

GREAT BASIN COLLEGE  
PRESIDENT'S COUNCIL

October 13, 2015

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, Bret Murphy, Amber Donnelly, Lisa Frazier, Steve Theri

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6. Institutional Research Update Cathy Fulkerson and Linda Uhlenkott will be at the Elko campus next Monday through Friday. President Curtis asked about the discrepancy in how we count high school students. That discrepancy is the academic year trend data on high school students she has to go by high school graduation date and that is self reported

7. Accreditation Update Mike McFarlane said they are making progress with assessment. Linda Uhlenkott had a good two weeks of meetings with people. It's a matter of follow up now. Cathy will be working with the operations.

8. Vice President Reports

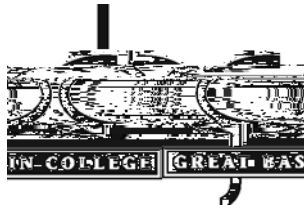
- x Business Affairs – Sonja Bert presented policy 4.10 Grants: Financial Procedures review. There was a change to the record retention. Language was added that if a grant is auditing the three year retention period starts at the end of the audit resolution. President's Council approved.
- x Student Services – Lynn Mahlberg reported a savings of \$20,000 by not sending out the schedule. Media Services will be printing smaller schedules tailored for the sites. Battle Mountain for example wanted the live and IAV classes listed together in the schedule and they wanted Winnemucca and Elko classes listed as well. The high school brochure will be customized as well. The scholarship workshop with the school districts will be on February 17<sup>th</sup>. Financial Aid completed the scholarship awards. There were 31 scholarships to be awarded and 130 applications. With the Access dollars they were able to award \$200k to everyone who did not get a scholarship.

x Business & Technology Bret Murphy reported there are some programs coming up. Heather Steel and Kayla McCarson have been working on some YouTube videos for the new GBC CTE YouTube channel.

x Distance Education Lisa Frazier reported Cranium Café has taken off by storm. She has a request to move from a one person to a ten person platform for group work. After last President's Council meeting it was decided that it could be paid out of online lab fees. One gap she has seen is we don't have an advisor dedicated to dual enrollment students. We might want to think about how we are approaching these students a very important group.

x GBC Foundation – Greg Brorby reported the Foundation will be conducting a small annual giving campaign thanking donors at Thanksgiving. A Thanksgiving card mailer is being prepared that will include an insert card for an opportunity to donate to the college. They will have the opportunity to designate the gift. It will go out to donors that have contributed \$250 in the past 5 years or more. Last spring a needs list was created for the major donor appreciation event and some of those needs have been met. Greg would like to update the list and expand it as necessary. President Curtis stated there would be two Foundation events in the spring; a Legacy appreciation event in February and another appreciation event later in the spring. The Foundation will be cultivating the smaller donor. The needs/priority list should be completed in October if possible.

10. President's Report Mark Curtis reported he is refining the



# BYLAWS GREAT BASIN COLLEGE

## TABLE OF CONTENTS

### 1.0 Organization and Administration of Great Basin College

Purpose of the College

### 2.0 College Bylaws

College Bylaws Committee

Questions of interpretation

Amendments

### 3.0 Organizational Structure of Great Basin College

#### 3.1 The Participants

Executive Faculty

Academic Faculty

Administrative Faculty

Classified Staff

Students

#### 3.2 College Governance

3.2.1 President's Council

3.2.2 Faculty Senate

3.2.3 Classified Council

3.2.4 Student Government Association (SGA)

3.2.5 GBC Advisory Board

3.2.6 GBC College Foundation                      Human Resources

#### 5.1 Personnel Actions

5.1.1 Recommendations for Action

5.1.2 Denial of Appointment with Tenure, Salary Increase, Promotion or Reap

#### 5.2 Appointment

5.2.1 Recruitment Procedures

5.2.2 Duration of Employment Contracts

5.2.3 Terms and Conditions of Employment

- 5.2.4 Personnel Files
- 5.2.5 Job Descriptions
- 5.3 Recruitment**
- 5.4 Employee Evaluation**
- 5.5 Adverse annual evaluation rating**
- 5.6 Tenure**
- 5.7 Professional Rights and Appeals, Salary Schedules**
- 5.8 Layoffs for Curricular Reasons and Financial Exigency**
- 5.9 Academic and Administrative Faculty Grievances**
  - 5.9.1 Definitions
  - 5.9.2 Procedures
- 5.10 Classified Staff Grievance**

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## 1.0 Organization and Administration of Great Basin College

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### **Purpose of the College**

Great Basin College (GBC) is part of the **Nevada System of Higher Education (NSHE)** — a system comprised of two universities, one state college, four community colleges, and a research institute. GBC must comply with all policies and procedures outlined in the NSHE Code and NSHE Title 4, Policy Codification.

