

AY2021-2022 Advancement in Rank Committee

Agenda

Wednesday, May 4, 2022, 12:00 pm

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes (April 20, 2022)
- IV. Old Business
  - A. MyGCC Site Updates
  - B. Google Classroom
  - C. Mentors
- V. New Business
  - A. Election
- VI. Open Discussion
- VII. Announcements
- VIII. Adjournment

AY2021-2022 Advancement in Rank Committee

Agenda

Wednesday, April 20, 2022, 2:30 pm

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes (March 23, 2022)
- IV. Old Business
  - A. Retreat- Wednesday, May 4, 2022, 12:00 pm
- V. New Business
- VI. Open Discussion
- VII. Announcements
  - Next Meeting: **Wednesday, May 4, 2022, 12:00 pm**
- VIII. Adjournment



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### Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Virtual Meeting
Date	Wednesday, April 20, 2022
Time	2:35 p.m.
Meeting Facilitator	Patty Terlaje, Co-Chair
Meeting Attendees	Eric Chong, Donna Cruz, Anthony Sunga, and Tico Tenorio

I. Previous Minutes	Approval of Minutes for March 23, 2022- Motioned by Tico Tenorio and seconded by Anthony Sunga. Motion carried.
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II. Old Business	1.AIR Retreat: Donna Cruz made reservations at OceanoRestaurant, Tsubaki Tower for May 4, 2022, at 12 noon.
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New Business	<p>Elections: Tico Tenorio announced a list of nominees provided by the Union Election committee.. Voting will take place on April 29, 2022.</p> <p>Committee members' names, including AIR chair, for AY2022-2023 due to admin by May 1, 2022 as per agreement.</p>
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III. Announcements	None
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IV. Next Meeting	Next meeting will be on May 4, 2022, at AIR Retreat.
V. Adjournment	2:43 p.m. Motioned by Donna Cruz and seconded by Tico Tenorio.

**AY2021-2022 Advancement in Rank Committee  
Agenda  
Wednesday, March 23, 2022, 2:30 p, Virtual**

- I. Call to Order
- II. Approval of Previous Minutes: March 18, 2022
- III. Old Business
  - A. AIR Documents
  - B. End of Year Report
- IV. New Business
  - A. AIR Retreat
- V. Announcements
- VI. Next Meeting



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### Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Virtual Meeting
Date	Wednesday, March 23, 2022
Time	2:38 p.m.
Meeting Facilitator	Yvonne Tam and Patty Terlaje, Co-Chairs
Meeting Attendees	Eric Chong, Donna Cruz, Anthony Sunga, and Tico Tenorio

I. Previous Minutes	Approval of Minutes for March 18, 2022- Motioned by Donna Cruz and seconded by Eric Chong. Motion carried.
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II. Old Business	1.Reminder Code of Ethics- All internal meetings and discussions, recording, taking pictures are confidential and guided by the committee Code of Ethics.
	2.Modification of the AIR Eric Chong suggested for the template next committee to write down and label the criteria properly to avoid confusion to the applicants.

	<p>3. End of the Year Report      The committee discussed and finalized the AIR End of the Year. Signatures will be done virtually in the order from Eric Chong, Donna Cruz, AJ Sunga, Tico Tenorio, Yvonne Tam, and Patty Terlaje.</p>
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	<p>4. Possible ethical violations discussed.</p>
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	<p>5. Navigation on the GCC AIR      Patty Terlaje showed the site members how to navigate and access AIR documents from the GCC site.</p>
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<p>III. Announcements</p>	<p>AIR Retreat: All members are in favor of having a retreat luncheon at Tusbaki Hotel on May 3 at 12 noon.</p>
<p>IV. Next Meeting</p>	<p>Virtually meeting set on Wednesday, April 20, 2022, 2:30 pm.</p>
<p>V. Adjournment</p>	<p>4:06 p.m. Motioned by Donna Cruz and seconded by AJ Sunga.</p>

AY2021-2022 Advancement in Rank Committee

Agenda

Friday, March 18, 2022, 2:00 pm

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes (March 14, 2022)
- IV. Old Business
  - A.. AIR End of the Year Report
  - B. AIR Workshop
- V. New Business
- VI. Open Discussion
- VII. Announcements
  - Next Meeting:
- VIII. Adjournment





