

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: August 29, 2011  
Time: 10:00 a.m.

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 08.15.11 Minutes
- III. New Business
  - A. Meeting dates and times
  - B. Mentor
  - C. Last year's End of the Year Report
  - D. Code of Ethics
  - E. Proposed Revisions of the Faculty Union/GCC BOT agreement
  - F. Internal Operating Procedures
  - G. Workshop dates/times/presenters
  - H. Group studio
  - I. Portfolio template
  - J. Instructions for Applicants
  - K. Calendar for Applicants
  - L. Forms
- VI. Open discussion
- IV. Agenda Items for Next meeting
- V. Next meeting
- VI. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: August 29, 2011  
Time: 10:00 a.m.

- I. Meeting Called to Order by Chair at 10:01 a.m.
- II. Attendance/Sign in: All members were present (Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz, Jose U. Munoz and Helen Lani Gamble).
- III. Approval of Minutes: The August 15, 2011 minutes were unanimously approved without correction.
- III. New Business
  - A. Meeting Dates and Times: Discussion was heard on tentative meeting days and times. It was decided that Wednesdays at 9:45 a.m. in Room A30 would be the tentative regular meeting days, time and location.
  - B. Mentors: Members voted to invite previous members to serve as potential mentors if no conflicts of interest are present.
  - C. Last year's End of the Year Report: Review of the Year End Report took place. Committee must submit goals and any revisions to Faculty Senate point of contact, Imelda Arce by September 30, 2011.
  - D. Code of Ethics: Two revisions were made regarding: 1) using the MyGCC as the official mode of correspondence and 2) members to conduct themselves professionally and responsibly and abide by the Standard Operating Procedures were made to the Code of Ethics document. Chair will submit proposed written changes for Committee review.
  - E. Proposed Revisions of the Faculty Union/GCC BOT agreement: It was voted that the Letter to the Faculty Union President be sent addressing proposed revisions to the Faculty Union/GCC BOT Agreement that the AY 2010 – 2011 Committee made to Article VIII.
  - F. Internal Operating Procedures: Tabled pending Faculty Union President response.
  - G. Workshop dates/times/presenters: Tabled pending Faculty Union President response.
  - H. Group Studio: All agendas, minutes and relevant documents will be posted on Group studio.
  - I. Portfolio Template: Tabled pending Faculty Union President response.

- J. Instructions for Applicants: Tabled pending Faculty Union President response.
- K. Calendar for Applicants: Tabled pending Faculty Union President response.
- L. Forms: Tabled pending Faculty Union President response.
- IV. Agenda Open discussion:
  - A. Discussion ensued regarding the first date for a Workshop. A tentative date of September 30, 2011, 3:30 p.m. in Room A30 was set.
  - B. Chair Elect: Cathy Leon Guerrero was unanimously voted as Chair-Elect for AY 2012 – 2013.
- V. Agenda Items for Next meeting: All items that were tabled and all pending documents undergoing revision.
- VI. Next meeting: September 14, 2011, 9:45 a.m. in Room A30.
- VII. Adjournment: Motion to Adjourn was made by Jose Munoz and Seconded by Lani Gamble. Meeting adjourned at 11:00 a.m.

Recording Secretary: Donna Cruz served as recording secretary for this meeting.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: September 14, 2011  
Time: 9:45 a.m.

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 08.29.11 Minutes
- IV. Old Business
  - a. Mentor – Mr. Anthony Roberto
  - b. Code of Ethics
  - c. Goals for AY2011-12
  - d. Proposed Revisions of the Faculty Union/GCC BOT agreement
  - e. Internal Operating Procedures
  - f. Workshop dates/times/presenters
  - g. Group studio
  - h. Portfolio template
  - i. Instructions for Applicants
  - j. Calendar for Applicants
  - k. Forms
- V. New Business
  - a. Alignment of Criteria with Faculty Evaluation
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: September 14, 2011  
Time: 9:45 a.m.

