

GUAM COMMUNITY COLLEGE
Promotions Committee
Agenda
8/15/2016 @ 3PM E107

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes from 5/13/16
- IV. New Business
 - A. Important Dates (check Faculty Union/GCC BOT Agreement)
 - B. Review IOPs and Code of Ethics (Due 9/30)
 - C. Workshop Dates/Times/Presenters : (Note: Last years was 10/2 from 3-4PM)
 - D. Review Last Year's End of the Year Report
 - E. Mentors: Committee Mentor?
- V. Open Discussion
- VI. Agenda Items for Next Meeting
 - A. Portfolio Template/Forms
 - B. Update and sign the IOP and COE for members.
- VII. Next Meeting Date/time
- VIII. Adjournment

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providing the highest quality, student-centered education and job training for Micronesia.***

GUAM COMMUNITY COLLEGE
Promotions Committee
Agenda
8/31/2016 @ 9AM E107

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes from 8/15/16 prepared by J. Munoz
- IV. Old Business
 - A. Note D. Blas agreed to be committee mentor.
 - B. Approval of Important Dates (T. Roberto checked with Faculty Union/GCC BOT Agreement)
 - C. Approval of IOPs (T. Lizama checked with Faculty Union/GCC BOT Agreement)
 - D. Review and sign Code of Ethics (Due 9/30)
- V. New Business
 - A. Finalize Workshop Dates/Times/Presenters : (Note: Last years was 10/2 from 3-4PM)
 - B. Portfolio Templates/Forms
 - B.1. Letter of Intent Form
 - B.2. Instructions for Advancement in Rank
 - B.3. Promotions Portfolio Template and Summary of Activity Template
- VI. Open Discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting Date/time
- IX. Adjournment

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GUAM COMMUNITY COLLEGE

Promotions Committee

Minutes

August 31, 2016

I. Call to Order

Chair M. Postrozny called the meeting to order at 9:02 a.m.
Members recited the GCC mission statement.

II. Attendance/Sign-In

Present: T. Lizama, J.U. Munoz, M. Postrozny, A. Roberto, J. Tenorio, R. Toves.

III. Review and Approval of Minutes, Committee Membership

- A.** A. Roberto moved to approve August 15, 2016 meeting minutes. Seconded by T. Lizama. Motion carried.
- B.** Newly elected members to the committee were introduced. New members are J. Tenorio and R. Toves.
- C.** In light of the new committee membership an election was held for Committee Chair. J. Tenorio was elected unanimously.

IV. Old Business

A. Committee Mentorship

S. Balbin and D. Blas have agreed to serve as committee mentors.

B. Committee Important Dates

A. Roberto submitted the list of Important Dates. A. Roberto will send the updated Important dates to committee members and mentors electronically. Committee will review. After review a vote to approve may be considered by committee members prior to next meeting.

C. IOPs

T. Lizama submitted the committee IOPs. After discussion it was decided to send the updated IOPs to committee members and mentors for review. The updated IOPs will be sent electronically by M. Postrozny. After review a vote to approve may be considered by committee members prior to next meeting.

D. Code of Ethics

M. Postrozny will send the Code Of Ethics to committee members electronically. Committee will review. After review a vote to approve may be considered by committee members prior to next meeting.

V New Business

A. Workshop Dates

Committee has proposed Sept. 23 and October 14 as dates for Promotions Workshop. Mentors will be contacted by committee chair asking for their input and participation in the workshops.

B. Portfolio Templates/Forms

B.1 Letter of Intent.

B.2 Instructions for Advancement in Rank.

B.3 Promotions Portfolio Template and Summary of Activity Template.

All items in this section have been tabled.

VI Next Meeting Date

Next meeting is scheduled on Wednesday Sept. 21, 9:00 a.m. in room E107.

VII Adjournment

Motion was made to adjourn the meeting at 10:10 a.m. by R. Toves.

