

Professional Ethics Committee  
Agenda  
January 25, 2008  
2:30-4:30pm RM A6

Present: Polli H., Susan S., Rick S., Gil Y., Sandy B., Barb M., and Lisa B-C.

- I. Call to Order
- II. Approval of Minutes:
- III. Old Business:
- IV. New Business
- V. Next Meeting Friday Feb 1, 2007

Minutes to be taken by Jonathan Q or Gil Yanger

- VI. Adjournment

# **Professional Ethics Committee**

## **Agenda**

February 1, 2008

2:30pm – 4:30pm in Room A-6

I. Call to order

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

Minutes to be taken by: Gil Yanger (for Jonathan Q.)

III. Minutes Approval: January 25, 2008

IV. Old Business

- a) Code of Ethics Document: Board of Trustees
- b). Commencement Exercises: Encouraged to attend; turn in Cap/Gown Request ASAP. If not attending, please fill out form and indicate why you are not attending.

V. New Business

- a) Agendas and Minutes have been uploaded—current to 1-25-08
- b) Tabled: Status of Investigatory Procedures—Jonathan Q.
- c) Discussion of parameters of sanctions per level of violation-Based on listing of possible sanctions.

VI. Next meeting date: February 8, 2008

Minutes to be taken by: Jonathan Q.

VII. Adjournment



# **Professional Ethics Committee**

## **Agenda**

February 8, 2008

2:30pm – 4:30pm in Room 105

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

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

Minutes to be taken by: Jonathan Q.

### **III. Minutes Approval: February 1, 2008**

### **IV. Old Business**

- a) Code of Ethics document was on BOT Agenda of February 5, 2008. Lisa attended. Meeting cancelled due to lack of quorum. Information regarding Ethics document was provided; document being returned to CGC with minor amendments to language. Lisa will continue to update committee as to document status.
- b) Continue discussion of introductory statement-examples from committee.
- c) Continue discussion of sanctions of non-teaching faculty.

### **V. New Business**

- a) Agendas and Minutes have been uploaded—current to 2-01-08
- b) Anonymous Letter
- c) Status of Investigatory Procedures—Jonathan Q.

### **VI. Next meeting date: February 15, 2008**

Minutes to be taken by: Polli H.

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

February 15, 2008

2:30pm – 4:30pm in Room 105

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

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

Minutes to be taken by: Polli H.

### **III. Minutes Approval: February 8, 2008**

### **IV. Old Business**

- a) Code of Ethics document on BOT Agenda (2<sup>nd</sup> reading) for Friday, February 8, 2008 at 9a.m. Did anyone attend?
- b) Continue discussion of introductory statement-examples from committee integrated in draft form by Lisa for review.

### **V. New Business**

- a) Reminder: Professional Development Day-Monday, February 18<sup>th</sup>-Hyatt Hotel.
- b) Promotion Committee Response to Anonymous Letter (Inquiry Request on Promotion Committee Conduct) received by Lisa on 2-08-08; read Lisa's response if completed by meeting time.
- c) Status of Investigatory Procedures—Jonathan Q.

### **VI. Next meeting date: February 22, 2008**

Minutes to be taken by: Gil Y.

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

February 29, 2008

2:30pm – 4:30pm in Room 105

I. Call to order

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

Minutes to be taken by:

III. Minutes Approval: February 15, 2008

IV. Old Business

- a) Code of Ethics document on BOT agenda on February 15<sup>th</sup> but tabled until next meeting.
- b) Continue discussion of introductory statement-examples from committee integrated in Draft 2 form by Lisa for review. (E-mailed to committee members)

V. New Business

- a) Status of Investigatory Procedures—Jonathan Q.

VI. Next meeting date: March 7, 2008

Minutes to be taken by:

VII. Adjournment



# **Professional Ethics Committee**

## **Agenda**

**March 7, 2008**  
**2:30 p.m. - 4:30 p.m.**  
**Room 105**

### **I. Call to Order**

### **II. Roll Call**

Present: Lisa Baza-Cruz (Chairperson), Sandy Balbin, Polli Huseby, Barbara Mafnas, Jonathan Quan, Susan Seay, Rick Skipper, and Gil Yanger.

### **III. Approval of Minutes**

### **IV. Old Business**

A. Introductory Statement of Sanctions

### **V. New Business**

A. Acknowledgment of Receipt

B. Status of Investigatory Procedures

C. Discussion on violations, levels of culpability, and retaliation took place.

D. Ethical Violation Complaint Procedures

### **VI. Next Meeting Date**

Friday, March 14, 2008, at 2:30 p.m. in Room 105. Minutes to be taken by R. Skipper.

### **VII. Adjournment**

# **Professional Ethics Committee**

## **Agenda**

March 14, 2008

2:30pm – 4:30pm in Room 105

I. Call to order

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

Minutes to be taken by: Rick Skipper.

III. Minutes Approval: March 7, 2008

IV. Old Business

- a) Investigatory Procedures: Jonathan will provide members with a copy of the Investigatory Procedures. Scenario-based code of ethics violations are to be developed by members during Spring break to assist committee in evaluating the processes thus far.