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### Meeting Minutes

<b>Committee Name</b>	<b>Advancement-in-Rank</b>
<b>Meeting Room</b>	LRC Conference Room 112
<b>Date</b>	March 18, 2022
<b>Time</b>	2:00 pm
<b>Meeting Facilitators</b>	P. Terlaje/Y.Tam Co-Chairs
<b>Meeting Attendees</b>	Eric Chong, Donna Cruz, Anthony Jay Sunga, Yvonne Tam, Tico Tenorio, and Patricia Terlaje

No.	Topic	Action Points
I.	Call to Order	<ul style="list-style-type: none"> <li>P. Terlaje called the meeting to order at 2:12 pm.</li> </ul>
II.	Approval of Previous Minutes: March 14, 2022	<ul style="list-style-type: none"> <li>T. Tenorio motioned to approve minutes with changes (use periods with sentences/old format with colored columns). D.Cruz 2nd motion.</li> </ul>
III.	End of Year Report	<ul style="list-style-type: none"> <li>Members encouraged to provide input with Google Classroom posted document.</li> </ul>
IV.	AIR Workshop	<ul style="list-style-type: none"> <li>Rules of engagement document was revised. Six(6) RSVP'd by deadline.</li> </ul>
V.	Announcement	<ul style="list-style-type: none"> <li>Next meeting-Wednesday, March 23, 2022, 2:30 pm, virtual</li> </ul>
VI.	Adjournment	<ul style="list-style-type: none"> <li>E. Chong motioned to adjourn the meeting. D. Cruz 2nd the motion. Meeting adjourned at 2:50 pm.</li> </ul>

AY2021-2022 Advancement in Rank Committee

Agenda

Monday, March 14, 2022, 2:30 pm

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes (February 7, 2022)
- IV. Old Business
  - A. Updated AIR documents
  - B. AIR End of the Year Report
  - C. AIR Workshop
- V. New Business
- VI. Open Discussion
- VII. Announcements
  - Friday, March 18, 2022, AIR Workshop 3:00 pm (showtime for AIR 2:00 pm) LCR 112
- VIII. Adjournment



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### Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Face-to-Face in LRC Room 112
Date	Friday, March 14, 2022
Time	2:39 p.m.
Meeting Facilitator	Yvonne Tam and Patty Terlaje, Co-Chairs
Meeting Attendees	Eric Chong, Donna Cruz, Anthony Sunga, and Tico Tenorio

No	Topic	Action Points
1.Previous Minutes	Approval of Minutes for February 07, 2022	Motioned by Donna Cruz and seconded by Eric Chong. Motion carried.

2. Old Business	1.Upcoming AIR workshop	Reviewed, made changes, and assigned roles for the upcoming workshop presentation. All members are asked to come in at 2 p.m. for a final rehearsal prior to the actual workshop on Friday, March 18, at 3 p.m..
	2. AIR documents	Folders will be prepared and given out to applicants at the workshop
	3. AIR End of the Year Report	Donna Cruz will initiate the draft of the final report and the rest of the members will share and input
3. New Business	1.Final announcement for March 18, 2022 workshop	Yvonne Tam to update the AIR RSVP workshop roster and Eric Chong to send one final announcement to remind applicants to RSVP due to safety and space availability.

4. Announcements	1.Spring AIR Workshop	Friday, March 18, 2022 AIR workshop begins at 3 p.m.
5. Next Meeting	1.Date/Time	Show time on Friday, March 18, 2022 at 2 p.m.
6. Adjournment	1.3:51 p.m.	Motioned by Eric Chong and seconded by Donna Cruz

AY2021-2022 Advancement in Rank Committee

Agenda

Monday, February 7, 2022, 2:30 pm

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes (January 4 & 7, 2022)
- IV. Old Business
  - A. Letter to President
  - B. AIR Workshop
  - C. AIR End of the Year Report
- V. New Business
- VI. Open Discussion
- VII. Announcements
- VIII. Adjournment



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### Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Virtual Meeting
Date	Monday, February 07, 2022
Time	2:30 p.m.
Meeting Facilitator	Yvonne Tam and Patty Terlaje, Co-Chairs
Meeting Attendees	Eric Chong, Donna Cruz, Anthony Sunga, and Tico Tenorio

No	Topic	Action Points
1.Previous Minutes	Approval of Minutes for January 04 & 07, 2022	Motioned by Donna Cruz and seconded by Eric Chong. Motion carried.

2. Old Business	1. Letter to President	Donna Cruz will initiate the draft and rest of the members will input
	2. AIR workshop	Suggested to post in Google classroom. All members are to review and comment prior to rehearsal meeting on Monday, March 14, 2022
	3. AIR End of the Year Report	Members are advised and/or suggested to indicate any issue that should be included in the year end report.
3. Open Discussion	1. Preparing for the AIR workshop	Face-to-face meeting on Friday, March 14, 2022. Go through the agenda items for the next meeting workshop.