Minutes taken by J.U. Munoz

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Guam Community College
Promotions Committee Agenda
9/21/16 @ 9am E107

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes from 8/31/16
- IV. Old Business
 - A. Approval of Important Dates
 - B. Approval of IOPs
 - C. Review and sign Code of Ethics
 - D. Finalize details for workshops: folders, copies, etc.
 - E. Portfolio Templates/Forms
 - 1. Letter of Intent Form
 - 2. Instructions for Advancement in Rank
 - 3. Promotions Portfolio Template and Summary of Activity Template
- V. New Business
 - A. Chair training Friday, September 23, 2016
- VI. Open Discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting Date/Time
- IX. Adjournment

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GUAM COMMUNITY COLLEGE
Promotions Committee
Minutes
9/21/2016 @ 9AM E105

- I. Meeting was called to order at 9:15AM
- II. Members Present: Doreen Blas (mentor), Sandy Balbin (mentor), Troy Lizama, Jose Munoz, Marsha Postrozny, Tony Roberto, Juanita Tenorio, Rebecca Toves
- III. Approval of Minutes from 8/31/16 prepared by J. Munoz. B. Toves made motion to approve. T. Roberto seconded motion. All in favor. Motion passed.
- IV. Old Business
 - A. Discussion on finalizing details for workshops with all members and mentors. According to last year there were four who attended the first and one who attended the second workshops offered by committee therefore no more than 10 copies will be prepared of handouts. Included in each folder will be a copy of the Important Dates, Tips, Instructions, Template, Code of Ethics, and IOPs. Chair will submit copies and T. Roberto will pick up before first workshop scheduled on Friday, 9/23 at 3PM.

S. Balbin shared that last year she requested from HR (J. Muna) a list of all faculty who were promoted in the last two years to share with attendees at workshop.
 - B. Committee members all signed AY2016 Code of Ethics and unanimously approved IOPs/Important dates via electronic voting prior to meeting.
 - C. Tips Handout. Chair will make the following edits in the 12 Tips for Applicants handout:

Item #5 delete 'Applicants' before 'Important Dates'

Item #9 revise to delete "Use as many...." sentence.

Item #10 Add To review a recent portfolio please get permission from the respective faculty and HR.

Update date revised on bottom.
 - D. Template Handout. Chair will add 'For Example' under Part B (p.3).
- V. New Business
 - A. Chair Training is Friday 9/23/2016.

VI. Open Discussion

VII. Next Meeting Date/time is tentatively scheduled for Wed. 10/12/2016 at 9AM in E107.

VIII. Meeting was Adjourned at 9:57PM.

Minutes prepared by M. Postrozny

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Guam Community College
Promotions Committee Agenda
10/12/16 @ 9am E107

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes from 9/21/16
- IV. Old Business
 - A. Finalize details for workshops: folders, copies, etc.
 - B. Chair training Friday, September 23, 2016
- V. New Business
 - A. Policy regarding committee mentors serving as applicant mentors
 - B. Applicants on maternity leave
 - C. List of faculty eligible for promotion
- VI. Open Discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting Date/Time
- IX. Adjournment

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Guam Community College
Promotions Committee Minutes
10/12/16 @ 9am E107

- I. Meeting was called to order at 9:07AM
- II. Members Present: Juanita Tenorio, Rebecca Toves, Jose Munoz, Marsha Postrozny, Anthony Roberto, Troy Lizama
- III. Approval of Minutes from 9/21/16 prepared by M. Postrozny. J. Munoz made motion to approve. R. Toves seconded motion. All in favor. Motion passed.
- IV. Old Business
 - A. Discussion on workshop held on September 23, 2016. There were four attendees who participated. Committee members who were present said that they felt the workshop went well.

Committee recommended that previous committee members presenting for the workshop be added to the end of the year report.
 - B. Chair discussed some of the training that presented at the Chair training held on September 23, 2016.

Recommendation to show how to navigate through the Promotions Committee site to find documents.
- V. New Business
 - A. Discussion on policy regarding committee mentors serving as applicant mentors. Committee does not recommend adding to policy, rules for mentors. Recommendation that mentors to the Promotions Committee not be mentors for individuals applying for promotion will be put in the end of the year report.
 - B. Discussion of applicants who may be on maternity leave while going through the promotions process. Chair will speak to the Union President and the Human Resources Dept. on how to proceed with applicants.
 - C. A List of 13 faculty eligible for promotion was shared with the committee. No further discussion on the list.
- VI. Open Discussion. Promotions interviews tentatively scheduled for January 20, 2017.
- VII. Agenda Items for Next Meeting. No items mentioned for the next agenda.

