

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

5. Classified Council Update – Melinda Dailey reported the Classified Council baked sale is scheduled for February 14th and proceeds will fund the scholarship fund. Classified Council is in the process of nominating the Classified Employee of the Year.
6. Child Protection Procedures – Pat Anderson reported that the NSHE has a general policy for the protection of children with each institution having the ability to clarify their own policy. She presented GBC's policy. GBC is currently following this policy. This policy applies to GBC faculty/staff as well as outside entities renting GBC facilities. All internal groups have reviewed and approved this policy. Pat will provide training on this policy during the Welcome Back in Spring. President's Council approved the policy.
7. 5.21 Faculty Workload Policy Update Chapter 2.A – As stated in the Faculty Senate update; this is a first read. This will be brought back at the next President's Council meeting for approval.
8. Go/No Go – ABE/ESL Grant – Mike McFarlane reported this is a longstanding grant that is up for renewal. It meets with our mission and scores a 92%. President's Council recommended going forward with the grant application.
9. GBC Textbook Policy – Mark Curtis reported on the status of the textbook policy. It was first submitted to President's Council in January 2008. It has been discussed at a number of President's Council meetings. President Curtis needs to submit our textbook policy to NSHE by February 21st. We will submit this policy but let them know that it is under review. It will be put back onto an agenda item for President's Council to continue discussions and then back to Faculty Senate. We do have adjuncts who select textbooks, but it still has to be approved by the department chair.
10. Approval of Core Themes for NWCCU – President's Council approved via email vote on January 30, 2014. The core themes were submitted to the Board of Regents' for approval in March.
11. Go/No Go – National Writing Project Teacher Leadership Development – President's Council approved via email vote on January 30, 2014.
12. President's Report – Mark Curtis reported that GBC has support from all the Superintendents and all the presidents of the NSHE institutions in those areas for GBC to start serving those unserved areas of those counties. Presumably, it will be endorsed at the next Board of Regents' meeting. At least one regent may wish us to take on more. We don't want to be controversial. We'll take the easy ones now and if we are given more we will deal with it. We will have to do a substantive change to Northwest Commission on Colleges and Universities. Also, for every new instructional site we need approval from the Board of Regents which we would ask for in June. In meantime President Curtis will continue to work with the Superintendents.
13. Miscellaneous

There was discussion that the Winnemucca CTE Building is underway. The Humboldt Committee has gone forward with commissioning the design as they had planning money set aside. We would have access during the day. We would teach dual credit courses. It is probably five years out before it gets done. It is guaranteed students and guaranteed graduates who will have jobs when they graduate.

GBC Adult Basic Education/ESL Program
FY 2015
Summary

Current breakdown of funds is as follows:

Regular Instruction: \$214,805.60

EL/Civics: \$102,478.16

State: \$21,600.00

Pass through to ECSD, Regular Instruction: \$27,208.44

TOTAL FUNDING: \$366,092.20

TOTAL REQUIRED MATCH: 26.5% or \$89,804 (no match calculated on pass through amount of \$27,208.44 to ECSD)

Every year the GBC ABE/ESL program serves between 300-350 students throughout the service area. For the next grant cycle, the total funding request will be approximately \$340,000.00 to \$360,000.00. GBC will maintain current programs in Wendover, Elko, Owyhee, Winnemucca,

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Great Basin College Grants and Projects
Go/No Go Decision Making Worksheet

Project Agency and Title: NDE AEFLA Funds – ABE/ESL Department, GBC

Decision: Go

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Total Score (sum of scores for each factor evaluated)

How close is the score to 100? The closer the score is to 100, the more likely the decision is a "Go" for the grant/project.

Proposed project/grant proposal has been reviewed by Chair(s) and Deans of affected de partment(s), if applicable.

If a project/grant affects any departments in any way, all appropriate Chairs and Deans are aware of the project/grant and believe it provides a benefit to their departments/areas.

Vice President Signature & Date

Appropriate Vice President must sign the form to indicate that the checklist score is accurate to the best of his/her knowledge.

