

# **Professional Ethics**

## **Agenda**

August 18, 2006

3:30pm – 5:00pm in C-2

- I. Call to order
- II. Roll call
- III. Approval of minutes N/A
- IV. Open issues
  - a) Update of Faculty Senate Meetings: Uniform Agenda and Minutes; Robert's Rules of Order
- V. New business
  - a) Test email-did everyone receive it?
  - b) Corrected Contact Sheet for all members
  - c) Additional Membership? Staff and/or administrator  
-may affect yearlong goal?
  - d) Lisa's Office in 206 or leave materials ELI office: C-3
  - e) Secretary position-elect or take turns.
  - f) Yearlong goals and objectives
  - g) Disseminate information for review
  - h) Set regular meeting schedule—3:30pm-5:00pm in C-2 Fridays (1 ½ hrs)  
1 ½ hrs online research etc.
- VI. Adjournment

# **Professional Ethics Committee**

## **Agenda**

August 25, 2006

3:00pm – 4:30pm

- I. Call to order
- II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., and Barbara M.
- III. Approval of minutes from last meeting
  - a) Pass out copies of 8/18/06 minutes.
  - b) Motion to approve
- IV. Old Business
  - a) Chair attended training on RR of Order
  - b) Chair-Faculty Handbook-Eric revised 2 years ago- given back to Karen; requested a copy of this document via Johanna in VP's office-will keep updated.
  - c) Chair has received number for Mikel Schwab; will request a presentation on ethics at his convenience-will keep updated
- V. New business
  - a) Updates from the Chair: from Senate meeting of 8/22/06 committee may want to review the Sixth Annual Institutional Assessment Report and other institutional documents to see if ethics is discussed.
  - b) Senate's goal for electronic website as repository and information dissemination; will keep you updated.
- VI. Adjournment

# Professional Ethics Committee

## Agenda

September 1, 2006

4:00pm – 5:00pm

### I. Call to order

### II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., and Barbara M.

Karen has volunteered to take minutes during this meeting.

### III. Approval of minutes from last meeting

a) Copy of 8/25/06 minutes emailed to members on 8/30/06.

b) Motion to approve

### IV. Old Business

a) Faculty Handbook: [http://guamcc.edu/ksablan/GCCfacultyhandbook\\_index.html](http://guamcc.edu/ksablan/GCCfacultyhandbook_index.html)  
Lisa has requested a hard copy from Karen Sablan.

b) Tentative presentation by Mikel Schwab on ethics in the workplace scheduled for Friday, September 8, 2006 at 3:00pm.

c. Obtained copies of the various college documents for committee members to review. Sign-out of Sixth Annual Institutional Assessment Report, Reaffirmation Self-Study Report, and Evaluation Report

### V. New business

a) Tasha Taitano (ELI) will provide administrative assistance as requested.

b) Guest Speaker: Dr. John Rider

Next meeting date: Friday, September 8, 2006 at 3:00pm. Room ??

Who will take minutes for next meeting?

### VI. Adjournment

# **Professional Ethics Committee**

## **Agenda**

September 8, 2006

3:00pm – 4:00pm

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., and Barbara M.**

Gil has volunteered to take minutes during this meeting.

### **III. Approval of minutes from last meeting**

a) Copy of 09/01/06 minutes emailed to members on 9/05/06.

b) Motion to approve

### **IV. Old Business-Reminders**

a) Members are to continue to research faculty ethics committees at 2 and 4-year institutions and share their findings with committee at next meeting. Be prepared to discuss ideas and models that will provide the foundation of our committee's yearlong goals which must be submitted to the Senate by Sept. 29, 2006.

c) Review various college documents and identify sections or statements that support the role or task of an ethics committee which may be used to identify yearlong goals. Share at next meeting.

### **V. New business**

a) Ethics Presentation: U.S. Attorney Mikel Schwab in Tech. Bldg. Room 1107

Next meeting date:

Who will take minutes?

### **VI. Adjournment**

# **Professional Ethics Committee**

## **Agenda**

September 22, 2006

3:00pm – 4:00pm in C-2

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., and Barbara M.**

Need volunteer to take today's minutes.

Approval of minutes from last meeting

a) Copy of 09/08/06 minutes emailed to members on 9/14/06.

b) Motion to approve

### **III. Old Business-Reminders**

### **IV. New business**

a) Discussion of information retrieved from members regarding their research on faculty ethics committees.

b) Identify commonalities and develop short and long-term committee goals.

c) Consider:

1. Create a Code of Ethics that may be tied to a faculty handbook.

2. Lay foundation for Ethics Committee to develop into an investigatory and adjudicative body.

3. Continue to investigate and research ethical issues in 2 and 4-year institutions.

Next meeting date: Friday, September 29, 2006

3:00-4:00pm in Room C-2.

Who will take minutes?

### **V. Adjournment**



# Professional Ethics Committee

## Agenda

September 29, 2006

3:00pm – 4:30pm in Old Teacher's Lounge B-Bldg.

### I. Call to order

### II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., and Barbara M.

Need volunteer to take today's minutes.

Who will take minutes on October 6?

a) Copy of 09/22/06 minutes emailed to members on 9/28/06.

b) Approval of minutes from last meeting and motion to approve

### III. Old Business

a) Request emailed to Johanna C. regarding hard copy of Faculty Handbook from Dr. Rider.

a) Prior to developing short and long-term committee goals-Members responses to questions posed by Jonathan Q.

1. Should we focus on an institutional policy/standard or just one for faculty?

2. Should we write an ethics statement or promulgate rules too?

3. Should the ethics committee have the authority to investigate concerns?

4. Should the ethics committee adjudicate breaches of ethical conduct?

b) Continue sharing of information regarding research of institutional ethics.

c) FYI: Faculty Senate-Website: <http://guamcc.edu/online/course/view.php?id=204>

1. Able to access Senate committee information (agendas/minutes)

2. Elaine F. will be presenting Luminous and Moodle Training on Oct. 9- Professional Development Day. Lisa will schedule a training session with her as a committee during the latter part of October.

### IV. New business

a) October meeting dates: October 6, 13, 20, and 27.

V. Next meeting date: Friday, October 6, 2006 – 3:00-4:30pm B Bldg.

### VI. Adjournment





# Professional Ethics Committee

## Agenda

October 6, 2006

3:00pm – 4:30pm in Old Teacher's Lounge B-Bldg.

### I. Call to order

### II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C

Minutes to be taken by Julie C-J.

Who will take minutes on October 13?

a) Copy of 09/29/06 minutes and tentative agenda for 10/06/06 emailed to members on 10/03/06.

b) Approval of minutes from last meeting and motion to approve

### III. Old Business

a) 2<sup>nd</sup> Request emailed to Johanna C. regarding hard copy of Faculty Handbook from Dr. Rider. Lisa will again follow up on this.

b) FYI: Faculty Senate-Website: <http://guamcc.edu/online/course/view.php?id=204>

1. Has anyone accessed Senate committee information (agendas/minutes)?  
Prepare concerns for training scheduled on Oct. 27<sup>th</sup>.

2. Elaine F. will be presenting Faculty Senate moodle training specific to Professional Ethics Committee on Friday, October 27, 2006 from 3:00pm-4:00pm D-8.

### IV. New business

a) Sharing of information and model statements related to ethics at the institutional level.

V. Next meeting date: Friday, October 13, 2006 – 3:00-4:30pm B Bldg.

### VI. Adjournment

# **Professional Ethics Committee**

## **Agenda**

October 13, 2006

3:00pm – 4:30pm in Old Teacher's Lounge B-Bldg.

