The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Guam Community College
Professional Development Review Committee

Minutes
September 14, 2012
900a, Assessment & Counseling Testing Lab

	Name	Email	Present
	Troy Lizama, Chair	troy.lizama@guamcc.edu	√
	Hernalin Analista, Secretary	hernalin.analista@guamcc.edu	√
	Doreen Blas, Secretary	doreen.blas@guamcc.edu	√
	Anthony Roberto	anthony.roberto@guamcc.edu	√
	Anthony San Nicolas	anthony.sannicolas@guamcc.edu	√

1. Called to order at 9:04 a.m.

2. Approval of minutes: Motion made to approve 8/31/12 minutes by Tony San Nicolas. Seconded by Tony Roberto. Unanimously approved and carried.

3. New business

    a. Resignation of member: Sarah Leon Guerrero officially resigned from PDRC on Monday, 9/11/12. Election for a new member will be held today, 9/14/12 in the Faculty Senate Office.

    b. Items for meeting with VP Finance and AVP: Members discussed items of concern to discuss with the VP Finance and AVP at today''s 10:30 a.m. meeting and decided on the following:

        • Acting President's role in the flowchart

        •Denial of applications by VP Finance and AVP in approval process

        •Institutional Priorities (clarification on who developed them, what impact they have on PDRC, and the "Note" at the bottom of the Institutional Priorities list).

4. Open discussion

    a. PDRC Funding: Committee needs to decide how it will budget this year's funding. Troy will let members know how the total allotment was divided last year (i.e., $75,000 divided into three categories: travel, miscellaneous, supplies).

    b. PDRC Forms: Troy submitted PDRC forms to the PIO to be posted on MyGCC. Applicants are currently contacting him directly for access to the forms. The Faculty Response Form will be revised to include only the Chairperson's signature on behalf of the Committee.

5. Next meeting: October 12, 2012.

6. Adjournment: Motion to adjourn at 9:58 a.m. made by Tony San Nicolas and seconded by Tony Roberto. Unanimously approved and carried.

Minutes prepared by Doreen J. Blas

I. Call to Order: 10:40 a.m., President's Conference Room

Attendance:

Name	Email	Present
Troy Lizama, Chair	troy.lizama@guamcc.edu	✓
Hernalin Analista, Secretary	hernalin.analista@guamcc.edu	✓
Doreen Blas, Secretary	doreen.blas@guamcc.edu	✓
Anthony Roberto	anthony.roberto@guamcc.edu	✓
Anthony San Nicolas	anthony.sannicolas@guamcc.edu	✓
Dr. Ray Somera, AVP	reneray.somera@guamcc.edu	✓
Carmen Santos, VP (Finance)	carmen.santos@guamcc.edu	✓

Meeting held to discuss the following items with the AVP and Vice President of Finance:

1. **Institutional Priorities:** Dr. Ray recommended that the committee review the existing Institutional Priorities and decide whether to adopt it or consider making revisions to the current document. A suggestion was made to include additional areas of focus besides math, science, and technology when developing the list of "Academic Priorities."

2. **Role of Acting President in the Decision-Making process:** Generally, the President's signature is required on all PDRC applications, but in instances where a decision must be made right away, authority can be given to the Acting President to sign and approve applications.

3. **Reconciliation of PDRC list of approved applications with Finance office's listing:** Carmen recommended that PDRC establish the procedure that will determine how her office can inform the committee of the changes made to an application. Procedure should outline how information should be exchanged between PDRC and the Business & Finance office, particularly for instances when an application is rejected by the administration, even after approval by PDRC.

4. **Additional Recommendations and Reminders:**

   A. **Committee Reports:** Mid-term report due in February, End-of-the-Year report due around April or May.

   B. **Travel Report:** Must be submitted 10 days after completion of travel and should be linked to ILO's.

   C. **Use of Most Current PDRC Forms:** Committee requested to assist faculty in accessing the correct PDRC forms

   D. **Develop Proactive Measures to Encourage More Faculty Participation:** Committee recommended to brainstorm creative ways to have more faculty apply for or take advantage of PDRC funding (i.e.

priority listing vs. first-come-first-serve policy, invite a guest speaker, equitable distribution of funds among faculty/departments/programs, etc.)

    E. Integrated Planning Strategies: Dr. Ray recommended that the committee demonstrate "being good stewards of funds" by developing integrated planning strategies that can link to the College's institutional priorities, ILO's and resource allocation.

