

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: April 27, 2010
Time: 12:00 n.

- I. Call to Order
- II. Attendance/Sign in
- III. New Business
 - A. Annual Report, to Pres.
 - B. Annual Report, Faculty Senate
- IV. Open discussion
- V. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: April 27, 2010

- I. Call to Order was made by Troy at 12:45 p.m.
- II. Approval of Minutes – No minutes
- III. Attendance/Sign in – All members were present.
- IV. New Business
 - A. Annual Report to President
Annual Report submitted to President on Mar. 30th 2010.
 - B. Annual Report to Faculty Senate
Annual Report to Faculty Senate will be submitted to Senate on or before May 7th. It will include membership details, committee goals, highlights/accomplishments and recommendations for next school year.
 - C. Thank You letters to Members
Acknowledged members contributions to the Promotion Committee.
- V. Open discussion – Possibility of organizing a mentorship committee. This will not duplicate current mentorship program since the current structure is for new faculty. Final meeting of Promotion Committee for AY 2009-2010.
- VI. Adjournment – 2:05 p.m. Motion by Donna, seconded by Frank.

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: February 18, 2010
Time: 12:00 n.

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/Sign in
- IV. Old Business
 - A. Letters/Portfolios to President
 - B. Suggestions for Negotiations
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: February 11, 2010
Time: 12:00 n.

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/Sign in
- IV. Old Business
 - A. Letters to President
 - B. Prof. Dev. Day Wkshp.
 - C. Meeting with applicant
 - D. Suggestions for Negotiations
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: February 11, 2010

- I. Call to Order was made by Tony at 12:35 p.m.
- II. Approval of Minutes – Pending till next meeting.
- III. Attendance/Sign in – All members were present.
- IV. Old Business

A. Letters to President –

Letters were signed and ready to be delivered to Mary on Friday, February 12, 2010.
Applicant portfolios will accompany letters.

B. Prof. Dev. Day Wkshp – Monday, Feb. 15, 2010

Agenda, questions from last workshop, were attached and discussed for final preparation for workshop. Joann Muna is confirmed to be there to answer questions from faculty.

C. Meeting with applicant

Email communication was shared. Meeting date moved from March 26 to Friday, March 12 at 3:30 in Rm C2. Troy will not be able attend due to military duty.

D. Suggestions for Negotiations

1. Change of effective date of promotion from October to start of AY or August
2. Membership in promotion committee to remain at assistant professor level.
Concern to be addressed on recently promoted assistant professor level who are not official not able to serve in committee.
3. Change in required dates in contract. Limbo year from when you go up for promotion to effective date of promotion.
4. Criteria for promotions to reflect ascending difficulty from assistant prof level to associate level to full professor level.

V. New Business - none

VI. Open discussion - none

VII. Agenda Items for Next meeting – suggestions for negotiations.

VIII. Next meeting –Tony will contact members of date and time.

IX. Adjournment – 1:45 p.m. Motion by Donna, seconded by Frank.

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: February 4, 2010
Time: 12:00 n.

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/Sign in
- IV. Old Business
 - A. Letters to Applicants- Follow-up
 - B. Letters to President
 - C. Prof. Dev. Day Wkshp.
 - D. Meeting with applicant
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: January 21, 2010
Time: 12:00 n.

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/Sign in
- IV. Old Business
 - A. Letters to Applicants
 - B. Prof. Dev. Day Wkshp.
 - C. Sample Letter of Recommendation/Not Rec. to President
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: January 21, 2010
Time: 12:48 pm

- I. Present: Troy Lizama, Frank Blas, Donna Cruz, Tico Tenorio, Vera DeOro, Tony Roberto
- II. Approval of Minutes: Motion to approve-Donna, seconded-Frank, motion carried.
- III. Old Business
 - A. Letters to Applicants: Letters were signed by committee members.
 - B. Prof. Dev. Day Wkshp.: It was decided that the workshop will focus on fundamentals of promotion. Tony will ask Joanne Muna to present.
 - C. Sample Letter of Recommendation/Not Rec. to President: Letters to President are due 2/15/10. The Committee members will review them at the next meeting.
- V. New Business: None
- VI. Open discussion: None
- VII. Agenda Items for Next meeting
 - A. Contract recommendations for negotiation team
- VIII. Next meeting: Thursday, 2/4/10, 12 noon, Nimitz Golf Course
- IX. Motion to adjourn by Donna, seconded by Troy, motion carried. Meeting adjourned: 1:49 pm.