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C**

Minutes to be taken by Polli H.

Who will take minutes on November 3<sup>rd</sup>?

a) Copy of 10/06/06 minutes emailed to members on 10/11/06.

b) Approval of minutes from last meeting and motion to approve

### **III. Old Business**

a) Update-Faculty Handbook from Dr. Rider.

b) Reminder: Elaine F. will be presenting Faculty Senate moodle training specific to Professional Ethics Committee on Friday, October 27, 2006 at 3:00pm in D-8.

c) Discuss Draft copy of Ethics Introductory Statement

### **IV. New business**

a) Faculty Senate SOP training for chairpersons to be held on Friday, Oct. 20<sup>th</sup>-thus, regularly scheduled meeting for this date is cancelled or as an option, would committee like to continue discussions without chairperson.

b) Sharing of information or models regarding development of Code of Ethics at the institutional level. Begin listing of 10 Principles.

### **V. Next meeting date: Friday, October 27, 2006 – 3:00-4:30pm in D-8.**

### **VI. Adjournment**

# **Professional Ethics Committee**

## **Agenda**

October 27, 2006

3:00pm – 4:30pm in B Bldg.

I. Call to order

II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., Barbara M and Lisa B-C.

Minutes to be taken by Lisa B-C.

Reminder: Minutes for November 3, 2006 will b taken by Sandy B.

III. Approval of prior minutes:

- a) Copy of 10/13/06 minutes emailed to members on 10/19/06.
- b) Motion to approve

IV. Old Business

- a) Tabled until Nov. 3<sup>rd</sup> meeting

V. New Business

- a) Moodle Training-Elaine Fejerang

VI. Next meeting date: November 3<sup>rd</sup>. 3:00-4:30pm in Room A-26.

VII. Adjournment

# **Professional Ethics Committee**

## **Agenda**

November 3, 2006

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., Barbara M and Lisa B-C.**

Minutes to be taken by Sandy B.

Minutes for November 17, 2006 to be taken by...

### **III. Approval of prior minutes:**

- a) Copy of 10/27/06 minutes emailed to members on 11/03/06.
- b) Motion to approve

### **IV. Old Business**

- a) Lisa B-C and Jonathan Q. attended Faculty Senate Chairperson's Meeting on Oct. 20<sup>th</sup>. Update on by-laws. Need to be completed ASAP
- b) Lisa B-C received a copy of the Faculty Handbook from Johanna C. on 10-19-06. It will be available for members' review. Please sign out for it.
- c) Discussion of Draft 2 copy of Ethics Introductory Statement
- d) Discussion of principles: Use of Resources and Conflict of Interest

### **V. New Business**

- a) Committee meetings will now be held in A26.
- b) November 10<sup>th</sup> is a holiday. No meeting.
- a) Research and continuation of principles to be discussed. Principles for next meeting: Integrity, Equality, Honor and Trust, Financial Interests, Confidentiality, Honesty, and Use of Power

### **VI. Next meeting date: November 17. 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**

# **Professional Ethics Committee**

## **Agenda**

November 17, 2006

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., Barbara M and Lisa B-C.**

Minutes to be taken by Rick S.

Minutes for December 1, 2006 to be taken by...

### **III. Approval of prior minutes:**

- a) Copy of 11/03/06 minutes emailed to members on 11/16/06.
- b) Motion to approve

### **IV. Old Business**

- a) Lisa had Faculty Handbook bound. Each member should review the handbook as we develop the institutional ethics policy. Available for members- Please sign for it and return at next meeting.

### **V. New Business**

- a) November 24<sup>th</sup> is a holiday. No meeting.
- b) Continuation of principles to be discussed: Confidentiality (Karen/Barbara/Susan); Honor & Trust (Julie/Rick/Gil); and Use of Resources (Sandy).
- c) Research and continuation of principles to be discussed. Principles for next meeting: Integrity, Equality, Financial Interests, Honesty, and Integrity.

### **VI. Next meeting date: December 1, 2006 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**

# **Professional Ethics Committee**

## **Agenda**

December 1, 2006

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Sandy B., Julie C-J., Barbara M and Lisa B-C.**

Absent: Susan at off-island conference.

Minutes to be taken by Julie Cruz-Jones; will not be here today-need someone to take minutes. Volunteer?

Minutes for next meeting to be taken by ...

### **III. Approval of prior minutes:**

- a) Copy of 11/17/06 minutes provided to members
- b) Motion to approve

### **IV. Old Business**

- a) Lisa had Faculty Handbook bound. Each member should review the handbook as we develop the institutional ethics policy. Available for members- Please sign for it and return at next meeting.
  - 1. Rick S. 11-17-06 to 12-01-06
  - 2.

### **V. New Business**

- a) Last meeting for the semester; Spring 2007 begin January 17, 2006 therefore, next meeting is January 19, 2006.
- b) Complete-IFSE Part 1: Online –Retrieve from email.
- c) Continuation of principles to be discussed: Confidentiality (Karen/Barbara/Susan); Honor & Trust (Julie/Rick/Gil); Use of Resources (Sandy); Abuse of Power (Jonathan)
- d) Research and continuation of principles to be discussed. Principles for next meeting: Integrity, Equality, Financial Interests, Honesty, and Integrity.

### **VI. Next meeting date: January 19, 2006 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

January 19, 2007

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M and Lisa B-C.**

Need volunteer to take Minutes:

Minutes for next meeting to be taken by:

### **III. Approval of prior minutes:**

- a) Copy of 12/01/06 minutes provided to members via e mail 1/19/07.
- b) Motion to approve

### **IV. Old Business**

- a) Faculty Handbook: Each member is asked to review the handbook as we develop the institutional ethics policy.

Please sign for it and return at next meeting.

- 1. Rick S. 11-17-06 to 12-01-06
- 2.

### **V. New Business**

- a) No update on IFSE Part 1 survey. Will keep members apprised as information is provided.
- b) Update from this morning's Resource and Budget meeting.
- c) Compilation of information from Fall 2006. Request assistance from members; principles discussed: Confidentiality (Karen/Barbara/Susan); Honor & Trust (Julie/Rick/Gil); Use of Resources (Sandy); Abuse of Power (Jonathan)
- d) Continuation of principles to be discussed. Use of Resources
- e) Principles for next meeting-Equality, Financial Interests, Honesty, and Integrity.

### **VI. Next meeting date: January 26, 2007 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**





# **Professional Ethics Committee**

## **Agenda**

January 26, 2007

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C.**

Minutes to be take by: Susan S.

Minutes for next meeting to be taken by:

### **III. Approval of prior minutes:**

- a) Copy of 01/19/07 minutes provided to members by Gil Y.
- b) Motion to approve

### **IV. Old Business**

- a) Faculty Handbook: Each member is asked to review the handbook as we develop the institutional ethics policy. Please sign for it and return at next meeting.
  - 1. Rick S. 11-17-06 to 12-01-06
  - 2. Gil Y 12-01-06 to 1-26-07
  - 3.
- b) Compilation of information from Fall 2006. Principles discussed: Confidentiality (Karen/Barbara/Susan); Honor & Trust (Julie/Rick/Gil); Use of Resources (Sandy); Abuse of Power (Jonathan)
- c) Copy of Draft Bylaws submitted by Jonathan Q. at 1/19/07 meeting for review and discussion at this meeting.

