

# GUAM COMMUNITY COLLEGE

## Promotions Committee

Faculty Senate Office

September 1, 2015 / 3:30 p.m.

### Agenda

- I. **Call to Order**
- II. **Attendance/Sign-In**
- III. **New Business**
  - A. Election of Chair-Elect for SY2015-SY2016
  - B. Recorder
  - C. Meeting Dates (Tentative)
    - 1. Monday 9:00 – 10:00 a.m.
    - 2. Wednesday 9:00 – 10:00 a.m.
    - 3. Thursday 9:00 – 10:00 a.m.
    - 4. Friday 2:00 – 3:00 p.m.
- IV. **Open Discussion**
- V. **Next Meeting**
- VI. **Adjournment**

Name	Signature	Contact Number
Aguilar, Norman		
Balbin, Sandy (Chairperson)		
Blas, Doreen		
Concepcion, Tonirose		
Munoz, Jose		
Postrozony, Marsha		

# **GUAM COMMUNITY COLLEGE**

## **Promotions Committee**

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### **Minutes**

**September 1, 2015**

**I. Call to Order**

Meeting was called to order at 3:34 p.m. by Chair Sandy Balbin.

**II. Attendance/Sign-In**

Present: Sandy Balbin, Doreen Blas, Jose Munoz, Marsha Postrozny

**III. New Business**

**A. Election of Chair-Elect for SY2015-SY2016**

Motion to nominate Norman Aguilar for the position of Chair-Elect was made by J. Munoz. Seconded by M. Postrozny. N. Aguilar accepted the nomination by phone. No discussion, unanimous vote, motion carried.

**B. Recorder**

Members decided to rotate the position of Recorder for each meeting.

**C. Meeting Dates**

Motion to conduct Promotions meetings on Thursdays, 9:00-10:00 a.m., with the location TBA. Seconded by M. Postrozny. No discussion, unanimous vote, motion carried.

**IV. Open Discussion**

None.

**V. Next Meeting**

Next meeting is scheduled for next Thursday, 9/3/2015, at 9:00 a.m., in the Faculty Senate Office to review documents, due dates for submissions, and to set dates for training workshops.

**VI. Adjournment**

Motion to adjourn meeting at 3:50 p.m. by J. Munoz. Seconded by M. Postrozny. No discussion, unanimous vote, motion carried.

# GUAM COMMUNITY COLLEGE

## Promotions Committee

Faculty Senate Office

September 3, 2015 / 9:00 a.m.

### Agenda

- I. Call to Order**
- II. Attendance/Sign-In**
- III. Minutes**
- IV. Old Business**
  - A. Election of Chair-Elect for SY2015-SY2016
  - B. Recorder
- V. New Business**
  - A. Committee Member Resignation
  - B. MyGCC Promotions Site
  - C. Promotions Committee Operating Documents
    - 1. By-Laws
    - 2. Code of Ethics
    - 3. Internal Operating Procedures
    - 4. Applicant's Important Dates
    - 5. Annual Report
  - D. Important Committee Deadlines
    - 1. October 1      Review of Committee Operating Documents
    - 2. November 1      Applicant's Letter of Intent/Certificate of Eligibility/Resume is due.
    - 3. November 15      Applicant Portfolio is due.
  - E. Promotions Workshop
- VI. Open Discussion**
- VII. Next Meeting**
- VIII. Adjournment**

Name	Signature	Contact Number
Aguilar, Norman (Chair-Elect)		
Balbin, Sandy (Chairperson)		
Blas, Doreen		
Munoz, Jose		
Postrozony, Marsha		

# **GUAM COMMUNITY COLLEGE**

## **Promotions Committee**

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### **Minutes**

**September 3, 2015**

**I. Call to Order**

Meeting was called to order at 9:10AM by Chair Sandy Balbin.