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Dec 16, 2009
Time: 12:00 n.

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/Sign in
- IV. Old Business
 - A. Review of Portfolios
 - B. Adj. Assoc. Dean Update
 - C. Sample Letter of Recommendation to President
 - D. New Faculty Evaluation
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: December 16, 2009
Scheduled Time: 12:00 noon

- I. Meeting called to order at 12:39 p.m.
- II. Approval of December 10, Minutes Tabled.
- III. Attendance/Sign In: All members were present: Anthony Roberto, Frank Blas, Donna Cruz, Vera de Oro, Troy Lizama and Juanita Tenorio.
- IV. Old Business
 - A. Review of Portfolios – Discussion of Portfolios.
 - B. Adjunct Associate Dean Update – Discussion the decision was to follow the contract.
 - C. Sample Letter of Recommendation to the President- Reviewed samples of recommendation and denial letters.
 - D. New Faculty Evaluation – tabled for next meeting.
- V. New Business – None.
- VI. Open discussion: Interview room switched to Room 203.
- VII. Next meeting: Interviews in Room 203.
- VIII. Adjournment: Meeting adjourned at 1:30 p.m.

Submitted by Recording Secretary: Troy Lizama

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Dec. 10, 2009
Time: 12:00a.m.

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/Sign in
- IV. Old Business
 - A. Review of Portfolios of Applicants for Advancement-in-Rank
 - B. Letter of recommendations/testimonials
 - C. Interviews
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: Dec. 10, 2009

- I. Call to Order – Meeting was called to order at 12:45 p.m.
- II. Approval of Minutes – Motion to approve by Troy, seconded by Tico.
Motions carried.
- III. Attendance – All members present. Tony Roberto, Troy Lizama, Vera de Oro, Frank Blas, Tico Tenorio, Donna Cruz.
- IV. Old Business
 - A. Review of Portfolios of Applicants for Advancement-in-Rank
Status of reviews is on going as scheduled. Inclusion of adjunct duties was discussed, and reiterated that activities performed in adjunct capacity should not be part of portfolio, as directed by Barry Mead during information meeting. Tony has met with Joann Muna and Barry for further clarification.
 - B. Letter of recommendations/testimonials
Letters are included in portfolios.
 - C. Interviews
All applicants confirmed as scheduled. Voting will take place after each group.
- V. New Business - None
- VI. Open discussion – See review of portfolio.
- VII. Next meeting – Wednesday, Dec. 16, 12:00, Nimitz Golf Course
- VIII. Adjournment – Motion to adjourn at 1:38, by Donna, seconded by Frank.

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Nov. 25, 2009
Time: 12:00 n.

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/Sign in
- IV. Old Business
 - A. Review of Portfolios
 - B. Recusal of Member
 - C. Location for Interviews
 - D. LOR, Testimonials
 - E. New Faculty Evaluation
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: November 25, 2009
Scheduled Time: 12:00 noon

- I. Meeting called to order at 12:30 p.m.
- II. Motion for Approval of prior minutes was brought by Donna Cruz and Seconded by Juanita Tenorio. Motion carried.
- III. Attendance/Sign In: All members were present: Anthony Roberto, Frank Blas, Donna Cruz, Vera de Oro, Troy Lizama and Juanita Tenorio.
- IV. Old Business
 - A. Review of Portfolios – Schedule for review is appropriate and members are happy with schedule.
 - B. Recusal of Member – Discussion ensued and all members decided to review all portfolios without conflict. Next year’s committee to decide whether members can abstain from voting vs. recuse themselves from voting.
 - C. Location for Interviews – Frank Blas to follow up with reserving Faculty Senate room for December 17 and 18, 2009.
 - D. LOR, Testimonials – Tony Roberto received several testimonials and will place inside appropriate portfolios.
 - E. New Faculty Evaluation – tabled for next meeting.
- V. New Business
 - A. Adjunct Work – Issue was raised whether applicants can include adjunct work as part of their portfolio. See Open Discussion below.
- VI. Open discussion:
 - A. Adjunct Work - Discussion ensued. Motion by Donna Cruz to exclude adjunct work for this Academic Year and to have next year’s committee decide, as it was not part of the general instructions to applicants and prior workshops conducted by the committee excluded adjunct work because it was not a part of the faculty member’s evaluation. Seconded by Juanita Tenorio. Motion carried.

