



Guam Community College

P.O. Box 23069

Barrigada, GU 96921

www.guamcc.edu

Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Fiesta Guam Resort
Date	February 28, 2020
Time	11:30 a.m.
Meeting Facilitator	Donna Cruz, Co-Chair
Meeting Attendees	Doreen Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong and Becky Toves

No.	Topic	Action Points
1	Meeting on March 6, 2020	Discussed items to share with applicants who have not been recommended for advancement-in-rank to help strengthen their next application.
2	Reserve a room	Pilar to reserve E123 on March 6, 2020 from 12:30 p.m. to 3 p.m.; Eric will email applicants with date, time, and location.
3	AIR workshop	Our spring AIR workshop will be on Friday, March 20 at 2:30 p.m. in C4.
4	Announcement	Need to send a reminder to faculty to apply for Certificate of Eligibility with HR on or before April 1, 2020.
5	Adjournment	Patty moved to adjourn; seconded by Becky Motion carried and meeting was adjourned at 2:00 p.m.



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	C4
Date	February 7, 2020
Time	2:00 p.m.
Meeting Facilitator	Donna Cruz, Co-Chair
Meeting Attendees	Doreen Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong and Becky Toves

No.	Topic	Action Points
1	Written Report to the President	Discussed report to the president.
2	Written justifications	Drafted written justifications for recommendation for approval and disapproval of each application to the president.
3	Next meeting	On February 11, Committee to meet at 3 p.m. for a group photo and to sign letters and report to the president. Per Agreement, on or before February 15, Committee is to submit a written report to the President and forward each application and supporting documents to the President's Office.
4	Adjournment	Patty moved to adjourn; seconded by Becky Motion carried and meeting was adjourned at 5:00 p.m.



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	E123
Date	January 24, 2020
Time	12:00 noon
Meeting Facilitator	Donna Cruz, Co-Chair
Meeting Attendees	Doreen Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong and Becky Toves

No.	Topic	Action Points
1	Deliberate & Vote	Reviewed portfolios. Deliberate and vote to approve or disapprove each application for advancement-in-rank. For advancement-in-rank to Professor: Five (5) affirmative votes are required. For lower ranks, four (4) affirmative votes are required.
2	AIR letters to candidates	Drafted letters to candidates. Per Agreement, applicants will be notified of Committee's decision by January 31, 2020.
3	Adjournment	Doreen moved to adjourn; seconded by Pilar. Motion carried and meeting was adjourned at 3:00 p.m.



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	E123
Date	January 7, 2020
Time	3:00 p.m.
Meeting Facilitator	Donna Cruz, Co-Chair
Meeting Attendees	Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong and Becky Toves

No.	Topic	Action Points
1	Meeting Minutes	Pilar moved for meeting minutes of November 15, 2019 and December 11, 2019 to be approved. Seconded by Becky. Motion carried.
2	Interview Schedule	Email all six applicants of the interview schedule on January 17, 2020 for them to choose, on a first come, first served basis: 12:30 – 1:00 p.m. 1:15 – 1:45 p.m. 2:00 – 2:30 p.m. 2:45 – 3:15 p.m. 3:30 – 4:00 p.m. 4:15 – 4:45 p.m. (Each interview will be limited to 30 minutes). Location: E123

		Per Agreement, candidates may withdraw by January 15, 2020.
3	Items for interviews	Paper and Post-It notes (obtain from Bobbie, Faculty Senate office).
4	Review Portfolios	Reviewed portfolios to come up with questions for applicants.
5	Adjournment	Becky moved to adjourn; seconded by Patty. Motion carried and meeting was adjourned at 5:05 p.m.



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	E123
Date	December 11, 2019
Time	1:00 p.m.
Meeting Facilitator	Donna Cruz, Co-Chair
Meeting Attendees	Doreen Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong and Becky Toves

No.	Topic	Action Points
1	Old business	Tabled
2	Written Testimony and rebuttal	<ol style="list-style-type: none"> 1. Negative testimony 2. Privacy request: committee will respect said request as process is confidential. 3. Unsigned written testimony: committee will not consider. 4. Anonymous testimony: committee will not consider. 5. Candidates' waiver and non-waivers: Only non-waivers will see testimony.
3	Change to Letter of Intent	In addition to letters of recommendation, testimony will be added for next academic year. Candidates will decide to waive or not waive to view both letters of recommendation and testimony.