- I. Meeting Called to Order by Chair at 9:45 a.m.
- II. Attendance/Sign in: Members present were: Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz and Jose U. Munoz.
- III. Approval of Minutes: Members reviewed the August 29, 2011 minutes. Motion was made by Cathy Leon Guerrero to approve minutes as written and seconded by Doreen J. Blas. Motion carried unanimously.
- IV. New Business
  - A. Mentors: Chair welcomed and thanked Mr. Anthony J. Roberto for accepting invitation to serve as mentor. Motion was made by Donna M. Cruz and seconded by Cathy Leon Guerrero to have mentor sit in this meeting to review relevant documents and provide feedback to the Committee. Motion carried unanimously.
  - B. Code of Ethics: Discussion was held and recommended revisions were made. Motion to accept recommended changes was made by Donna M. Cruz and seconded by Cathy Leon Guerrero. Motion carried unanimously.
  - C. Goals for AY 2011-2012: Discussion was held and recommended revisions made. Motion to accept recommended changes was made by Donna M. Cruz and seconded by Cathy Leon Guerrero. Motion carried unanimously.
  - D. Proposed Revisions of the Faculty Union/GCC BOT agreement: Chair reported that she received a response from the Faculty Union President stating that the Committee's request will not be addressed during the current 2010 -2016 Faculty Union/GCC BOT Agreement. Item is moot and will not be addressed further by this AY 2011 – 2012 Committee.
  - E. Internal Operating Procedures: Discussion and several recommended revisions were made to the IOP to include:
    - 1. Adding a new number (3) to read:  
"Any member unable to fulfill their responsibilities on the Committee, including, three (3) missed scheduled meetings will be reported to the Faculty Union President/Chairperson and

Faculty Senate with recommendation for immediate removal or other appropriate action.”

2. Discussion continued regarding calendar dates falling on a weekend. Research will be conducted to determine if setting the previous Friday date or the following Monday date is more appropriate.
  3. Discussion ensued with the recommendation that all references to actual days be removed and having the IOP reflect the deadline dates only.
  4. Motion to accept recommended changes was made by Donna M. Cruz and seconded by Cathy Leon Guerrero. Motion carried unanimously.
- F. Workshop dates/times/presenters: Discussion ensued and it was determined that the first workshop will be scheduled for September 30, 2011 in Room A30 at 3:30 pm -5:00 pm.
- G. Group Studio: All agendas, minutes and relevant documents will be posted on Group studio and Chair encouraged members to review relevant documents on Group studio.
- H. Portfolio Template: No changes made or recommended.
- I. Instructions for Applicants: No changes made or recommended.
- J. Calendar for Applicants: Doreen J. Blas recommended that minor revisions to the Calendar for Applicants. Motion to accept recommended changes was made by Donna M. Cruz and seconded by Cathy Leon Guerrero. Motion carried unanimously.
- K. Forms: Doreen J. Blas recommended that minor revisions be made. Motion to accept recommended changes was made by Donna M. Cruz and seconded by Cathy Leon Guerrero. Motion carried unanimously.
- V. New Business:
- a. Alignment of Criteria with Faculty Evaluation: tabled until further notice.
- VI. Open Discussion: None
- VII. Agenda Items for Next meeting: All items that were tabled or that required additional research.
- VIII. Next meeting: September 21, 2011, 9:30 am in Room A30.
- IX. Adjournment: Motion to Adjourn was made by Jose U. Munoz and seconded by Cathy Leon Guerrero. Motion carried unanimously. Meeting adjourned at 11:00 a.m.

Recording Secretary: Donna M. Cruz served as recording secretary for this meeting.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: September 21, 2011  
Time: 9:30 a.m.

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 09.14.11 Minutes
- IV. Old Business
  - a. Mentor guidelines
  - b. Internal Operating Procedures
  - c. Workshop
  - d. Instructions for Applicants
  - e. Calendar for Applicants and Committee
  - f. Forms
    - 1. Affidavit
    - 2. Declaration
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: September 21, 2011  
Time: 9:30 a.m.

