

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: April 13, 2011 10:00 am Wednesday  
Place: Room A-30 Guam Community College

- I. Call to Order
- II. Attendance/sign-in Approval of Minutes
- III. New Business
  - A. Reports
    - i. Attendance Due April 15
    - ii. End of the Year report Due May 1
      - 1. Committee Goals
      - 2. Committee Activities
      - 3. Recommendations for improvement
      - 4. Updated Attendance
    - iii. End of the year Committee report Due April 30 (Vivian Cruz)?
      - 1. Email received
      - 2. See Attachment in email
  - B. Workshop (April 15, 2011)
    - i. Who is the lead
    - ii. Materials needed
- II. Open discussion
- III. Agenda Items for Next Meeting
- IV. Next Meeting
- V. Adjournment

*The mission of Guam Community College is to be a leader in career and technical workforce development by providing the highest quality education and job training in Micronesia.*

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: February 3, 2011  
Place: Admiral Nimitz Golf Course, Barrigada

- I. Call to Order
- II. Attendance/sign-in
- III. New Business
  - A. Letters to President
  - B. PDD Secondary Workshop
  - C. Recommendations for contract
- IV. Open discussion
- V. Agenda Items for Next Meeting
- VI. Next Meeting
- VII. Adjournment

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**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: November 09, 2010 12:00 pm Tuesday  
Place: Room A-30 Guam Community College

- I. Call to Order
- II. Attendance/sign-in Approval of Minutes
- III. New Business
  - A. Interview questions
  - B. Review Resume
- II. Open discussion
- III. Agenda Items for Next Meeting
- IV. Next Meeting
- V. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: November 9, 2010  
Location: Room A-30

- I. Call to Order – Meeting was called to order by Committee Chair, Troy Lizama, at 12:07pm.
- II. Present – Troy Lizama, Doreen Blas, Jose U. Munoz, Vera de Oro, Lani Gamble and Sally Sablan. Jose took minutes.
- III. Approval of Minutes – Doreen moved to approve the minutes. Vera seconded the motion. Motion passed.
- IV. New Business
  - A. Committee identified the questions to be used in the interviews.
  - B. Resumes of promotion candidates are ready to be reviewed by committee members. Resumes may be checked out from the Chairperson.
- V. No topics for open discussion
- VI. Agenda Items for Next Meeting- Scheduling of Interviews
- VII. Next Meeting – To be determined after portfolios are submitted.
- VIII. Adjournment – Lani moved to adjourn the meeting. Sally seconded. Meeting was adjourned at 1:12 pm.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date:       October 26, 2010 12:00 pm Tuesday  
Place:               Mermaids Tavern, Hagatna

- I.     Call to Order
- II.    Attendance/sign-in Approval of Minutes
- III.   New Business
  - A.   Attendance
  - B.   Meeting Dates
  - C.   Interview questions
  - D.   Committee Goals
- II.    Open discussion
- III.   Agenda Items for Next Meeting
- IV.   Next Meeting
- V.     Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: October 26, 2010, 11:58am  
Location: Mermaid Tavern, Agana

- I. Call to Order – Meeting was called to order by Committee Chair, Troy Lizama, at 12:00pm.
- II. Present – Troy Lizama, Doreen Blas, Vera De Oro, Lani Gamble, Sally Sablan, Joey Munoz, and Tony Roberto(Guest) – Minutes recorded by Lani Gamble
- III. Approval of Minutes – Joey Munoz moved to approve the minutes with corrections. Vera seconded the motion. Motion passed.
- IV. Old Business - None
- V. New Business
  - A. Issues regarding attendance to the meetings were discussed.
  - B. Date conflicts were discussed, Friday morning was considered an alternate meeting date
  - C. Week of November 3<sup>rd</sup> members can review Letters of Intent and resume
  - D. Packets must be turned in by 5pm on November 15<sup>th</sup> – a schedule will be prepared by Troy; and on November 16<sup>th</sup> members can check out portfolios
  - E. Committee decided to recommend a change to the Agreement - Letters of recommendation should be submitted with the portfolios
  - F. Meeting dates to be determined
  - G. Questions for the interview were discussed
  - H. Members must email Troy their top two questions for the interview
- VI. Open discussion
  - A. Portfolio rubric– committee decided to add to the rubric a section A and B – sustained excellence in current rank
- VII. Agenda Items for Next Meeting –Interview questions; possible dates to interview
- VIII. Next Meeting – Friday, November 12, 2010 at room A-30 (Doreen’s room) at 8:30am – bring snacks to share.
- IX. Adjournment – Doreen moved to adjourn the meeting. Vera seconded. Meeting was adjourned at 12:46pm.