### **V. New Business**

- a) Continuation of principles to be discussed. Use of Resources (Sandy) and Abuse of Power (Jonathan)
- b) Principles for next meeting-Equality and Integrity.
- c) Chairperson is unable to conduct 2/02/07 meeting-would someone like to preside over this meeting or should be cancel this meeting?

### **VI. Next meeting date: February 9, 2007 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

February 9, 2007

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C.**

Minutes to be taken by: Rick S.

Minutes for next meeting to be taken by:

### **III. Approval of prior minutes:**

- a) Copy of 01/026/07 minutes provided to members via email.
- b) Motion to approve

### **IV. Old Business**

- a) Minutes from 1/19/07 meeting provided to members at today's meeting. Motion to approve.
- b) Faculty Handbook: Each member is asked to review the handbook as we develop the institutional ethics policy. Please sign for it and return at next meeting.
  - 1. Rick S. 11-17-06 to 12-01-06
  - 2. Gil Y 12-01-06 to 1-26-07 (still has it as of 2/9/07)
  - 3.
- c) Compilation of information from Fall 2006: Lisa has not received any information this week...

### **V. New Business**

- a) Review and Discussion of Committee Bylaws (Draft) submitted by Jonathan Q. at 1/19/07 meeting.
- b) Continuation of discussion regarding Abuse of Power: Need examples for principle.

### **VI. Next meeting date: February 16, 2007 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

February 16, 2007

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C.**

Minutes to be taken by: Polli H.

Minutes for next meeting to be taken by:

### **III. Approval of prior minutes:**

- a) Copy of 02/09/07 minutes provided to members via email on 2/15/07.
- b) Motion to approve

### **IV. Old Business**

- a) Status of Faculty Handbook
- b) Examples for Integrity, Equality, and Confidentiality-please submit.

### **V. New Business**

- a) Reminder: Professional Development Day #2 on Monday, 2/19/07
- b) Continue Review and Discussion of Committee Bylaws (Draft)

### **VI. Next meeting date: February 23, 2007 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**

# **Professional Ethics Committee**

## **Agenda**

February 23, 2007

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C.**

Minutes to be taken by: Jonathan Q.

Minutes for next meeting to be taken by:

### **III. Approval of prior minutes:**

- a) Copy of 02/16/07 minutes provided to members via email on 2/22/07.
- b) Motion to approve

### **IV. Old Business**

- a) Status of Faculty Handbook

### **V. New Business**

- a) Members provided copy of revised By-Laws. Need to review and prepare for approval.
- b) Members provided copy of Draft Ethics Document. Need to review and discuss towards finalizing document.

### **VI. Next meeting date: March 2, 2007 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**

# **Professional Ethics Committee**

## **Agenda**

March 9, 2007

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C.**

Minutes to be taken by: Julie C-J

Minutes for next meeting to be taken by:

### **III. Approval of prior minutes:**

- a) Copy of 02/23/07 minutes provided to members via email on 3/01/07.
- b) Motion to approve

### **IV. Old Business**

- a) Status of Faculty Handbook

### **V. New Business**

- a) Meeting for March 16, 2007 cancelled.
- b) Draft Ethics Document. Review and Discuss

### **VI. Next meeting date: March 23, 2007 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

March 23, 2007

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C.**

Minutes to be taken by: Barbara M.

Minutes for next meeting to be taken by:

### **III. Approval of prior minutes:**

- a) Copy of 03/09/07 minutes provided to members via email on 3/22/07.
- b) Motion to approve

### **IV. Old Business**

- a) Status of Faculty Handbook

### **V. New Business**

- a) Guest: Dr. John Rider—By-laws
- b) Continue Review and Discussion: Draft Ethics Document.
  - 1. Review and discuss change to introductory statement provided by Polli H.
  - 2. Identify specific examples to be used under rules for Conflict of Interest

### **VI. Next meeting date: March 30, 2007 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

April 13, 2007

3:00pm – 4:30pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C.**

Minutes to be taken by: Sandy B.

Minutes for next meeting to be taken by: Susan S.

### **III. Approval of prior minutes:**

- a) Copy of 03/23/07 minutes provided to members via email on 3/29/07.
- b) Motion to approve

### **IV. Old Business**

- a) Status of Faculty Handbook
- b) Status of Bylaws as discussed with Dr. Rider.

### **V. New Business**

- a) Need to vote in Chairperson Position at April 20<sup>th</sup> general meeting of the Faculty Senate; we may want to consider doing this at our April 13<sup>th</sup> meeting.
- b) Need to consider an additional principle regarding Professionalism to encompass issues regarding committee participation, professional conduct, etc.
- c) Continue Review and Discussion: Draft Ethics Document.
  - 1. Review and discuss change to introductory statement provided by Polli H. and Sandy B.
  - 2. Submit and discuss specific examples to be used under rules for each Principle.

### **VI. Next meeting date: Unsure of Faculty Senate General Meeting so we will meet on either April 20<sup>th</sup> or April 27<sup>th</sup>, 2007 3:00-4:30pm in Room A-26.**

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

April 27, 2007

2:30pm – 4:00pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C.**

Minutes to be taken by: Susan Seay.

Minutes for last meeting (May 4, 2007) to be taken by:

### **III. Approval of prior minutes:**

- a) Copy of 04/13/07 minutes provided to members via email on 4/27/07.
- b) Motion to approve

### **IV. Old Business**

- a) Status of Faculty Handbook
- b) By-Laws will be updated onto Committee's online site by end of semester.

### **V. New Business**

- a) FYI: Julie C-J will be moving to Curriculum Committee. Jonathan Quan will continue his voluntary membership; he will undertake Chairperson position of Promotions Committee for SY 2007-2008.
- b) Keep in mind and please research during SU 2007: Additional principles regarding Professionalism and Accountability to encompass issues regarding committee participation, professional conduct, etc.
- c) Request by Faculty Senate for Professional Ethics Committee to provide a workshop at the beginning of Fall 2007 regarding acceptable conduct at College committee meeting (for Chairpersons); as well as, during PDD on October 13, 2007 for faculty. Again, keep in mind what we are willing to provide and prioritize the issues to be discussed during summer for discussion in Fall.
- d) Need to be able to contact committee members during Summer 2007 in case Faculty Senate needs input from faculty regarding any issues and or voting during the months we are not on campus. Please update your information on Membership Sheet.
- e) End Of Year Report for Committee to Faculty Senate. Please assist with information for Sections III and IV. Lisa will compile and send to members for review prior to submission to Faculty Senate.

- f) Continue Review and Discussion: Draft Ethics Document.
  - 1. Revised Statement of Ethics from Polli and Sandy.
  - 2. Revisit Conflict of Interest as needed. Continue providing examples for Confidentiality.

VI. Next meeting date: May 4, 2007 3:00-4:30pm in Room A-26.

VII. Adjournment

# **Professional Ethics Committee**

## **Agenda**

May 4, 2007

2:30pm – 4:00pm in A26

### **I. Call to order**

### **II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C.**

Minutes to be taken by: Rick Skipper.

### **III. Approval of prior minutes:**

- a) Copy of 04/27/07 minutes provided to members via email on 5/04/07.
- b) Motion to approve

### **IV. Old Business**

- a) Status of Faculty Handbook
- b) By-Laws will be updated onto Committee's online site by end of semester.
- c) Provided Faculty Senate with our recommendation of George Santos to provide a training session on "Elements of Effective Meetings" for Chairpersons next school year.

