

GREAT BASIN COLLEGE  
PRESIDENT'S COUNCIL

January 8, 2013

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, John Rice, Bret Murphy, Kris Miller, David Freistroffer, Cathy Fulkerson, Jolina Adams, Gaye Terras

ABSENT: Alex Porter, Sonja Sibert

1. Approval of Minutes – The minutes of the President's Council meeting on December 11, 2012, were approved.
2. SGA Update – No report.
3. NWCCU Credit Hour Policy – Mike McFarlane received an email from Northwest Commission on Colleges and Universities (NWCCU) informing us that we are required to define the credit hour. For most online classes we can state that credits are based on past teaching. Questioned is how credit hours are determined for new classes developed originally for online delivery. NWCCU requires us to have a policy before they come in April. Mark Curtis will work on it. We need to consider the outcomes and not seat time. Mark has experience with this from his last institution. We can do our own policy and tie it to outcomes with some wording about our cu

classes. Business affairs and student services staff are discussing the consequences of



## POLICY AND PROCEDURE

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<b>Title:</b>	<b>CLASSIFIED EMPLOYEE GRANT-IN-AID &amp; EDUCATION &amp; TRAINING</b>
<b>Policy No.:</b>	<b>5.41</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Contact:</b>	<b>Human Resources Director</b>

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### Policy

All eligible classified staff are encouraged to take courses both job required/related and for their own enrichment. Classified employees must be .50 FTE or more and be in a benefit eligible position, which includes both hard and soft money positions. A benefits eligible position is defined as any employee eligible for insurance and retirement. This policy includes courses that are job required/related and for career or personal development available at all NSHE institutions. Courses taken by classified employees are subject to the provisions of NRS 284.343 and NAC 284.482 through 284.522.

All eligible classified employees may apply for Grant-In-Aid for a total of twelve (12) credits per fiscal year which may be distributed at the employee's discretion, but not to exceed six (6) credits per semester (fall, spring, and summer). The tuition, lab, and technology fees will be paid through GIA. GIA will pay up to a maximum of \$50 per lab fee. The employee is responsible for two percent (2%) of the registration fees and any lab fee amounts that exceed \$50.

The employee's department may require the employee to take three (3) credits per semester as job required. The three (3) credits are considered to be in addition to the six (6) credits per semester of GIA approved courses. The department will be responsible for the payment of all associated fees (not Grant-In-Aid funds) for job required courses, seminars, and workshops.

The Classified Council will review the Grant-In-Aid Policy annually for any revisions as necessary, including the inflation of fees.

### Procedures

#### **1.0 Application and Registration**

A "Request for Grant-In-Aid" must be submitted each semester for the course(s) and approved in advance by the immediate supervisor and appropriate vice president of the department. The employee's supervisor and vice president/designee will each have one week from receipt, to review the Grant-In-Aid request for an approval or denial decision. Approval must not be unreasonably withheld, and reasons for denial must be provided to the employee in writing.

The employee then registers for the course(s). Before GIA can be processed, the employee must be registered in the course(s).

Once enrolled, the employee turns the form into their supervisor for approval. The supervisor turns the form into the appropriate VP of the department for approval. The VP turns the form into the controller's office for processing.

An **amended application** must be submitted with the appropriate signatures if course changes are made to a previously approved GIA application.

If GIA is denied, the employee can then drop the course(s).

All fees for NSHE courses (tuition, lab, and technology fees), with the exception of Great Basin College courses, must be paid in advance by the employee and receipts must be provided to the appropriate vice president. Reimbursement of all fees for NSHE courses (tuition, lab, and technology fees) will be made after the course is successfully completed and proof of completion is verified at the end of the semester. The reimbursement for the lab fee of a course will not exceed \$50. Reimbursement of courses taken at NSHE Universities will be paid at the rate equal to that paid for upper division undergraduate courses at Great Basin College.

Release time must be granted for job required courses or training. The department is responsible for any overtime that accrues as a result, per NAC 284.484. Release time is considered time worked and is not charged against employee leave time. When a course or training is requested by the employee, granting of release time is not required, but is encouraged.





