

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: August 21, 2012
Time: 1:30 p.m.

- I. Call to Order
- II. Attendance/Sign in
- III. New Business
 - A. Chair/Chair-elect
 - B. Meeting dates and times
 - C. Mentor
 - D. Last Year's End of the Year Report
 - E. Faculty Union/GCC BOT Agreement
 - F. Internal Operating Procedures/Code of Ethics
 - G. Workshop Dates/Times/Presenters
 - H. Group Studio
 - I. Portfolio Template
 - J. Instructions for Applicants
 - K. Calendar for Applicants
 - L. Forms
- IV. Open Discussion
- V. Agenda Items for Next Meeting
- VI. Next Meeting
- VII. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: August 21, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. Meeting Called to Order by Chair at 1:40 p.m.
- II. Attendance/Sign in: Members present were: Cathy Leon Guerrero, Chair, Donna Cruz, Becky Toves, Tico Tenorio, Wilson Tam and Eric Chong.
- III. New Business:
 - a. Chair/Chair Elect. Cathy decided to step down as chair. Motion to have Eric Chong to serve as chair by Becky Toves, 2nd by Wilson Tam. Motion carried. Tico is considering the Chair Elect.
 - b. Meeting dates and times: members discussed possible meeting times and dates that everyone can attend (Sep 11, Sep 13, Sep 25 and Sep 27 at 1:30 p.m.).
 - c. Mentor: Motion to have Sally Sablan, 2011-12 Promotions Chair, serve as mentor to committee made by Becky Toves and 2nd by Donna Cruz. Motion carried.
 - d. Last year's End-of-the-Year Report: Chair encouraged all to read.
 - e. Faculty Union/GCC BOT Agreement: Chair encouraged all to read.
 - f. Internal Operating Procedures/Code of Ethics: Chair encouraged all to read and to make recommendations for changes at our next meeting.
 - g. Workshop Dates/Times/Presenters: First workshop will be on Sep 28, Friday, at 3:30 p.m. in room C-5; Becky to confirm location and submit room utilization. The former Promotions committee members (Steve Lam, Joey Munoz, Doreen Blas, and Tony Roberto) and those who were promoted in the last two years (Patty Terlaje, Troy Lizama, John Jocson, Pilar Pangelinan, and Marsha Postrozny) will be requested to be presenters. The second workshop is scheduled for Oct 19, Friday, at 3:30 p.m. in C-5; this Q&A workshop will focus in the criteria for promotion.
 - h. Group Studio: it is confirmed that all committee members belong to the promotions group studio.
 - i. Portfolio Template: Chair encouraged all to review and recommend changes at our next meeting.
 - j. Instructions to Applicants: this will be finalized at our next meeting.
 - k. Calendar for Applicants: all the important due dates were reviewed. If the date falls on a Saturday, it will be due on Friday.

1. Forms: Chair encouraged all to review the forms.

IV. Open Discussion:

V. Agenda items for next meeting: Internal Operating Procedures and Code of Ethics to be finalized.

VI. Next meeting: Sep 11, 2012 at 1:30 p.m. in Faculty Senate Office.

VII. Adjournment: Motion to Adjourn was made by Tico Tenorio, 2nd by Donna Cruz. Meeting adjourned at 2:25 p.m.

VIII. Recorder: Eric Chong

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: September 11, 2012
Time: 1:30 p.m.