V. New Business

- a) Assistance Needed:  
Faculty Letter to be written by Committee to provide update of goals and direction of efforts (faculty oriented).
- b) Assistance Needed:  
Letter to President regarding Administration and Staff directions. Students?

VI. Next meeting date: March 28, 2008

Minutes to be taken by:

VII. Adjournment



# **Professional Ethics Committee**

## **Agenda**

March 28, 2008

2:30pm – 4:30pm in Room 105

I. Call to order

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

Minutes to be taken by: Gil Yanger

III. Minutes Approval: March 14, 2008

IV. Old Business

a) Letter to Campus Community re: Committee Status

V. New Business

a) Scenario-based ethics violations

1. Any problems?

2. Test process thus far using one violation.

VI. Next meeting date: April 4, 2008

Minutes to be taken by: Gil Yanger

VII. Adjournment



# **Professional Ethics Committee**

Agenda

April 4, 2008

2:30pm – 4:30pm in Room 105

I. Call to order

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

Minutes to be taken by: Gil Yanger

III. Minutes Approval: March 28, 2008

IV. Old Business

a) Letter to Campus Community re: Committee Status

V. New Business

a) Scenario-based ethics violations

1. Brief review of last week's violations #1, 2, 3.
2. Continue discussion of problems or issues from last week.
3. Test process thus far using other violations brought to meeting.

VI. Next meeting date: April 11, 2008

Minutes to be taken by: Susan S.

VII. Adjournment

# **Professional Ethics Committee**

## **Agenda**

August 24, 2007

2:30pm – 4:30pm in Room 105

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

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

Minutes to be taken by:

### **III. Old Business**

- a) Status of Faculty Handbook: Jonathan
- b) By-Laws will be updated onto Committee's new online site by Jonathan & Lisa.

### **IV. New Business**

- a) Join on mygcc page
- b) Develop Timeline for Ethics Document
- c) Continue Review and Discussion: Draft Ethics Document.
  - 1. Revised Statement of Ethics from Polli and Sandy.
  - 2. Revisit principles as needed.
  - 3. Discussion of Professionalism Research.

VI. Next meeting date: August 31, 2007 2:30-4:30pm in Room 105.

### **VII. Adjournment**



# Professional Ethics Committee

## Agenda

August 31, 2007

2:30pm-4:30pm Room 105

- I. Call to Order
- II. Roll Call: Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Barbara M., and Lisa B-C.
- III. Old Business
- IV. New Business
  - a. Discussion and debate of Draft 6 of the “Ethical Rules of Conduct”
- V. New Business – upcoming PDRC day- tabled
- VI. Next meeting
  - a. September 7, 2007 at 2:30 pm in Room 105
  - b. Minutes to be taken by Susan Seay
- VII. Adjournment

# **Professional Ethics Committee**

## **Agenda**

September 14, 2007

2:30pm – 4:30pm in Room 105

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

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

Minutes to be taken by: Rick S.

### **III. Minutes Approval: Aug. 31, 2007 taken by Barbara M.**

### **IV. Old Business**

- a) Status of Faculty Handbook
- b) By-Laws update.

### **V. New Business**

- a) Agenda, Minutes posted in Groups site
- b) Finalize Ethics Document for distribution to:  
Joann Muna, Dr. J. Rider, Barry Mead, Karen Sablan, John Armstrong, and  
Faculty Senate
- c) PDD #1 -October 8<sup>th</sup>

### **VI. Next meeting date: September 21, 2007**

Minutes to be taken by: Polli H.

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

September 21, 2007

2:30pm – 4:30pm in Room 105

I. Call to order

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

Minutes to be taken by:

III. Minutes Approval: Sept. 14, 2007 taken by Polli H.

IV. Old Business

- a) Status of Faculty Handbook
- b) By-Laws update.

V. New Business

- a) Finalized Ethics Document-*Code of Ethics* distributed to:  
Joann Muna, Dr. J. Rider, Barry Mead, Karen Sablan, John Armstrong, and  
Faculty Senate on September 17, 2007.
- b) Finalized Code of Ethics distributed to Committee members.

VI. Next meeting date: September 28, 2007  
Minutes to be taken by: Sandy B.

VII. Adjournment



# Professional Ethics Committee

## Agenda

September 28, 2007

2:30pm – 4:30pm in Room 105

### I. Call to order

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

Minutes to be taken by: Sandy B.

### III. Minutes Approval: Sept. 21, 2007 taken by Polli H.

### IV. Old Business

- a) Status of Faculty Handbook
- b) By-Laws update.

### V. New Business

- a) Finalized Ethics Document-*Code of Ethics* revisions received from John Armstrong and Gary Hartz. Need to review and discuss.
- b) Finalized Ethics Document: Code of Ethics needs to be distributed to All. How do we do this? Mygcc issues...
- c) Committee Goal Reporting Matrix—Review prior to submission

### VI. Next meeting date: October 5, 2007

Minutes to be taken by: Gil Y.

