

Board Agenda Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda Item IV-A

Enclosure 3

**BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

To: J. D. Armstrong, President

Date: January 9, 2008

From: Vice President/Provost

Subj: Leave of Absence without Pay Request

**Issue: Leave of Absence without pay**

**Adnan Khalil, ESL/Reading/SLS, Central**

Professor Adnan Khali, a tenured faculty member from the Central Campus ESL/Reading/SLS Department is requesting an extension of his personal leave without pay for Term 11, 2007-2008

**Background/Analysis:**

**Fiscal Impact:**

Professor Khalil is requesting an extension of his personal leave of absence without pay for Term II, 2007-2008.



\_\_\_\_\_  
Vice President/Provost

**Dr. Edna Chun**

**Vice President, Human Resources & Equity**

**Staff Position: Recommend Approval**

**THIS RECOMMENDED ACTION MEETS THE FOLLOWING ELEMENT(S) OF THE COLLEGE'S MISSION STATEMENT:**

- |   |   |
|---|---|
| <input type="checkbox"/> Providing high quality educational programs                    | <input type="checkbox"/> Providing high quality services                                |
| <input type="checkbox"/> Providing for affordability to a diverse community of learners | <input type="checkbox"/> Providing for accessibility to a diverse community of learners |
| <input checked="" type="checkbox"/> Commitment to student achievement                   | <input checked="" type="checkbox"/> Commitment to lifelong learning                     |
| <input checked="" type="checkbox"/> Commitment to academic excellence                   | <input type="checkbox"/> Providing use of current technology                            |

**BRIEFLY DESCRIBE HOW THIS RECOMMENDATION ACHIEVES THE ABOVE ELEMENT(S) IN THE COLLEGE'S MISSION STATEMENT:**

Minority Firm: Yes \_\_\_ No \_\_\_ N/A \_\_\_


Broward Firm: Yes \_\_\_ No \_\_\_ N/A \_\_\_

# MEMO

AGENDA ITEM 1V-A  
JAN 29 2008  
ENCLOSURE 3

**TO:** Dr. Lois Bolton  
Dr. Dianne Ruggiero

**THROUGH:** Dr. Edna Chung

**FROM:** Carolyn Tonge 

**CC:** Dr. Adnan Khalil

**DATE:** January 9, 2008

**RE:** Faculty Leave of Absence Request

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This memo of support is attached to Dr. Adnan Khalil's request for an extension of his leave of absence. Dr. Khalil has been a member of the ESL/Reading/SLS Department for 15 years and is requesting an extension of his personal leave of absence without pay for the winter term, 20082.

I offer my support of Dr. Khalil's request, and ask for your favorable consideration.

December 22, 2007

AGENDA ITEM IV-A

JAN 29 2008

ENCLOSURE 3

Carolyn A. Tonge  
Associate Dean  
ESL/READING/SLS  
Broward Community College  
3501 SW Davie Road  
Davie, FL 33314

Dear Carolyn,

I would like to request an extension of my Leave of Absence.

I am back home in Saudi Arabia taking care of family matters and business. These affairs require my presence in the country. For these reasons, I still need more time to accomplish what I need to since it is difficult to get things done here in a timely fashion.

Sincerely,



Dr. Adnan Khalil