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 08.21.12 Minutes
- IV. Old Business
 - A. Last Year's End of the Year Report
 - B. Faculty Union/GCC BOT Agreement
 - C. Internal Operating Procedures
 - D. Code of Ethics
 - E. Workshop Dates/Times/Presenters
 - F. Portfolio Template
 - G. Instructions for Applicants
 - H. Calendar for Applicants
 - I. Forms
- V. New Business
 - a. Inviting Sally Sablan as mentor to meetings
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
MINUTES**

Meeting Date: September 11, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. The meeting was called to order by Eric Chong, the Chairperson.
- II. Attendance: Cathy Leon Guerrero, Donna Cruz, Tico Tenorio, Becky Toves, and Eric Chong (Not present: Wilson Tam – jury duty)
- III. Approval of Minutes
The “Verified by” portion of the minutes is not needed. Tico moved to approve the minutes with corrections. Donna seconded. The motion was approved unanimously.
- IV. Old Business
 - A. Last Year’s End of the Year Report – Tico noted some mistakes but the copy we looked at may not be the final draft.
 - B. Faculty Union/GCC BOT Agreement - reviewed
 - C. Internal Operating Procedures – Several changes were made. Eric will make corrections and send a draft to everyone.
 - D. Code of Ethics – A minor change was made.
 - E. Workshop Dates/Times/Presenters –
The workshop on Sept. 28 @ 3:30 will be an overview of the promotion process. Eric will do an introduction, and mentors will make a quick presentation on what worked for them. Mentors will have their promotion binders available for faculty to look at.

The workshop on Oct. 19 will be more detailed. Doreen Blas will do the brainstorming portion. During the “Q & A” portion, faculty may ask specific questions related to their portfolio.

Tico will put the packet together but will wait for Eric to make the changes first. Cathy has folders for the packets.
 - F. Portfolio Template – Several changes were made. Cathy will make updates.

- G. Instructions for Applicants – A change was made to be compliant with changes in the contract. Eric will send us the updated file.
- H. Calendar for Applicants – The dates are good
- I. Forms- Changes were made.

- V. New Business - None

- VI. Open discussion - None

- VII. Agenda Items for Next meeting – Discuss the “Instructions for Advancement in Rank” Form

- VIII. Next meeting - Thursday, Sept 13th at 1:30

- IX. The meeting was adjourned at 2:55 p.m.

Submitted by: Becky Toves

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: September 13, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 09.11.12 Minutes
- IV. Old Business
 - A. Instructions for Applicants
- 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 13, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. Called to Order at 1:35 by Eric Chong
- II. Attendance- Wilson Tam, Donna Cruz, Tico Tenorio, Becky Toves, and Eric Chong (Not present: Cathy Leon Guerrero)
- III. Approval of 09.11.12 Minutes (Donna motioned/Tico 2nd)
- IV. Old Business
 - A. Instructions for Applicants – Donna shared her revisions; the group concurred.
 - B. Code of Ethics – Reviewed and signed
 - C. IOP – Reviewed and signed
 - D. Forms to include in Packets
 - Instruction
 - Code of Ethics
 - IOP
 - Template
 - Eligibility forms
 - Important dates
- V. New Business - None
- VI. Open discussion - None
- VII. Agenda Items for Next meeting – Discuss the workshops
- VIII. Next meeting – Sept. 27
- IX. Adjournment at 2:05 pm (Donna motioned/Wilson 2nd)

Submitted by: Becky Toves

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: September 25, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 09.13.12 Minutes
- IV. Old Business
 - A. Finalized instructions for applicants
- V. New Business
 - a. Promotions workshop: to do's
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: September 25, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. The meeting was called to order at 1:43 p.m. by the Chairperson, Eric Chong.
- II. Attendance- Donna Cruz, Cathy Leon Guerrero, Wilson Tam, Tico Tenorio, Becky Toves, and Eric Chong.
- III. Wilson moved and Tico seconded to approve the minutes of 09.13.12 with changes. The motion carried.
- IV. Old Business

A. Finalized instructions for applicants

Sally – suggested putting dates in Part C to make it easier to review. Add: “Include relevant dates” to “One Sentence Summary.”

Another option is to add: “It is highly recommended that your one page summary and supporting materials be in chronological order.”

Evaluation for Part B: Sally – The previous committee recommended that faculty evaluations be included in part B. Discussion ensued. “It is highly recommended that three faculty evaluations be included.” Have a one sentence summary with supporting materials. Cathy will make the changes and email it to the committee.