### VII. Adjournment



# Professional Ethics Committee

## Agenda

October 5, 2007

2:30pm – 4:30pm in Room 105

I. Call to order

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

Minutes to be taken by: Gil Y.

III. Minutes Approval: Sept. 28, 2007 taken by Sandy B.

IV. Old Business

- a) Status of Faculty Handbook
- b) By-Laws update.
- c) Finalized Ethics Document-*Code of Ethics* provided to Rosemarie H. in Faculty Senate Office, on Monday, October 1<sup>st</sup> for clearance through Cathy Gogue and distribution.

V. New Business

- a) Discussion on any form of feedback to members regarding ethics document.
- b) Committee Goal Reporting Matrix—Review prior to submission
- c) Begin discussion on the investigatory and adjudicatory procedures for ethics violations.
  - i) Handout: Disciplinary and Adverse Action & Range of Penalties from Contract

VI. Next meeting date: October 12, 2007

Minutes to be taken by: Gil Y.

VII. Adjournment



# **Professional Ethics Committee**

## **Agenda**

October 12, 2007

2:30pm – 4:30pm in Room 105

I. Call to order

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

Minutes to be taken by: Lisa B-C

III. New Business

- a) Members asked to attend and participate in Special Session of Faculty Senate—  
Code of Professional Ethics Discussion and Request for Document Approval

IV. Adjournment

# **Professional Ethics Committee**

## **Agenda**

October 19, 2007

2:30pm – 4:30pm in Room 105

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

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

Minutes to be taken by: Susan S.

### **III. Minutes Approval: October 5, 2007 by Gil Y.; October 12, 2007 taken by Lisa B-C.**

### **IV. Old Business**

- a) Status of Faculty Handbook-Barbara M.
- b) By-Laws update—Jonathan: place unto Lisa's flashdrive to upload to committee site.
- c) Members: submit outside email addresses  
Lisa's email: [bazacruz@guam.net](mailto:bazacruz@guam.net)

### **V. New Business**

- a) Code of Ethics document (with change to front page)—approved by College Governing Council on Wednesday, October 17, 2007. Will be forwarded to the President.
- b) Continue discussion on the investigatory and adjudicatory procedures for ethics violations.

### **VI. Next meeting date: October 26, 2007**

Minutes to be taken by: Sandy Balbin

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

October 26, 2007

2:30pm – 4:30pm in Room 105

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

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

Minutes to be taken by: Sandy B.

### **III. Minutes Approval: October 19, 2007 by Susan S.**

### **IV. Old Business**

- a) Status of Faculty Handbook-Barbara M.
- b) By-Laws update—still in progress.

### **V. New Business**

- a) Code of Ethics document: submitted to President via CGC on Tuesday, October 23.
- b) Discuss information needed for submission of ethical violations. Template to be developed.

### **VI. Next meeting date: October 26, 2007**

Minutes to be taken by: Sandy Balbin

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

November 9, 2007

2:30pm – 4:30pm in Room 105

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

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

Minutes to be taken by: Rick S.

### **III. Minutes Approval: October 26, 2007 by Sandy B.**

### **IV. Old Business**

- a) By-Laws located in Committee site.
- b) Code of Ethics Document: Still with President

### **V. New Business**

- a) Code of Ethics document: located in Committee site.
- b) Agendas and Minutes have been uploaded—current to 10-19-07
- c) Guest: Joann Muna, HR
- b) Sample template for submission of ethical violations.

### **VI. Next meeting date: November 30, 2007**

Minutes to be taken by: Polli Huseby

### **VII. Adjournment**



# **Professional Ethics Committee**

## **Agenda**

November 30, 2007

2:30pm – 4:30pm in Room 105

I. Call to order

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

Minutes to be taken by Polli H.

III. Minutes Approval: November 9, 2007 by Lisa B-C

IV. Old Business

a) Code of Ethics Document: Approved by President (Nov. 7, 2007)

V. New Business

- a) Code of Ethics Document: To be submitted to Board of Trustees for approval.
- b) Barry Mead-do we want to invite him to a meeting in the spring? When?
- c) Spring 2008 Meeting Dates-sign up for Minutes-taking
- d) Sample template for submission of ethical violations.

VI. Next meeting date: January 25, 2007

Minutes to be taken by:

VII. Adjournment



Professional Ethics Committee

Minutes

January 25, 2008

2:30-4:30pm RM A6

Present: Polli H., Susan S., Rick S., Gil Y., Sandy B., Barb M., and Lisa B-C.

I. Call to Order

- a. The meeting was called to order by Lisa at 2:30pm  
Minutes taken by Barbara M.

II. Approval of Minutes:

- a. Minutes of November 30, 2007 approved.

III. Old Business:

- a. Code of Ethics document was delivered to the Board of Trustees, feedback pending.

