

Professional Ethics Committee

Agenda

October 2, 2008 – Conference Room B

- I. Call to Order
- II. Approval of Minutes (September 18 and September 25)
 - a. Meeting Facilitator
 - b. Minutes Sign-up – Through Fall Semester
- III. Old Business
 - a. Committee Chairperson
 - b. Committee Vacancy
 - c. Committee Goals/Timeline
- IV. New Business
 - a. Professional Development Day Workshop
 - b. Filing a Complaint Revision – Robin
 - c. Filing Form - Rick
- V. Goals for Next October 9, 2008 Meeting
- VI. Adjournment

Professional Ethics Committee

Agenda

October 9, 2008 – Conference Room B

- I. Call to Order
- II. Approval of Minutes (September 18 and September 25)
 - a. Meeting Facilitator
 - b. Minutes Sign-up – Through Fall Semester
- III. Old Business
 - a. Committee Chairperson
 - b. Committee Vacancy
 - c. Committee Goals/Timeline
- IV. New Business
 - a. Barry Mead
 - b. Professional Development Day Workshop
 - c. Filing a Complaint Revision – Robin
 - d. Filing Form - Rick
- V. Goals for Next Meeting
- VI. Adjournment

Professional Ethics Committee

Agenda

October 30, 2008 – Conference Room B – 12:00 PM

- I. Call to Order
- II. Approval of Minutes
 - a. Meeting Facilitator
 - b. Minutes Sign-up
- III. Old Business
 - a. Filing a Complaint Procedures
 - b. Filing a Complaint Form
 - c. Sanctions
- IV. New Business
 - a. Discussion on Committee Research/Sanctions
- V. Next Meeting/Goals

Professional Ethics Committee

Agenda

November 6, 2008 – Conference Room B – 12:00 PM

- I. Call to Order
- II. Approval of Minutes
 - a. Meeting Facilitator
 - b. Minutes Sign-up
- III. Old Business
 - a. Sanctions/Adjudication Process
 - b. Faculty Misconduct Article
- IV. New Business
 - a. Additional Sanctions
 - b. Contract – Adverse Action Protocol
- V. Next Meeting/Goals

Professional Ethics Committee

Agenda

November 13, 2008 – Conference Room B – 12:00 PM

- I. Call to Order
- II. Approval of Minutes
 - a. Meeting Facilitator
 - b. Minutes Sign-up
- III. Old Business
 - a. Sanctions/Adjudication Process
 - b. Faculty Misconduct Article
- IV. New Business
 - a. Prepare for next meeting.
 - b. Contract – Adverse Action Protocol – Changes Needed?
 - c. Filing Complaint Procedures - Robin
 - i. Should all complaints be forwarded to admin?
 - ii. Should the committee handle minor complaints without forwarding to admin?
 - d. Filing Complaint Form - Rick
- V. Next Meeting
 - c. Dr. Michelle Santos and Reilly Ridgell - Guests

Professional Ethics Committee

Agenda

November 20, 2008 – Conference Room B – 12:00 PM

- I. Call to Order
- II. Approval of Minutes
 - a. Meeting Facilitator
 - b. Minutes Sign-up
- III. Old Business
 - a. Sanctions/Adjudication Process
 - b. Legal Advice
- IV. New Business
 - a. Discussion with Deans
 - i. Role of the Committee
 - ii. Adverse Action
 - 1. Discipline/Possible Sanctions
 - iii. Faculty Evaluation
 - iv. Board Union Contract
 - v. Open Discussion
- V. Next Meeting/Goals

Professional Ethics Committee
Minutes
March 12, 2009

Room TC 1102

- I. Call to order at 3:10
- II. Roll call- Present: Polli Huseby., Barb Mafnas., Lisa Baza-Cruz, Angela Bordallo, Hernalin Analista, RoseMarie Napei

Approval of March 5 minutes: Motion to approve Barb Mafnas. 2nd by Lisa Baza-Cruz Motion carried.