### **V. New Business**

- a) Discussion of End-of-Year Report.
- b) Keep in mind and please research principles and other issues regarding ethics to include the investigatory and adjudicatory processes during SU 2007.
- c) Continue Review and Discussion: Draft Ethics Document.
  - 1. Revised Statement of Ethics from Polli and Sandy.
  - 2. Revisit principles as needed. Continue providing examples for Abuse of Power, Integrity, and Equality.
  - 3. Discussion of Professionalism Research.

### **VI. Next meeting date: May 4, 2007 2:30-4:00pm in Room A-26.**

### **VII. Adjournment**





# **Professional Ethics**

## **Meeting Minutes**

August 18, 2006

### **I. Call to order**

Lisa B-C called the first formal meeting to order at 3:35pm in C-2. Present: Polli Huseby, Susan Seay, Sandy Balbin, Rick Skipper, Julie Cruz-Jones, Karen Dumchus, Jonathan Quan, and Gil Yanger. Absent: Barbara Mafnas (medical excuse provided)

### **II. Approval of minutes from last meeting** N/A

### **III. Open issues**

- a) Announcement from Chair regarding Faculty Senate Meeting of 8/15/06.
- b) Uniform agenda and minutes. Chair will attend training session on Robert's Rules of Order on 8/25/06.

### **IV. New business**

- a) Test email: Contact to members via email is functional.
- b) Corrected contact sheet will be provided to members.
- c) Additional membership to committee (administrator and staff); chair will check on this during next senate meeting.
- d) Provided contact info for Chair- Room 206 or C-3
- e) Secretary position: members decided to take turns, Susan S. will take minutes at 8/25 meeting. Chair will assign other meetings.
- f) Yearlong goals and objectives: members discussed this issue (create mission statement of ethics, faculty handbook), because committee still is in the understanding of ethics as it applies to its roles, they will continue to explore its options.
- g) Members will disseminate or provide brief synopsis of information or provide gathered from searches (internet, workplace, etc.) regarding ethics in general.
- h. Committee decided to research issues of concern regarding ethics and discuss at 8/25 meeting.  
Areas to consider: Plagiarism-Karen; Sex-Julie; Confidentiality (privileged Information) of student information, employees, colleagues etc.-Rick; Use of educational info, equipment, and technology-Sandy; Crime (employee arrest and convictions) Polli; Abuse of Power (harassment)-Susan  
\*Gil will not be able to attend 8/25/06.

Next Meeting: Friday, August 25, 2006 in C-2. 3:00pm-4:30pm

### **V. Adjournment** Meeting adjourned at 5:15pm



## **Professional Ethics Committee**

### **Minutes**

**August 25, 2006**

**3:00 P.M. – 4:30 P.M.**

- I. Call to Order  
Lisa Baza-Cruz called the meeting to order at 3:00 P.M. in Room A28.  
Present: Polli Huseby, Sandy Balbin, Rick Skipper, Julie Cruz- Jones, Karen Dumchus, Lisa Baza-Cruz, Jonathan Quan, Barbara Mafnas and Susan Seay  
Absent: Gil Yanger
- II. Approval of minutes last meeting
  - a. The minutes of August 18, 2006 were disseminated and reviewed. The committee approved the minutes.
- III. Old Business
  - a. Chairperson, Lisa Baza-Cruz attended training on Roberts Rules of Order. The committee agreed to adhere to the format during meetings.
  - b. Faculty Handbook
    - i. It is still unclear whether a faculty handbook has been started. Lisa will follow up.
  - c. Lisa will contact Mr. Swab to schedule a presentation for an overview of ethics. She will update the committee.
- IV. New Business
  - a. The Faculty Senate would like the Ethics Committee to review the GCC Self Study, the Institutional Assessment Report and the Self Study Recommendations to determine how or if ethics is addressed in the documents. Lisa will try to obtain copies of the aforementioned documents for the committee to review.
  - b. Lisa informed the committee of the new websites that are being set up for the oversight committees. This will assure that all of the committees will have access to the progress of each specific committee.
  - c. The committee members each reported on their assigned area linked to ethics. A lengthy discussion regarding the focus and responsibility of the committee ensued.
    - i. The members agreed to invite Dr. Rider to the next meeting to share his view of the committee's function.
  - d. Hardcopies of documents and research completed by committee members should be provided to Lisa to keep on file.
  - e. Lisa passed out updated member list and contact information.

Next Meeting: Friday, September 1, 2006 - Room C2, 3:00P.M.

Minutes taken by Susan Seay.

- V. The meeting adjourned at 4:30 P.M.

**Professional Ethics Committee**  
**Minutes**  
**September 1, 2006**  
**4:00 P.M. – 5:00 P.M.**

- I. Call to Order  
Lisa Baza-Cruz called the meeting to order at 4:00 P.M. in Room C-4.  
Present: Polli Huseby, Sandy Balbin, Rick Skipper, Julie Cruz- Jones, Karen Dumchus, Lisa Baza-Cruz, Jonathan Quan, Barbara Mafnas. Susan Seay and Gil Yanger. Guest: Dr. John Rider
- II. Approval of minutes last meeting
  - a. The minutes of August 25, 2006 were disseminated and reviewed. The committee approved the minutes.
- III. Old Business
  - a. Faculty Handbook online site provided to members. Dr. Rider confirmed there is a faculty handbook and he will provide a hard copy to the Ethics Committee.
  - b. Lisa contacted Mr. Schwab and a presentation for an overview of ethics has been scheduled for the September 8<sup>th</sup> meeting.
  - c. Copies of the GCC Self Study, the Institutional Assessment Report and the Self Study Recommendations were obtained by Lisa and were disseminated to the Ethics Committee for review.
- IV. New Business
  - a. Tasha Taitano (ELI) has volunteered her services as administrative assistant and will assist Lisa as needed.
  - b. Dr. Rider shared that the college is in the process of hiring a word processing assistant for the Senate. The position will be a limited term appointment and include building electronic files.
  - c. Dr. Rider shared his views on the possible functions of an ethics committee. A lengthy discussion ensued about the role an ethics committee would play in faculty, staff, and possibly student concerns and conduct.
  - d. Committee members agreed to research roles, SOP's and bylaws of existing ethic committees at 2 and 4-year colleges.
  - e. The need for Ethic Committee bylaws and Standards of Operating Procedures was discussed briefly but was tabled until the direction the committee chooses to take is decided.
  - f. Gil volunteered to take the next meeting's minutes.
  - g. Barbara stated she would remain active in the committee via email while she is attending a conference on the mainland.

Next Meeting: Friday, September 8, 2006 – Room C-4, 3:00P.M.  
Minutes taken by Karen Dumchus.

- V. The meeting adjourned at 5:00 P.M.

Professional Ethics Committee  
Minutes  
September 29, 2006  
3:00-4:00

- I. Call to order at 3:07pm by Lisa Baza-Cruz in the old faculty workroom.
- II. Roll call- Present: Rick S., Polli H., Karen D., Susan S., Jonathan Q, Lisa B-C., Barb M., Sandy B., Julie C-J; Absent Gil Y.

Barb M. volunteered to take minutes.  
Julie C-J volunteered to take minutes on Oct. 6, 2006.

Approval of 9/22/06 minutes: Motion to approve- Julie C-J., 2<sup>nd</sup> by Karen D.  
Motion carried.