VII. Agenda Items for Next meeting: Chair to include tabled items on Agenda for next meeting.

VIII. Next meeting: December 10, 2009, Admiral Nimitz Golf Course, 12:00 p.m.

IX. Adjournment: Meeting adjourned at 1:30 p.m.

Submitted by Recording Secretary: Donna Cruz

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Nov. 19, 2009
Time: 12:00 n.

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/Sign in
- IV. Old Business
 - A. Portfolio Evaluation – Promotion Template
 - B. Recusal of Member
 - C. Portfolio Review Schedule
- V. New Business
 - A. Email Testimony
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: Nov. 19, 2009
Place: Admiral Nimitz Golf Course Club House

- I. Call to Order was called by Tony at 12:40pm.
- II. Approval of Minutes: Motion to approve – Donna; seconded – Troy. Motion carried.
- III. Attendance: All members present.
- IV. Old Business
 - A. Portfolio Evaluation – Promotion Template
Revisions and recommendations for current template were addressed - - include sections A and B; allow more space for notes; letters of recommendation/testimonials review.
Procedure not in place when a promotion candidate submits an incomplete portfolio. Candidate is able to withdraw promotion application until Jan. 31.
 - B. Recusal of Member –
Review of Code of Ethics, item #3; committee will discuss further at next meeting.
 - C. Portfolio Review Schedule –
It takes 2 – 3 days to review each portfolio, enough time for members to review all and schedule interviews on Dec. 17 and 18.
 - D. Interview Schedule –

<u>Dec. 17, Thursday</u> 2:30 – Sally Sablan 3:00 – RoseMarie Nanpei 3:30 – Hernalin Analista 4:00 – Amada Manzana 4:30 – Eric Chong	<u>Dec. 18, Friday</u> 9:00 – Michael Chan 9:30 – Doreen Blas 10:00 – Therese Datuin 10:30 – Brian S.N.
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- V. New Business

A. Email Testimony –

Instructions specify for hard copy to Tony or Troy. Next year committee concern: verification of sender.

VI. Open discussion - None

VII. Agenda Items for Next meeting –

Promotion requirements and new faculty evaluation.

Mentoring new faculty - recommendation to negotiate for new mentorship committee.

VIII. Next meeting - Wednesday, Nov. 25, 12:00, Nimitz Golf Course

IX. Adjournment – Motion to adjourn by Donna, seconded by Tico. Meeting adjourned at 1:37p.m.

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Nov. 5, 2009
Time: 12:00 n.

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/Sign in
- IV. Old Business
 - A. Interview questions
 - B. Portfolio Rubric
 - C. Portfolio Review
- V. New Business
 - Applicants for Advancement-in-Rank
- VI. Open discussion
- VII. Agenda Items for Next meeting
- VIII. Next meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: Nov. 5, 2009
Time: 12:30 pm

- I. Present: Troy Lizama, Frank Blas, Donna Cruz, Tico Tenorio, Vera DeOro
- II. Approval of Minutes: Motion to approve-Donna, seconded-Frank, motion carried.
- III. Old Business
 - A. Interview questions: The committee decided to keep the interview questions since they were revised last year. During the interviews, each committee member will ask the same question of all applicants.
 - B. Portfolio Rubric: Troy will place copies of the portfolio rubric in the portfolios.
 - C. Portfolio Review: The committee will begin reviewing portfolios on 11/16/09.
- IV. New Business
 - Applicants for Advancement-in-Rank: Committee members received a list of applicants who submitted their letters of intent.
- V. Open discussion: None.
- VI. Agenda Items for Next meeting: None.
- VII. Next meeting: The next meeting will be scheduled at a later time.
- VIII. Motion to adjourn by Donna, seconded by Vera, motion carried. Meeting adjourned: 12:57 pm.