- I. Meeting Called to Order by Chair at 9:32 a.m.
- II. Attendance/Sign in  
Present: Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz, Jose U. Munoz, Helen Gamble (10:19 a.m.) and Anthony J. Roberto, Mentor.
- III. Approval of Minutes  
Members reviewed the September 14, 2011 minutes. Motion was made by Jose U. Munoz to approve minutes as written and seconded by Donna M. Cruz. Motion carried unanimously.
- IV. Old Business
  - a. Mentor guidelines – Discussion was held and recommended revisions were made. Motion to accept the Mentor Guidelines with minor corrections was made by Jose U. Munoz and seconded by Cathy Leon Guerrero. Motion carried unanimously.
  - b. Internal Operating Procedures – Deadline dates were earlier clarified with Barry Mead based on the union contract and then noted in the IOP. Motion was made by Donna M. Cruz to approve the IOP with corrections and seconded by Catherine Leon Guerrero. Motion carried unanimously.
  - c. Workshop - Pilar Pangelinan and Marsha Postrozny both confirmed their attendance to the Promotions Workshop to be held on Friday, September 30, 2011, 3:30 p.m., in room A30, and will bring their portfolios for attendees to view. Both Pilar and Marsha agreed to be mentors for this year's applicants.
  - d. Instructions for Applicants - Motion was made by Donna M. Cruz to approve the Instructions for Applicants and seconded by Cathy Leon Guerrero. Motion carried unanimously.
  - e. Calendar for Applicants and Committee – Motion was made by Donna M. Cruz to approve both calendars and seconded by Jose U. Munoz. Motion carried unanimously.
  - f. Forms - Affidavit and Declaration  
Motion was made by Donna M. Cruz to approve both Affidavit and Declaration forms and seconded by Jose U. Munoz. Motion carried unanimously.
- V. New Business – None
- VI. Open discussion – None
- VII. Agenda Items for Next meeting – Promotions Workshop, 9/30/11.
- VIII. Next meeting – Wednesday, September 28, 2011, 9:30 a.m. in Room A30.
- IX. Adjournment – Motion to Adjourn was made by Donna M. Cruz and seconded by Catherine Leon Guerrero. Motion carried. Meeting adjourned at 10:37 a.m.

Recording Secretary for this meeting: Doreen J. Blas.



**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: September 28, 2011  
Time: 9:30 a.m.

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 09.21.11 Minutes
- IV. Old Business
  - a. Mentor guidelines
  - b. Workshop
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: September 28, 2011  
Time: 9:30 a.m.

- I. Meeting Called to Order by Chair at 9:30 a.m.
- II. Attendance/Sign in: Members present were: Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz, Helen Lani Gamble, Jose U. Munoz and Committee Mentor Anthony Roberto.
- III. Approval of Minutes: Members reviewed the September 28, 2011 minutes. Motion was made by Donna Cruz to approve minutes as written and seconded by Cathy Leon Guerrero. Motion carried unanimously.
- IV. Old Business
  - A. Mentors Guidelines Document was signed by Anthony Roberto to serve as Committee Mentor.
  - B. Workshop will be held on Friday September 30, 2011 in Room A-30 at 3:30 p.m. Announcement of this workshop will be reposted on MyGCC by Wednesday September 28, 2011.
- V. New Business:

Next semester meetings will be held on Thursdays. The starting time for meetings will vary between 11:30 a.m and 12:30 p.m.
- VI. Open Discussion: None
- VII. Agenda Items for Next meeting: None
- VIII. Next meeting: September 30, 2011, 3:30 p.m in Room A30.
- IX. Adjournment: Motion to Adjourn was made by Helen Lani Gamble and seconded by Doreen Blas. Motion carried unanimously. Meeting adjourned at 10:00 a.m.

Recording Secretary: Jose U. Munoz served as recording secretary for this meeting.



Guam Community College  
2011-2012 Promotions Committee

**Promotions Workshop**  
Date: September 30, 2011

## **Agenda**

### **I. Participant Sign-in and Introductions**

### **II. Dissemination of Materials**

- Important dates for Applicants
- Instructions for Applicants
- Request for Certificate of Eligibility
- Letter of Intent
- Code of Ethics
- Internal Operating Procedures
- 2010-2016 GCC BOT/GCC Faculty Union Agreement
- Portfolio Template
- Declaration
- Affidavit (must be notarized)

### **III. Presentations and Overview of Process**

Facilitators/Promotion Committee Members

- Sally Sablan – Chair
- Catherine Leon Guerrero – Chair-elect
- Doreen Blas
- Donna Cruz
- Helen Gamble
- Jose Munoz
- Anthony Roberto – Mentor for Promotions Committee

Presenters/Mentors for Applicants

- Dr. Marsha Postrozny –Professor
- Ms. Pilar Pangelinan – Associate Professor

### **IV. Questions and Answers**

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: September 30, 2011  
Time: 3:30pm (Official meeting start time will be immediately after Promotions workshop)

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 09.28.11 Minutes
- IV. Old Business
  - a. Workshop
  - b. Promo docs
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: September 30, 2011  
Time: 4:20p.m.