- III. Old Business:
  - a) Attempt to retrieve faculty handbook from Dr. Rider's office is still ongoing.
- IV. New Business:
  - a) Consensus on October date for Luminous and Moodle training. Lisa to speak with Elaine F. regarding 10/27/06 at 3:00pm.
  - b) Consensus reached with committee members present on proposed questions from Jonathan Q. from last meeting:
    - 1. The committee agrees that it will develop an institutional ethics related policy; eventual emphasis on faculty.
    - 2. Committee will create a Statement of Professional Ethics and Code of Conduct to support the statement.
    - 3. Committee will undertake responsibility to investigate ethical issues and concerns. Will consider option of collaboration with college AAO/EEO representatives; GFT representative.
    - 4. Committee will undertake responsibility to deliberate breaches of faculty ethics, make recommendations, and send recommendations to administration as needed.
  - c) Discussion regarding the possible need for an Ethics Officer.
  - d) Our current focus is to write or adopt an institutional "Statement of Professional Ethics." A compilation of statements from various sources to be brought and discussed at next meeting, concentrating on "model rules" and "fair use."
  - e) Draft copies of PDRC Workshop schedule was distributed for review. Workshops are scheduled for October 9, 20 06. Time- 0800-1615.

Meeting adjourned at 4:00pm  
Minutes by Barb M.



# Professional Ethics Committee

## Minutes

October 6, 2006

- I. Call to order at 3:00 pm by Lisa Baza-Cruz in the Old Teacher's Lounge B-Bldg.
- II. Roll call-Present: Polli H., Susan S., Rick S., Jonathan Q., Karen D., Gil Y., Julie C-J., Barbara M., and Lisa B-C. Absent: Sandy Balbin

Julie C-J volunteered to take minutes. Polly H. volunteered to take minutes on October 13, 2006.

Approval of minutes: Motion to approve—Jonathan Q., 2<sup>nd</sup> by Barbara M. Motion carried.

### III. Old Business

- a) No hard copy of Faculty Handbook received from Dr. Rider.
- b) FYI: Faculty Senate-Website: <http://guamcc.edu/online/course/view.php?id=204>
1. Several members successfully visited the Faculty Senate-Website and found the Professional Ethics Committee minutes and agendas.
  2. Elaine F. confirmed Faculty Senate Moodle training for Professional Ethics Committee on Friday, October 27, 2006 at 3:00pm in Room D-8.

### IV. New business

- a) Sharing of information and model statements related to ethics at the institutional level. "Cut and Paste" models submitted by Karen D. and Susan S. These models were disseminated and discussed by members.

After a lengthy discussion, the committee agrees to adopt the Statement on Ethics and General Principles of the College of New Jersey with the following modifications: Committee approves 1<sup>st</sup> and 3<sup>rd</sup> paragraphs, with changes, and deletes 2<sup>nd</sup> paragraph of the Ethics Statement. In 1<sup>st</sup> paragraph, replace "personal" with "professional". In 2<sup>nd</sup> paragraph (new), insert the word "employees" to read "each member of employees of ....."

Under General Principles, 1<sup>st</sup> paragraph, replace the word "special" with "unique" and insert the word "investigation" to read "a procedure for the filing, investigation, and adjudication of complaints....."

Chairperson will finalize and provide copies of the Statement and General Principles to members of the Ethics committee. Members were requested to review and or research, if needed, previous samples of Code of Ethics to be discussed at next meeting.

Reminder: Moodle training October 27, 3:00 pm, Room D-8.

Next meeting: Friday, October 13, 2006, 3:00-4:30 pm, B-Bldg.

Meeting was adjourned at 4:20 pm.

Minutes by Julie Cruz-Jones.





Professional Ethics Committee

Minutes

October 13, 2006

3:00pm-4:30pm

- I. Call to order at 3:07pm by Lisa Baza-Cruz in the old teacher's lounge in B-bldg.
- II. Roll call- Present: Rick S., Polli H., Karen D., Susan S., Jonathan Q, Lisa B-C., Sandy B., Julie C-J, Gil Yanger. Absent, Barbara M.

Sandy Balbin will take minutes on our next meeting, Nov. 3<sup>rd</sup>

Approval of 10/06/06 minutes: Motion to approve-Rick S., 2<sup>nd</sup> by Karen D.  
Motion carried.

- III. Old Business:
  - a) Attempt to retrieve faculty handbook from Dr. Rider's office is still ongoing.  
**Action Item:** Lisa will follow up.

- IV. New Business:

- a) After lengthy discussion, revision, and editing of Ethics Introductory Statement, the committee chose to postpone approval of statement until a review of Draft 2 is presented at next meeting (**Action Item:** Lisa is responsible) and GCC Faculty Handbook is reviewed.

- b) Committee began discussion of models of Code of Ethics. Both Rick S. and Karen D. brought in ten principles to use as a starting point. Committee discussion centered on these main points as its application to the principles:

- 1) Difficulty in staying in positive language when stating rules
    - 2) Need to make rules very clear
    - 3) General categories of rules

The committee came up with the following general categories (for potential inclusion as principles) to research and focus on for discussion:

Integrity, Equality, Honor and Trust, Financial Interests, Use of Resources, Confidentiality, Honesty, Conflict of Interest, and Use of Power

**Action Item:** Committee decided to focus research on 1) Use of Resources and 2) Conflict of Interest for discussion topics at the next meeting.

Reminder: Oct. 20. Meeting cancelled. Lisa will be attending Faculty Senate training for SOPs  
Oct. 27 Moodle Training, Room D-8

Meeting adjourned at 4:30pm  
Minutes by Polli H.



Professional Ethics Committee  
Minutes  
October 27, 2006  
3:00pm-4:30pm in D8

- I. Call to order at 3:06pm by Lisa Baza-Cruz in D8.
- II. Roll call- Present: Rick S., Karen D., Susan S., Jonathan Q, Sandy B., Julie C-J, Gil Yanger, Rick S, Barbara M, Lisa B-C Absent: Polli H.

Sandy Balbin will take minutes at our next meeting, Nov. 3<sup>rd</sup>

Approval of 10/13/06 minutes: Motion to approve-Rick S., 2<sup>nd</sup> by Sandy B.  
Motion carried.

- III. Old Business:

- a) Tabled until Nov. 3 meeting

- IV. New Business:

- a) Committee-site Moodle Training with Elaine Fejerang.

- V. Next meeting date: November 3<sup>rd</sup>, 3:00-4:30pm in Room A26.

- VI. Adjournment: 4:30pm

Minutes by Lisa B-C.

# Professional Ethics Committee

## Minutes

November 3, 2006

- I. Call to order at 3:04 p.m. by Lisa Baza-Cruz in Room A-26.
- II. Roll call-Present: Lisa Baza-Cruz (Chairperson), Sandy Balbin, Julie Cruz-Jones, Karen Dumchus, Polli Huseby, Barbara Mafnas, Jonathan Quan, Susan Seay, Rick Skipper, and Gil Yanger.  
  
S. Balbin volunteered to take minutes. R. Skipper volunteered to take minutes on November 17, 2006.
- III. Approval of minutes: Motion to approve—R. Skipper, 2<sup>nd</sup> by B. Mafnas. Motion carried.
- IV. Old Business
  - A. L. Baza-Cruz and J. Quan attended the Faculty Senate Chairperson's meeting on October 20, 2006. By-laws need to be completed ASAP. Both L. Baza-Cruz and J. Quan will work together to complete the by-laws.
  - B. L. Baza-Cruz received a hard copy of the Faculty Handbook from Johanna Camacho on October 19, 2006. Handbook will be bounded and will be made available for pick-up for review in Room 206.
  - C. Conflicts of Interest and Use of Resources
    1. Review and discussion of the revisions on the Draft Code of Ethics Introductory Statement and General Principles Statement from the October 13, 2006 meeting. Committee approved to use the statement as a guide in developing it goals.
    2. Discussion and review of source and "cut and paste" documents submitted by R. Skipper, S. Seay, and K. Dumchus & B. Mafnas on *Conflicts of Interest* and *Uses of Resources*.
    3. Committee identified the following statement from Raritan Valley Community College as a general guiding premise for Conflict of Interest:  
  
*"No employee shall have any interest, financial[, emotional,] or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee's duties to the College."*
    4. Committee also identified that the following item statements from the Raritan Valley Community College source document were covered under Item IV.C.3 above and were relevant to GCC: 3(b), 3c, 3d, and 3g (pages 1-2).