**II. Attendance/Sign-In**

Present: Sandy Balbin, Doreen Blas, Jose Munoz (via conference call), Marsha Postrozny, & Norman Aguilar

**III. Approval of Minutes**

D. Blas made a motion to approve minutes from 9/1/2015 and second by N. Aguilar.  
Motion passed.

**IV. Old Business**

**A. Election of Chair-Elect for SY2015-SY2016**

Norman Aguilar accepted position of Chair-Elect

**B. Recorder**

Members decided to rotate the position of Recorder for each meeting.

**V. New Business**

**A. Committee Member Resignation**

Chair shared with members that Tonirose Concepcion has resigned from Promotions. The Dean had her chose only one committee due to her workload so she will remain on Standard II Student Learning Programs.

**B. MyGCC Promotions Site**

Chair requested members to join the promotions site.

**C. Promotions Committee Operating Documents**

**1. By-Laws**

Chair cited that there are currently no By-Laws for Promotions. Stated that nobody was able to find an older version (checked with Marlena Montague, & Faculty Senate) and that we should have By-Laws.

**2. Code of Ethics**

N. Aguilar questioned the verbiage on item #2 regarding closed meetings citing a need to further clarify 'closed'. N. A. also started discussion as to what our committee's purpose/vision should be and how we should provide more specific guidelines to help applicants. It should be an objective process. M. Postrozny had questions regarding #3 pertaining to the option of members to recuse themselves. Discussion followed.

J. Munoz asked if we will be signing confidentiality statement and suggested that if Code and IOPs are good based on last year's committees experience, we shouldn't feel a need to make significant changes. All members participated in discussion on Code of Ethics.

S. Balbin requested we review last years' annual report and other documents first.

D. Blas made a motion to approve Code of Ethics with minor revisions of date change and names of officers. Motion second by N. Aguilar. Motion passed unanimously.

**3. Internal Operating Procedures**

S. Balbin said there may be 1 or 2 things in the IOPs that need to be strengthened. She asked members to review before next meeting.

**4. Applicant's Important Dates-Tabled**

**5. Annual Report**

Members read/reviewed annual report.

**D. Important Committee Deadlines - Tabled**

**VI. Next Meeting**

Next meeting is scheduled for next Thursday, 9/10/2015, at 9:00 a.m., in the Faculty Senate Office to continue reviewing documents (i.e. Code of Ethics, IOPs, etc) due dates for submissions, and to set dates for training workshops.

**VII. Adjournment**

Motion to adjourn meeting at 10AM by D.Blas. Seconded by M. Postrozny. No discussion, unanimous vote, motion carried.

Minutes recorded by M. Postrozny

# GUAM COMMUNITY COLLEGE

## Promotions Committee

Room E107

September 10, 2015 / 9:00 a.m.

### Agenda

- I. Call to Order**
- II. Attendance/Sign-In**
- III. Minutes**
- IV. Old Business**
  - A. Committee Member Resignation / Member Replacement
  - B. MyGCC Promotions Site
  - C. Promotions Committee Operating Documents
    - 1. Article VIII Advancement-In-Rank
    - 2. By-Laws
    - 3. Annual Report
    - 4. Code of Ethics
- V. New Business**
  - A. Promotions Committee Operating Documents
    - 1. Internal Operating Procedures
    - 2. Applicant's Important Dates
  - B. Important Committee Deadlines
    - 1. October 1          Review of Committee Operating Documents
    - 2. November 1      Applicant's Letter of Intent/Certificate of Eligibility/Resume is due.
    - 3. November 15     Applicant Portfolio is due.
  - C. Promotions Workshop
- VI. Open Discussion**
- VII. Next Meeting**
- VIII. Adjournment**

Name	Signature	Contact Number
Aguilar, Norman (Chair-Elect)		
Balbin, Sandy (Chairperson)		
Blas, Doreen		
Munoz, Jose		
Postrozony, Marsha		
San Nicolas, Anthony		

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

# GUAM COMMUNITY COLLEGE

## Promotions Committee

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### Minutes

September 10, 2015

I. **Call to Order**

Meeting was called to order at 9:07AM by Chair Sandy Balbin.