GBC has a multifaceted **mission** and provides educational opportunities for the residents of Elko, White Pine, Humboldt, Lander, Nye, and Eureka counties. GBC is a comprehensive community college and has a mission to deliver university transfer, occupational/technical, selected baccalaureate degrees, community education, developmental education, business and industry linkages, and student support services.

With a 62,000 square mile service area, a multi-educational center organizational structure and extensive distance education technologies are utilized.

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## 2.0 College Bylaws (GBC)

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**Other GBC Bylaws.** The Board of Regents delegates to the faculty of GBC the authority and responsibility for organizing itself in accordance with GBC Bylaws and for recommending policy on matters of faculty welfare, on the rights of faculty under the Nevada System of Higher Education Code, and on their involvement in the College's primary missions as stated in the NSHE Code. Classified staff are also awarded the authority and responsibility for organizing themselves into a representative body in accordance with the NSHE Code.

The **College Bylaws Committee** is formed by recommendations from the Faculty Senate, Classified Council, President's Council, and appointed by the president. The Committee deals with questions of GBC Bylaws

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**Executive Faculty**

Executive faculty are the president and vice-presidents. The president of the College is the chief executive officer. The president reports to the Board of Regents through the chancellor. The president's specific duties and responsibilities are set forth in the Bylaws of the Regents. The president is responsible for all final decisions at the College and is the chief college representative to the community at large. Each vice-president is appointed by the president subject to the approval of the NSHE chancellor. Duties and responsibilities are specified by the president.

Vice-presidents



In accordance with the GBC Bylaws and the NSHE Code, the faculty establishes and maintains separate bylaws for their governance. The GBC *Faculty Senate*

Bylaws  
Webpage  
Grant-in-Aid

### **3.2.4**

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#### **4.0 Budget**

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In keeping with the priorities of excellence for instructional and support services, the vice-president for administrative services shall request annual budgetary recommendations from the faculty. The budgetary process shall include the opportunity for faculty and staff members to make budgetary recommendations.

The president or designee shall ensure that all faculty and staff members are informed on the status of the yearly work program and the biennium budget.

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#### **5.0 Human Resources**

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employee. These contracts **do not** provide tenure. Employees receive the same benefits and salary increases as tenured **full-time** faculty. See NSHE Code citation listed above for more detailed information.

### **5.2.3 Terms and Conditions of Employment.**

Board of Regents Committees; recruitment and selection will be determined by the Board of Regents in compliance with NSHE Code.

Search committee procedures for full-time teaching faculty positions are detailed in GBC Faculty Senate Personnel Committee's document, *Procedures Governing the Search For and Recruitment of Faculty and Administrative Faculty*.

#### **5.4 Employee Evaluation**

### **5.5 Adverse Annual Evaluation Rating**

Academic and administrative faculty who disagree with the supervisor's evaluation may submit a written rejoinder, as provided in the NSHE Code, Section 5.16 and in NSHE Title 4, Chapter 3, Section 4,5. Following the provisions in these two references, GBC uses the peer review process to address faculty objections to an adverse annual evaluation rating or a denial of merit increase. The result of the peer review will be a recommendation to the president for a final decision. Whether the president accepts or rejects the peer review recommendation, the president must include a signed addendum on the front of the original evaluation stating the change, if any, and the reasons for the change or the reasons for a denial of a recommended change. See 5.9.2 below for more detail on the peer review process.

### **5.6 Tenure**

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the NSHE that their expected services and performances in the future justify the privileges provided by tenure.

Tenure policy and eligibility will follow those established in the NSHE Code, Chapter 4, *Tenure for Community College Faculty*, and those procedures outlined in Chapter 5 of the *GBC Policy and Procedures Guide*.