4. Announcements		
5. Next Meeting	1. Date/Time	Monday, March 14, 2022 in LRC Room 112
6. Adjournment	1. 4:30 p.m. .	Motioned by Eric Chong and seconded by Donna Cruz



AY2021-2022 Advancement-in-Rank Committee

Friday, January 07, 2022

LRC Room 112 at 2 p.m.

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes for October 25, 2021 and December 20, 2021
- IV. Old Business
  - A. Rehearsal for the interview
  - B. AIR assignments for interview
- V. Open Discussion
- VII. Announcements
- VIII. Adjournment





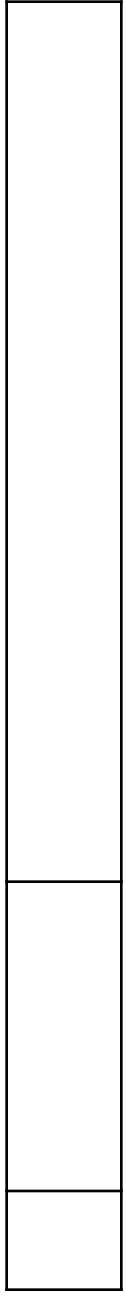
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### Meeting Minutes

<b>Committee Name</b>	Advancement-in-Rank
<b>Meeting Room</b>	GCC LRC Room 112
<b>Date</b>	January 07, 2022
<b>Time</b>	2:00p.m.

<b>Meeting Facilitator</b>	Patricia Telaje and Yvonne Tam,
<b>Meeting Attendees</b>	Co-Chairpersons Eric Chong, Donna Cruz, Anthony Sungca, Tico Tenorio

<b>1.</b>	Previous Minutes	Tabled.
<b>2.</b>	Committee Task	Members volunteered to interview process for applicant
<b>3.</b>	Actual Interview	Interview with applicant began at 3 p.m. in LRC Room 112
<b>4.</b>	Next Meeting Date/Time	Friday, January 21, 2022 at 3p.m. face to face in E building
<b>5.</b>	Meeting adjourned	Eric Chong Motioned and seconded by Donna Cruz 4:45 p.m.





AY2021-2022 Advancement in Rank Committee

Tuesday, January 04, 2022

LRC Room 112 at 3p.m.

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes (Tabled)
- IV. Old Business
  - A. Review and discuss the Interview Rubrics
  - B. AIR assignments during the interview
  - C. Update all previous Agenda/Minutes
- V. Open Discussion
- VII. Announcements
- VIII. Adjournment



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### Meeting Minutes

**Committee Name** Advancement-in-Rank

**Meeting Room** GCC LRC Room 112

<b>Date</b>	January 04, 2022
<b>Time</b>	3:06 p.m.

<b>Meeting Facilitator</b>	Patricia Telaje and Yvonne Tam, Co-Chairpersons
<b>Meeting Attendees</b>	Eric Chong, Donna Cruz, Anthony Sungca, Tico Tenorio

<b>1.</b>	Previous Minutes	Tabled.
<b>2.</b>	Committee Task	Review and discuss the rubrics and procedures for the upcoming interview of applicant, DE.
<b>3.</b>	Rehearsal for the actual interview date	Suggested all AIR members to meet at 2 p.m. at GCC LRC Room 112 prior to the scheduled interview time, 3p.m.
<b>4.</b>	Next Meeting Date/Time	Friday, January 07, 2022 at 2p.m. face to face in GCC LRC Room 112
<b>5.</b>	Meeting adjourned	4:45p.m. _____ Motioned and seconded by _____

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AY2021-2022 Advancement in Rank Committee

Agenda

Monday, December 20, 2021, 9:00 am (Virtual)

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes (October 22, 2021)
- IV. Old Business
  - A. HR/AIR Applicants Status
  - B. AIR Workshop
  - C. AIR MyGCC Site Update
- V. New Business
- VI. Open Discussion
- VII. Announcements
- VIII. Adjournment

AY2021-2022 Advancement in Rank Committee

Agenda

Friday, October 22, 2021, 4:30 pm (Virtual)

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes (September 24, 2021)
- IV. Old Business
  - A. HR/AIR Applicants Status
  - B. AIR Workshop
  - C. AIR MyGCC Site Update
- V. New Business
- VI. Open Discussion
- VII. Announcements
- VIII. Adjournment