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**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date:           October 19, 2010 12:00 pm Tuesday  
Place:                    Mangilao Golf Course, Back road Mangilao

- I.     Call to Order
- II.    Attendance/sign-in
- III.   New Business
  - A. Introduction of Mentor
  - B. Discussion on mentor requirements and guidelines
  - C. Code of Ethics to include attendance?
  - D. Group Studio Status
- II.    Open discussion
- III.   Agenda Items for Next Meeting
- IV.   Next Meeting
- V.    Adjournment

Guam Community College  
Promotions Committee  
Minutes

Meeting Date: October 19, 2010

Meeting Place: Mangilao Golf Course

- I. Call to Order - Meeting was called to order at 12:07pm by Committee Chair, Troy Lizama.
- II. Attendance - Present: Troy Lizama, Sally Sablan, Doreen Blas, Jose Munoz, Vera De Oro. Also present was Tony Roberto, Mentor. Not Present: Lani Gamble. Vera took minutes.
- III. Approval of Minutes – Joey moved to approve the minutes of Oct. 5, 2010, seconded by Sally.
- IV. New Business –

Troy requested to discuss item C. Code of Ethics to include attendance until the arrival of our mentor, Tony Roberto. Committee agreed. Discussion on whether attendance should be itemized on the Code of Ethics. It was noted that agreed meeting day (Tuesdays) and time (12pm) was made at second meeting. Guidance from mentor and dean will be sought and chair will speak with individual member to emphasize attendance.

  - A. Introduction of Mentor – Tony Roberto formally accepted to be mentor to our committee.
  - B. Mentor Responsibilities and guidelines – Tony sees his role as mentor to help with the process and provide guidance with questions and procedures. He does not foresee involvement in the portfolio reviews, interviews and committee deliberations. Tony will review all current documents, minutes. Committee will continue to develop guidelines for mentor with input from Tony Roberto. This goal is on-going.
  - C. Attendance – see above.
  - D. Group Studio – Troy stated that all promotion information can be found in “shared Governance” and “participatory governance” links. Members are urged to use mygcc to navigate promotion committee pages.
- V. Open Discussion – “Dead Year” change. See Article VIII Advancement in Rank, B-3 for clarification of change from previous years’ practice.
- VI. Agenda Items for next meeting:
  1. Interview questions
  2. Membership attendance
  3. Future meeting dates - important dates for committee
  4. Mentor reactions and comments
- VII. Next meeting: October 26, 2010, 12pm, Mermaids in Hagatna.
- VIII. Adjournment: Doreen moved to adjourn the meeting, Joey seconded. Meeting adjourned at 1:32 pm.



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**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date:           October 5, 2010  
Place:                   Admiral Nimitz Golf Course, Barrigada

- I.     Call to Order
- II.    Attendance/sign-in
- III.   New Business
  - A.   Evaluation of Workshop
  - B.   Committee Goals
  - C.   Committee Mentor
- II.    Open discussion
- III.   Agenda Items for Next Meeting
- IV.   Next Meeting
- V.     Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: October 5, 2010  
Location: Admiral Nimitz Golf Course, Barrigada

- I. Call to Order - Meeting was called to order by Committee Chair, Troy Lizama, at 12:05 p.m.
- II. Present - Doreen J. Blas, Vera De Oro, Troy Lizama, Jose U. Munoz, and Sally Sablan. Doreen took minutes.
- III. Approval of Minutes - Sally moved to approve the minutes of September 28, 2010. Jose seconded the motion. Motion passed.
- IV. New Business
  - A. Evaluation of Workshops held October 1, 2010 - Comments by members:
    1. Convenient time and location;
    2. Good questions asked by attendees concerning the lowest versions of Adobe Reader and Word that can be used in digital portfolios;
    3. Workshops met the needs of interested applicants;
    4. Every group of applicants is unique and the committee cannot predict what questions might be asked at a workshop;
    5. The workshops were a good experience for the committee members.
  - B. Committee Goals - Changes were made to the 2009-2010 Promotions Committee Goal Reporting Matrix to reflect goals and activities of the current academic year.
  - C. Committee Mentor - Members decided to have a mentor and chose Tony Roberto to serve this year. Troy will ask Tony if he will accept the position.
- V. Open Discussion
  - A. Troy will check Group Studio on-line to see why members are having problems accessing the Promotions Committee.
  - B. Members discussed whether a statement pertaining to attendance should be added to the Code of Ethics. Discussion will continue at the next meeting.
- VI. Agenda Items for Next Meeting - Code of Ethics to include attendance expectations, Introduction of Committee Mentor and discussion on mentor requirements and guidelines.
- VII. Next Meeting - Tuesday, October 19, 2010, 12:00 noon, at the Mangilao Golf Course.
- VIII. Adjournment - Jose moved to adjourn the meeting. Vera seconded. Meeting was adjourned at 1:18 p.m.

