

**Guam Community College**  
Advancement-In-Rank Meeting Agenda

August 25, 2017  
4PM CSI Conf. Room

- I. Call to Order
- II. Attendance/Sign-In
- III. New Business
  - a. Important Dates
  - b. Review IOPs and Code of Ethics
  - c. Work dates/Times/Presenters:
  - d. Review Last year's End of Year Report:
  - e. Mentors: Committee Mentor? :
- IV. Open Discussion:
- V. Agenda Items for Next Meeting
- VI. Next Meeting Date/time:
- VII. Adjournment

**Guam Community College**  
Advancement-In-Rank Meeting Minutes

August 25, 2017  
4PM CSI Conf. Room

- I. Call to Order  
4:05 pm
- II. Attendance/Sign-In  
T. Lizama, K. Santos, P. Pangelinan, D. Cruz, T. Roberto
- III. New Business
  - a. Important Dates (check Faculty Union/GCC BOT Agreement): T. Roberto motioned to table the date discussion so committee members can review dates independently and prepare for next meeting's approval. T. Lizama seconded. All members approved. Members will review important dates and bring them to next meeting for committee review/approval.
  - b. Review IOPs and Code of Ethics (Due 9/30): D. Cruz shared that she is unsure if the IOPs would follow and correspond with the old or new contract (since this is the transition year for the new contract). Committee members agreed to table the discussion, pending consultation with Faculty Union (Fred Tupaz or Sally Sablan). T. Roberto and T. Lizama will consult and report back to committee at next meeting.
  - c. Work dates/Times/Presenters: Note: (Last years was 10/2 from 3-4 PM): The committee agreed that workshops were helpful, as also noted in the EOY report. Discussion of dates/times of workshops and presentations TBD.
  - d. Review Last year's End of Year Report: The committee reviewed the recommendations left by last year's committee, as noted in their year-end report. The committee agreed that the recommendations would be considered throughout the planning and implementation of committee work.
  - e. Mentors: Committee Mentor? : T. Roberto shared that last year, Sandy Balbin and Doreen Blas were utilized as mentors to the committee. The committee agreed to seek a mentor for the committee and suggested Doreen or Sally Sablan for their guidance. Sally was suggested specifically for her understanding of the new faculty contract. T. Lizama and T. Roberto will follow-up on their availability to assist.
- IV. Open Discussion: There is currently no Chair or Chair-Elect of the Advancement-In-Rank Committee. Volunteers for the positions were sought and P. Pangelinan agreed to serve as Chair-Elect. T. Lizama and K. Santos agreed to co-chair the committee. All agreed. T. Lizama shared that he will contact the former Chair of Advancement-in-Rank (Tico Tenorio) to obtain original documents of forms for next meeting.
- V. Agenda Items for Next Meeting

- a. Portfolio Template/Forms: T. Lizama will follow-up on availability of soft copies via T. Tenorio.
  - b. Update and sign the IOP and COE for members: Committee will wait for response of consult with S. Sablan or F. Tupaz before updating IOP's.
- VI. Next Meeting Date/time: Proa Restaurant in Hagatna at 1:30 pm on 9/15/17.
- VII. Adjournment  
4:50 pm

Promotions Committee  
September 15, 2017

- I. Call to Order – by Tony Roberto at 1:40
- II. Attendance: Donna Cruz, Pilar Pangelinan, Tony Roberto, and Becky Toves  
Absent: Troy Lizama (excused, off-island sick leave)
- III. Review of Documents
  - Important Dates
  - Code of Ethics

Donna moved to approve the documents. Pilar seconded by motion. The motion was approved

  - The Standard Operating Procedure is still under review.
- IV. The meeting was adjourned at 3:30.

Submitted by: Becky Toves

Guam Community College  
Advancement-in-Rank Committee  
Meeting minutes of 10/3/17, Mangilao Golf Course

1. Meeting was called to order by Chair Troy at 1:33 p.m.
2. Attendance: T. Lizama, A. Roberto, P. Pangelinan, R. Toves, D. Cruz, E. Chong
3. Pilar motioned to approve meeting minutes from 8/25/17 and 9/15/17; seconded by Tony. The motion was approved.
4. Old Business
  - a. Approval of Important Dates: 3/30/18 was added.
  - b. Approval of IOPs: section II.v. was removed.
  - c. Review and sign Code of Ethics: members will sign once corrections are made; documents changed to "Advancement-in-Rank" vs. "Promotions Committee."
  - d. Finalize details for workshops; folders, copies, etc. – first workshop will be on Oct 27 in conjunction with PDRC brown bag sessions.
  - e. Portfolios Templates/Forms (Letter of Intent, Instructions for Advancement in Rank, and Portfolio Template and Summary of Activity Template): Troy will email committee members for review.
5. New Business
  - a. Number of applicants: HRO reported 10 applicants (2 Professor; 2 Associate; and 6 Assistant Professor).
6. Open Discussion
7. Agenda Items for Next Meeting: TBA
8. Next Meeting Date/Time: 10/20/17, 1 p.m. at Ebisu restaurant in Tumon
9. Adjournment: meeting adjourned at 2:34 p.m.

**Guam Community College**  
**Advancement-in-Rank Committee Agenda**  
**10/03/17 @ 1:30pm Mangilao Golf Course**

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes from 8/25/17 and 9/15/17
- 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. Advancement-in-Rank Portfolio Template and Summary of Activity Template
- V. New Business
  - A. Number of Applicants
- VI. Open Discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting Date/Time
- IX. 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.***



**Advancement-in-Rank Committee Agenda**  
**10/20/17 @ 1:00pm Ebizu Royal Orchid**

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of Minutes from 10/04/17
- IV. Old Business
  - A. Approval of Important Dates
  - B. Sign IOPs
  - C. Sign Code of Ethics
  - D. Finalize details for workshops: folders, copies, items for packet etc.
  - E. Approve Portfolio Templates/Forms
    - 1. Letter of Intent Form
    - 2. Instructions for Advancement in Rank
    - 3. Advancement-in-Rank Portfolio Template and Summary of Activity Template
  - F. Number of Applicants
- V. New Business
- VI. Open Discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting Date/Time
- IX. Adjournment

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