

GREAT BASIN COLLEGE  
PRESIDENT'S COUNCIL  
January 27, 2015  
1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, John Rice, Bret Murphy, Amber Donnelly, Steve Theriault, Cathy Fulkerson, DeMarynee Saili, Melinda Mott

1. Approval of Minutes– The minutes of the President's Council meeting on January 13, 2015, were approved.
2. SGA Update– DeMarynee Saili apologized for not being here for the last meeting. She reported that the Welcome Back week activities went well. Students attended the events who they have never seen before. Currently, SGA has four vacancies. They are looking for three senators for the Reno campus and one senator Battle Mountain. The Nevada Student Alliance meeting will be discussing Education Day on March 2. At this point the number of students who will be attending GBC is unknown. DeMarynee is hoping there are students interested in attending. SGA is working on next month's events.



Mike McFarlane announced that GBC has hired a new Circulation Manager for the Library name is Carrie Gaxiola.

Lynn Mahlberg reported that they had received some phenomenal nominations for this year's Regents' Scholar Award. The committee agreed that Nora

## POLICY AND PROCEDURE

Title:

1.3 Position Advertising. The scope and duration of position advertising shall be determined with the creation of the announcement. Advertising should be as broad as is reasonably affordable to create an adequate pool of qualified applicants for the position.

## 2.0 Search Committee

2.1. Committee Formation. The selection process is coordinated through the office of the appropriate Vice President or Dean supervising the function of the position. The Vice President or Dean shall consult with existing department employees and those members of departments potentially affected by the position to form an ad hoc Search Committee. Unless otherwise authorized by the President, search committees shall be composed of a minimum of five members. At least one member shall be a representative of the Personnel Committee as designated by that committee. Non-voting ex officio committee members may be included in search committees. People not employed by the college must serve only in an ex officio capacity. Human Resources shall be informed of the membership of the committee.

### 2.2 Search Committee Member Roles

1. Search Committee Chair. The Vice President or Dean responsible for the position shall assign the chairship of the committee to one of its members. This will generally be a person in a leadership role for the function of the position, such as a department chair, but may be anyone familiar with the function of the position. The Vice President or Dean may serve as chair

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2.4. Committee Training. It is imperative that all search committee members comply with all matters of confidentiality and conformity to policies and legal requirements relating to the recruitment and selection process. To this end, at the first meeting of each search committee, the representative of the Personnel Committee serving on the Search C

Human Resources staff shall notify all candidates not elevated to Level 4.

Level 4 candidates may be considered for interviews. As a general rule, the college may reimburse some travel expenses for up to three candidates based on current Human Resources reimbursement guidelines. If there are more than three candidates that the committee would like to interview, there may be a round of telephone interviews at Level 4 to reduce the number of potential candidates. All candidates considered well enough qualified for live interviews shall be elevated to level 5.

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For all interviews, interview questions must be developed by the Search Committee and approved at least three business days in advance by Human Resources. Questions must relate to professional qualifications including, but not limited to, knowledge, experience, performance, competence, philosophy and suitability to the position. Before interviewing each candidate, the Affirmative Action

memorandum of recommendation representing the consensus of the committee. The memo shall be addressed to the Vice President overseeing the position. The memo should be properly formatted on GBC letterhead and sent as an email attachment or as a paper document. In addition to standard formatting information, the memo shall include the following information:

1. The names of the candidates interviewed
2. Which candidates, if any, are recommended as acceptable for the position
3. The ranking of the acceptable candidates from highest to lowest
4. A brief summary of the strengths and/or weaknesses that led to the recommendation

The approval of recommendation by the Vice President shall be forwarded to the President. Final approval of recommendation to offer a position to a candidate and the salary to be offered are at the discretion of the President.

## Proposed changes to Faculty Senate Bylaws and expansion of PC 1.7.15

### Shared Governance at GBC

Shared governance embraces the notion that all perspectives at a college have value in decision making and can move the institution forward to meet the challenges of higher education today and in the future. ADD SUMMARY AAUP ETC

In adhering to the philosophy of shared governance, administration, faculty, and staff contribute to the development and implementation of actions (including policies and procedure) for the development of actions occurs within standing and administrative offices as needed. Committees vote to advance actions to the Senate for consideration. The Senate may require changes and delay voting a later date. A simple majority vote is required to recommend action to President's Council (PC) for consideration. Actions of the Senate shall be reported to the President by the Faculty Senate Chair.

President's Council is a college-wide governing body comprising representatives from administration, faculty, classified staff, and students. PC considers actions recommended by Senate. All members of PC are voting members in recommending actions forwarded by Senate, but the President makes final decisions. Members of PC include:

#### Administrative Representation:

- The President
- Vice President of Academic Affairs
- Vice President of Student Services
- Vice President of Business Affairs
- Dean of Applied Science
- Dean of Health Science and Human Services
- Administrative Assistant to the President

#### Faculty Representation

- Faculty Senate Chair
- Faculty Senate Vice Chair
- Out-going Faculty Senate Chair or an At-large Teaching Faculty
- At-large Administrative Faculty Representative

At-large faculty members of PC are nominated and approved in Senate.

#### Classified Staff Representation:

- Classified Council Chairs

#### Student Representation:

- Student Government Association President

PC may recommend changes to actions before final consideration. Recommended actions may be subject to re-draft and may choose to reject recommendations. PC actions are subject to appeal and review by the faculty.

## Proposed changes to Faculty Senate Bylaws and expansion of PC 1.7.15

Senate ~~ad~~ recommendations ~~are~~ resubmitted to President's Council for consideration ~~and~~ recommendations to the President.

The President is the final decision ~~maker~~ on all actions. All decisions ~~made~~ by the President ~~are~~ reported to Faculty Senate by the Faculty Senate Chair. If a presidential decision meets with significant faculty opposition, at the discretion of the faculty senate chair, or by resolution of faculty senate, the President shall reconsider ~~under~~ advisement with faculty and PC