**Guam Community College  
Promotions Committee  
“Promotions 101 Workshop”  
Agenda**

Meeting Date:       October 1, 2010  
Place:                Room A-30, 9:00 am & 3:30 pm

- I.     Greeting and Introduction of the 2010-2011 Promotion Committee
- II.    Internal Operating Procedures
- III.   Code of Ethics
- IV.    Timeline/Calendar
- V.     Certificate of Eligibility
- VI.    Minimum Job Qualifications based on 2005-2010 Faculty Board Agreement
- VII.   New Contract Changes
- VIII.  Instructions for Advancement-in-Rank
- IX.    Questions
- X.     Chairman’s Contact Information

**“Work as a Buddy Team”**

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: September 28, 2010  
Place: Mangilao Golf Course, Back Road Mangilao

- I. Call to Order
- II. Attendance/sign-in
- III. New Business
  - A. Elect Chair
  - B. Portfolio and Criteria template
  - C. Instructions
  - D. Finalize Workshop Topics
- IV. Open discussion
- V. Agenda Items for Next Meeting
- VI. Next Meeting
- VII. Adjournment

**Guam Community College  
Promotions Committee  
Minutes**

Meeting Date: September 28, 2010  
Location: Mangilao Golf Course, Back Road Mangilao

- I. Call to Order – Meeting was called to order by Committee Chair, Troy Lizama, at 12:08pm.
- II. Present – Troy Lizama, Doreen Blas, Jose U. Munoz and Sally Sablan. Jose took minutes.
- III. Approval of Minutes – Doreen moved to approve the minutes. Sally seconded the motion. Motion passed.
- IV. Old Business
  - A. Motion for Election of Chair Elect postponed to April 2011 made by Sally, 2<sup>nd</sup> by Doreen. Motion passed.
  - B. Motion made by Jose to approve Portfolio, Criteria and Instructions template with corrections. 2<sup>nd</sup> by Sally. Motion passed.
  - C. October 1, 2010 Workshop topics include: Timeline, Internal Operating procedures, Code of Ethics, Instructions for Advancement in rank, Job Specs, Excerpt from New Faculty-Board Agreement, Chairs contact information, Template and calendar.
- V. New Business
  - A. Agenda for Workshop:
    1. Introduction of Promotions Committee,
    2. Internal operating Procedures,
    3. Code of Ethics,
    4. Timeline/Calendar,
    5. Certificate of Eligibility,
    6. Minimum Job Qualifications based on 2005-2010 Faculty – Board Agreement,
    7. Instructions for Advancement
    8. Questions
    9. Chairman's Contact Information
- VI. Open discussion – Mentor for Committee will be reflected upon for discussion at next meeting.
- VII. Agenda Items for Next Meeting- Evaluation of Workshop, Committee Mentor, Committee Goals
- VIII. Next Meeting – Tuesday, October 5, 2010 location to be determined.

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- IX. Adjournment – Doreen moved to adjourn the meeting. Sally seconded.  
Meeting was adjourned at 1:12 pm.

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**Guam Community College  
Promotions Committee  
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Meeting Date: September 21, 2010  
Place: Mangilao Golf Course, Back Road Mangilao

- I. Call to Order
- II. Attendance/sign-in
- III. New Business
  - A. IOP Electronic Portfolios
  - B. Code of Ethics
  - C. Elect Chair
- IV. Open discussion
- V. Agenda Items for Next Meeting
- VI. Next Meeting
- VII. Adjournment

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: September 21, 2010  
Location: Mangilao Golf Course

