

**Professional Ethics Committee  
Minutes  
January 15, 2010  
3:05-4:15 TC 1102**

- I. Call to Order
  
- II. Roll Call  
Present: Gil Yanger, Rick Skipper, Barb Mafnas, Polli Huesby, Sandy Balbin, Robin Robinson, Lisa Baza-Cruz, Eric Chong
  
- III. Approval of Minutes  
Read and accepted. Motion to approve by Rick Skipper with a second by Polli Huesby.
  
- IV. Old Business
  - a. Reminder to join Professional Ethics Committee via mygcc.
  - b. Draft of compliant form to be revised by Sandy with “drop down” boxes
  
- V. New Business
  - a. Earl Tudela stepped down from Ethic Committee
  - b. Brief discussion addressing new members to committee there is an interest by Hernilyn Analista
  - c. Gil to schedule meeting with Deans and HR to review time line issues in document
  - d. Brief discussion regarding evaluation form section VII- statement of how an ethical compliant could effect evaluations – tabled
  - e. Discussed a need for a complaint withdrawal form
  - f. Notification of action taken to committee discussed.
  
- VI. Next meeting date: Friday January 22, 2010  
Minutes to be taken by Barb Mafnas
  
- V. Adjournment

Minutes by Barb Mafnas

# **Professional Ethics Committee**

## **Minutes**

February 11, 2010

3:10 pm – 4:00 pm in TC 1102

- I. Call to Order
  - a. The meeting was called to order by Gil at 3:10 pm.
- II. Roll Call

Present: Lisa Baza Cruz, Rick Skipper, Robin Roberson, Sandy Balbin, Polli Huseby, Barbara Mafnas, Hernalin Analista, Angela Bordallo, Gil Yanger
- III. Approval of Minutes
  - a. A motion was made by Lisa to approve the February 5, 2010 meeting minutes with minor corrections. Motion was seconded by Barbara. Minutes were accepted by all members present.
- IV. Old Business
  - a. Ethics Procedures

Committee discussed and reviewed the proposed changes made to the Ethics Procedures in the following areas: Section 1. Filing of Complaint, Subsection B.4, C.1, and C.4; Section 2. Committee Deliberations, Subsection A.2, and A.3; and Section 3. Committee Findings. Items discussed are the issues that the committee would like to have addressed during contract negotiations.
- V. New Business
  - a. Barry Mead invited to meeting to provide feedback and clarification on the recommended changes to the Ethics procedures that was proposed by the committee. Committee submitted drafted ethics procedures to Barry for review and correction. Members agreed to have Barry make the needed adjustments to committee's recommendations prior to contract negotiations. Barry designated to propose committee's recommendations during the upcoming contract negotiations proceedings.
- VI. Next meeting date: February 19, 2010.
- VII. Meeting adjourned at 4:00 pm.

(Minutes taken by Hernalin Analista)

# **PROFESSIONAL ETHICS COMMITTEE**

## **Minutes**

March 19, 2010  
Room 1102

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

Meeting was called to order at 3:00 p.m.

### **II. Roll Call**

Present—Hernalin Analista, Sandy Balbin, Angela Bordallo, Polli Huseby, Barbara Mafnas, Rick Skipper, and Gil Yanger

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

The Minutes of March 12, 2010 were tabled to the next meeting.

### **IV. Old Business**

- A. The PEC is still waiting for feedback from the Negotiations Committee regarding input provided to the GFT Faculty Representative for inclusion in the GCC Faculty Contract
- B. Committee discussed the development of forms pending the outcome of the contract negotiations.

### **V. Next Meeting: March 26, 2010**

### **VI. Adjournment**

The meeting was adjourned at 3:35 p.m. Move to adjourn by P. Huseby; second by B. Mafnas.

Minutes by Sandy Balbin

# **PROFESSIONAL ETHICS COMMITTEE**

## **Minutes**

April 9, 2010  
Room 1102

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

Meeting was called to order at 3:00 p.m.

### **II. Roll Call**

Present—Hernalin Analista, Sandy Balbin, Lisa Baza-Cruz, Angela Bordallo, Polli Huseby, Barbara Mafnas, Rose Marie Nanpei, and Gil Yanger

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

The members reviewed and approved the Minutes of March 12, 2010.  
Move to approve by L. Baza-Cruz; second by B. Mafnas.

### **IV. Old Business**

A. The PEC is still waiting for feedback from the Negotiations Committee regarding input provided to the GFT Faculty Representative for inclusion in the GCC Faculty Contract.

### **V. New Business**

A. Discussion ensued regarding the development for a “Summons” / “Notice to Appear” and a “Perjury Statement”. P. Huseby will follow-up on the correct legalese.

### **VI. Next Meeting: April 16, 2010**

### **VII. Adjournment**

The meeting was adjourned at 4:00 p.m. Move to adjourn by L. Baza-Cruz; second by B. Mafnas.