IV. New Business

- a. Review agendas and minutes from previous meetings that have been uploaded to the MyGCC site.
- b. A copy of the midterm for our committee was submitted to FS in Dec 07.
- c. Administrators inquired about committee participation, follow-up continues.
- d. All Faculty are encouraged to attend commencement exercises on Friday May 23 at 6:00pm. May use attendance on IFP.
- e. Discussion and assignment of sanctions per level of violations.
- f. Investigatory Procedures; topic tabled until next meeting

V. Next Meeting Friday Feb 1, 2007

Minutes to be taken by Jonathan Q or Gil Yanger

VI. Adjournment

## **Professional Ethics Committee**

### ***Minutes***

February 15, 2008

2:30 PM – 4:30 PM – Room 105

#### **I. Call to Order: 2:30pm**

#### **II. Present:** Polli Husby, Susan Seay, Jonathan Quan, Gil Yanger, Sandy Balbin, Barbara Mafnas, and Lisa Baza-Cruz

#### **III. Approval of Minutes**

- a. S. Seay made a motion to approve the minutes. Barbara M. seconded the motion. Motion carried.

#### **IV. Old Business**

- a. Code of Ethics document on BOT Agenda for February 15, 2008; 2<sup>nd</sup> reading; status unknown at this time.
- b. Lisa provided a draft of the introductory statement—examples for committee review. Revisions were discussed and Lisa will provide the new version at the next meeting.

#### **V. New Business**

- a. Reminder—Professional Development Day: February 18, 2008.
- b. Status of Investigatory Procedures—Discussion to be continued.
- c. Response to Anonymous Letter—Lisa shared her responding letter which defers to Senate decision.
- d. Discussion of next year's committee membership.

#### **VI. Next Meeting:** February 22, 2008 Minutes to be taken by Gil Yanger.

#### **VII. Adjournment**

Professional Ethics Committee  
Minutes  
February 1, 2008  
2:30-4:30pm Room A6

Present: Polli H., Susan S., Rick S., Gil Y., Sandy B., Barb M., and Lisa B-C.

I. Call to Order

- a. The meeting was called to order by Lisa at 2:30pm  
Minutes taken by Lisa

II. Approval of Minutes:

- a. Minutes of January 25, 2008 approved. Motion made by Rick S., and seconded by Susan S.

III. Old Business:

- a. Code of Ethics Document with BOT. Lisa will inform members of next BOT meeting and requests member's attendance to support document.

IV. New Business

- a. Discussion of sanctions; include introductory statement which would encompass sanctions without assigning levels of severity.
- b. Discussion of sanctions; how do we include or apply sanctions to non-teaching faculty.
- c. Investigatory Procedures (Jonathan Q.)-tabled until next meeting.

V. Next Meeting Friday Feb. 15, 2007

Minutes to be taken by Polli H.

VI. Adjournment

# **Professional Ethics Committee**

## **Minutes**

February 8, 2008

2:30pm – 4:30pm in Room 105

I. Call to order at 2:25pm.

II. Present-Polli H., Susan S., Rick S., Gil Y., Sandy B., Barbara M., and Lisa B-C.

Minutes taken by: Lisa

III. Approval of Minutes for February 1, 2008. Motion to approve-Polli H., 2<sup>nd</sup> by Rick S. Motion carried.

IV. Old Business

- a) Code of Ethics document on BOT Agenda for Feb. 5, 2007, but no meeting held due to lack of quorum.
- b) Continue discussion of introductory statement-examples from committee. Susan S., Gil Y., and Sandy B., provided various examples used for discussion. Lisa will put a draft together for committee to review prior to next meeting.

V. New Business

- a) Anonymous Letter (Inquiry Request on Promotion Committee Conduct). No action take by Faculty Senate due to anonymity.
- b) Status of Investigatory Procedures—Jonathan Q.

VI. Next meeting date: February 15, 2008

Minutes to be taken by: Polli H.

VII. Adjournment



# **Professional Ethics Committee**

## ***Minutes***

February 29, 2008

2:30 PM – 4:00 PM – Room 105

### **I. Call to Order**

- a. Lisa called the meeting to order at 2:30 PM.
- b. Susan Seay took the minutes for the meeting.

II. **Present:** Polli Husby, Rick Skipper, Lisa Baza-Cruz, Sandy Balbin and Susan Seay

### **III. Approval of Minutes**

- a. The members reviewed the minutes and recommended minor changes.
- b. S. Seay made a motion to approve the minutes with the recommended changes. P. Husby seconded the motion. Motion carried.

### **IV. Old Business**

- a. Barry Mead informed Lisa that the Board had approved the Code of Ethics document with one minor change. The committee members agreed to the recommendation, and the change will be made. Lisa will follow-up to determine the next step that will be taken.
- b. Lisa provided the members with a second draft of the introductory statement. After a lengthy discussion, the committee members finalized the statement.
- c. Lisa shared a sample document that Barbara M. submitted regarding an acknowledgement page for the Code of Ethics.

### **V. New Business**

- a. The discussion on the Investigatory Procedures was tabled until the March 7, 2008 meeting.