## Application for Classified Grant-in-Aid and Education/Training

*Complete and submit this form to your supervisor.*

EMPLOYEE NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

TITLE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

A separate application is required for job required/related and career or personal development course(s).  
(check one)

job required/related (include book authorization form.)

Department account number to be charged: \_\_\_\_\_

**OR**

for career or personal development/enhancement

Call #	Dept.	Course #	Course Name	Section #	Credits	Time	M	T	W	Th	F	Sa	Su

*A final grade of "C" or above, or "P" for pass/withdraw as applicable, is required for the course(s).  
I have read, understand and agree to the terms in the attached GIA policy and procedures.*

REQUIRED SIGNATURES & DATES: \_\_\_\_\_  
(CLASSIFIED EMPLOYEE)
(DATE)

# Noel-Levitz, Inc. Fall 2012 Student Satisfaction Inventory -- Summary of Results and Recommended Actions

## Major Points

71% response rate; fairly representative of student demographics

70% work (80% worked in fall 2005)

41% work full-time (26% worked full-time in fall 2005)

71% indicate GBC was their first choice

GBC students have statistically significantly higher satisfaction rates than those nationally in every category.

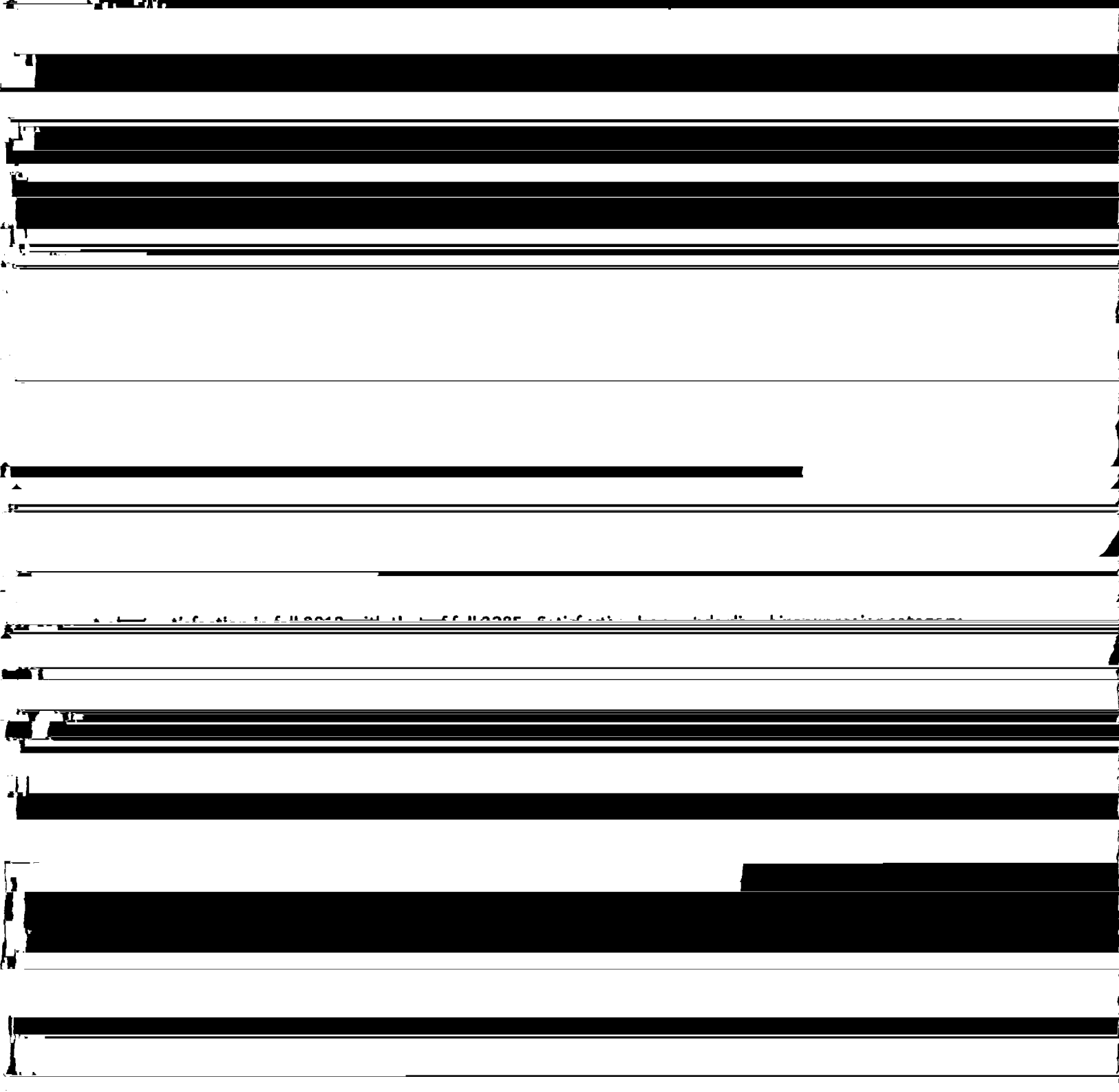
However,

Students who indicate their institution is their 2nd or 3rd choice are also less satisfied

No statistically significant difference in mean overall satisfaction, but when look at the percentages of students responding in the highest 3 out of 7 categories, students are happier at GBC

Size of institution	4.98	5.19
Campus appearance	4.88	5.22
Recommendations from family/friends	4.55	4.91
Opportunity to play sports	2.94	3.53

Since 2005, student satisfaction has increased significantly in five categories when comparing



**Demographics**

<b>Gender</b>	<b>N</b>	<b>%</b>	<b>Class Level</b>	<b>N</b>	<b>%</b>
Female	310	73.11%	1 year or less	122	29.19%
Male	111	26.89%			