5. The following statements from the document compiled by R. Skipper were also covered under Item IV.C.3: Use of Resources—paragraphs 1 and 2; Use of Power—all paragraphs.

V. New Business

- A. Committee meetings will be now held in Room A-26.
- B. No meeting will be held on November 10. Holiday—Veteran’s Day
- C. Members were requested to continue review and research on the following principles for the next meeting:
  1. Abuse of Power – Jonathan
  2. Confidentiality – Karen/Barbara/Susan
  3. Honor & Trust – Julie/Rick/Gil
  4. Use of Resources - Sandy

VI. Next Meeting Date: Friday, November 17, 2006, 3:00-4:30 p.m., Room A-26.

VII. Adjournment—Meeting was adjourned at 4:36 p.m. Motion by J. Quan, 2<sup>nd</sup> by G. Yanger.

Minutes by Sandy Balbin

Professional Ethics Committee  
Minutes  
November 17, 2006

- I. Meeting Called to Order at 3:10 pm in A-26.
- II. Roll call- Present: Susan Seay, Julie Cruz-Jones, Polli Huseby, Sandy Balbin, Rick Skipper, Jonathan Quan, Lisa Baza-Cruz  
Not Present: Karen Dumchus, Gil Yanger, Barbara Mafnas  
  
Minutes taken by Rick Skipper  
Next minutes (December 1<sup>st</sup>) to be taken by Julie Cruz-Jones
- III. Motion to approve 11-3-06 minutes by Rick Skipper; motion seconded by Julie Cruz-Jones. Motion passed.
- IV. Old Business:  
  
Lisa gave Rick the Faculty Handbook for review.
- V. New Business:
  - A. November 24<sup>th</sup> is Holiday – no meeting.
  - B. Members were encouraged to document the hours they spend researching ethics.
  - C. The Committee decided not to meet over Christmas Break.
  - D. Susan S. will not be at the next meeting because of a competition.
  - E. Susan S. presented a draft of *Confidentiality*. Discussion centered around whether or not unintentional disclosure of confidential information was to be a breach of ethics. Committee agreed upon general statements of confidentiality and will put examples to them later.
  - F. Julie and Rick presented drafts of *Honor and Trust*. Committee was not able to finish this topic before time ran out. It will be continued at the next meeting, along with *Use of Resources*, which the committee did not get to. Sandy will present her research on *Use of Resources*.
  - G. Members should be researching: *Integrity, Equality, Financial Interests, and Honesty*.
- VI. Next Meeting Date: Dec. 1 at 3:00-4:30pm.
- VII. Meeting adjourned at 4:35 pm.



Professional Ethics Committee  
Minutes  
December 1, 2006

- I. Call to order at 3:05 by Lisa Baza-Cruz in A-26
- II. Roll Call- Rick S, Polli H, Karen D, Jonathan Q, Lisa BC, Barb M, Sandy B and Gil Y.

Julie C-J unable to attend this meeting; was scheduled to take minutes, therefore, Barbara M. volunteered to take today's minutes.

Karen D. will take minutes on Jan. 19, 2007.

- III. Approval of minutes for 11/17/06. Motion to approve by Karen and Sandy respectively. Motion passed.

IV. Old Business:

- a) Rick has the GCC handbook

V. New Business:

- a) Dr. Somera sent out a survey/questionnaire on surveymonkey.com. We are encouraged to sign in and complete the survey.
- b) Topics- Trust and Honor and Use of Resources- an exhaustive discussion held. Confidentiality and the use of FERPA also discussed.
- c) Areas of future discussion-Integrity and Equality, Financial Interest and Abuse of Power.

- VI. Next Meeting date: Jan. 19, 2007 3:00-4:30pm in A-26.

- VII. Meeting adjourned at 4:45

Minutes by BM



**Guam Community College  
Professional Ethics Committee  
Minutes –  
January 19, 2007 – Room A26  
3:00 P.M. – 4:30 P.M.**

**Present:** Rick Skipper, Jonathan Quan, Barbara Mafnas, Polli Huseby, Lisa Baza-Cruz, Gil Yanger, and Susan Seay

**Absent:** Julie Cruz-Jones and Sandy Balbin

**I. Call to Order**

- a. The meeting was called to order by Lisa at 3:08pm.
- b. Gil Y. volunteered to take the meeting minutes.
- c. Susan S. will take minutes on 1/26/07.

**II. Approval of Minutes:**

- a. Minutes from 12/01/06 approved.

**III. Old Business**

- a. Gil still has the Faculty Handbook. He will bring it to next meeting.

**IV. New Business**

- a. Lisa informed committee that Karen Dumchus will not longer continue on this committee due to scheduling conflict.
- b. Lisa will keep us abreast of the IFSE Part I survey results as she receives information.
- c. Lisa shared that the Faculty Senate (at its next meeting) will be addressing a motion made during the Resource and Budget meeting earlier today regarding its support of the College's measures undertaken in regards to the current budgetary concerns. Example- PDRC funding has been stopped until financial position changes.
- d. Continued discussion of Use of Resources tabled (Sandy absent) until next meeting.
- e. Members briefly discussed Abuse of Power. Need examples to support this principle.
- f. Members provided Draft Copy of Committee Bylaws by Jonathan Q. to review.  
Be prepared to discuss at next meeting.

**VI. Next meeting will be on January 26, 2007 in A-26 from 3:00pm-4:30pm.**

**VII. Adjournment**

- a. Meeting adjourned at 4:40pm.

Minutes by Lisa Baza-Cruz



**Guam Community College**  
**Professional Ethics Committee**  
**Minutes - January 26, 2007 – Room A26**  
**3:00 P.M. – 4:30 P.M.**

**Present:** Rick Skipper, Jonathan Quan, Julie Cruz-Jones, Barbara Mafnas, Polli Huseby, Sandy Balbin, Lisa Baza-Cruz and Susan Seay

**Absent:** Gil Yanger

- I. Call to Order
  - a. The meeting was called to order by Lisa at 3:14 P.M.
  - b. Susan Seay volunteered to take the meeting minutes.
  - c. The approval of the minutes for the January 19, 2007 meeting was tabled, as Lisa had not received the minutes from Gil.
  - d. Rick S. will take minutes on 2/09/07.
- II. Old Business
  - a. Gil still has the Faculty Handbook. It is important that it be returned, so that the document may be reviewed by other members.
  - b. Lisa requested the members to forward the work, relevant to their assigned principle, to her as soon as possible. This will assist her as she compiles the information.
  - c. The members reviewed and discussed the draft of the principle statements and made minor changes to "Use of Resources."
- III. New Business
  - a. The members discussed, at length, two of the principles (Use of Resources, Abuse of Power) and examples that may be used in the ethics document. They found that often issues and topics overlap within the principles. The committee agreed that as long as the issues are addresses within the ethics document that it was not as important where they are placed.
  - b. The group discussed the issue of "reporting incidences."
  - c. The members briefly addressed the By-Laws that Jonathan had developed. The members agreed that the By-Laws and Abuse of Power will be addressed at the next meeting.
    1. The committee members should review the information and do additional research to prepare for the discussion.
  - d. The next meeting is scheduled for February 9, 2007 in Room A26 at 3:00 P.M.
- IV. Adjournment
  - a. The meeting was adjourned at 4:30 P.M.