- III. Old Business:
 - Continued review of bylaws
 - a) Section two – no reference to BOT
 - b) Section three on hold until clarification

- IV. New Business:
 - a) Forms with Sandy
 - b) Lisa relayed discussion with Donna Cruz regarding negotiations
 - c) Discussion of form letters that will need to be created
 - d) Continued discussion regarding specific reasoning behind the committee decision to retain its members for the first year

Motion to adjourn by Hernalin
Seconded by Lisa

Next Meeting March 19
Meeting adjourned at 3:40pm
Minutes by Polli H.

**Guam Community College
Professional Ethics Committee
Minutes – September 4, 2008 – B Conference Room
11:30 A.M. – 1:00 P.M.**

Present: Rick Skipper, Barbara Mafnas, Polli Husby, Sandy Balbin, and Susan Seay

- I. Call to Order
 - a. The meeting was called to order at 11:45 A.M.
 - b. Susan Seay volunteered to take the meeting minutes.
- II. Old Business
 - a. The members discussed that the goal of the semester would be to complete the adjudication process.
- III. New Business
 - a. Lisa Baza Cruz is on sabbatical this year. Polli will contact her and invite her to the next meeting and ask her to bring the committee materials.
 - b. Jonathan Quan has resigned from GCC.
 - c. The committee will search for new members.
 - d. The committee will need to elect a new chairperson.
 - e. Meetings will be held in the B Conference Room each Thursday from 11:30 A.M. to 1:00 P.M.
- IV. Adjournment
 - a. The meeting was adjourned at 12:45 A.M.
 - b. Next Meeting: Thursday, September 11, 2008
11:30 A.M., B Conference Rm.

Minutes by Susan Seay

**Guam Community College
Professional Ethics Committee
Minutes
September 25, 2008 12:00-1:15
B Conference Room**

Present: Sandy Balbin, Polli Husby, Barb Mafnas, Robin Roberson, Susan Seay, Rick Skipper.

- I. Call to order
 - a. Meeting was called to order 12:00
 - b. Barb Mafnas-minutes
 - c. Minutes of September 18, read and accepted
- II. Old Business
 - a. Committee has decided to move forward at this time without a chair. Committee agrees that this is a shared position at this time.
 - b. Committee welcomes Robin Roberson and awaits Donna Cruz 1/09
 - c. Discussed the main goal and that is to establish a packet to present to Administration.
 - d. Brief review of “acknowledgement of the code of ethics” for HR
- III. New Business
 - a. Read “Filing a complaint” procedure. Each member is to thoroughly review for finalization of procedure.
 - b. Rick to review complaint forms
 - c. Discussion about bringing Joann Muna in for discussion
 - d. Seeking clarity on investigation process
 - e. Goal to have an outsider look over process and forms as a test run.
- IV. Meeting Adjourned
 - a. Next meeting Oct 2 12:00 Conference Room B
 - b. Rick Skipper to take minutes

Professional Ethics Committee

Meeting Minutes

October 2, 2008 – Conference Room B

Present: Rick Skipper, Robin Roberson, Sandy Balbin, Polli Huseby, Barbara Mafnas, Susan Seay, Gil Yanger

- I. Call to Order 12:01 PM
 - a. Approval of Minutes Tabled
- II. Old Business
 - a. Committee Chairperson – Committee will share duties of the Chairperson
 - b. Committee Vacancy – Attorney still needed
 - c. Committee Goals/Timeline – None established
- III. New Business
 - a. Professional Development Day Workshop – Consensus was that the committee is not yet ready to present the procedure for filing an ethics complaint to the faculty as a whole.
 - b. Filing a Complaint Revision – Robin presented his revision. Committee as a whole began to make changes to the “Filing of Complaint” procedure.
 - c. Filing Form – Rick presented a first draft of the form. It was decided that the “frivolous complaint” statement should be printed at the bottom of the form. Rick will revise it by the time of the next meeting.
 - d. Goals for Next October 9, 2008 Meeting – continue with revision of the “Filing of Complaint” procedure.
- IV. Adjournment 1:30 PM

Minutes by R. Skipper

Professional Ethics Committee

Minutes

October 16, 2008

12:00 pm - 1:00 pm
B Conference Room

I. Call to Order

Meeting was called to order at 12:00 p.m.

