

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

June 10, 2014

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Bret Murphy, Kris Miller,
Stephen Theriault, John Rice, Melinda Mott, DeMarynee Saili

ABSENT: Sonja Sibert

1. Approval of Minutes – The minutes of the President's Council meeting on April 22, 2014, were approved.
2. SGA Update – DeMarynee Saili new president of SGA reported about attending the BOR meeting. The tuition and fee increase passed and there was a little bit of contention. DeMarynee thanked President Curtis for including the SGA at the Presidents' Award Ceremony and for the gift that he gave to them. "Executive Manners" by Leticia Baldrige will come in handy. This Friday is the first SGA meeting for the summer. They will be voting on the bylaw changes. They are still tracking SB 391 and the implications.
3. Faculty Senate Update – Stephen Theriault reported on items from Faculty Senate. The Personnel Committee has written procedures for search committees for faculty and administrative personnel. Mardell will email out the procedures for approval at the next PC meeting. Steve emailed a recap of the last BOR meeting to faculty and there were no questions from faculty on that report.
4. Classified Council Update – Melinda Mott reported the new classified officers are: co-chairs Diana Byers and Melinda Mott, Brenda Wilkie treasurer, Michelle Phay secretary, Jeanne Long hospitality. The duck race was a huge success. They made \$481.01 pure profit for their scholarship. The Classified BBQ is scheduled for July 1.
5. 4.9 Travel Policy – President's Council approved some minor clarifications to the travel policy.
6. President's Report – Mark Curtis reported the Regents approved the naming of the EIT

(an \$8 million pool of money available for rapid response); and a stem challenge grant fund for efforts to increase numbers of stem graduates. Both ideas are endorsed by the subcommittees of SB391. These monies are not for capital improvement.

GBC has received a \$1.2 million donation from Barrick for scholarships for Western Shoshone students and to help fund the Great Basin Indian Archive. \$500,000 will help support the NEH grant. A series of house parties are being scheduled for the well to do to show the importance of that grant.

Mark attended the shared services retreat in Reno last Thursday. The retreat was attended by the three community college presidents, Frank Woodbeck, Chancellor Klaich, and consultant Geri Anderson. President Curtis wants to make sure as best he can that things are done right.

7. Miscellaneous

Kris Miller will be here until June 30th. Kris reported the nursing programs were granted accreditation for 8 years by their accrediting agency.

Lynn Mahlberg had a lengthy student affairs council agenda. The use of medical marijuana was a topic that was talked about at great length. Use of marijuana on campus or any state educational facility is strictly prohibited.

John Rice reported the foundation is wrapping up the fund raising campaign which ends June 30th. The foundation is looking at what is next. Please be thinking about a wish list of things that need to be funded.

Steve Theriault reported the faculty senate chairs had meeting with Brook Neilsen and Crystal Abba on the marijuana issue. They are adamant that federal law will supersede state law because of federal funding. NSHE Tobacco prohibition will soon give all NSHE campuses the go ahead to prohibit smoking on campus grounds. Electronic cigarettes are also a nuisance because of vapors.

WNC will be the lead in the TAACCCT 4 grant. The grant is for all four community colleges. A consultant has been hired and Frank Woodbeck is highly involved. For GBC we are looking at three things: a veteran success coordinator; two nursing instructors for a rural nursing initiative to support cohorts of four students in Winnemucca and Pahrump with clinicals through primarily distance education; and an instructor for a machining program in Pahrump

Mike McFarlane reported there may be some weaknesses in the faculty evaluation process that have come to light. Mike will be looking into the issues.

Policy

In general, employees who travel must seek to use the least expensive mode of transportation available within the constraints of time, safety, and schedule. The college is obligated to advance or reimburse travel expenses permitted in this policy and by the NSHE and the State of Nevada. Reimbursement of travel expenses are to include only those expenses incurred by the immediate traveler and does not include expenses paid on behalf another traveler. The college expects timely submission of travel forms and the employee expects prompt reimbursement of travel expenses. Travel safety is a major concern whether using state or private vehicles or rental cars. Safety, cost, promptness and accuracy are the key concerns of the travel policy.