GBC Mission:

Great Basin College enriches people's lives by providing student-cent

Great Basin College Grants and Projects Go/No Go Decision Making Worksheet

| | | | | | | | | | | | | | |
|--|----------------------------|---|---|---------|---|---|---|----------|---|---|--|------------------|---------------------------|
| Project Agency and Title: National Writing Project Grant for the Great Basin Writing Project | | | | | | | | | | | t: 2014-2016 NWP SEED Teacher Leadership Development | | Decision: ' Go ' No Go |
| Bid Factors | Weighted Decision Criteria | | | | | | | | | | | Estimated Rating | |
| | Negative | | | Neutral | | | | Positive | | | | | |
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |

Great Basin College Grants and Projects
Go/No Go Decision Making Worksheet
Definitions

1. Fit with College mission, Strategic Plan, research findings

How well does the grant/project support GBC's mission, strategic plan and any needs assessments GBC has conducted?

2. Background (expertise of College in project area)

What level of experience does GBC, as an institution or its faculty/staff, have regarding the grant/project that is proposed? Will this experience ensure that the project will be successful?

3. Proposed College Principal Investigators (PIs)

Who will take the lead (be designated as the Principal Investigator) for the grant/project? PIs will also be considered the project coordinators/directors if the grant is awarded. Do the people who want to pursue the project have appropriate experience to lead such a project? Will the PIs have enough time to devote to the project?

4. Financial Potential

How much will the grant/project benefit GBC in the short and long term? Will there be any costs to GBC, and will they be recouped in the short or long term?

5. Team Members (College's partners and major subcontractors)

Who, from outside of GBC, will be involved? What outside experience will be provided for the proposed grant/project? How will the proposed partners strengthen the grant/project? Does the project strengthen GBC's networking capabilities or provide for future opportunities?

6. Advance information on Request for Proposal (RFP) (Adequate information to respond)

How much time is available to put together a strong, competitive grant proposal/project? How complex is the RFP? How much information for the project is available?

7. Capability to effectively respond

What other deadlines is the Grants Director under? Is there enough time to craft a strong grant proposal? Will anyone else assist with writing the proposal?

8. Competitive Assessment (competition and funding probabilities)

How many awards will be given? Approximately how many applicants will there be? How much total funding is available?

9. Funding Agency contact, history, and rapport

Does GBC have any connection with the funding agency? Does GBC have any connection with the agency's program officers, other staff or board members? Has GBC received funding from this agency before? Does GBC know what the agency's mission and goals are?

10. College Resources (space, personnel, matching funds)

What will GBC need to provide for the project to ensure it is successful? Are matching funds required (or looked upon favorably)? Will current GBC personnel be needed to work on the project to ensure its success? How extensive are the reporting requirements if the grant is funded?

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Total Score (sum of scores for each factor evaluated)

NSHE CODE

Section 23. NSHE Policy on Instructional Materials

Textbook selection is the responsibility of faculty. Textbooks should contain current, relevant information for the course, as well as appropriate assignments and supplementary material when applicable. Textbooks should help faculty accomplish the educational objectives of a course. Faculty should exercise their expertise and professional judgment when selecting textbooks, and carefully consider the academic, professional, and ethical implications of criteria used in textbook selections.

DRAFT PROCEDURES FOR THE PROTECTION OF CHILDREN
AND MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

GBC

Great Basin College is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of the GBC community, which includes creating a secure environment for children who may participate in GBC programs or activities, or be present at GBC facilities or events. The GBC procedures for the protection of children are intended for the protection of all children who participate in GBC events or activities for children or who are GBC students. Great Basin College performs due diligence by requiring a comprehensive background check for new employees hired into administrative and teaching faculty positions and current administrative and teaching faculty who through the normal course of their employment works in a Level 2 children program. The State of Nevada requires that all new classified employees have a background check post offer.

1. Public Events and Venues.

Children are permitted at events and venues open to the public on GBC property. GBC reserves the right to determine whether certain events or venues are appropriate for unescorted or unsupervised children.