- I. Meeting Called to Order by Chair at 4:20 p.m.
- II. Attendance/Sign in: Members present were: Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz and Jose U. Munoz.
- III. Approval of Minutes: Members reviewed the September 28, 2011 minutes. Motion was made by Jose U. Munoz to approve minutes as written and seconded by Donna M. Cruz. Motion carried unanimously.
- IV. Old Business
  - a. Workshop:
    - i. The committee discussed the workshop. At the end of the academic year, the Chair will send a letter and certificate of appreciation for all presenters/mentors. Further discussion will continue at the next meeting
  - b. Changes to Promotions documents:
    - i. Changes made to Letter of Intent, Instructions for Advance-In-Rank, and Promotions Portfolio Template to be in line with the Union Contract. Motion made by Donna M. Cruz and seconded by Doreen J. Blas. Motion carried unanimously.
- V. New Business - None
- VI. Open Discussion: None
- VII. Agenda Items for Next meeting:
  - i. Promotions workshop. Members will reflect on the workshop and provide input at the next meeting
- VIII. Next meeting: October 5, 2011, 9:30 am in Room A30.

IX. Adjournment: Motion to Adjourn was made by Donna M. Cruz and seconded by Doreen J. Blas. Motion carried unanimously. Meeting adjourned at 5:25 p.m.

Recording Secretary: Cathy Leon Guerrero served as recording secretary for this meeting.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date:       October 5, 2011  
Time:                 9:30am

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 09.30.11 Minutes
- IV. Old Business
  - a. Workshop
  - b. Promo docs
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date:       October 5, 2011  
Time:                 9:31 a.m.

- I.       Meeting Called to Order by Chair at 9:31 a.m.
- II.      Attendance/Sign in: Members present were: Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz, Helen Lani Gamble, Jose U. Munoz and Committee Mentor Anthony Roberto.
- III.     Approval of Minutes: Members reviewed the September 30, 2011 minutes. Motion to approve by D. Cruz, 2<sup>nd</sup> by D. Blas. Motion carried.
- IV.     Old Business
  - A.   Workshop Recommendations:
    - 1. Chair and Committee present before applicant mentors at next workshop,
    - 2. Committee will create guidelines for applicants mentors,
    - 3. 2<sup>nd</sup> workshop scheduled for October 21, 2011
  - B.   Promotion Documents
    - 1. The Chair has informed September 30 workshop participants of changes in Promotion documents.
- V.      New Business:
  - A.   H. L. Gamble will submit her Letter of Resignation from this committee to the Chair.
- VI.     Open Discussion: None
- VII.    Agenda Items for Next meeting: October 21, 2011 Promotion Workshop.
- VIII.   Next meeting: October 6, 2011 at 1:00 p.m. in room A-30.
- IX.     Adjournment: Motion to Adjourn was made by D. Blas and seconded by C. Leon Guerrero. Motion carried unanimously. Meeting adjourned at 10:25 a.m.



**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date:       October 6, 2011  
Time:                 1:00pm

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 10.05.11 Minutes
- IV. Old Business
  - a. Resignation of Lani Gamble – Election of new member
  - b. Workshop
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date:       October 6, 2011  
Time:                1:05 p.m.

- I.     Meeting Called to Order by Chair at 1:05 p.m.
- II.    Attendance/Sign in: Members present were: Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz and Anthony Roberto (mentor).
- III.   Approval of Minutes: Members reviewed the October 5, 2011 minutes. Motion was made by Donna M. Cruz to approve minutes as written and seconded by Cathy Leon Guerrero. Motion carried unanimously.
- IV.    Old Business

A. Resignation of Lani Gamble

Email sent to Marsha Postrozny and Karen Sablan to inform them of Lani's resignation. A formal letter from Lani hasn't been received. A reminder notice was placed in her box in the Tourism office.