4	Change to Standard Operating Procedures (SOP)	For next academic year, it must be noted that written testimony must be signed (not emailed). Also, anonymous testimony will not be accepted. When announcement is made in MyGCC next academic year, clearly state testimony non signed or anonymous will not be accepted.
5	How to handle testimony with a request for privacy for next year.	Committee to inform writer of testimony that the candidate will be able view the testimony and entitled to rebut, and writer is given a choice to withdraw the testimony if writer still wants to remain private.
6	Next Meeting Date/Time	December 11, 2019 at 1 p.m. (Room C23)
7	Adjournment	Doreen moved to adjourn; seconded by Pilar. Motion carried and meeting was adjourned at 4:10 p.m.
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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	C23
Date	November 15, 2019
Time	3:00 p.m.
Meeting Facilitator	Donna Cruz, Co-Chair
Meeting Attendees	Doreen Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong and Becky Toves

No.	Topic	Action Points
1	Schedule for acceptance of AIR portfolios	8 a.m. – 11 a.m. Patty (Room 2316) 11 a.m. – 2 p.m. Doreen (Room A30) 2 p.m. – 5 p.m. Eric (Room C23)
2	Check for portfolio completeness	Co-chairs reviewed received portfolios for completeness with assistance of committee members.
3	Schedule for meetings and review of portfolios	December 11, 2019 at 1 p.m. (Room E123) December 12, 2019 at 10 a.m. (C4) December 13, 2019 at 12 noon (C23) January 7, 2020 at 10 a.m.
4	Interview date	January 17, 2020 beginning at 1 p.m.
5	Next Meeting Date/Time	December 11, 2019 at 1 p.m. (Room E123)

6	Adjournment	Becky moved to adjourn; seconded by Patty. Motion carried and meeting was adjourned at 4:00 p.m.
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Advancement-in-Rank Committee Agenda

10/04/19 @ 1:00 p.m. E Building

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes
- IV. Old Business
 - a. Workshop: Canceled October 4, 2019 due to applicants' mandatory attendance
 - b. October 1 Deadline- Received 8 Letters of Intent, Certificates of Eligibility and Resumes
- V. New Business
 - a. May 1 vs October 1 deadline for List of Eligibility
 - b. This Certificate of Eligibility for Faculty Promotion is valid only for promotion effective academic year 2020-2021 (FY2021).
 - c. Chairs access to applicant's personnel record
 - d. Fulltime workload and adjunct work
 - e. Update the "Letter of Intent" to include the School of College and Career Success
 - f. Videoconference and/or telephonic interviews
 - g. Procedure for supplemental submission after interviews
- VI. Open Discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting Date/Time: October 18, 2019 Off Campus
- IX. Adjournment





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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	E123
Date	October 4, 2019
Time	1:20 p.m.
Meeting Facilitator	Donna Cruz, Co-Chair
Meeting Attendees	Doreen Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong and Becky Toves

No.	Topic	Action Points
1	Minutes from September 20, 2019	Becky moved to approve meeting minutes, seconded by Doreen. The minutes were unanimously approved.
2	Oct 4, 2019 Workshop	Workshop on Oct 4, 2019, cancelled because all candidates attended mandatory workshop.
3	Oct 1, 2019 deadline	Committee received 8 Letters of Intent, Certificates of Eligibility, and resumes.
4	May 1 vs Oct 1 deadline for list of eligibility by HR	Committee acknowledged both May 1 and Oct 1 to receive list of eligibility by HR.
5	FY2019-2020 or FY2020-2021 for Certificates of Eligibility	Committee noticed HR used "FY2020-2021" in the Certificates of Eligibility for current candidates, which caused confusion. Committee will request Union President to address this with HR.

6	Chair's access to personnel records	Committee will request Union President to address this with HR after Apol denied access when it is in the contract.
7	Full-time workload and adjunct work	For faculty whose full-time workload has adjunct hours imbedded (ex. 4 credit course with 60 contact hours: 45 FT hours, 15 adjunct hours), Committee agreed to treat such as full-time.
8	Update Letter of Intent to include School of College and Career Success	Committee discussed this and did not see the need to update.
9	Video conference and/or telephonic interviews	Committee agreed to table until the need arises.
10	Procedure for supplemental submission after interviews	Committee discussed this.
11	Next Meeting Date/Time	November 15, 3 p.m.in E123
12	Adjournment	Pilar moved to adjourn; seconded by Doreen. Motion carried and meeting was adjourned at 2:15 p.m.