VI. **Next Meeting:** March 7, 2008, Minutes to be taken by Sandy Balbin.

### **VII. Adjournment**

# **Professional Ethics Committee Minutes**

**March 7, 2008  
2:30 p.m. - 4:30 p.m.  
Room 105**

## **I. Call to Order**

Meeting was called to order by Lisa Baza-Cruz.

## **II. Roll Call**

Present: Lisa Baza-Cruz (Chairperson), Sandy Balbin, Polli Huseby, Barbara Mafnas, Jonathan Quan, Susan Seay, Rick Skipper, and Gil Yanger.

Guest: Barry Mead

## **III. Approval of Minutes**

S. Seay made a motion to approve the minutes with minor correction. The motion was seconded by R. Skipper. Motion carried.

## **IV. Old Business**

### **A. Code of Ethics**

L. Baza-Cruz thanked members for participating in an electronic vote in response to the BOT's recommendation to make a minor change in the Code of Ethics document.

Barry Mead congratulated the Committee on the approval of the Code of Ethics document by the BOT on March 6, 2008.

The Code of Ethics is an institutional policy. However, the Committee will only entertain faculty ethical violations. The administrative and staff groups need to develop their respective sanctions/procedures based on the guiding principles of the Code of Ethics.

### **B. Introductory Statement of Sanctions**

L. Baza-Cruz provided the members with the final draft of the Introductory Statement for review. The Committee approved the document.

**V. New Business**

A. Acknowledgment of Receipt

All documents must be finalized prior to the start of the next school year so that they could be distributed either during the Health Insurance Orientation and/or Professional Development Day.

Lisa provided Draft 1 of receipt. Discussed. Draft 2 to be developed.

B. Status of Investigatory Procedures

J. Quan will provide the members a copy of the procedures before the Spring Break.

C. Discussion on violations, levels of culpability, and retaliation took place.

D. Ethical Violation Complaint Procedures

Members were tasked to develop scenario-based examples for the next meeting to evaluate the process and effectiveness of the Ethical Violation Complaint Procedures.

**VI. Next Meeting Date**

Friday, March 14, 2008, at 2:30 p.m. in Room 105. Minutes to be taken by R. Skipper.

**VII. Adjournment**

Minutes by Sandy Balbin

# Professional Ethics Committee Minutes

March 14, 2008

2:30 pm-4:30pm in Room 105

## I. Call to Order

Meeting was called to order by Lisa Baza-Cruz at 2:30 PM

## II. Roll Call

Present: Lisa Baza-Cruz (Chairperson); Sandy Balbin; Polli Huseby; Barbara Mafnas; Jonathan Quan; Susan Seay; Rick Skipper; Gil Yanger

## III. Approval of Minutes

B. Mafnas made a motion to approve the meeting minutes of March 7, 2008. Gil Yanger seconded the motion. Motion passed.

## IV. Old Business

J. Quan provided members with copies of a draft outlining how persons might file an ethics complaint, how the Chairperson would accept and screen complaints, how the complaint forwarded to the Committee as a whole would be redacted, what options the Committee might choose in deciding a complaint, and timelines/deadlines for steps in the adjudicating process. Discussion focused on the option to “decline action at this time”. A decision about this option was deferred to the next meeting.

Scenario-based code of ethics violations are to be developed by members before the next meeting.

## V. New Business

A letter written by Lisa Baza-Cruz to the Guam Community College Campus Community regarding Committee Status was reviewed and approved.

## VI. Next Meeting Date

March 28, 2008

Minutes to be taken by: Gil Yanger

## VII. Adjournment

Minutes by R. Skipper



# PROFESSIONAL ETHICS COMMITTEE

## MINUTES

August 24, 2007  
2:30 P.M. – 4:30 P.M.  
Room 105

- I. CALL TO ORDER 2:30 P.M.
- II. ROLL CALL: Lisa B.C., Gil Y., Polli H., Sandy B., Barbara M., Susan S., & Jonathan Q.
- III. NO MINUTES TO APPROVE.
- IV. OLD BUSINESS:
  - a. Status of Faculty Handbook: Jonathan to give it to Sandy Balbin
  - b. By-Laws will be updated onto Committee's new online site by Jonathan & Lisa
- V. NEW BUSINESS:
  - a. Join on mygcc page: Chair instructed all committee members to access website and "join" the Ethics Committee web group.
  - b. Develop Timeline For Ethics Document: Discussion was held as to timeline for all goals. Chair wants the principles on "professionalism" done by next Friday.
    - i. September 14, 2007: The committee will be presented with the finalized document and, if it will either approve or deny the entire document.
    - ii. September 17, 2007: A copy of the finalized document will also be forwarded to the Joanne Waki Muna, Dr. Rider, GFT Faculty Representative and the Faculty Senate on or about September 17, 2007.
    - iii. September 21, 2007: Meeting with Joanne Waki Muna, Barry Mead, Dr. Rider, & Faculty Senate to discuss issues.
    - iv. September 28, 2007: Finalization of the document.
    - v. September 31, 2007: Finalized document to be sent out to the faculty in general for review.
    - vi. October 5, 2007: Preparation for presentation to the faculty at Professional Development Day (October 8, 2007).