Minutes by Sandy Balbin

Professional Ethics Committee  
October 9, 2009 Meeting Minutes  
Room TC1102

- I. Call to order by Chair Gil Yanger @ 3:10 p.m.
- II. Present: Polli Huseby, Lisa Baza-Cruz, Sandy Balbin, Rick Skipper, Erwin Tudela, Gil Yanger, Eric Chong
- III. Old Business
  - a. Chair stated that he emailed the Ethics Violation Policy draft on 10/3/09 to Barry Mead, Karen Sablan, Joann Muna, and Dr. Ray Somera. Only Karen acknowledged receipt of the email. He will follow up with the rest.
  - b. Sandy worked with Rick on the complaint form. It is recommended that we include "You may add witnesses' statements" in the complaint form.
  - c. To Do: Lisa recommended that a complaint withdrawal form to be added to our list of forms.
- IV. New Business
  - a. Professional Development Day at GCC on 10/12/09 – Chair will not be able to give a report during governance because all secondary faculty are in class (make up day for GDOE).
  - b. Discussion: what should happen after our committee refers an ethical violation complaint to the dean: will our committee get notification about the outcome? Rick questioned if the dean decides not to take action, how would our committee know? Will the dean be held accountable? Perhaps Human Resources Office will be responsible in keeping track of the complaint. We concluded we may never know the outcome if it is a personnel matter. We may ask for the dean's feedback if action was taken – just a "yes" or no" answer should suffice.
  - c. Committee effectiveness: how much impact will action taken affect the defendant's faculty evaluation?
  - d. Who is to receive the sealed complaint in the Dean's office?
  - e. Recommendation: our committee should conduct a mock complaint to assess the process to find out if we had missed anything.
  - f. A concern was brought up – what if a witness refuses to participate in the interview? Can our committee compel participation of witnesses? Additionally, what if the defendant refuses to partake of the process?
  - g. What kind of action would the dean take if our committee finds a complaint to be frivolous?
  - h. Should the investigation be recorded? Committee members agreed it should be recorded.
  - i. If the committee's investigation exceeds 45 hours, will there be compensation for work done beyond the 45 hours?
- V. Adjournment
  - a. Motion by Lisa to adjourn; this was seconded by Rick. Meeting adjourned at 4:20 p.m.

Next meeting: Friday, October 9, 2009 @ 3 p.m. Recorded by Eric Chong

## Ethics Committee Meeting Minutes

### October 16, 2009

- I. Roll Call: Present were Gil Yanger, Polli Huseby, Sandy Balbin, Robin Roberson, Erwin Tudela, Lisa Baza-Cruz, Rick Skipper
- II. Call To Order: 3:07 PM
- III. Approval of Eric Chong's minutes from last meeting: Motion by R. Skipper, 2<sup>nd</sup> by Lisa Baza-Cruz. Motion passed.
- IV. New Business
  - 1. The Committee continued its discussion of the Ethics Procedures.
  - 2. A point of discussion was why Barry Mead felt the findings of an ethics investigation should go to the President of the Faculty Senate instead of the Deans.
  - 3. The Committee wondered if there were contractual reasons for the time frames suggested by Barry Mead.
  - 4. The Committee decided to meet with Barry Mead and Karen Sablan about why the committee should not involve the Administration in formulating the ethics procedures. Motion to meet with them was made by Robin Roberson. Polli Huseby seconded the motion. Motion passed.
- V. Announcements – None
- VI. Adjournment – 4:25 PM

Minutes by R. Skipper

**GUAM COMMUNITY COLLEGE**  
**Professional Ethics Committee**  
**Minutes**

November 6, 2009

I. Call to Order

Meeting was called to order at 3:05 p.m.

II. Roll Call

Present--Sandy Balbin, Lisa Baza-Cruz, Eric Chong, Polli Huseby, Erwin Tudela, and Gil Yanger

III. Approval of Minutes

Minutes for October 30, 2009 were tabled to the next meeting.

IV. Old/New Business

Members continued discussion on the Ethics Procedures and were tasked to review and develop questions to ask the Deans and/or HR.

V. Next Meeting: November 20, 2009

VI. Adjournment

The meeting was adjourned at 3:30 p.m. Move to adjourn by E. Chong; second by P. Huseby.

Minutes by Sandy Balbin

# **Professional Ethics Committee**

## **Minutes**

December 4, 2009

3:20pm – 4:35pm in TC 1102

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

- a. The meeting was called to order by Gil at 3:20pm

### **II. Roll Call**

Present: Gil Yanger, Rick Skipper, Robin Roberson, Polli Huseby, Sandy Balbin, Lisa Baza-Cruz

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

- a. A motion was made by Rick to approve the October 30, November 6, and November 20, 2009 minutes with minor corrections and seconded by Sandy. The motion carried.

### **IV. Old Business**

- a. Reminder to members to join the Professional Ethics Committee through the group membership tab in mygcc by January 2010.
- b. Committee Questions/Concerns regarding Ethics Procedures Document sent via e-mail to Barry Mead by Rick Skipper.
- c. Sandy will follow-up on September 18, 2009 minutes.

### **V. New Business**

- a. Discussed in length, using October 30<sup>th</sup> minutes—IIIA: Questions 1-7.

### **VI. Next meeting date: Friday, December 11, 2009. Minutes to be taken by Lisa Baza-Cruz**

### **VII. Adjournment of meeting: 4:35pm**

Minutes taken by Lisa Baza-Cruz