II. Meeting adjourned at 11:25 a.m.

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Guam Community College
Professional Development Review Committee

MINUTES
October 5, 2012
9:30 a.m., Faculty Senate Office

	Name	Email	Present
	Troy Lizama, Chair	troy.lizama@guamcc.edu	√
	Hernalin Analista, Secretary	hernalin.analista@guamcc.edu	√
	Doreen Blas, Secretary	doreen.blas@guamcc.edu	√
	Clare Camacho	clare.camacho@guamcc.edu	√
	Anthony Roberto	anthony.roberto@guamcc.edu	√
	Anthony San Nicolas	anthony.sannicolas@guamcc.edu	

1. Called to order at 9:35 a.m.

2. Approval of minutes

    a. September 14, 2012 PDRC Meeting: M/S/A to approve minutes.

    b. September 14, 2012 AVP & VP Finance Meeting: M/S/A to approve minutes with minor correction to section 4E.

3. Old Business

    a. Followed up on applications turned in.

       Steve Lam: M/S/A to approve application with minor corrections.

       Terry Kuper: M/S/A to approve application with minor corrections.

       Still remaining to review are applications from Vicky Schrage and Norman Aguilar.

       Members were asked to review applications and respond to the committee with comments within 5 days of receiving documents.

    b. Institutional Priorities: Troy delivered a letter for Dr. Ray with PDRC's feedback on the Institutional Priorities (no changes). After today's discussion, he will make the recommendation for Dr. Ray to change the academic year on the document and to remove the italicized part of the "Note" at the bottom.

4. New Business

    a. Nominated and voted for chair-elect: Newly elected member Clare Camacho was welcomed to PDRC. Tony R. nominated Clare as chair-elect and she accepted. Clare was unanimously voted as chair-elect for this academic year.

    b. CTE Conference on November 2 & 3, 2012: Clare described the CTE Conference scheduled for 11/2 & 3 and suggested that applicants who received PDRC funding be allowed to present at the CTE Conference as their "payback" activity, rather than

at a scheduled PDRC event as stated in the current application. This was accepted among the members and Troy said he would put out an announcement encouraging past PDRC funding recipients to take advantage of this opportunity to present.

    c.   Opportunities to present for payback to PDRC: Since other activities arise that are more suitable for PDRC funding recipients to provide training rather than PDRC scheduled events (i.e., CTE Conference described in 4b above), the Committee is open to hearing about workshops, training sessions, conferences, etc., that can be used for "payback."

    d.   IOP and Forms: Troy will be emailing revised copies of both the application and IOP for members to review for our next meeting on October 12, 2012. Discussion will also include placing a $2,500 cap on tuition assistance.

5. Next meeting : October 12, 2012 9:00 a.m. at the Marriott

6. Adjournment: M/S/A to adjourn at 10:52 a.m.

Minutes prepared by : Doreen J. Blas

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Guam Community College
Professional Development Review Committee

MINUTES
October 12, 2012
9:00 a.m., Marriott Hotel

	Name	Email	Present
	Troy Lizama, Chair	troy.lizama@guamcc.edu	√
	Hernalin Analista, Secretary	hernalin.analista@guamcc.edu	√
	Doreen Blas, Secretary	doreen.blas@guamcc.edu	√
	Clare Camacho	clare.camacho@guamcc.edu	√
	Anthony Roberto	anthony.roberto@guamcc.edu	√
	Anthony San Nicolas	anthony.sannicolas@guamcc.edu	

1. Called to order at 9:02 a.m.

2. Approval of minutes

   October 5, 2012 PDRC meeting minutes: M/S/A to approve minutes with correction.

3. Old Business

   a. Announcements

      The statuses of previously reviewed applications are as follows:

      SS: voted on electronically and approved.

      CC: voted on electronically and approved.

      SLG: voted on electronically and approved. However, applicant has rescinded her approved PDRC application.

      TK: awaiting corrections to be made by applicant.

      SL: applicant submitted corrections; application is complete and approved.

   b. Follow up on applications turned in

      NA: application is incomplete. Committee will await applicant's submission of additional information before making a decision.

VS: M/S/A to approve application with minor corrections.

JT: M/S/A to approve application with minor corrections. Applicant to acquire Dean's signature on Clearance Report.