II. **Attendance/Sign-In**

Present: Sandy Balbin, Doreen Blas, Anthony San Nicolas, and Marsha Postrozny

III. **Review and Approval of Minutes**

T. San Nicolas made a motion to approve minutes from 9/3/2015 and second by D. Blas.  
Motion passed with minor edits.

IV. **Old Business**

A. **Committee Member Resignation/Member Replacement**

Tony San Nicolas was appointed by Faculty Senate and approved by Fred Tupaz, Union President.

B. **MyGCC Promotion Site**

S. Balbin reminded members to all login and join the promotion's site in Course Studio, where all approved minutes will be posted.

C. **Promotions Committee Operating Documents**

1. **Article VIII Advancement in Rank** – S. Balbin encouraged members to review as this serves as our guide. Asked members to make notes on any questions or concerns they have with it.
2. **By-Laws** – According to FS President, Sarah Leon Guerrero Promotions Committee has to create our own By-Laws. It is recommended to add a past-chair position for continuity of membership. Also the new contract does not mention procedures for replacement of promotion committee membership if something comes up after elections and a member cannot serve.
3. **Annual Report** – Reviewed and discussed last meeting; no comments.
4. **Code of Ethics** – Approved on 9/3/2015

V. **New Business**

A. **Promotions Committee Operating Documents:**

1. **IOPs** – The following edits were made to the IOPs which mostly relate to dates: Items #10 and 11 change to November 3, 2015, item #12 November 16, 2015 and delete underlined sentence, item #13 November 30, 2015 deadline for all written testimonies, item # 14 ...all letters dated on earlier than May 29, 2015, item #15 ...notification to applicant for whom written testimony is received on December 4,

2015, item #17 changed to January 15, 2015, item 18 date changed to February 15, 2016, item 20 changed to ...no later than March 18, 2016, item 21 changed to March 4, 2016, item 22 date changed to 2015.

**2. Applicant's Important Dates** Updated based on notes above.

October 1 – Submit written request for Cert. of Eligibility  
November 3 – Submit Letter of Intent, Cert. , and Resume  
November 16 – Submit complete portfolio  
November 30 – Letters of Rec. due  
December 15 – Submit written rebuttals to testimony  
January 15 – Applicant can withdraw anytime prior to this date  
February 1 – Receive Committee recommendations  
February 29 – Receive GCC President's approval or disapproval  
March 1 and no later than March 18 – applicant may meet with Committee to discuss ways to strengthen application.

**B. Important Committee Deadlines**

The handout on Important Committee Deadlines will be updated based on dates discussed in IOPs above.

**C. Promotions Workshop** First workshop will be October 2, 2015 and the second October 23, 2015 from 3:30 – 4:30 PM in A30. D. Blas will reserve room.

**VI. Open Discussion**

T. San Nicolas suggested adding and reciting the GCC mission statement to our agenda. All members agreed and S. Balbin will add it by footnote.

**VII. Next Meeting**

Next meeting is scheduled for next Thursday, 9/17/2015, at 9:00 a.m. in E107.

**VIII. Adjournment**

Motion to adjourn meeting at 10AM by D. Blas. Seconded by M. Postrozny. No discussion, unanimous vote, motion carried.

Minutes recorded by M. Postrozny



## Promotions Committee

Minutes May 13, 2016

Call to order 5:00.

All committee members in attendance.

The positions of Chair(s) and Chair(s) elect were voted on by the committee members.

Elected as Co Chairs for AY 2016/17are:

Dr. Marsha Postrozny and Anthony San Nicolas.

Elected as Co Chairs elect are:

Troy Lizama and Anthony Roberto.

All other business was tabled till Aug. 2016

Meeting adjourned at 5:20

Minutes prepared by J.U. Munoz