Minutes by Susan Seay



Professional Ethics Committee  
Minutes  
February 9, 2007  
3:00pm-4:30pm in A-26

- I. Call to Order: Meeting began at 3:10
- II. Roll Call:  
Present: Rick S., Jonathan Q., Barbara Mafnas, Polli Huseby, Lisa-Baza Cruz,  
Susan Seay, Julie Cruz-Jones, Sandy Balbin  
Absent: Gil Yanger  
  
Minutes to be taken by Rick Skipper  
  
Polli H. will take minutes on February 16, 2007.
- III. Minutes for 1-26-07 were approved.
- IV. Old Business
  - a) Minutes from 1/19/07 presented to members for review and motion for approval. Minutes approved.
  - b) Gil dropped off Faculty Handbook. Susan S. will review and return when completed.
  - c) Compilation of information: All members were requested to come up with examples for Integrity, Equality, and Confidentiality before the next meeting on 2-16-07.
- V. New Business
  - a) The issue regarding the task of the Committee was revisited (institutional policy and role of Ethics Committee); Lisa reminded members of the goals which the Committee agreed to at its inception-the Ethics policy would apply to all employees at GCC, but the Ethics Committee would be designed to primarily handle ethics complaints from the ranks of the faculty. Ultimately, the Ethics Committee could serve as a model for the Staff and Administration who may choose to develop their own procedural mechanism to deal with complaints within their ranks.  
  
Members participated in a lengthy review and discussion of Draft copy of Committee Bylaws: Section One thru Section Five.
  - b) The current members of the Ethics Committee agreed that the work of the Committee should continue with the same membership until the goals of this Committee have been discussed and a final document is produced to guide its

intent. Members will think about their decision to remain with this committee for SY 2007-2008 and inform Chairperson prior to March 2007. It is anticipated that as the Committee begins its discussions into the investigatory and adjudicatory phases, more meeting times during the week will result. Elected and appointed members of the Committee shall be phased in as soon as possible.

c) The meeting adjourned during discussion of Section 5 of the proposed By-Laws pertaining to the Ethics Committee. At the next meeting, the Committee will begin and continue discussion of Section 5 through Section 10 on the proposed By-Laws.

VI. Next Meeting Date: 3:00pm-4:30pm      Friday, February 16, 2006 in A-26.

VII. Meeting was adjourned at 4:38 pm.

Minutes by: Rick Skipper

Professional Ethics Committee  
Minutes  
February 16, 2007  
3:00pm-4:30pm in A-26

- I. Call to Order: Meeting began at 3:07
- II. Roll Call:  
Present: Rick Skipper., Jonathan Quan., Barbara Mafnas, Polli Huseby, Lisa-Baza Cruz, Susan Seay, Julie Cruz-Jones, Sandy Balbin, Gil Yanger  
  
Minutes taken by Polli Huseby  
Jonathan Q. will take minutes on February 23, 2007.
- III. Minutes for 2-9-07 underwent minor changes. With these revisions, minutes were approved.
- IV. Old Business
  - a) Susan Seay dropped off Faculty Handbook. Polli H. will review and return when completed.
  - c) Compilation of information: All members were requested to come up with examples for Integrity, Equality, and Confidentiality. Polli H. and Barbara M. submitted examples for possible use.
- V. New Business
  - a) Members participated in a continued lengthy review and discussion of Draft copy of Committee Bylaws: Committee members made changes to, added to, and clarified language from Section Five through Section Ten.
  - b) Jonathan will send a copy of the revised bylaws to Lisa; she will then provide a copy to committee members to review for next meeting.
  - c) Lisa reminded members of Professional Development Day
- VI. Next Meeting Date: 3:00pm-4:30pm Friday, February 23, 2006 in A-26.
- VII. Meeting was adjourned at 4:30 pm.

Minutes by: Polli Huseby





# PROFESSIONAL ETHICS COMMITTEE

## Minutes

February 23, 2007

3:00 P.M. – 4:30 P.M.

A26

- I. CALL TO ORDER 3:01 P.M.
- II. ROLL CALL: Lisa B.C., Susan S., Gil Y., Polli H., Sandy B., Julie C.J., Barbara M, Jonathan Q. & Rick S.
- III. APPROVAL OF MINUTES: Minutes of February 16, 2007 were approved.
- IV. OLD BUSINESS:
  - a. Faculty Handbook still with Polli H. for one more week.
- V. NEW BUSINESS:
  - a. Members revised the By-Laws and approved the version presented at the meeting.
    - i. Members were informed that Chairperson will E-mail the final version by no later than 8:00 A.M. Saturday, February 24, 2007 and will submit the final version to the Faculty Senate (as being final and approved by the Committee) unless there is an e-mailed objection to the Chairperson by no later than 12:01 A.M. Monday, February 26, 2007.
  - b. Next meeting date will be March 9, 2007 in A26. March 2, 2007 there will be no formal meeting. Committee members are required to review the Ethics Guidelines & Examples on March 2, 2007 on their own. Reviews of the Ethics Guidelines & Examples are expected to take approximately four (4) to six (6) hours or more. Committee members are expected to prepare to discuss the Ethics Guidelines & Examples.
- VI. NEXT MEETING DATE: March 9, 2007, 3:00 – 4:30 P.M. in Room A26.
- VII. Adjournment 4:01 P.M.

Minutes taken by J.R. Quan

**Professional Ethics Committee  
Minutes  
March 9, 2007, 2:00-3:30 pm in A26**

I. Call to order 2:05 pm

II. Roll call-Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie C-J., Barbara M., and Lisa B-C

Minutes taken by Julie Cruz-Jones  
Barbara M. will take minutes on March 23, 2007.

III. Approval of minutes: Minutes of March 9, 2007 were approved.

IV. Old Business

a. Status of Faculty Handbook still with Polli H.

V. New Business

a. Meeting for March 16, 2007 cancelled.

b. Committee members reviewed, discussed, and revised the Code of Ethics Introductory Statement      Actions taken are as follows:

1. The Code of Ethics Introductory Statement was revised to reflect Guam Community College's Mission Statement.
2. Item I, General Principles, last paragraph was deleted.
3. Disclaimers--were tabled for review and discussion and will be revisited upon the completion of review and discussion of the Principle Statements.
4. Principles—Conflict of Interest: First paragraph was revised to read "or engage in any business transaction or activity...."
5. Conflict of Interest—Examples: Bullet Item #2 deleted.
6. Bullet Item #4, revised to read "should not knowingly...."
7. Bullet Item #7, deleted "or supervise at a second level".
8. Bullet Item #8, deleted "without the knowledge, approval".
9. Members were requested to come up with examples for each bullet in Conflict of Interest.

VI. Next meeting date: March 23, 2007

VII. Adjournment 3:40 p.m.

Minutes by: Julie Cruz-Jones



Professional Ethics Committee

Minutes

March 23, 2007

3:00-4:30pm in A-26

- I. Call to Order: Meeting began 3:00pm
- II. Roll Call:  
Present: Rick Skipper, Jonathan Quan, Barbara Mafnas, Polli Huseby, Lisa-Baza-Cruz, Susan Seay, Julie Cruz-Jones, Sandy Balbin, Gil Yanger.  
  