vii. October 8, 2007: Presentation & Information Session at Professional Development Day.

viii. October 9, 2007: Approval or Denial by the Faculty Senate.

c. Continue Review and Discussion: Draft Ethics Document.: the Committee picked up where it “left off” and continued discussion on the various issues, principles and examples.

i. Revised “Statement of Ethics” from Polli and Sandy are approved.

ii. Principles were cursorily revisited.

iii. General Discussion.

iv. Additional Principal Approved And Added By The Committee (Subject To Revision: Employees shall not file frivolous ethics complaints. If an employee’s ethics complaint is determined by the committee, after investigation, to be frivolous and without merit, the filing employee shall be subject to an ethics complaint filed against him/her based on a violation of this specific principle.

VI. NEXT MEETING DATE: August 31, 2007, 2:30 – 4:30 P.M. in Room 105.

VII. Adjournment

# Professional Ethics Committee

Minutes

August 31, 2007

2:30pm-4:30pm Room 105

- I. Call to Order
- II. Roll Call: Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Barbara M., and Lisa B-C.

Minutes taken by Barbara Mafnas

## III. Old Business

- a. Sandy has the Faculty Handbook.
- b. Approved By-laws to be uploaded to Groups site
- c. Join committee groups vial email on MyGCC
- d. Calendar of meetings sent via email
- e. Sign-up for minute taking
- f. Time line for “Ethical Rules of Conduct” sent via email

## IV. New Business

- a. Discussion and debate of Draft 6 of the “Ethical Rules of Conduct”

## V. New Business – upcoming PDRC day- tabled

## VI. Next meeting

- a. September 7, 2007 at 2:30 pm in Room 105
- b. Minutes to be taken by Susan Seay

## VII. Adjournment

# **Professional Ethics Committee**

## **Meeting Minutes**

September 14, 2007

2:30pm – 4:30pm in Room 105

**Present:** Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., and Lisa B-C.

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

- a. The meeting was called to order by Committee Chairperson Lisa B-C.
- b. Minutes taken by: Susan Seay

### **II. Minutes Approval: Aug. 31, 2007**

- a. The minutes were reviewed and approved.

### **III. Old Business**

- a. Status of Faculty Handbook
  - i. Sandy is still reviewing the handbook.
- b. By-Laws update.
  - i. Jonathan and Lisa are still in the process of uploading the By-Laws into the web site.

### **IV. New Business**

- a. The agenda and minutes were posted in the Professional Ethics Group site.
- b. The committee members did a final review of the Code of Ethics document.
- c. The following will be provided with the Code of Ethics document for feedback: Joann Muna, Dr. J. Rider, Barry Mead, Karen Sablan, John Armstrong and Faculty Senate. The document will be given to the reviewers by Monday, Sept. 17, 2007.
  - i. The committee will invite the reviewers to attend the Sept. 21, 2007 meeting to provide feedback regarding the Code of Ethics document.
- d. The Code of Ethics document will tentatively be sent out electronically to the faculty by Sept. 31, 2007.
  - i. Faculty may provide any of the members with feedback (in writing).
- e. Lisa will request that Professional Ethics be placed on the Oct. 9 agenda for the Code of Ethics document approval.
- f. Professional Development Day #1 -October 8
  - i. The Faculty Senate has requested that the February 2008 Professional Development Day be rescheduled to April 2008. Lisa will keep Committee updated.
  - ii. The committee will not present at the Professional Development day in October.

- g. Susan presented a motion that five of seven members of the committee must approve in order for a motion to be approved. Sandy seconded the motion. The motion was approved.

**V. Next Meeting**

- a. September 21, 2007
- b. Minutes to be taken by: Polli H.

**VI. Adjournment**

# **Professional Ethics Committee**

## **Minutes**

**September 28, 2007**

**2:30-4:30 p.m.**

- I. Call to order by Lisa Baza-Cruz in Room 105.
- II. Roll call-Present: Lisa Baza-Cruz (Chairperson), Sandy Balbin, Polli Huseby, Barbara Mafnas, Jonathan Quan, Susan Seay, Rick Skipper, and Gil Yanger.
- III. Approval of minutes: Motion to approve—G. Yanger, 2<sup>nd</sup> by B. Mafnas. Motion carried.
- IV. Old Business
  - A. Faculty Handbook is being reviewed by S. Balbin.
  - B. L. Baza-Cruz and/or J. Quan will upload the by-laws to the MyGCC website.
- V. New Business
  - A. The Committee reviewed and discussed the feedback received from Dr. John Rider, Barry Mead, John Armstrong, and Gary Hartz and made changes to the Code of Ethics Document as needed. No feedback was received from Joann Waki-Muna.
  - B. The Code of Ethics Document will be distributed to all employees via e-mail once access becomes available. L. Baza-Cruz will request that the Code of Ethics Document from the Ethics Committee be placed as part of the agenda for the Faculty Senate meeting on October 9, 2007 at 8:00 a.m. in Room C-2. Committee members were encouraged to attend the Senate meeting.
  - C. Discussion and group self-assessment took place regarding the progress of the Committee's goals with regards to the Accreditation Standards and will be included in the Professional Ethics Committee Evaluation Matrix for submission to the Faculty Senate.
  - D. Discussion took place regarding the investigatory and adjudication process with regards to the Code of Ethics Document.
- VI. Next Meeting Date: Friday, October 5, 2007 at 2:30 p.m. in Room 105.
- VII. Adjournment

