

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

August 14, 2012

9:00 a.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, Bret Murphy, Gaye Terras
ABSENT: John Rice, Kris Miller, Jolina Adams, Alex Porter, Cathy Fulkerson, David Freistroffer
GUESTS: Janie Moore, Cindy Hyslop

1. Approval of Minutes – The minutes of the President's Council meeting on July 24, 2012, were approved.
2. Online Orientation for Adjuncts – Janie Moore/Cindy Hyslop discussed the online orientation process for adjuncts. Mike McFarlane said at the WICHE conference he learned about a different approach for online mentoring program for adjuncts. It is difficult to get adjuncts together for training so we have placed everything online and will require all adjuncts review everything online. It is very easy to find the information. Basically, the information found here is the faculty handbook. Currently the online orientation for adjuncts is located in Canvas. A lot of the information is provided by links so the information is automatically updated. Mike said the personnel committee will look at the whole tenure process this year and will have them take a look at the online orientation for adjuncts.
3. SGA Update – No report.
4. Faculty Senate Update – No report.
5. Classified Council Update – Gaye Terras reported the Chili Cook-off will be held on October 18, 2012.
6. Institutional Planning & Effectiveness – No report.
7. President's Report – Mark Curtis is preparing for the Welcome Back and what he will say at the meeting. Mark reported the last day that we will be using Groupwise is September 30th. The food service vendor grand opening will be on September 24th. Mark has talked with Sonja and John about moving the IT function back to Administrative Services. This move is effective immediately.
8. 4.34 Telephone/Wireless Cellular Phone Use – Discussion. We have always had a practice in place. This is the current practice in written format. A lot of time is taken to do the phone bills. Mike asked Sonja for the total reimbursement last year for personal calls. PC approved policy.
9. Miscellaneous



POLICY AND PROCEDURE

Procedure:	TELEPHONE/WIRELESS CELLULAR PHONE USE (EMPLOYEES)
Policy No.:	4.34
Department:	Administrative Services
Contact:	Chief Business Officer

Policy

Sound internal control procedures require that each department be responsible for reviewing its telephone/fax/cellular phone charges on a monthly basis. Administrative Services will send copies of each bill to the appropriate department personnel for identification and payment of personal calls and for explanation of long distance calls. The bill, payment of personal calls, and long distance log will be sent to the supervisor for approval. Finally, telephone charges should be kept on file at the administrative department level for a period of three years, e.g., Administrative Services, Student Services, Academic Affairs, and President's Office.

Usage Rules

The vendor used for cell phone billing must be able to provide incoming and outgoing call numbers and duration.

All cell phones will be pre-approved by the President, Vice Presidents or Designees.

Anyone in violation of this policy will lose his or her cell phone and disciplinary action may be taken where appropriate.

All LAND lines and cellular phones will be paid through the College telephone budget account. Any other communication devices such as iPads or pagers will be paid by the department using the device.

Business calls made on personal cell phones will be reimbursed at a standard rate as determined by the Chief Business Officer.

Original Approved by PC: August 14, 2012

Contact the assistant to the president for any questions, corrections, or additions.