### Demographics

<b>Current Residence</b>		<b>N</b>	<b>%</b>	<b>List the location (or Internet) where you take the majority of your classes</b>		<b>N</b>	<b>%</b>
Residence hall		20	4.77%	Elko		184	43.40%
Own house		176	42.00%	Ely		19	4.48%
Rent room or apt off campus		62	14.80%	Internet		102	24.06%
Parent's home		106	25.30%	Pahrump		69	16.27%
Other residence		55	13.13%	Winnemucca		33	7.78%
Total		419	100.00%	Other location		17	4.01%
No Response		11		Total		424	100.00%
				No Response		6	
<b>Residence Classification</b>				<b>Group Code</b>			
In-state		389	92.62%			<b>N</b>	<b>%</b>
Out-of-state		28	6.67%	1011: Health Sciences and Human Services		108	25.59%
International (not U.S. citizen)		3	0.71%				

## Strategic Planning Overview Strengths and Challenges

### Strengths

66. Program requirements are clear and reasonable.

70. I am able to experience intellectual growth here.

34. Computer labs are adequate and accessible.

71. Campus item: Online registration is convenient

58. Nearly all of the faculty are knowledgeable in their fields.

51. There are convenient ways of paying my school bill.

31. The campus is safe and secure for all students.

6. My academic advisor is approachable.

35. Policies and procedures regarding registration and course selection are clear and well-publicized.

36. Students are made to feel welcome on this campus.

60. Billing policies are reasonable.

41. Admissions staff are knowledgeable.

61. Faculty are usually available after class and during office hours.

68. On the whole, the campus is well-maintained.

43. Class change (drop/add) policies are reasonable.

26.

26. Library staff are helpful and approachable.

### Challenges

lean reference
5 ***
0 ***
4 ***
9 ***
0 ***
3 ***
9 ***
1 ***
9 ***
5 ***
9 ***
0 ***

.05 level  
.01 level  
.001 level

Mean  
Difference

29 \*\*\*

16 \*

15 \*

39 \*\*\*

16 \*\*\*

34 \*\*\*

27 \*\*\*

15 \*\*\*

16 \*\*\*

18

2 \*\*\*

9 \*\*\*

4 \*\*\*

05 level

01 level

001 level

	Mean Difference
ce Gap	
	0.18 *
	0.33 ***
	0.24 **

significant at the .05 level  
 significant at the .01 level  
 significant at the .001 level