Guam Community College
Advancement-in-Rank Committee Agenda
9/20/19 @ 3:00 p.m.

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes
- IV. Old Business
 - A. Workshop
 - B. Deliverables
- V. New Business
 - A. Mandatory Training
 - B. Certificate of Eligibility (May 1 and October1)
 - C. Minimum Activity Sheets
- VI. Open Discussion
- VII. Next Meeting Date/Time
- VIII. Adjournment

Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for Micronesia.



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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	C23
Date	September 20, 2019
Time	2:00 p.m.
Meeting Facilitator	Donna Cruz, Co-Chair
Meeting Attendees	Doreen Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong and Becky Toves

No.	Topic	Action Points
1	Minutes from September 6, 2019	The minutes were unanimously approved.
2	Oct 4, 2019 Workshop	Committee discussed adding a third workshop on Oct 4 to accommodate any AIR candidates who received Certificate of Eligibility after Sep 23, 2019. . It was unanimously voted to hold a third workshop on Oct 4, 2019 at 3:00 p.m. in C23.
3	Union Request for Deliverables via VPAA	Union President received our committee's deliverables on Sep 12, 2019 via email.
4	Electronic portfolio submission	Committee unanimously agree that it will only accept USB for electronic portfolio as spelled out in our IOP.
5	Open discussion	Discussion on portfolio review dates and tentative interview dates.

6	Next meeting date/time	The next meeting will be October 18, 2019, 12:00 p.m., off-campus location.
7	Adjournment	Pilar moved to adjourn; Doreen seconded the motion. Motion carried and meeting was adjourned at 2:45 p.m.

Guam Community College
Advancement-in-Rank Committee Agenda
9/6/19 @ 2:00pm

- I. Call to Order
- II. Attendance/Sign in
- III. Old Business
- IV. New Business
 - Discuss Goals
 - 1. Review and update all documents including Internal Operating Procedures, Code of Ethics, Advancement-in-Rank Application packet, 14 Tips, Advancement-in-Rank Portfolio requirements, Instructions for Advancement-in-Rank, and application deadlines
 - 2. Conduct at least two (2) Advancement-in-Rank workshops
 - 3. Accept and review applicants' Advancement-in-Rank Portfolios, letters of recommendation, and campus-wide testimony. Interview applicants, obtain necessary supplemental documents, and decide whether to recommend for advancement to the next rank
- V. Open Discussion
- VI. Next Meeting Date/Time
- VII. Adjournment

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Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	C23
Date	September 06, 2019
Time	1:00 p.m.
Meeting Facilitator	Eric Chong, Co-Chair
Meeting Attendees	Doreen Blas, Donna Cruz, Pilar Pangelinan, Patricia Terlaje, Eric Chong, and Becky Toves

No.	Topic	Action Points
1	Minutes from August 23, 2019	The minutes were unanimously approved.
2	Sept. 6 Workshop	Committee discussed workshop agenda and order of presentation. Eric will conduct presentation on 14 Tips, application process, Internal Operating Procedure and changes for 2019-2020, and Code of Ethics. Doreen to present on Portfolio parts A, B, and C with an activity for attendees for part C.
3	Union Request for Deliverables via VPAA	Committee discussed and unanimously voted to send response outlining deliverables per Articles VII and VIII of the 2017-2023 Agreement Between the Guam Community College Faculty Union Local 6476 AFT/AFL-CIO & the Guam Community College Board of Trustees . As well as meeting dates 10/18 and 11/15 .
4	Sept. 20 Workshop	Committee discussed a second workshop to accommodate faculty who were unable to attend today's workshop and for all

		faculty interested in applying for advancement-in-rank. It was unanimously voted to hold another workshop on September 20, 2019 at 1:00 p.m. in new Building 100 Conference Room 1 st Floor.
5	Open discussion	Discussion on Certificate of Eligibility regarding original copies versus photocopies and cut-off date for eligibility. Committee determined that the original copy must be submitted. Cut-off date was tabled for the next meeting.
6	Next meeting date/time	The next meeting will be October 18, 2019, 12:00 p.m., off-campus location.
7	Adjournment	Meeting was suspended 2 p.m. to conduct the workshop. Meeting reconvened at 4 p.m. Donna moved to adjourn; Doreen seconded the motion. Motion carried and meeting was adjourned at 4:30 p.m.