Sally: There were questions between professional development courses and training. Professional Development courses applied to cases where credit was received. The headings will be changed to “Professional Development (College Credit) and professional development workshops/training.” A minimum of 3 supporting documents for each one-sentence summary with a minimum of 3 different supporting sentences will be included.

Courses taught section: leave it the way it is.

V. New Business

- a. The promotions workshop will focus on what to do and what not to do in preparation for the promotions process.

VI. Open discussion

VII. Agenda Items for Next meeting

VIII. Next meeting

- IX. Adjournment- Donna moved and Cathy seconded to adjourn. The meeting was adjourned at 3:10 p.m.

Submitted by: Becky Toves

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: October 11, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 09.25.12 Minutes
- IV. Old Business
 - a. Promotion workshop reflection
- V. New Business
 - a. Finalize Promotion workshop for Oct 19, 2012
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: October 11, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. The meeting was called to order at 1:40 by the Chairperson, Eric Chong.
- II. Attendance - Donna Cruz, Cathy Leon Guerrero, Tico Tenorio, Becky Toves, and Eric Chong (Not present: Wilson – jury duty)
- III. Donna moved to approve the minutes of 09.25.12 with changes. Cathy seconded the motion. The minutes were approved.
- IV. Old Business

A. Promotions Workshop reflection

Cathy – Last year, the Chairperson answered all questions; the committee decided this beforehand. Having one voice provided consistency. Currently, all questions should be directed to Eric, and he will bring them to the committee.

Eric- not all potential applicants showed up.

Eric – mistakes that were found were corrected. The new files were uploaded.

Tico – the language in the instructions must match the template. We'll look to find the inconsistency.

V. New Business

- a. Finalize next Promotions workshop (10.19.12)
Doreen has been notified. It'll be open to only those who were determined by HR to be eligible for an advancement-in-rank for this school year.

VI. Open discussion

- a. Sally's position as a mentor – It would be a conflict of interest to serve as a faculty mentor and as a mentor for the Promotions Committee. Tico moved that anyone who is serving as the Promotion's Committee mentor

cannot assist an applicant with any portion of the application process.
Cathy seconded the motion. The motion passed.

- b. An acknowledgement letter for mentors and presenters will be given at the end of the year.
- c. The committee will now meet for the evaluation portion of the portfolio. Rubrics will be reviewed.

VII. Agenda Items for Next meeting : rubrics

VIII. Next meeting –

- Oct. 19 at 3:15 (15 minutes prior to the workshop).
- Oct. 23 at 1:30 to review rubrics and interview questions
- Dec. 4th at 1:30 to discuss the rubrics.

IX. The meeting was adjourned at 2:30 p.m. Donna/Cruz

Submitted by: Becky Toves

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: October 18, 2012
Time: 3:15 p.m.
Location: Room C5

- I. The meeting was called to order at 3:15 p.m. by the Chairperson, Eric Chong.
 - II. Attendance - Donna Cruz, Tico Tenorio, Becky Toves, Eric Chong, and Sally Sablan (mentor). Not present: Cathy Leon Guerrero – sick , Wilson Tam– not informed of meeting
 - III. Old Business
 - A. Promotions Workshop Preparation

Eric asked the committee to check the packets to ensure that everything is correct. All revisions and corrections should be reflected.