Marsha P. recommends that we vote tomorrow for another faculty member to serve on the Promotions committee. The Committee would like to request that Anthony Roberto fill the vacancy because he has served as a mentor since the Committee convened this AY.

B. Workshop:

The Committee reviewed the Promotions Portfolio Template and will expound on each section at the next workshop. The date for the next workshop has been changed from October 21, 2011 to Friday, November 4, 2011 at 3:30 pm in A30. A motion was made by Doreen J. Blas to change the date of the workshop. Donna M. Cruz seconded it. Motion carried unanimously.

Mentors Marsha and Pilar will again be invited to provide further explanation as to what documents they included in the various sections of their portfolio.

- V.     New Business: None
- VI.    Open Discussion: None

VII. Agenda Items for Next meeting:

VIII. Next meeting: November 4, 2011, 2:30 am in Room A30.

IX. Adjournment: Motion to Adjourn was made by Donna M. Cruz and seconded by Doreen J. Blas. Motion carried unanimously. Meeting adjourned at 2:00 p.m.

Recording Secretary: Cathy Leon Guerrero served as recording secretary for this meeting.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date:       October 26, 2011  
Time:                 9:30am

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 10.06.11 Minutes
- IV. Old Business
  - a. New member
  - b. Workshop
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: October 26, 2011  
Time: 9:30 a.m.

- I. Meeting Called to Order by Chair at 9:43 a.m.
- II. Attendance/Sign in: Members present were: Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz, Jose U. Munoz, Steve S. Lam and Committee Mentor Anthony Roberto.
- III. Approval of Minutes: Members reviewed the October 6, 2011 minutes. Motion to approve by Donna Cruz, 2<sup>nd</sup> by Jose Munoz. Motion carried.
- IV. Old Business:
  - a. New Member  
The Committee welcomed Steve Lam as the new member who replaced former member, H.L. Gamble. Steve has read and agreed to comply with the IOP and Codes of Ethics of the committee.
  - b. Workshop  
Upcoming workshop will be held as scheduled on Friday, November 4, 2011 at 3:30pm. Steve will make copies of the documents for the interested applicants.
- V. New Business:
  - a. During the evaluation training workshop held on Friday (10/21/2011), it was stated that for the upcoming SY faculty evaluation, all members of the committee need to submit the committee goals, attendance, and how they contributed to the meet the committee's goals. Sally will provide the documents necessary for evaluation for all committee members.
  - b. Tony will clarify CEU equivalence from various accrediting bodies with Joann Muna from HRO.
- VI. Open Discussion:  
Last Thursday (10/20/11), Members attended a meeting with FS to update them on the progress of the Committee in meeting its goals. They also stated that the Committee members were disappointed with the appointment of the new Committee member because the Committee

communicated specific reasons for recommending the Mentor's appointment. FS did acknowledge that communication does need to be improved and that it will also be noted that the Committee recommends that the process for appointing/electing new committee members be clarified/specified.

- VII. Agenda Items for Next meeting: None.
- VIII. Next meeting: November 4, 2011 at 2:30 p.m. in room A-30.
- IX. Adjournment: Motion to Adjourn was made by Jose Munoz and seconded by Cathy Leon Guerrero. Motion carried unanimously. Meeting adjourned at 10:44 a.m.
- X. Recorder: Steve Lam
- XI. Verified by: Sally Sablan, Chairperson



Guam Community College  
2011-2012 Promotions Committee

**Promotions Workshop**  
Date: November 4, 2011

## **Agenda**

### **I. Participant Sign-in and Introductions**

### **II. Dissemination of Materials**

- Important dates for Applicants
- Instructions for Applicants
- Request for Certificate of Eligibility
- Letter of Intent
- Code of Ethics
- Internal Operating Procedures
- 2010-2016 GCC BOT/GCC Faculty Union Agreement
- Portfolio Template
- Declaration
- Affidavit (must be notarized)

### **III. Presentations**

Facilitators/Promotion Committee Members

- Sally Sablan – Chair
- Catherine Leon Guerrero – Chair-elect
- Doreen Blas
- Donna Cruz
- Jose Munoz
- Steve Lam
- Anthony Roberto – Mentor for Promotions Committee

