

GREAT BASIN COLLEGE  
35 (6, ' (17 ¶ 6 & 2 2.

Approval of Minutes ± 7 KH PLQXWHV RI WKH 3 UHVLGHQW ¶ V & RXQFL  
2012, were approved.

\_\_\_\_\_ No report.

4. Classified Council Update ± Jolina Adams presented the Classified Council Bylaws revision. President Council recommended that Classified Council discuss whether it is

October 18 is the Classified Council Chili Cookoff. Prizes will probably be gift certificates to the Bghorn Bistroid and the GBC Bookstore. There will only be 1<sup>st</sup> prize for chili and 1<sup>st</sup> prize for VRXS DQG D 3 HRSOH ¶ V & KRLFH 7 KH HQWU \ IHH LV  
If you just want to eat the entry fee is just

5. Institutional Planning & Effectiveness ± Cathy Fulkerson had no report.
6. 3 UHVLGHQW ¶ V RI WKH 3 UHVLGHQW ¶ V Meeting this morning with Lynn and talked about the collaborative activities with other institutions that that Chancellor has to prepare. Mark provided a list of our collaborations to the Chancellor.
7. Equipment Request Process This is not an official policy, but rather the process that the % XGJHW )DFLOLWLHV FRPPLWHH IROORZV WR GLVSHU discussed the need to clarify that the requests are due Cathy Fulkerson likes this process because it connects the strategic plan with budgeting. Do we need to make this an official policy? The funds used are from student fees. To make it an official policy we would have to get the wording for the policy and wording for the procedure. Presidents Council recommends that the equipment request process be part of the GBC policies and procedures. Mike will communicate to Budget & Facilities committee that P U H V L G H Q W ¶ V & R X Q F L  
W ¶ V & R X Q F L a policy
8. Miscellaneous

Lynn Mahlberg reported that Dean McCabe has been hired as a Retention Specialist in Elko. This position is funded by the C3TG systemwide grant.

Lynn Mahlberg announced that the Elko County School District will hold their Career & College Fair on October 30 at GBC. On November 15 GBC will be hosting the Elko County School District counselors and will be providing lunch for 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade parents and students in conjunction with the MTC program.

Mike McFarlane mentioned the problems getting adjunct email addresses so late making it impossible for them to access their rosters. It is an issue and a system issue with the ID. Maybe the technology committee could set up mailboxes to assign to adjuncts to temporarily use the get classes going.

Kris Miller has concerns about security in her building. They are finding all rooms unlocked when they arrive in the morning. Doors need to be closed and locked preferably. Kris will keep pushing with housekeeping.

Bret Murphy reported they are making progress in hiring in the CTE area. They have filled one position and are interviewing for the diesel lab technician. They are still looking for an electrical instructor.

August 9, 2017

repeal of the commitment to article IV, section 6

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**Budget and Facilities.** This committee communicates the current budget status and process to the Faculty; designs, implements, and participates in a process ensuring full Faculty participation in budget preparation and disbursement; provides recommendations for the priority of capital expenditures; provides budgetary input into the College Master Plan; and distributes the funds accumulated through the Technology Fee. In addition, this committee receives input from staff, faculty, students and

interested persons concerning the plans for or problems with proposed and/or existing campus buildings, parking, and landscaping. The Vice President for Administrative Services shall be an ex-officio member of this committee.

**Budget and Facilities Committee Equipment Submission Policies and Procedures**

- 1) All equipment request forms need to be filled out by the department chair or a designee. In the case of a division, each department in the division needs to submit their own equipment request form.
- 2) All computer requests need to be coordinated through computer services.
- 3) All IAV/ AV requests need to be coordinated through the Office of Classroom Technology.
- 4) All equipment request forms need to be approved by the department's vice president or dean before submission to the Budget Committee. (This request was made by the President's

Council.)

- 5) The equipment requested should be listed in order of highest priority first on the equipment request form.
- 6) Each piece of equipment requested needs to be accompanied by a statement on how the

- 7) Departments are required to purchase the equipment which has been requested and awarded. Any savings realized over the estimated and awarded amount will remain in the equipment account and will not be used to purchase additional items by the department. It will be reallocated by the committee per the priority list.
- 8) Deadline for ordering equipment will be March 31<sup>st</sup>.

Committee Building Review Policies and Procedures

committee and providing to verify that all exterior