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: October 22, 2009
Time: 12 noon

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/sign-in
- IV. Old Business
 - A. Promotions Workshop 201 Debrief
 - 1. Applicant question about Declaration Form
 - 2. Workshop Evaluation
 - B. Interview Questions
 - C. Letters of Recommendation
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting
- IX. Adjournment

Guam Community College

Promotions Committee

Minutes

Meeting Date: October 22, 2009

Time: 12:37

1. Present: T. Roberto, T. Lizama, F. Blas, D. Cruz, T. Tenoria
2. Approval of Minutes: Motion to approve- D. Cruz, seconded-T. Lizama, motion carried.
3. Old Business
 - a. T. Roberto shared about the Promotion Workshop held on PD Day, Oct. 12.
 - b. Interview Questions- T. Lizama suggested using questions from the previous year.
 - c. D. Cruz pointed out that the term " request" for letters of recommendation in the contract is ambiguous and suggest stronger more specific rules put in place during contract talks in March, 2010. Rules like:
 - i. Can't be used twice.
 - ii. Must be relevant to selected promotion criteria.
4. New Business
 - a. T. Roberto presented a draft copy of a document receipt form for record keeping purposes. Committee responded favorably to its implementation.
5. Agenda Items for next meeting: To be announced.
6. Next meeting: Thursday, Nov. 8, Admiral Nimitz Golf Course
7. Adjournment: Motion to adjourn-D. Cruz, seconded-T. Tenorio, meeting adjourned: 1:26PM

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: October 8, 2009
Time: 12 noon

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/sign-in
- IV. Old Business
 - A. Group studio
 - 1. Revised Instructions for Adv.-in-rank
 - B. Professional Development Day – Promotions Workshop 201
 - 1. Checklist
 - C. GFT/BOT contract recommendations
 - 1. LOR from Deans
 - 2. Promotion effective beginning of AY (title & pay)
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting
- IX. Adjournment

Guam Community College

Promotions Committee

Minutes

Meeting Date: October 8, 2009

Time: 12:31PM

1. Present: Tony Roberto, Troy Lizama., Frank Blas, Donna Cruz, Vera DeOro
2. Approval of Minutes: Motion to approve-Frank, seconded-Vera, motion carried.
3. Old Business:
 - a. Group Studio- Motion to include Revised Instructions for Advancement-in-rank in Group Studio- Troy, seconded-Frank, motion carried.
 - b. Professional Development Day – Promotions Workshop 201
 - i. Workshop checklist handed out to committee
 - ii. Presenters confirmed (Gary, Sarah, Donna)
 - iii. Donna will prepare certificates for presenters
 - iv. Committee members pick-up assigned portfolios
 - v. Suggestion of panel discussion format
 - c. GFT/BOT contract recommendations
 - i. LOR from Deans
 - ii. Promotion effective beginning of AY (title & pay)
 - iii. Length of time not enough
 - iv. Work on recommendations after promotions packet review
4. New Business: None.
5. Open discussion:
 - a. Troy presented portfolio rubric. Motion to approve portfolio rubric- Donna, seconded-Vera, motion carried.
 - b. Checklist for applicants of documents turned-in. Tony will provide checklist.
6. Agenda Items for next meet: To be provided at a later date.
7. Next meeting: Thursday, October 22, 12pm, Admiral Nimitz Golf Course Club House
8. Motion to adjourn-Donna, second Vera, Meeting adjourned: 1:35pm

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: October 1, 2009
Time: 12 noon

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/sign-in
- IV. Old Business
 - A. Group studio
 - B. Promotions Workshop debrief
 - C. Professional Development Day – Promotions Workshop 201
 - 1. Request permission from promoted applicants to use portfolio at wkshp. and who could present.
 - D. GFT/BOT contract recommendations
 - E. Letters of recommendation from Deans
 - F. Revised Instructions to Adv. in Rank
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Meeting Minutes**