Sandy Balbin volunteered to take minutes for the next meeting 3/30/07
- III. Minutes for 3/09/07 were read. Motion to approve by Susan S. 2<sup>nd</sup> by Rick. S. Motion approved.
- IV. Old Business  
Polli still has the Faculty Handbook
- V. New Business  
Dr. Rider was present to discuss the Bylaws of the Professional Ethics Committee, (PEC). Suggestions as follows:
  - Document name change-Bylaws of the PEC of the Faculty Senate
  - Section Three- selection of members; consider removing “legal council”; too limiting.
  - Section Five- When recommendation is forwarded, evidence-based documentation should be attached
  - Establish relationship with promotions and professional development committees as to recommendations or position of ethics committee regarding potential candidates
  - Section Eight- resignation; submit in writing
  - Section Ten- add, Bylaws can be changed by Faculty Senate
  - Expected to adhere to ethical standards; honesty and openness before the committee.
  - Review by board for adoption, to enforce as policy for conflict/resolution
  - Tag line- “suggestion that other groups adopt these general principals” ie; staff, administration and students
- VI. Next meeting Friday March 30, 2007 3:00-4:30 Room A-26.
- VII. Meeting Adjourned at 4:30

Minutes by Barbara C. Mafnas

# **Professional Ethics Committee**

## **Minutes**

**April 13, 2007**

- I. Call to order at 3:06 p.m. by Lisa Baza-Cruz in Room A-26.
- II. Roll Call-Present: Lisa Baza-Cruz (Chairperson), Sandy Balbin, Julie Cruz-Jones, Polli Huseby, Barbara Mafnas, Jonathan Quan, Susan Seay, and Rick Skipper.  
  
S. Seay volunteered to take minutes for the next scheduled meeting on April 27, 2007.
- III. Approval of Minutes: Motion to approve—J. Cruz-Jones, 2<sup>nd</sup> by B. Mafnas. Motion carried.
- IV. Old Business
  - A. Meeting for March 30, 2007 was cancelled—No Quorum. However, members met to discuss the Code of Ethics document.
  - B. P. Huseby returned the Faculty Handbook. J. Quan requested to review the document next.
  - C. J. Quan will clean-up the verbiage on the By-Laws and present to the Faculty Senate by Monday.
- V. New Business
  - A. The Committee discussed the merits of remaining Status Quo on the membership since it is still in its formative stage. L. Baza-Cruz was nominated and elected to continue chairing the Professional Ethics Committee for the SY07-SY08 School Year.
  - B. No meeting will be held on April 20, 2007. There will be a Faculty Senate General Meeting scheduled on that day.
  - C. The Committee members reviewed, discussed, and revised sections of the Code of Ethics document:
    1. Suggestions were made to consider including both Professionalism and Accountability as guiding principles in the Code of Ethics document.
    2. The members revised the Code of Ethics Introductory Statement and agreed to include the College's Mission Statement to reinforce and strengthen the purpose of the Committee in addressing the College's goals.
    3. The members reviewed and discussed the guiding principles—Conflict of Interest and Confidentiality—and identified appropriate examples for each of the pre-determined rules.

Minutes – April 13, 2007

- D. Members were requested to continue reviewing the Code of Ethics document and to provide specific examples for their assigned rules for the respective guiding principles.

VI. Next Meeting Date: Friday, April 27, 2006, 3:00-4:30 p.m., Room A-26.

VII. Adjournment—Meeting was adjourned at 4:26 p.m. Motion by P. Huseby, 2<sup>nd</sup> by B. Mafnas.

Minutes by Sandy Balbin

# **Professional Ethics Committee**

## **Minutes**

April 27, 2007 – Room A26

- I. The meeting was called to order at 2:40 P.M.
- II. Present: Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Julie Cruz Jones, and Lisa Baza-Cruz.
  - a. Minutes taken by Susan Seay.
  - b. Minutes for next meeting (May 4, 2007) to be taken by: Rick Skipper.
- III. Approval of prior minutes:
  - a. Minutes 4/13/07 were approved.
- IV. Old Business
  - a. Jonathan still has the Faculty Handbook
  - b. The By-Laws will be updated onto Committee's online site by end of the semester.
- V. New Business
  - a. Julie Cruz-Jones will be moving to the Curriculum Committee for SY 2007/8. Jonathan Quan will continue his voluntary membership with the Ethics Committee; he will also undertake the Chairperson position of the Promotions Committee for SY 2007/8.
  - b. Members were asked to continue doing research on the Professionalism and Accountability principles during Summer 2007 (to encompass issues regarding committee participation, professional conduct, etc.).
    - 1. Members will provide statements regarding Professionalism for the May 4, 2007 meeting.
  - c. A request was made by Faculty Senate for the Professional Ethics Committee to provide a workshop at the beginning of Fall 2007 regarding acceptable conduct at College committee meetings (for Chairpersons); as well as during PDD on October 13, 2007 for faculty. The members discussed the issue and agreed that a request will be made that George Santos conduct workshops for the committee chairs and faculty.
  - d.. The Faculty Senate may need input from faculty during Summer 2007; therefore, Lisa may need to contact committee members. The members updated their contact information.

- e. Lisa emailed the End of Year Report for the Committee to complete for the Faculty Senate. The members were asked to assist with information for Sections III and IV.
    - 1. The members discussed additional highlights and accomplishments that they had completed. Lisa will compile the information and send it to members for review prior to submission to the Faculty Senate.
    - 2. The members discussed recommendations for the End-of-the Year Report.
    - 3. Lisa will email members the report for their review.
  - f. The Committee continued to review and discuss the draft of the Ethics document.
    - 1. Examples for the “Confidentiality” and “Abuse of Power” principles were developed for the document.
    - 2. the Committee will revisit “Conflict of Interest” as needed. Continue providing examples for “Confidentiality.”
- VI. Next meeting date: May 4, 2007 2:30-4:00 PM in Room A-26.
- VII. The meeting was adjourned at 4:00 P.M.

Minutes by Susan Seay.



# **Professional Ethics Committee**

## **Minutes**

May 4, 2007 – Room A-26

- I. The meeting was called to order at 2:40 P. M.
- II. Present: Polli. H.; Susan S.; Rick S.; Gil Y.; Lisa B-C.; Barbara M.; Jonathan Q.; Sandy B.
  - a. Minutes taken by Rick Skipper
  - b. Who will take minutes for next meeting was not determined
- III. Approval of prior minutes:
  - a. Rick S. motioned to approve. Seconded by Susan S. Minutes from 4/27/07 were approved.
- IV. Old Business:
  - a. Jonathan Q. still has the Faculty Handbook
  - b. The By-Laws were approved by the Faculty Senate and will be uploaded to the Committee's site.
  - c. Lisa B-C. provided the Faculty Senate with our recommendation for George Santos to conduct a training session on "Elements of Effective Meetings" for Chairpersons next school year.
- V. New Business
  - a. The End-of-Year Report was approved, with the recommendation that the Chair get one release for their extra duties.
  - b. The Committee will keep in touch via email this summer, and research the investigatory and adjudication processes of an Ethics Committee.
  - c. The Committee reviewed and discussed Abuse of Power, Integrity, and Equality (through item #4). Examples were provided.
  - d. Rick S. gave members a handout he created on "Professionalism", but there wasn't time left to discuss it at this meeting.
- VI. Next Meeting date: Not scheduled
- VII. Meeting Adjourned at 4:04 P. M.