Procedures

1.0 Method of Travel

There are various options for using air travel, college or state vehicles, rental cars, and private vehicles. These options are described in the procedures that follow.

Travel should be by the least expensive method available when total travel time, salary of traveler, availability of college or state motor pool cars, and estimated cost of transportation are considered. Careful planning and the use of internet booking will often allow for the purchase of airline tickets at discount rates. However, such rates usually involve a penalty in the event the trip is not taken or the schedule is changed. Employees may be held responsible for a penalty incurred if a trip is not taken or the schedule changed as a result of their own actions. When the claim for payment is submitted, the college will determine whether the penalty was incurred as a result of employee action or of circumstances beyond the employee's control.

The controller's office must be notified of any cancellations of travel or changes in flight plans.

Transportation from air terminals shall be by courtesy or paid shuttle (rather than taximdn 88r t(r chan)-4.7(g)-4 vgimeal.6i(bo)-5(ok)-

3.0 Use of GBC/State Vehicles & Personal Vehicles

3.1 Use of Motor Pool/State Vehicles. The college or state motor pool should be used when possible before renting a vehicle. Travelers should check with motor pool if they plan to arrive or depart outside the motor pool business hours. Las Vegas and Reno motors pools have arrangements with private rental agencies to provide after-hours service.

3.2 Private Vehicle Use for Employee's Convenience. If a private car is used for the convenience of the employee, the employee shall be reimbursed at **one-half** of the current mileage rate. Air fare in lieu of the mileage allowance should only be used when it is the least expensive method of travel. If the city is served by an airline and the employee wishes to drive a personal vehicle, the employee must be on annual leave or compensatory leave (classified employees) for the extra travel time involved. Meals and/or expenses enroute will not be reimbursed under these conditions. The travel claim should indicate that the employee was on annual or compensatory time or include a statement from the department head or supervisor justifying why the employee was not on annual or compensatory leave. For example, if an employee is going to an approved conference in Washington, D.C., and wants to drive a personal vehicle, then the employee should not expect per diem for the extra days of travel, or travel days counting as work days.

One exception to the above procedure is to permit private vehicle use, with full mileage allowance, during hazardous or potentially hazardous driving conditions upon a vice-president's approval.

3.3 Private Vehicle Use for College's Convenience.

reimbursement procedures for washing college vehicles. Unless otherwise agreed upon, the employee's regular work station will be used as the reference for determining private vehicle mileage and for reporting departure and return times for per diem calculation.

Overnight Lodging within 50 Miles of Principal Station. Reimbursement for overnight lodging in areas less than 50 miles from the principal station must be justified in writing, approved by the individual authorized to approve such travel, and included with the "Claim for Employee Travel Expense" form. These expenses will not be allowed unless:

1. Inclement weather conditions make travel difficult.
2. Late official meetings are required.
3. Individuals involved are conference hosts responsible for meeting arrangements. Send justification for approval to the individual authorized to approve such travel.

5.2 Duplication of Per Diem Items.

demonstrate the costs borne by the college are not increased by the personal travel. The employee must clearly delineate the private and college charges when submitting a claim for travel. When college and private travel is not clearly delineated, the travel processor will determine the reimbursement due the employee. If in doubt about the calculation of reimbursement, contact the controller's office.