Mentors for Applicants

- Dr. Marsha Postrozny –Professor
- Ms. Pilar Pangelinan – Associate Professor

### **IV. Questions and Answers**

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: November 4, 2011  
Time: 2:30pm

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 10.26.11 Minutes
- IV. Old Business
  - a. Workshop
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment



**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: November 4<sup>th</sup>, 2011  
Time: 2:30 p.m.

- I. Meeting Called to Order by Chair at 2:37 p.m.
- II. Attendance/Sign in: Members present were: Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz, Jose U. Munoz, Steve S. Lam and Committee Mentor Anthony Roberto.
- III. Approval of Minutes: Members reviewed the October 26, 2011 minutes. Motion to approve by Donna Cruz, 2<sup>nd</sup> by Doreen Blas with minor corrections. Motion carried.
- IV. Old Business:
  - a. Workshop  
Chair emailed applicants who submitted Letter of Intent to invite them to the Promotions Workshop. Workshop will inform applicants about the deadlines and timelines of submitting portfolios, organizing the portfolio, etc. The chair of the committee will also clarify the requirements and contents of the portfolio.
- V. New Business:

None.
- VI. Open Discussion:
  - a. C.E.U. credits Evaluation issue: Joann Muna responded that it has not been updated in the Union Contract. Job Specs Committee will need to revisit this issue. Gina Tudela and Joanne Ige stated that they need to discuss with other evaluators and it will be the decision of the Job Specs committee.
  - b. Chair will email each member the draft of interview questions and rubrics by November 7<sup>th</sup>.
  - c. The date of interviewing applicants is set on January 12, 2012.
  - d. Portfolios reviewing location discussion - tabled till next meeting.
- VII. Agenda Items for Next meeting:
  - a. Review all submitted portfolios for completeness.
  - b. Draft Interview questions.

VIII. Next meeting: November 16, 2011 at 9:30 a.m. in President Conference Room.

IX. Adjournment: Motion to Adjourn was made by Cathy L.G. and seconded by Doreen Blas. Motion carried unanimously. Meeting adjourned at 3:35 p.m.

Recorder: Steve Lam

Verified by: Sally Sablan, Chairperson

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: November 16, 2011  
Time: 9:30am

- I. Call to Order
- II. Attendance/Sign in
- III. Recitation of the GCC Mission Statement  
    **"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."**
- IV. Approval of 11.04.11 Minutes
- V. Old Business  
    None
- VI. New Business
  - A. Review of Portfolios for completeness
  - B. Review of Portfolio rubric
  - C. Review of Interview questions
  - D. Review of Portfolio review schedule
- VII. Open discussion
- VIII. Agenda Items for Next meeting
- IX. Next meeting
- X. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: November 16, 2011  
Time: 9:30 a.m.

- I. Meeting Called to Order by Chair at 9:35 a.m.
- II. Attendance/Sign in: Members present were: Sally Sablan, Chair, Doreen J. Blas, Donna M. Cruz. Steve Lam, Cathy Leon Guerrero and Jose Munoz
- III. Recitation of the GCC Mission Statement- led by Jose Munoz.
- IV. Approval of Minutes: Members reviewed the November 4, 2011 minutes. Motion was made by Jose Munoz to approve minutes as written and seconded by Doreen J. Blas. Motion carried unanimously.
- V. Old Business: None
- VI. New Business
  - A. Review of Portfolios for completeness  
All portfolios submitted were complete.
  - B. Review of Portfolio rubric  
Committee members requested more space to write notes. Chair made this change to the rubric.
  - C. Review Interview questions  
Tabled for discussion at the next meeting.
  - D. Review of Portfolio review schedule  
Adjustments made at the request of two committee members.
- VII. Open Discussion: The committee reviewed one packet together.
- VIII. Agenda Items for Next meeting: Review another portfolio.
- IX. Next meeting: Wednesday, November 30, 2011 at 9:30 am in room A 30.
- X. Adjournment: Motion to Adjourn was made by Donna M. Cruz and seconded by Steve Lam. Motion carried unanimously. Meeting adjourned at 11:20 a.m.