Minutes by Sandy Balbin

# **Professional Ethics Committee**

## **Meeting Minutes**

October 5, 2007

2:30pm – 4:30pm in Room 105

### **I. Call to Order**

- a. The meeting was called to order by Committee Chairperson Lisa B-C.

### **II. Roll Call-Present:** Lisa Baza-Cruz, Polli Huseby, Barbara Mafnas, Sandy Balbin, Susan Seay, Rick Skipper, Jonathan Quan, and Gil Yanger

### **III. Minutes Approval: September 28, 2007**

- a. Motion to approve by Barbara M., 2<sup>nd</sup> by Jonathan Quan. Motion carried.

### **IV. Old Business**

- a. Status of Faculty Handbook: Barbara M.
- b. By-Laws update.
  - i. Jonathan and Lisa are still in the process of uploading the By-Laws into the web site.
  - ii. Discussed possible changes to Ethics Document. No response from anyone, thus, no substantial changes or amendments made to document.

### **V. New Business**

- a. Discussion: Discipline issues regarding faculty rights versus privileges. Rick Skipper presented a chart of protocol for punishment. Committee discussed options for possible sanctions against Faculty.
- b. Discussion was made as to how sanctions would affect employees --consider adjustments to the contract.
- c. Chair recommended on Joann Muna and Barry Mead to advise Committee of sanctions that may or may not be utilized.
  - i. Susan Seay recommended on calling on Deans for advice on allowable sanctions.
- d. Chair reminded members to try and attend the Faculty Senate meeting scheduled for Tuesday, October 9, 2007.

### **VI. Next Meeting**

- a. October 12, 2007
- b. Minutes to be taken by: Gil Y.

### **VII. Adjournment**

Minutes by G. Yanger



# **Professional Ethics Committee**

## **Minutes**

**October 12, 2007**

**2:30-4:30 p.m.**

- I. Call to order by Lisa Baza-Cruz in Room 105.
- II. Roll call-Present: Lisa Baza-Cruz (Chairperson), Sandy Balbin, Polli Huseby, Jonathan Quan, Susan Seay, Rick Skipper, and Gil Yanger.

Member of Faculty Senate and guests.

- III. Approval of minutes: Tabled Until Next Meeting.

- IV. Old Business

- A. Tabled Until Next Meeting.

- V. New Business

- a. Committee Members asked to remain and attend Special Session of Faculty Senate (to be held in same location after adjournment) regarding approval of Code of Ethics Document.

- VI. Next Meeting Date: Friday, October 19, 2007 at 2:30 p.m. in Room 105.

- V. Adjournment

Minutes by Lisa Baza-Cruz

# **Professional Ethics Committee**

## **Meeting Minutes**

October 19, 2007

2:30pm – 4:30pm in Room 105

### **Present:**

Polli H., Susan S., Rick S., Jonathan Q., Gil Y., Sandy B., Barbara M., and Lisa B-C.

- I. Call to Order
  - a. The meeting was called to order by Lisa at 2:30 P.M.
- II. Approval of Minutes
  - a. A motion was made by Rick to approve the October 5 & 12, 2007 minutes and seconded by Sandy. The motion carried.
- III. Old Business
  - a. Barbara still has the Faculty Handbook.
  - b. By-Laws update— Minor corrections will be made and they will be placed on the College web site.
  - c. The committee members provided outside email addresses.
  - d. Lisa will contact members via email so that each member will have a committee email listing.
- IV. New Business
  - a. Code of Ethics document (with change to front page) was approved by College Governing Council on Wednesday, October 17, 2007. The document will be forwarded to the President. Thank you to Rick for attending the meeting.
  - b. Joanne Muna will be asked to attend the October 26, 2007 meeting so that she can provide information that will assist with the committee members with the development of the adjudicatory process. Barry Mead may be invited to future meetings.
  - c. The committee continued their discussion on the investigatory and adjudicatory procedures for ethics violations.
- V. Next meeting date: October 26, 2007
  - a. Minutes to be taken by: Sandy Balbin
- VI. Adjournment

Minutes taken by Susan Seay

# Professional Ethics Committee

## Minutes

October 26, 2007

2:30-4:30 p.m.

- I. Call to order by Lisa Baza-Cruz in Room 105.
- II. Roll call

Present: Lisa Baza-Cruz (Chairperson), Sandy Balbin, Polli Huseby, Barbara Mafnas, Jonathan Quan, Rick Skipper, and Gil Yanger.

