extended term is through June 30, 2006.

FURTHER BE IT RESOLVED: That Board of Trustees of the San Francisco Community College District hereby amends its employment agreement with Chancellor Philip R. Day, Jr. as follows:

1. The annual Evaluation of the Chancellor by the Board will be completed by June 30 of each year, unless mutually agreed otherwise;

2. Increments shall be payable to the Chancellor on July 1 of each year in conjunction with the Cost-of-Living Adjustment (COLA). Such change shall become effective on July 1, 2003;

3. Any COLA’s or increments payable to the Chancellor are paid only when such COLA’s or increments are paid to other full-time District employees effective July 1, 2002 through June 30, 2004.

FURTHER BE IT RESOLVED: That the President of the Board of Trustees is hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator, Ronald Lee