Recording Secretary: Cathy Leon Guerrero served as recording secretary for this meeting.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: November 30, 2011  
Time: 9:30am

- I. Call to Order
- II. Attendance/Sign in
- III. Recitation of the GCC Mission Statement  
    **"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."**
- IV. Approval of 11.16.11 Minutes
- V. Old Business
- VI. New Business
  - A. Review of Interview questions
  - B. Review of Portfolio
- VII. Open discussion
- VIII. Agenda Items for Next meeting
- IX. Next meeting
- X. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: November 30, 2011  
Time: 9:30am  
Place: GCC Room A30

- I. Meeting called to order by Chair at 9:38 a.m.
- II. Attendance/Sign in: Members present were Sally Sablan, Chair, Doreen J. Blas, Donna M. Cruz. Steve Lam, Cathy Leon Guerrero and Jose Munoz.
- III. Recited the GCC Mission Statement
- IV. Approval of 11/16/11 Minutes: Motion was made by Doreen Blas to approve the minutes and seconded by Donna Cruz. Motion carried unanimously.
- V. Old Business: Review of Interview Questions  
Members discussed possible questions for the interviews to be conducted on Thursday, January 12, 2011. The Chair will prepare a new Interview Matrix with the questions decided today.
- VI. New Business: Review of Portfolios  
Members reviewed 4 portfolios together.
- VII. Open discussion: None.
- VIII. Agenda Items for next meeting: Continue review of portfolios.
- IX. Next meeting: Friday, December 9, 2011 at 9:00 a.m. in room A30.
- X. Adjournment: Motion to adjourn was made by Jose Munoz and seconded by Steve Lam. Motion carried unanimously. Meeting adjourned at 11:27 a.m.

Recording Secretary: Doreen J. Blas served as recording secretary for this meeting.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: December 9, 2011  
Time: 9:00am

- I. Call to Order
- II. Attendance/Sign in
- III. Recitation of the GCC Mission Statement  
    **"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."**
- IV. Approval of 11.30.11 Minutes
- V. Old Business
- VI. New Business
  - A. Review of Interview questions
  - B. Review of Portfolios
  - C. Review of LORs and Testimonies
- VII. Open discussion
- VIII. Agenda Items for Next meeting
- IX. Next meeting
- X. Adjournment



**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: December 9, 2011  
Time: 9:00 a.m.

- I. Meeting Called to Order by Chair at 9:14 a.m.
- II. Attendance/Sign in: Members present were: Sally Sablan, Chair, Cathy Leon Guerrero, Doreen J. Blas, Donna M. Cruz, Jose U. Munoz and Steve S. Lam.
- III. Approval of Minutes: Members reviewed the November 30, 2011 minutes. Motion to approve minutes by Cathy Leon Guerrero, 2<sup>nd</sup> by Steve Lam. Motion carried.
- IV. Old Business:
  - a. Review of Interview questions.  
Motion to approve Interview questions by Cathy Leon Guerrero, 2<sup>nd</sup> by Donna Cruz. Motion carried.
  - b. Review of Portfolios
  - c. Review of LORS and Testimonies.
- V. New Business:  
None.
- VI. Open Discussion:  
None
- VII. Next meeting: January 17, 2012 at 11:30 a.m. in room A-30.
- VIII. Adjournment: Motion to Adjourn was made by Doreen Blas, 2<sup>nd</sup> by Steve Lam. Meeting adjourned at 10:00 a.m..
- IX. Recorder: Jose U. Munoz
- X. Verified by: Sally Sablan, Chairperson

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: January 17, 2012  
Time: 11:30am

- I. Call to Order
- II. Attendance/Sign in
- III. Recitation of the GCC Mission Statement  
    **"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."**
- IV. Approval of 12.09.11 Minutes
- V. Old Business
  - A. Review of Interview questions
  - B. Review of Portfolios
  - C. Review of LORs and Testimonies
- VI. New Business
- VII. Open discussion
- VIII. Agenda Items for Next meeting
- IX. Next meeting
- X. Adjournment