SLG: pending review and approval.

c. CTE Conference
Clare is seeking assistance in finding presenters for the conference. Members are asked to reach out to GCC and GDOE faculty as well as past recipients of PDRC funds and invite them to serve as presenters for the conference.

d. IOP and Forms
Clare will provide some suggested corrections/changes to the electronic version of the forms and members will review and add on their proposed corrections/changes.

e. Opportunities to present for payback to PDRC
Recipients of PDRC funds will be given some flexibility in choosing a payback activity that will fulfill their obligation to PDRC under the following terms and conditions:

1) PDRC recipient must confirm with committee if the activity they will engage in qualifies as acceptable and appropriate for PDRC payback.
2) PDRC recipient will be responsible for announcing the activity to faculty at least two weeks prior to the actual date of the event.
3) PDRC recipient must provide the committee with documentation that shows proof of the activity taking place, including a participant sign-in sheet.
4) Once the activity has been completed and the needed documentation has been submitted, the committee will issue a receipt to the PDRC recipient as a way to record the recipient's PDRC payback activity.

4. New Business
   a. Peer Mentoring
   PDRC will be hosting a mentoring activity on October 23 at 3:30 pm in room 205. New faculty will be invited to attend. The date and time of the event may be subject to change, depending on invited faculty's availability.

5. Open Discussion

   a. P.T.'s 7¢ increase: M/S/A to approve the increase. A policy will be included in the IOPs to address similar situations that may arise regarding changes made to the amount funded on an applicant's travel authorization. Committee agreed that $200 will be the amount of flexibility for changes to be made to any TA without having PDRC approval. An email from the BO to the PDRC Chair will be required for documentation.

6. Next Meeting: November 9, 2012 at 9:00 a.m., Faculty Senate Office.

7. Adjournment: M/S/A to adjourn at 10:15 a.m.

Minutes prepared by: Hernalin R. Analista

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Guam Community College
Professional Development Review Committee

Minutes
November 09, 2012
9:00 a.m., ACD Testing Lab

	Name	Email	Present
	Troy Lizama, Chair	troy.lizama@guamcc.edu	√
	Hernalin Analista, Secretary	hernalin.analista@guamcc.edu	√
	Doreen Blas, Secretary	doreen.blas@guamcc.edu	√
	Clare Camacho, Chair Elect	clare.camacho@guamcc.edu	
	Anthony Roberto	anthony.roberto@guamcc.edu	√
	Anthony San Nicolas	anthony.sannicolas@guamcc.edu	

1. Called to order 9:06 a.m.

2. Approval of October 12, 2012 minutes– M/S/A to approve minutes with corrections.

3. Old Business

    a. Announcements. Previously reviewed applications were discussed as follows:

       TD – Voted on electronically and approved.

       TK – Voted on electronically and approved.

    b. Follow up on applications turned in:

       ER – Response Form will indicate the need for a Promissory Note and student-related activity.

       RMN - Response Form will indicate the need for a Promissory Note and student-related activity.

       WT – Response Form will indicate sections to rewrite.

    c. CTE (Develop completion list)

       Committee needs to develop a list of PDRC funding recipients to serve as a checklist of applicants' payback activities. This list will include recipients that presented at the CTE Conference this month.

    d. IOP and Forms. Discussion on revisions for IOP and forms included:

- Need to emphasize to faculty to use the new forms developed this academic year.

- Members were asked to review the "Tuition Assistance Only" section and to make suggestions on how to rewrite it more clearly.

- Need to add on cover sheet:

  Signature of Dean ___ Recommend ___ Not Recommend

- Section 5 should remain in IOP (Section addressing Certification)

e. Opportunities to present for payback to PDRC

As stated at the last meeting, recipients of PDRC funds should be given some flexibility in choosing a payback activity that will fulfill their obligation to PDRC. Committee discussed possible payback activities.

f. Peer Mentoring: Peer mentoring session was held on October 23, 2012 with new faculty and three (3) PDRC members in attendance.

4. New Business

   a. Other category (books, seminars, etc.)

   Committee briefly discussed how to deal with requests for funding for books. Discussion to be continued during future meeting.

5. Open discussion: None.

6. Next Meeting: December 6 or 14, 2012 9:00 a.m. at the ACD Testing Lab. Meeting will be conducted if applications are submitted for the committee to review.

7. Adjournment: M/S/A to adjourn at 10:32 a.m.

The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.