2. Definitions.

“Children’s program” means any activity or program sponsored by GBC that are specifically intended to involve children and facilities, including entire buildings or parts of buildings, which children are encouraged to use. The GBC’s credit or non-credit classes which are not marketed or promoted to children are not children’s programs. Also, buildings or parts of buildings which the entire college community is encouraged to use and children are not specifically encouraged to use are not children’s programs.

“Level 1 children’s program” means a child’s program which is less than 1 day and does not occur on a reoccurring basis within a year or where the parent of the child or person designated by a parent accompanies the child for substantially the entire time. Examples of such programs are “Bring your son/daughter to work day” and campus tours.

“Level 2 children’s program” is any children’s program that does not meet the criteria of a Level 1 children’s program. Examples of such programs are classes designated as dual enrollment credit classes, kids college summer programs designed for children, and specific computer laboratories which children are encouraged to use rather than other laboratories.

“Child” or “Children” means a person under the age of 18.

“Volunteer” means any individual who is working at an institution pursuant to a volunteer agreement approved by the institution’s general counsel.

“Faculty” means any individual, whether compensated or not, who teaches any class or program.

“Employee” means any person, including faculty or students, who are employed at GBC.

3. In January of every year, the Vice President for Business Affairs and Vice President for Student Services (VPBA & VPSS) shall inventory all children’s programs intended to be held in the calendar year and determine the level of each program. The VPBA & VPSS shall provide the President and Director of Environmental Health, Safety & Security a list of all children’s programs and the designated level of that program.
 - a. After that inventory has occurred, a GBC employee proposing to establish a children’s program shall notify the VPBA & VPSS at least 60 days before the children’s program begins. The VPBA & VPSS may shorten this period of time upon request of the GBC employee. The VPBA & VPSS shall review the program to determine if it meets the criteria of a children’s program and, if it does, designate the level of the program and require the procedures applicable to that level. The VPBA & VPSS shall notify the President and Director of Environmental Health, Safety & Security of any additional children’s program designated after January 31.
 - b. Any employee, volunteer, or faculty of the institution who works in any Level 2 children’s program shall complete a comprehensive background check. . The institution shall receive the results of the background check and shall apply the same criteria for working in a Level 2 children’s program as is used for working in the institution’s Mark H. Dawson Child and Family Center. They shall provide a written statement of reasons and an opportunity to be heard before any employee may be excluded from working in a level 2 children’s program. GBC shall pay the cost of the comprehensive background check.
 - c. At least one person who has completed and passed a comprehensive background check shall supervise a Level 1 children’s program.

- d. GBC shall conduct a comprehensive background check every five years on any employee working in a level 2 children's program or supervising a level 1 program and review it in the same manner as initially required.
- e. The VPSS may identify any program, activity or facility that incidentally involves children and does not meet the definition of a children's program of this procedure and establish written procedures for the protection of children participating in that program which may include a background check for one or more employees working in that program.

The comprehensive background checks will be reviewed for convictions of the crimes listed below. Should a conviction appear on the background check in one of the following eight categories an employee will be required to meet with the Vice President for his or her respective division and the Vice President of either Business Affairs or Student Services. The comprehensive background checks will be reviewed for convictions of the crimes listed below and for the time period noted, if applicable.

- (a) Murder, voluntary manslaughter or mayhem;
- (b) Any other felony involving the use of a firearm or other deadly weapon;
- (c) Assault with intent to kill or to commit sexual assault or mayhem;
- (d) Sexual assault, statutory sexual seduction, incest, lewdness, indecent exposure or any other sexually related crime;
- (e) Abuse or neglect of a child or contributory delinquency;
- (f) A violation of any federal or state law regulating the possession, distribution or use of any controlled substance or any dangerous drug as defined in chapter 454 of NRS;
- (g) Abuse, neglect, exploitation or isolation of older persons or vulnerable persons, including, without limitation, a violation of any provision of NRS 200.509 to 200.50995 inclusive, or a law of any other jurisdiction that prohibits the same or similar conduct; or
- (h) Any offense involving fraud, theft, embezzlement, burglary, robbery, fraudulent conversion or misappropriation of property within the immediately preceding 7 years.