**Guam Community College  
Promotions Committee**

January 17, 2012  
Minutes

- I. Call to Order  
The meeting was called to order at 11:43 am
- II. Attendance/Sign in:  
Members present were: Sally Sablan, Chair, Doreen J. Blas, Donna M. Cruz.  
Steve Lam, Cathy Leon Guerrero and Jose Munoz
- III. Recitation of the GCC Mission Statement  
The Committee recited the Mission Statement
- IV. Approval of 12.09.11 Minutes  
Motion was made by Doreen J. Blas to approve minutes as written. Steve Lam seconded the motion. Motion carried unanimously.
- V. Old Business
  - A. Review of Interview questions  
Additional questions were added to the Interview Matrix.
  - B. Review of Portfolios  
The Committee reviewed the Portfolios prior to the interviews.
  - C. Review of LORs and Testimonies  
The Committee reviewed LORs and Testimonies prior to the interviews.
- VI. New Business  
None
- VII. Open discussion  
One of the applicants could not make today's interview due to a family emergency. The interview will be rescheduled for another time.  
  
A form letter of support by the Committee will be included in the Portfolio of the applicants who the Committee recommends for Promotions.
- VIII. Agenda Items for Next meeting  
None
- IX. Next meeting  
To be Announced.

X. Adjournment

Motion made by Doreen J. Blas to adjourn the meeting at 1:55 pm. The motion was seconded by Donna Cruz. Motion carried unanimously.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: February 24, 2012  
Time: 10:00am

- I. Call to Order
- II. Attendance/Sign in
- III. Recitation of the GCC Mission Statement  
    **"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."**
- IV. Approval of 01.17.12 Minutes
- V. Old Business
- VI. New Business
  - A. Letters and Portfolios to GCC President
  - B. Review of IOP
  - C. Review of GCC Faculty Union and GCC BOT Agreement
  - D. Review of Instructions for Applicants
  - E. Promotions Workshop for Spring 2012 – April 20?
- VII. Open discussion
- VIII. Agenda Items for Next meeting
- IX. Next meeting
- X. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: February 24, 2012  
Time: 10:00 a.m.  
Place: GCC, Room A30

- I. Meeting was called to order by Chair at 10:07 a.m.
- II. Attendance/Sign in: Members present were Sally Sablan, Chair, Doreen J. Blas, Donna M. Cruz. Steve Lam, Cathy Leon Guerrero. Jose Munoz, and Anthony Roberto, Mentor.
- III. Recited the GCC Mission Statement
- IV. Approval of 1/17/12 Minutes  
Motion was made by Jose to approve the minutes and seconded by Steve. Motion carried unanimously.
- V. Old Business – None.
- VI. New Business
  - A. Letters and Portfolios to GCC President – Sally and Cathy delivered the applicants’ letters and portfolios to the President. President Okada now has until 2/28/12 to notify the applicants about her decision on their promotions.
  - B. Review of IOP – Tabled until 3/15/12.
  - C. Review of GCC Faculty Union and GCC BOT Agreement – Tabled until 3/15/12.
  - D. Review of Instructions for Applicants – Tabled until 3/15/12.
  - E. Review of portfolios - To be discussed on 3/15/12.
  - F. Promotions mentor, Anthony Roberto, will be presenting at today’s PDRC Buzz Session on mentoring (2/24/12, 3:30-4:30 p.m.).
  - G. Promotions Workshop for Spring 2012 – To be held 4/27/12, 3:30, Room A30.
- VII. Open discussion – None.
- VIII. Agenda items for next meeting –Items B- E, Section VI.
- IX. Next meeting – 3/15/12, 11:30 a.m., Room A30.
- X. Adjournment. Motion to adjourn was made by Cathy and seconded by Donna. Motion carried unanimously. Meeting adjourned at 10:55 a.m.

Recording Secretary: Doreen J. Blas served as recording secretary for this meeting.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: March 15, 2012  
Time: 11:30am

- I. Call to Order
- II. Attendance/Sign in
- III. Recitation of the GCC Mission Statement  
    **"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."**
- IV. Approval of 02.24.12 Minutes
- V. Old Business
  - A. Statement for Portfolios
  - B. Review of IOP
  - C. Review of GCC Faculty Union and GCC BOT Agreement
  - D. Review of Instructions for Applicants
  - E. Review of Portfolio Template
  - F. Promotions Workshop for Spring 2012 – April 27, 3:30pm, Room A30
- VI. New Business
- VII. Open discussion
- VIII. Agenda Items for Next meeting
- IX. Next meeting
- X. Adjournment