Guam Community College
Professional Development Review Committee

MINUTES
December 6, 2012
8:00 a.m., ACD Testing Lab

	Name	Email	Present
	Troy Lizama, Chair	troy.lizama@guamcc.edu	√
	Hernalin Analista, Secretary	hernalin.analista@guamcc.edu	√
	Doreen Blas, Secretary	doreen.blas@guamcc.edu	√
	Clare Camacho	clare.camacho@guamcc.edu	√
	Anthony Roberto	anthony.roberto@guamcc.edu	√
	Anthony San Nicolas	anthony.sannicolas@guamcc.edu	√

1. Call to Order at 8:07 a.m.

2. Approval of minutes

   November 9, 2012 PDRC meeting minutes: M/S/A to approve minutes as written.

3. Old Business

   a. Announcements

      Previously reviewed applications were discussed as follows:

      RMN – Voted on electronically and approved. A total of 4 approval votes were received.*

      ES – Voted on electronically and approved. A total of 4 approval votes were received.* **(*One member voted to approve only one faculty member being trained – no preference as to which faculty member.)**

      WT – Awaiting additional information from applicant, namely invoice and re-write.

   b. Follow up on applications turned in:

      TD – Voting held during meeting and was unanimously disapproved due to the following reasons: 1) prior approval was not acquired from the committee; 2) PDRC monies should not be spent on department resources.

CLG – Voting held during meeting and was approved. Approval given with the understanding that PDRC will not be responsible for the $75.00 travel agency service fee and the $250.00 change penalty. Four approval votes were received, 1 member abstained from voting.

RT – Applicant provided the promissory note, as requested by PDRC. Voting held during meeting and was unanimously approved.

c. IOP and Forms

M/S/A to approve the changes to the IOP and forms as discussed. Grammatical changes will also be made to the certification/promissory note template.

d. Other Category (books, seminars, etc.)
M/S/A to table discussion for "Other Category" until the next meeting on January 18, 2013.

4. New Business – None, but Troy announced that committee should be expecting an application from faculty member P.T.

5. Open Discussion

Proposal was made for committee to consider hosting a faculty advisement activity and to set aside monies for the event.

Concerns were raised regarding the disproportion in PDRC funding and expenses. While PDRC's annual allotment of $75,000 has remained the same, the cost of airfare, registration fees, and (faculty) tuition has gradually increased. Therefore, an increase in the amount of money given to PDRC may need to be considered. The committee plans on collecting data to demonstrate this trend and will raise the issue to the Faculty Senate. Clare has volunteered to do the research on behalf of the committee.

Committee was also asked to consider conducting an additional mentoring activity. Issue will be up for discussion in the next meeting.

6. Next Meeting: January 18, 2013 at 9:00 a.m. in the ACD Testing Lab.

7. Adjournment: M/S/A to adjourn at 8:40 a.m.

Guam Community College
Professional Development Review Committee
Minutes
January 18, 2013
900 a.m., ACD Testing Lab

	Name	Email	Present
	Troy Lizama, Chair	troy.lizama@guamcc.edu	√
	Hernalin Analista, Secretary	hernalin.analista@guamcc.edu	√
	Doreen Blas, Secretary	doreen.blas@guamcc.edu	√
	Clare Camacho, Chair Elect	clare.camacho@guamcc.edu	√
	Anthony Roberto	anthony.roberto@guamcc.edu	√
	Anthony San Nicolas	anthony.sannicolas@guamcc.edu	

1. Meeting called to order at 9:02 a.m.

2. Approval of minutes December 6, 2012: M/S/A.

3. Old business

   a. Announcements

      Applications approved online: 1) WT with corrections, 2) PT with corrections, 3) CLG with $226 increase.

      CD's application was discussed during this meeting. M/S/A.

   b. Follow up on applications turned in

      Members were asked to vote electronically on TR's application which was sent out earlier this morning.

      Troy received an email from ER requesting a $6.00 increase on both her and RMN's previously approved applications. Troy will approve the request but first needs a separate request from RMN.

4. New business

   a. An evaluation of the growth of faculty and the coinciding PDRC budget is on-going.

   b. The counselors will follow up on developing an Academic Advisement Conference/Class.

5. Open discussion

   a. The committee needs to compile a list of faculty receiving PDRC funding and their payback activities.

   b. Troy's calculated balance of PDRC funds to date (including TR's application) is $22,290.63.

6. Next meeting: February 15, 2013, 9:00 a.m. at the ACD Testing Lab

7. Meeting adjourned at 9:28 a.m.