- 4. No registered sex offender may participate in any children's program in any way.
 - a. An individual registering as a sex offender with the GBC Security Department or office of the VPSS shall disclose the name and address of the agency responsible for supervision of the sex offender, if there is one, to GBC at the time of registering. All registered sex offenders must maintain a current registration with the law enforcement agency serving that campus or center within 48 hours of arrival to the campus. Within 30 days of a person registering as a sex offender with GBC, the GBC Security department shall mail written notice to the agency supervising any person registered with GBC as a sex offender of all of the institution's level 2 children's programs and the approximate locations of those programs within the institution.

- b. The GBC Director of Environmental Health, Safety & Security shall review the class schedule of every registered sex offender to determine if the classes are held near any level 2 children's program. If the classes are held near any level 2 children's program, GBC Director of Environmental Health, Safety & Security shall notify the VPSS of the fact and the VPSS shall take reasonable steps to reassign the registered sex offender to other classes or sections of the same class.
5. All GBC employees who have reasonable cause to believe that child abuse or neglect has occurred at a GBC facility during GBC programs or activities, must report the suspected abuse or neglect to law enforcement or a child welfare agency as soon as possible and within 24 hours.
6. Retaliation against any individual who makes a report of child abuse or neglect is prohibited.
7. All children who participate in GBC programs and activities involving children must be appropriately supervised at all times. A child must be immediately removed from a dangerous situation involving suspected child abuse or neglect or other inappropriate conduct, or conduct which presents a threat to the child's health and safety.
8. Before the institution approves the use of a GBC facility by any outside person or entity ("applicant"), the applicant shall state, in writing, whether or not the program or activity is a children's program and the level of the children's program, as defined in this policy. If it is a children's program, GBC shall provide a copy of this procedure and the NSHE policy regarding the protection of children and the applicant shall state in writing the person or entity's procedures for the protection of children. The VPBA shall review the information provided and may deny the applicant the use of a GBC facility if the policies or procedures are inadequate. No approval of room use request will be issued until after the VPBA has reviewed all documents.
9. GBC shall identify all GBC mandatory reporters of child abuse pursuant to NRS 432B.220-NRS 432B.250 and shall provide training materials regarding the mandatory reporter requirements upon initial hiring and at least every two years.
10. GBC shall provide a copy of the NSHE Child Protection Policies and the GBC procedure to all employees who supervise or work on programs or activities involving children upon initial hiring and at least every two years.

11. The NSHE Child Protection Policies and GBC Procedures shall be posted on the GBC website with the Division of Child and Family Services toll-free number and/or other law enforcement telephone numbers to receive reports of child abuse or neglect.

12. In the event of a report or complaint of child abuse or neglect, the President shall appoint an investigator who shall conduct an appropriate investigation of the incident(s) giving rise to the report or complaint and shall provide confidential notice of such incident(s) to the chancellor and Chair of the Board of Regents. Such investigation may be postponed by the President if it would interfere with any investigation by law enforcement or child protection agency.

The State of Nevada statute states, persons in their named professional or occupational capacities are required to be mandato

DCFS RURAL REGION CHILD WELFARE SERVICE LOCATIONS

Administrative and Field Office

1677 Old Hot Springs Road,
Suite B

Carson City, NV 89706

Phone: (775) 687-4943

Elko District Office

1010 Ruby Vista Drive, Suite 101

Elko, NV 89801

Phone: (775) 753-1300

Fax: (775) 753-1301

Ely Field Office

740 Park Avenue

Ely, NV 89301

Phone: (775) 289-1640

Fax: (775) 289-1652

Pahrump Field Office

2280 Calvada, Suite 302

Pahrump, NV 89408-3161

Phone: (775) 727-8497

Fax: (775) 727-7072

Tonopah Field Office

500 Frankee Street,

Old Court House Building

P.O. Box 1491

Tonopah, NV 89049-1491

Phone: (775) 482-6626

Fax: (775) 482-3429

Winnemucca Field Office

475 W. Haskell Street, Box 7

Winnemucca, NV 89445-3781

Phone: (775) 623-6555

Fax: (775) 623-6559