VIII. Next Meeting Date/Time: November 16, 2016 Wednesday, Room C-2 at 9:00AM

IX. Adjournment. Meeting adjourned at 10:00AM.

Minutes prepared by T. Lizama

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Guam Community College
Promotions Committee Agenda
11/16/16 @ 9am C2

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes from 10/12/16
- IV. Old Business
 - A. Applicants on maternity leave: IOP revision
- V. New Business
 - A. Schedule for portfolio review
 - B. Schedule for interviews
 - C. Committee supplies
- VI. Open Discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting Date/Time
- IX. Adjournment

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Guam Community College
Promotions Committee Minutes
November 16, 2016 @ 9am in Room C2

- I. The meeting was called to order by the chairperson at 9:15 a.m.
- II. Members Present: Juanita Tenorio, Anthony Roberto, Jose Munoz, and Becky Toves (Marsha Postrozny was off-island. Troy Lizama was testing students).
- III. Approval of Minutes from 10/12/16 prepared by T. Lizama. J. Munoz moved to approve the minutes. A. Roberto seconded the motion. The motion passed.
- IV. Old Business
 - A. Applicants on maternity leave: T. Tenorio informed the committee that according to HR, it is not a problem for an applicant to be on maternity leave when applying for promotion. As recommended by Fred Tupaz, the issue of phone interviews should be addressed in the IOP.
- V. New Business
 - A. Schedule for portfolio review – Committee members will establish a schedule to review portfolios using google docs. (J. Tenorio and B. Toves will be off-island for part of the Christmas break, so they need to review the portfolios before they leave). All portfolios must be reviewed before January 17, 2017. T. Tenorio will include all forms for each portfolio. By Friday, she will also post on MyGCC the names of the applicants seeking promotion and the deadlines for rebuttals.
 - B. Schedule for interviews – Interviews will take place on January 20, 2017 beginning at 10:00 a.m. and will be spaced 45 minutes apart (30 minutes for the interview and 15 minutes for transition/discussion). There will be a one hour lunch break with interviews continuing in the afternoon.
 - C. Committee supplies – The committee discussed what supplies are needed as part of the Faculty Senate's budget.
- VI. Open Discussion – The committee will review the template for the rubrics and make the needed adjustments. B.Toves volunteered to work on the template. They will also review past interview questions.
- VII. Agenda Items for Next Meeting – Discussion of portfolios

VIII. Next Meeting Date/Time – January 17, 2017 at 2:00 p.m. in C-2.

IX. Adjournment – The meeting was adjourned at 10:05 a.m.

Prepared by: Becky Toves

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Guam Community College
Promotions Committee Agenda
1/18/17 @ 9am C2

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes from 11/16/16
- IV. Old Business
 - A. Schedule for portfolio review
 - B. Schedule for interviews

10:00-10:30 am	Trisha Unten
10:45-11:15 am	Jonah Concepcion
11:30 am -12:00 pm	Zhaopei Teng
12:00-1:00 pm	Lunch break
1:00-1:30 pm	Tonirose Concepcion
1:45 -2:15 pm	Jose Lopez
2:30-3:00 pm	Pilar Pangelinan
3:15-3:45	Eric Ji
 - C. Committee supplies
- V. New Business
 - A. Interview questions
 - B.
- VI. Open Discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting Date/Time
- IX. Adjournment

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GCC Promotions Committee Minutes

January 18, 2017, 9a.m., Tech. Ctr. Conference rm.

- I. The meeting was called to order at 9:15 a.m. by Chairperson.
- II. Members Present: Tico Tenorio, Jose Munoz, Becky Toves, Marsha Postrozny, Troy Lizama, Tony Roberto
- III. Approval of Minutes from 11/16/16 tabled.
- IV. Old Business
 - A. T. Tenorio requested if any member still has a copy of Pilar's CD to please return to Chair.
 - B. Location for interviews will be in rm. E214. Cte. members meet at 9:30a.m.
 - C. Reschedule Eric J. for either Wed., Jan. 25 or preferably Thurs., Jan. 26. Eric will be contacted for availability. This rescheduling is necessary due to new contract ratification on the 20th, 3:30 p.m.
 - D. Interview Questions – Instead of four ISMP questions one will be selected. The following additional question will be asked: "Is there something in your portfolio that needs explanation/clarification?" There will be a total of 5 questions.
- V. Open Discussion – members clarified two criteria: The definition of "community service" and "professional development".
- VI. Adjournment – Meeting adjourned at 10:15a.m.

Prepared by: Tony Roberto

**Guam Community College
Promotions Committee Agenda
3/22/17 Electronic Meeting**

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes from 11/16/16 and 1/18/17
- IV. Old Business
 - A. Interview questions
- V. New Business
 - A. Recommendations for end of the year report
 - B. Spring Promotion Workshop
- VI. Open Discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting Date/Time
- IX. Adjournment