Some people who weren't in the 1st workshop will be present for the 2nd one.
 - B. Mentor Conflict of Interest

Eric sent an email to Sally about the mentorship issue.
 - C. Eligibility Certificate

Eric spoke with HR about the Eligibility Certificate. He is awaiting clarification if eligibility certificates from previous years are still valid.
 - IV. New Business – None
 - V. Open discussion - None
 - VI. Agenda Items for Next meeting : rubrics and interview questions
 - VII. Next meeting – October 23, 2012
 - VIII. The meeting was adjourned at 3:30 p.m.
- Submitted by: Becky Toves

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: October 23, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 10.11.12 Minutes
- IV. Old Business
 - a. Promotion workshop reflection for Oct 19, 2012
 - b. Committee Mentor agreement
- V. New Business
 - a. Sample interview questions
 - b. Portfolio rubrics
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: October 23, 2012
Time: 1:50 p.m.
Location: Faculty Senate Office

- I. Chairperson, Eric Chong, called the meeting to order at 1:50 p.m.
- II. Attendance - Cathy Leon Guerrero, Donna Cruz, Tico Tenorio, Wilson Tam, Eric Chong, and Sally Sablan (mentor). Not present: Becky Toves
- III. Old Business
 - A. October 18, 2012 Minutes - Donna Cruz made a motion to approve the minutes, seconded by Tico Tenorio. Motion carried.
 - B. Promotions Workshop Reflection for October 19, 2012 –
Feedback: Thanks to Doreen Blas for an excellent job conducting the Workshop. For future workshops it was determined that the First Workshop should be an overview and the Second Workshop should be conducted like a working session with the Applicant Mentors.
 - C. Committee Mentor Agreement - Sally Sablan signed the Mentorship Agreement and Chair will post the signed copy onto MyGCC.
 - D. Eligibility Certificate - Eric spoke with HR about the Eligibility Certificate. He will follow up with Faculty Union President for more information.
 - E. Administrators/Faculty - Eric spoke with HR regarding Administrators/Faculty position and will follow up with Faculty Union President for more information.
- IV. New Business
 - A. Sample Interview Questions - Sally Sablan to send interview questions used last year. Committee will review and send suggested changes via the Internet before the next meeting.
 - B. Portfolio Rubrics - Sally Sablan to send last year's Rubrics. Chair will put more writing space onto the final copy. Committee to review Rubrics and send suggested changes via the Internet before next meeting.

- V. Open discussion – Short discussion ensued regarding Certificate of Eligibility and Administrator/Faculty position. Further discussion tabled until Chair obtains feedback from Faculty Union President.
- VI. Agenda Items for Next meeting - Interview questions and Portfolio rubrics.
- VII. Next meeting – December 04, 2012, 1:30 p.m., Faculty Senate Office.
- VIII. Adjournment - Donna Cruz made a Motion to Adjourn, seconded by Cathy Leon Guerrero. Motion carried. Meeting was adjourned at 2:20 p.m.

Submitted by: Donna Cruz

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: November 23, 2012
Time: 10:00 a.m.
Location: Faculty Senate Office

- I. Call to Order at 10:15 p.m.
- II. Present: Cathy Leon Guerrero, Donna Cruz, Becky Toves, Wilson Tam, and Eric Chong. (Tico Tenorio – off island)
- III. Review for Completeness of Portfolio
- IV. Next meeting – Dec. 4, 2012
- V. Adjournment – Cathy moved and Donna Seconded. The meeting was adjourned at 11:05 p.m.

Submitted by: Becky Toves

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: December 4, 2012
Time: 1:30 p.m.
Location: Faculty Senate Office

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 11.23.12 Minutes
- IV. Old Business
 - a. Portfolios that met completeness criteria
 - b. Portfolio rubrics
- V. New Business
 - a. Letters of recommendation/Testimonies received
 - b. Portfolio evaluations
 - c. Interview questions
 - d. GCC BOT Administrator LTA
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: December 4, 2012
Time: 1:50 p.m.
Location: Faculty Senate Office