- I. Call to Order – Meeting was called to order by Committee Chair, Troy Lizama, at 12:00pm.
- II. Present – Troy Lizama, Doreen Blas, Vera De Oro, Helen Gamble, and Sally Sablan
- III. Approval of Minutes – Doreen moved to approve the minutes with corrections. Vera seconded the motion. Motion passed.
- IV. Old Business
  - A. IOP Electronic Portfolios – The Committee reviewed the revised and updated Internal Operating Procedures. Vera moved to approve the Internal Operating Procedures. Doreen seconded the motion. Motion passed. Troy will follow-up with Human Resource (HR) office to ensure accessibility for applicants to view the e-portfolios in the HR offices.
  - B. Code of Ethics – The Committee reviewed the revised and updated Promotions Committee's Code of Ethics. Helen moved to approve the Promotion Committee's Code of Ethics. Doreen seconded the motion. Motion passed.
  - C. Elect Chair- Sally moved to table the election for Chair-elect. Vera seconded the motion. Motion passed.
- V. New Business - None
- VI. Open discussion – Troy will send out a request to the GCC PIO to send out a campus announcement and an email inviting faculty to attend the Promotions 101 Workshop on Friday, Oct. 1 at 9am and 3:30pm in room A-30. Doreen obtained approval for the reservation of the room for the workshop. The Committee decided not to invite any guest speakers for the workshop and applicants must go to the HR office to view any portfolios from past applicants. Troy pointed out that the criteria for past applicants are different from the new criteria.
- VII. Agenda Items for Next Meeting – Chair-elect, Promotions 101 Workshop, Promotions portfolio template, Promotions application instructions
- VIII. Next Meeting – Tuesday, September 28, 2010 at the Mangilao Golf Course at 12noon.



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- IX. Adjournment – Vera moved to adjourn the meeting. Helen seconded. Meeting was adjourned at 12:52pm.

**Guam Community College  
Promotions Committee  
Agenda**

Meeting Date: September 14, 2010  
Place: Admiral Nimitz Golf Course, Barrigada

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

Guam Community College

Promotions Committee

Sept. 14, 2010 Meeting Minutes, Admiral Nimitz Golf Course Barrigada

- I. Meeting was called to order by Chairman Troy Lizama at 11:42 a.m.
- II. Present: Troy Lizama, Doreen Blas, Sally Sablan, Vera De Oro, Joey Munoz.  
Not present: Lani Gamble
- III. New Business
  - A. Meeting Dates and Times. Weekly meetings scheduled for Tuesdays at 12:00pm. Location for next meeting will be Mangilao Golf Course. Adjustments to future meeting time and place will be made accordingly.
  - B. Chair Elect – tabled
  - C. What's new? Changes in new contract were identified and discussed.  
Article VIII – Advancement in Rank. Troy highlighted the following items:
    - General Provisions #2 and Advancement in Rank Procedures #4. a. Contradictory information regarding timeliness of meeting eligibility requirements. Change/Corrections will be made per Barry and awaiting Dr. Somera's signature.
    - Advancement in Rank Procedures 4. d. - Letter of Recommendation from Dean is not required.
    - Advancement In Rank 4. f. - Criteria for promotion is the same for all, the number of criteria will be different according to rank being sought.
    - Minimum Qualifications for Rank. Faculty jobs specs is still under review. Per H.R., use last year's job specs until further instruction.
  - D. Committee Goals – review last year's goals and make recommendations. Professional Dev. Day no longer applicable. Schedule 2 workshops for fall.
  - E. Electronic Portfolios – review 2009-2010 annual report. Internal Operating Procedures needs to address and establish guidelines and procedures. Input from H.R. for review of electronics portfolios procedures.
  - F. Code of Ethics – Review last year's ethics and make recommendations/changes via email to Troy for discussion at next meeting.
  - G. Internal Operating Procedures – Review and discuss. Make recommendations for changes for current year. Electronic Portfolio procedures to be included. Troy and Sally will work on guidelines and procedures.
  - H. Group Studio – Committee members encourage to join soon.
- IV. Open Discussion  
Job specs minimum qualifications  
Upcoming important dates as outlined in contract.  
Promotion Workshops on Oct. 1, 2010; 9a.m. and 3:30p.m., Room A-30
- V. Agenda Items for next meeting. – Review of changes and finalization of IOP, Code of Ethics, Chair-elect, workshop details.
- VI. Next meeting – Tuesday, Sept 21, 2010, 12:00p.m. Mangilao Golf Course
- VII. Adjournment – Vera made motion to adjourn at 12:55 and seconded by Doreen.