Absent: Susan Seay
- III. Approval of minutes: Motion to approve—R. Skipper, 2<sup>nd</sup> by B. Mafnas. Motion carried.
- IV. Old Business
  - A. Faculty Handbook is returned to L. Baza-Cruz and will be kept in Room 206.
  - B. L. Baza-Cruz and/or J. Quan will upload the by-laws to the MyGCC website once minor corrections are made to the electronic file.
- V. New Business
  - A. The Code of Ethics Document was submitted to the President via Bobbie Leon Guerrero/Gary Hartz (College Governing Council) on Tuesday, October 23, 2007.
  - B. R. Skipper provided a draft sample of an *Ethics Violation Incident Report*. Discussion took place regarding the information needed for submission of ethical violations.
    - 1. The *Ethics Violation Incident Report Form* will comprise of two pages. The first page will contain the instructions for completing the form and the required information to be filled by the Complainant. The second page will contain a narrative description of the incident.
    - 2. The Complainant must have the *Ethics Violation Incident Report Form* notarized before submitting the document to the Professional Ethics Committee. The *Ethics Violation Incident Report Form* must be stamped received by the Chairperson and/or representative to be considered valid. Once submitted, the document can not be revoked.
    - 3. The received *Ethics Violation Incident Report Form* will be kept in a locked box in a locked storage cabinet in the Faculty Senate Office. [**Note:** *Storage Box and Cabinet need to be requisitioned for the following school year.*]

4. The Complainant may file a complaint provided the ethical violation is current and within six (6) months of the date of filing.
  5. The Complainant must file within 30 days of when the ethical violation took place. After 30 days, the Professional Ethics Committee will entertain the received document on a case needs basis.
  6. Anyone can file a complaint. The Committee will only entertain violations against faculty. Filed complaints received against staff and or administrators will be routed to the appropriate personnel.
  7. Ethical violations may include any on-/off-campus school sponsored activities.
- C. Discussion took place regarding the digital recording of testimonies received from witnesses listed on the *Ethics Violation Incident Report Form*. **[Note: Suggested/Recommended that a Mac Pro Notebook, HP Scanner/Printer, and Cross-Cut Shredder be requisitioned for the following school year. These items will be secured in the storage cabinet in the Faculty Senate Office.]**
- D. P. Huseby initiated the discussion of “Retribution” which she came across during her research. She will provide copies of the documents at the next meeting.
- E. Discussion ensued as to what position titles/assignments fall under faculty purview. Questions arose as to whether the Adjunct Associate Dean is considered as Faculty or an Administrator. Technically, since the individual is a faculty member holding an administrative title, would another faculty member be able to file an ethical violation complaint against the Adjunct Associate Dean as faculty? Or would the roles change depending upon the circumstances?
- F. G. Yanger announced that Joanne Waki-Muna will attend the next meeting on November 9, 2007.

VI. Next Meeting Date: Friday, November 9, 2007 at 2:30 p.m. in Room 105.

VII. Adjournment

Minutes by Sandy Balbin

# **Professional Ethics Committee**

## **Minutes**

November 9, 2007

2:30pm – 4:30pm in Room 105

**Present:** Polli H., Susan S., Jonathan Q., Gil Y., Sandy B., and Lisa B-C.

- I. Call to Order
  - a. The meeting was called to order at 2:30 P.M.
- II. Approval of Minutes
  - a. A motion was made by Polli for October 26, 2007 minutes and seconded by Susan. The motion carried.
- III. Old Business
  - a. Code of Ethics Document: Still with President
- IV. New Business
  - a. Joann Muna attended Nov. 9<sup>th</sup> meeting and provided information and responded to questions to assist Committee with the development of the adjudicatory process.
- V. Next meeting date: November 30, 2007
  - a. Minutes to be taken by: Polli Huseby
- VI. Adjournment

Minutes taken by Lisa B-C.

Professional Ethics Committee

Minutes

Nov. 30, 2007

2:30-3:30

- I. Call to order at 2:30pm by Lisa Baza-Cruz in Room 105
- II. Roll call- Present: Rick S., Polli H. Susan S., Jonathan Q, Lisa B-C., Barb M., Sandy B. Gil Y.

Approval of 9/14/07 minutes: Motion to approve- Jonathan Q 2<sup>nd</sup> by Barb. M.  
Motion carried.

III. Old Business:

- a) Code of Ethics was approved Nov. 7. It now goes to the Board of Trustees for final approval.
- b) Recap of Nov. 9 meeting with Joan Waki Muna.

IV. New Business:

- a) The possibility of linking Faculty evaluation with ethics violations was discussed.
- b) Schedule of meetings for next semester is online.
- c) Lisa distributed a draft complaint form. Discussion and minor revisions were suggested.
- d) Planning and goals for Spring semester were discussed and agreed upon.

Next Meeting Jan. 25, 2008

Meeting adjourned at 3:30pm

Minutes by Polli H.