Meeting Date: October 1, 2009
Location: Admiral Nimitz Golf Course

- I. Call to Order was made by Tony Roberto at 12:30 p.m.
- II. Approval of Minutes: Motion to approve by Donna, seconded by Troy.
- III. Attendance: Tony Roberto, Troy Lizama, Frank Blaz, Donna Cruz, Tico Tenorio, Vera De Oro
- IV. Old Business
 - A. Group studio – Frank and Vera still have to join Promotion group. Members will have full access to promo files.
 - B. Promotions Workshop debrief
 - 1. Copies of workshop sign-in sheet were distributed; 15 faculty attended.
 - 2. List of questions raised at workshops was distributed. Question 6 on LOR from deans - no resolution. Question 8, non teaching faculty teaching adjunct classes – faculty decision on placement in portfolio. Question 10 on time to put portfolio together is too short – dates are specified in contract. Issue can be addressed in upcoming contract meetings.
 - C. Professional Development Day – Promotions Workshop 201
 - 1. List of recently promoted faculty and Authorization letter to HR to pull portfolio were discussed to finalize list of presenters/portfolios. Sarah LG and Troy L. are certain. Other faculty at different levels will be asked.
 - D. GFT/BOT contract recommendations: Will start on March, 2010. One change is to adjust promotion date to start of school year instead of fiscal year. Further discussion tabled until after promotions interviews.
 - E. Letters of recommendation from Deans: By contract, letters have to be requested. B.M. suggestion to collect drafts for comparison with submitted letters. Committee bound by code of ethics regarding confidentiality.
 - F. Revised Instructions to Adv. in Rank: Donna stated contract is the guiding document, Tony will send announcement regarding Oct. 30 dateline.
- V. New Business: None
- VI. Open discussion: None
- VII. Next Meeting: Oct. 8, 2009, 12:00 and Café Lago, Leo Palace.
- VIII. Adjournment: Motion made by Tico, seconded by Donna. Meeting adjourned: 1:35p.m.

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Sept. 24, 2009
Time: 12 noon

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/sign-in
- IV. Old Business
 - A. Workshops – Agenda, date, time
 - B. Professional Development Day
 - 1. Request permission from promoted applicants to use portfolio at wkshp.
 - 2. Request promoted applicants to present at wkshp.
 - C. Interview Questions
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting
- IX. Adjournment

**Guam Community College
Promotions Committee
Minutes**

Meeting Date: Sept. 24, 2009
Time: 12:25 pm

- I. Present: Tony Roberto, Troy Lizama, Frank Blas, Donna Cruz, Tico Tenorio, Vera DeOro
- II. Approval of Minutes: Motion to approve-Donna, seconded-Troy, motion carried.
- III. Old Business
 - A. Workshops – “Promotions 101” workshops are scheduled for 9/25/09 at 10 am and 3:30 pm.
 - B. Professional Development Day
 - 1. Discussed which promoted applicants to request permission from to use portfolio at Professional Development Day workshop.
 - 2. Discussed which promoted applicants to request to present at workshop.
 - C. Interview questions from last year were handed out. We will discuss and review at a later date.
- IV. New Business: Discussed creating a rubric for rating portfolios and interviews. Troy will work on a draft based on our discussion.
- V. Open discussion: None
- VI. Agenda Items for Next Meeting
 - A. Recommendations for contract negotiations
 - B. Applicant consent for Promotions Committee to review personnel folders
 - C. Letters of recommendation from Deans
- VII. Next Meeting: Thursday, October 1, 12 noon, Admiral Nimitz Golf Course Club House.
- VIII. Motion to adjourn by Donna, seconded by Vera, motion carried. Meeting adjourned: 1:31 pm.

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Sept. 17, 2009
Time: 12 noon

- I. Call to Order
- II. Approval of Minutes
- III. Attendance/sign-in
- IV. Old Business
 - A. Group studio
 - B. Letter of Intent
 - C. Workshop – date, time
 - D. Professional Development Day
 - 1. Request permission from promoted applicants to use portfolio at wkshp.
 - E. Portfolio templates
 - F. Criteria templates
 - G. GFT/BOT contract recommendations
 - H. Interview questions
- V. New Business
- VI. Open discussion
- VII. Agenda Items for Next Meeting
- VIII. Next Meeting
- IX. Adjournment