6.5 Non-Travel Items. Travel claims filed in conformity with these regulations shall be considered full compensation for all meals and lodgings. Toll calls should be charged to a telephone/personal credit card, not to a hotel bill unless the phone numbers called are printed automatically on the billing for verification. In addition, state employees staying at hotels or motels that charge a fixed daily rate for having a phone in the room cannot be reimbursed for this expense if it exceeds the established lodging reimbursement rate. If the charges for the in-room phone are based on its usage or activity, the employee may claim these telephone charges if he/she details the numbers called and certifies the phone calls were made for business purposes or if the phone numbers called are automatically printed on the billing for verification. **Personal phone calls will not be reimbursed.**

Travel claims filed in conformity with these regulations shall be considered full compensation for all meals and lodging, including tips, and for minor miscellaneous expenses such as local telephone calls. Toll calls may be itemized and reimbursement claimed, if college-related, but the person and place called must be stated and the claim must be supported by a receipt.

Staff members attending conferences or meetings may be reimbursed less than the amounts listed if so specified by the vice president or president before the trip is undertaken.

7.0 Team or Group Travel

Team travel is defined as any student group travel whose group is a team, class or other organization directly affiliated with and sponsored by the college. Team travel may include travel expense of college employees who are required to accompany the student group and is appropriately chargeable to team travel expense.

Cash advances for team travel may be secured by submission of a departmental purchase order at least 72 hours prior to the time the check is required. Within 15 working days after the completion of the trip, a special expense form must be filed with the controller's office. The employee who accompanies a team or student group is responsible for paying all reimbursable expenses for the team's travel.

All items on the expense report must be supported by either a vendor's receipt or receipt for team travel expenses list. The group will be reimbursed on actual expenditures, not to exceed the state per diem and lodging rates. Team travel signature, class waiver and expense forms are available on the controller's office website at www.gbcnv.edu/controller/field trip. All students must complete a Class Waiver, Release & Indemnification Agreement prior to the trip.

8.0 Grant-Funded Travel

Personnel on grant-funded, assignments may be reimbursed for travel as determined by the dean or director concerned. In these cases, charges for individual meals and lodging may not exceed the limits set by the most restrictive travel policy, usually the state guidelines.

9.0 Travel Expenses for Applicants for Professional Positions

Applicants for professional positions may be reimbursed for travel for an interview based on actual expenses to a limit of \$750.00.

10.0 Foreign Travel

Persons traveling out of the country shall receive travel reimbursement at the most current federally established per diem rates. The rates for countries and major cities can be found at the U.S. Department of State website at <http://www.state.gov>. The college will pay the daily meal and incidental rate for the location without requiring receipts. However, for lodging reimbursement, a receipt is required and the college will reimburse the actual cost up to the maximum approved lodging amount for that city. Reimbursement is paid in U.S. dollars; therefore, documentation of the exchange rate at the time of travel is necessary to convert foreign payments into U.S. dollars.

Revised: October 2, 2012 (clarification from NSHE audit)

Approved by PC: April 10, 2007, February 9, 2010, March 23, 2010 but effective May 1, 2010, May 10, 2011, October 2, 2012, June 10, 2014

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

SEARCH COMMITTEE PROCEDURES FOR ACADEMIC AND ADMINISTRATIVE FACULTY

POLICY

The purpose of this policy is to provide a fair and equitable process for the selection of faculty and administrative staff. This policy applies to all searches for faculty and administrative staff positions.

SECTION 1: JOB ANNOUNCEMENTS

The search committee will develop a job announcement that clearly defines the position and its responsibilities. The announcement will be posted in a public location and on the college website. The search committee will review all applications received and will interview candidates. The search committee will recommend a candidate to the president for final approval.

The search committee will ensure that the search process is fair and equitable. The search committee will provide equal opportunity for all qualified candidates to apply for the position. The search committee will maintain confidentiality throughout the search process.

SECTION 2: AFFIRMATIVE ACTION

GBC Philosophy

Great Basin College, a member of the Nevada System of Higher Education, is an Affirmative Action/Equal Employment Opportunity educational institution.

Search Committee Member Selection: "

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SECTION 3: "SEARCH COMMITTEE CONFIDENTIALITY AND TRAINING"

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Search Committee Training

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SECTION 4: "APPLICANT SCREENING AND REFERENCE CHECKS"

Application Submission

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