II. Roll Call: Present--Sandy Balbin, Polli Huseby, Rick Skipper, Susan Seay and Gill Yanger

III. Approval of Minutes

The members reviewed and approved the Minutes of October 9, 2008.

IV. Old Business

A. Discussion on the Filing of Complaint Document/Complain Form was tabled to the next meeting.

V. New Business

A. Discussion took place on the information provided by the Faculty Senate Chairperson and Union Board Faculty Representative regarding the scope and responsibilities of the Committee.

B. Discussion took place on what changes should be incorporated, if any, to the GCC Faculty Contract.

C. Discussion continued on the Committee's direction and parameters regarding the investigatory and adjudication process.

D. Committee members were tasked to research online on how the investigatory and adjudication process was implemented in other educational institutions.

VI. Next Meeting: October 30, 2008

VII. Adjournment at 1:00 p.m.

Minutes by Sandy Balbin

Professional Ethics Committee
Minutes
November 6, 2008
12:00-1:00

- I. Call to order at 12:00
- II. Roll call- Present: Rick S., Polli H. Susan S., Barb M., Sandy B., Gil Y., Robin R.

Approval of 10/30/08 minutes: Motion to approve Gil Y., 2nd by Barb. M.
Motion carried.

- III. Old Business:
 - a) Ben Sison was not present at this meeting. Polli will contact him to attend next meeting.
 - b) Sandy still needs minutes from Oct 3 meeting. Polli will get those to her.
- IV. New Business:
 - a) Extensive discussion continued regarding the role of this committee regarding the adjudication process. It was determined that a joint faculty/admin meeting is needed. Susan will request HR and Deans to attend the next meeting on November 13.
 - b} Faculty Misconduct and Discipline document was reviewed and will be used for discussion in future meetings.
 - c) Confidentiality agreement will be discussed at the next meeting.

Next Meeting November 13
Meeting adjourned at 1:00pm
Minutes by Polli H.

**Professional Ethics Committee
Minutes**

November 13, 2008

12:00 pm - 1:00 pm
B Conference Room

I. Call to Order

Meeting was called to order at 12:05 p.m.

II. Roll Call: Present--Sandy Balbin, Polli Huseby, Robin Roberson, Susan Seay, Rick Skipper, and Gill Yanger

Guest: Ben Sison

III. Approval of Minutes

The members reviewed and approved the Minutes of November 6, 2008. Move to approve by G. Yanger; second by R. Skipper.

IV. Old Business

A. Discussion on the Filing of Complaint Document/Complain Form and Confidentiality Agreement Form was tabled to the next meeting.

V. New Business

A. S. Seay invited Dr. Michelle Santos (Dean, TSS), Reilly Ridgell (Dean, TPS), and Joann Muna (HR Administrator) to the November 20th meeting. Joann Muna will be on leave and will not be able to attend on the requested meeting date, however, is more than willing to meet with the Committee at another time.

B. The members briefed Ben Sison regarding the scope and responsibilities of the Professional Ethics Committee.

C. Extensive discussion continued on the Committee's role, direction, and parameters regarding sanctions and the Investigatory/Adjudication process. Ben Sison questioned and provided legal opinion/advice as to what the Committee has accomplished to date.

VI. Next Meeting: November 20, 2008

VII. Adjournment at 1:05 p.m. Move to adjourn by G. Yanger; second by P. Huseby.

Minutes by Sandy Balbin