Guam Community College

Promotions Committee

Minutes

Meeting Date: September 17, 2009

Time: 12:16PM

1. Present: Tony Roberto, Troy Lizama, Frank Blas, Donna Cruz, Tico Tenorio, Vera DeOro
2. Approval of Minutes: Motion to approve-Frank, seconded-Donna, motion carried.
3. Old Business-
 - a. Group Studio- is up to date, committee needs to review for content updates, suggestion to have all committee members have upload capabilities.
 - b. Letter of Intent- Motion by Donna to change "appointment date" to "employment date", second by Vera, motion carried.
More discussion needed during negotiations on Dean role for letter of recommendation.
 - c. Workshops date, time- "Promotions 101" Sept. 25, "Promotions 201" Oct. 12 during Professional Development Day, "Promotions 095" during Spring Professional Development Day.
 - d. Professional Development Day- Discussed asking promoted applicants at all levels to present or use their portfolios at the workshop.
 - e. Portfolio Templates- Motion by Tico to keep Portfolio and Criteria templates as is, second by Donna, motion carried.
Donna's draft of Instructions for the portfolio template will be emailed to committee to review before Professional Development Day.
 - f. Criteria Templates- see motion above.
 - g. GFT/BOT contract recommendations- Brainstorm session needed to discuss committee recommendations for the contract, suggested date for meeting after Professional Development Day Oct. 12.
 - h. Interview questions- Tabled for next meeting.
4. New Business: None.
5. Agenda Items for next meet: Chair will provide before next meeting.
6. Next meeting: Thursday, September 24, 12pm, Admiral Nimitz Golf Course Club House
7. Motion to adjourn by Donna, second by Frank, motion carried. Meeting adjourned: 1:21pm

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Sept. 10, 2009
Time: 12 noon

- I. Call to Order
- II. Attendance/sign-in
- III. New Business
 - A. Group studio
 - B. Annual goals/IOP – due Sept. 15
 - C. Code of Ethics
 - D. Electronic portfolios
 - E. GFT/BOT agreement
 - F. Workshop – date, time, presenters
 - G. Request permission from promoted applicants to use portfolio at wkshp.
 - H. Portfolio templates
 - I. End of year report – last year
 - J. Designee
- IV. Open discussion
- V. Agenda Items for Next Meeting
 - A. GFT/BOT contract recommendations
 - B. Interview dates & times
 - C. Interview questions
- VI. Next Meeting
- VII. Adjournment

Guam Community College

Promotions Committee

Minutes

Meeting Date: September 10, 2009

Time: 12:30PM

1. Present: Tony Roberto, Troy Lizama., Frank Blas, Donna Cruz, Tico Tenorio, Vera DeOro
2. Approval of Minutes: Motion to approve-Donna, seconded-Troy, motion carried.
3. Old Business- None
4. New Business:
 - a. Group Studio-Tony: committee needs to review for content updates, also allow for archiving of committee documents.
 - b. IOP reviewed and approved.
 - c. Code of Ethics policy approved and signed
 - d. Tony shared his recommendation for this year's committee goals.
 - e. Reviewed IOP.
 - f. Conduct two workshops , Sept. 25 and Oct. 12 each day two sessions will be conducted one in the morning at 10am and one in the afternoon 3:30pm. Progressive workshops, HR-Sept 25 and Overview and Portfolio Oct.12
 - g. Motion to rollover committee goals from previous year-Donna, seconded by Tico, motion carried.
 - h. Electronic Portfolios was discussed. More research regarding rules, format, etc. is needed. Forwarded for further discussion in the next meeting.
 - i. Portfolio Templates-dates needs updating.
 - j. Motion to assign designee status to Chair-Elect-Tico, seconded by Donna, motion carried.
5. Agenda Items for next meet: September 10 meeting agenda adopted for next meeting.
6. Next meeting: Thursday, September 17, 12pm, Admiral Nimitz Golf Course Club House
7. Meeting adjourned: 1:45pm

**Guam Community College
Promotions Committee
Agenda**

Meeting Date: Aug. 17, 2009
Place: MPA, 2009-2010 Convocation

- I. Call to Order
- II. Attendance/sign-in
- III. New Business
 - A. Meeting dates & times
 - B. Chair elect
 - C. Committee goals
 - D. Electronic portfolios
 - E. Code of Ethics
 - F. Internal Operating Procedure
 - G. Group Studio
- IV. Open discussion
- V. Agenda Items for Next Meeting
- VI. Next Meeting
- VII. Adjournment