AY2021-2022 Advancement in Rank Committee

Agenda

Friday, September 24, 2021, 2:30 pm

- I. Call to Order
- II. Attendance
- III. Approval of Previous Minutes (September 14, 2021) IV.
- Old Business
  - A. AIR Committee Leadership/Membership Tasks Feedback
  - B. HR Applicants
  - C. AIR Workshops
  - D. AIR Documents
- V. New Business
- VI. Open Discussion
- VII. Announcements
  - Next Meeting:
- VIII. Adjournment



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### Meeting Minutes

**Committee Name** Advancement-in-Rank

**Meeting Room** Google Classroom

<b>Date</b>	August 20, 2021
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**Time** 2:30 p.m.

<b>Meeting Facilitator</b>	Yvonne Tam, Past Co-Chairperson
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Eric Chong, Donna Cruz, Vera De Oro, Tico Tenorio, and

**Meeting Attendees**

Patricia Terlaje

**No. Topic Action Points**

1 Previous Minutes Tabled.

<b>2</b>	Committee Membership	Y. Tam and P. Terlaje are serving their second year of term, ending AY22-23. D. Cruz and E. Chong are serving last year of term, ending AY21-22. T. Tenorio and V. De Oro are serving their three-year term, ending AY23-24
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Nomination for Chair or co-chairs.

**3 Election** give an answer before Monday, August 23,  
V. De Oro is nominated as chair but she will 2021.

AIR Forms The Committee reviewed and discussed the following documents:

**4**

1. Internal Operating Procedures  
E. Chong will revise dates for IOP based on discussions.
2. Code of Ethics.



Open discussion 1. Need to add to the year-end report all the recommendations and improvements for our next contract.

5

2. First AIR workshop is tentatively planned for September 24, 2021, at 3:30 p.m.
3. Next meeting: we will discuss workshop presenters.
4. Need list of eligible for advancement-in-rank from HR.

6	Next meeting date/time	September 10, 2021. At 3 p.m. via Google Classroom.
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7Adjournment D. Cruz moved to adjourn; E. Chong seconded the motion. Motion carried. The meeting was adjourned at 3:10 p.m.



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### Meeting Minutes

Committee Name	Advancement-in-Rank
Meeting Room	Google Classroom
Date	August 10, 2021
Time	3:12 p.m.
Meeting Facilitator	Yvonne Tam, Past Co-Chairperson
Meeting Attendees	Eric Chong, Donna Cruz, Vera De Oro, Tico Tenorio, and Patricia Terlaje

No.	Topic	Action Points
1	Previous Minutes	Table to next meeting

2 Committee Membership

Y. Tam and P. Terlaje are serving their second year of term, ending AY22-23.

D. Cruz and E. Chong are serving last

year of term, ending AY21-22.

T. Tenoro is serving a three year term, ending AY23-24 A. Sunga is appointed to a one year term.

3	Election	<p>Nomination for Co-Chairs/Chair-Elect  Y. Tam, Co-Chair/ P. Terlaje, Co-Chair  T. Tenorio, Chair-Elect</p>
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		<p>D. Cruz motion to close nominations and vote for nominees. E. Chong second. Motion carried.  Union would like committee to produce constitution and bylaws to define leadership/membership roles and responsibilities. P. Terlaje posted leadership responsibilities and asked members to list areas they would want to assist co-chairs with. T. Tenorio announced that any recommendations to committee charge/responsibilities forward to Negotiations team. P.Terlaje stated that group should look at past end of the year reports to gather data.</p>
4	AIR Forms	<p>Y.Tam and P. Terlaje uploaded (9/8/21) for members to review seven documents for review. Members requested for addition time and electronic vote. Changes to COE/IOPs will be made and members will stop by P.Terlaje's office to sign documents.</p>

Virtual Workshop Y. Tam shared the slides for presentation. Workshop will be moved to Saturday, October 16, 2021, 10:00 am. Look at slides

5.

and volunteer what areas you would like to present. HR provided P. Terlaje with list of five eligible and four conditional faculty. Announcement will be posted next week. Virtual practice run on Friday, September 24, 2021, 2:30 pm

5	Open discussion	<p>Next meeting: Friday, September 24, 2021, 2:30 pm</p>
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6 Next meeting date/time

Google Classroom.

September 10, 2021. At 3 p.m. via

7	Adjournment	T. Tenorio moved to adjourn; A. Sunga seconded the motion. Motion carried. The meeting was adjourned at 4:10 p.m.
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