- I. The meeting was called to order by the Chairperson at 1:50 p.m.
- II. Present: Donna Cruz, Tico Tenorio, Becky Toves, Eric Chong, Wilson Tam, and Cathy Leon Guerrero.
- III. Approval of 11.23.12 Minutes – Donna moved to approve the minutes, and Cathy seconded the motion. The minutes were approved.
- IV. Old Business
 - a. Portfolios that met completeness criteria – All six candidates met the criteria for having parts A, B, and C.
 - b. Portfolio rubrics – The committee discussed the rubrics.
- V. New Business
 - a. Letters of recommendation/Testimonies received – Eric will sort them.
 - b. The committee discussed the schedule for the interviews.
 - Jan. 8 or 9 – The committee will meet to do a final review of the portfolios.
 - Jan. 14th – Interview applicants
 - c. We looked at the interview questions and will continue to review them.
 - d. GCC BOT Administrator LTA – This issue was discussed. The Faculty Union president will be invited to attend one of our meetings.
- VI. Open discussion - none
- VII. Agenda Items for Next meeting- none
- VIII. Next meeting – January 8 or 9th
- IX. Adjournment – Tico moved to adjourn, Donna seconded. The meeting was adjourned at 2:55 p.m.

Submitted by: Becky Toves

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: January 8, 2013
Time: 1:30 p.m.
Location: C-5

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 12.4.12 Minutes
- IV. Old Business
 - a. Portfolios evaluations
 - b. Interview questions
- V. New Business
 - a. Interview date & time schedule
 - b. Promotions Committee deadlines
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: January 25, 2013
Time: 12:30 p.m.
Location: C-5

- I. Interviews were conducted for applicants seeking an advancement in rank.
- II. Present: Donna Cruz, Tico Tenorio, Becky Toves, Eric Chong, Wilson Tam, and Cathy Leon Guerrero.
- III. The interviews were conducted in the following order:
 1. Tonirose Realica
 2. Jennifer Artero
 3. Fred Tupaz
 4. Norman Aguilar
 5. Jose Lopez
 6. Rachel Lee
- IV. Members voted on the recommendation for each applicant for an advancement in rank.
- V. Adjournment –The interviews and meeting concluded at 5:00 p.m.

Submitted by: Becky Toves

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: February 8, 2013
Time: 2:00 p.m.
Location: C-5

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 1.25.13 Minutes
- IV. Old Business
 - a. Letters to president
- V. New Business
 - a. Feedback of interviews
 - b. Report to president
 - c. March 1 meeting
- VI. Open discussion
- VII. Agenda Items for next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: February 8, 2013
Time: 2:00 p.m.
Location: C-5

- I. The meeting was called to order at 2:05 p.m. by the Chairperson.
- II. Attendance – Wilson Tam, Donna Cruz, Cathy Leon Guerrero, Becky Toves, and Eric Chong (Not present – Tico Tenorio - out sick)
- III. Approval of 1.25.13 Minutes- Cathy moved to approve the minutes with corrections. Wilson seconded. The minutes were approved.
- IV. Old Business
 - a. Letters to president – Letters need to be completed by Feb. 15th. The portfolios will be submitted to her as well.
- V. New Business
 - a. Feedback of interviews –
 - Remind applicants of time limits
 - Have water readily available
 - b. The March 1 meeting will tentatively be moved to Feb. 28th at 1:30 p.m. in C5.
- VI. Open discussion - None
- VII. Next meeting – Tuesday, Feb. 12 at 1:30 (provided Tico is well enough to attend).
- VIII. Adjournment- Donna moved to adjourn. Wilson seconded. The meeting was adjourned at 3:00 p.m.

Submitted by: Becky Toves

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: February 14, 2013
Time: 1:30 p.m.
Location: FSO

- I. Call to Order
- II. Attendance/Sign in
- III. Approval of 12.4.12 and 2.8.13 Minutes
- IV. Old Business
 - a. Letters to president – committee members' signatures
 - b. Feb 28 meeting preparation
- V. New Business
 - a. Submission of portfolios & recommendations to president
 - b. Promotions workshop for Spring semester
- VI. Open discussion
- VII. Agenda Items for next meeting
- VIII. Next meeting
- IX. Adjournment