### **5.7 Professional Rights and Appeals, Salary Schedules**

Changes in contractual status shall be administered in accordance with the NSHE Code.

All appeals and reconsideration of personnel actions shall be conducted in accordance with the NSHE Code. Salary schedules for the universities, special units, state colleges, and the community colleges shall be reviewed every four years, in an odd numbered year, by joint efforts of the faculty, the presidents and the chancellor. Any proposed revisions to the schedules shall not go into effect until approved by the Board of Regents (B/R 1/03).

### **5.8 Layoffs for Curricular Reasons and Financial Exigency**

**5.8.1 Curricular Reasons.** An employee of the college may be laid off for curricular reasons because an ~~80118321~~ project, program or curriculum has been discontinued, reduced in size or reorganized for bona

year, the layoff shall

Within 15 working days of the committee selection, the peer review chair will convene a meeting of the group, which will then complete the work within 20 working days.

The working days specified above are the maximum. Some steps may be completed in a shorter time.

The committee will:

- Review written materials submitted, including the original evaluation and the faculty rejoinder.
- Gather information from other sources as the committee chair deems necessary.
- Discuss the merits of changing or not changing the evaluation. The proceedings of the peer review shall be informal in nature.
- Write a report recommending the confirmation of the original evaluation or recommending a new evaluation.

The peer evaluation report will be submitted to the college president. If the recommendation is to change the evaluation, the president may or may not accept the recommendation. Either way, the president must attach an addendum to the front of the original evaluation, explaining **how** the evaluation was changed (if it was changed) and **why** the evaluation was changed or remained the same. The addendum is signed by the president and a copy is given to the faculty member within fifteen (15) working days.

The supervisor's official evaluation and the facul



## **POLICY AND PROCEDURE (revised)**

**Title:** DEPARTMENT CHAIR RESPONSIBILITIES  
**Policy No.:** 3.4  
**Department:** Academic Affairs  
**Contact:** Vice-president for Academic Affairs

### **Policy**

The department chair is responsible for day-to-day functions of a department. The chair works closely with students to ensure that the department is meeting students' needs. The chair is also responsible for the supervision of assigned classified staff, full-time and part-time instructors, student advising, requisition generation and budget recommendations. There are also important curricular and course scheduling duties.

The department chair is the advocate for the department at department chair meetings and in meetings with vice presidents or deans.

### **Procedures**

#### **1.0 General**

- The length of the term for department chairs is decided by department (departments should set a policy).
- Each chair will fulfill teaching load responsibilities as determined by the adopted workload policy.
- The department chair or designee should be available, by phone or email when necessary during summer months and breaks.

#### **2.0 Responsibilities to Students**

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## POLICY AND PROCEDURE

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Procedure:	Access and Distribution of Recorded Instructional Materials
Policy No.:	3.7
Department:	Academic Affairs
Contact:	Vice President for Academic Affairs

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### Policy

The purpose of this policy is to ensure that all instructional materials are available to all students in a timely and appropriate manner. This policy applies to all instructional materials, including but not limited to textbooks, articles, and videos.

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### Procedures

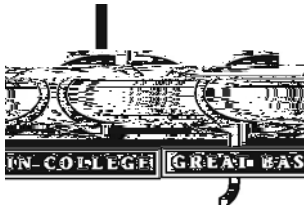
1.0 IAV Class Recordings
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Instructional Materials  
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Instructional Materials



## POLICY AND PROCEDURE

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Title:	GRANTS: FINANCIAL PROCEDURES
Policy No.:	4.10
Department:	Controller's Office
Contact:	Controller/Grant Writer/Manager
Reference:	GBC Policy & Procedure 3.30 Grants: Development & Implementation

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### Policy

It is essential that the controller's office, the grant manager, and the principal investigator for a given grant work closely on the financial aspects of grants. Granting agencies will often have different policies and procedures from the NSHE policies that govern state monies. Any differences should be recognized early in the history of a given grant. A good working relationship internal to the college as well as the relationship with the granting agency is essential to financial health: proper use of funds; up-to-date

Indirect cost allocations are recorded in fund 263 with separate accounts to reflect these distributions and any further allocations of college indirect cost recovery directed by the college. All indirect cost recovery and expenditure of the same shall be recorded in these funds.

### 3.0 Personnel Activity Reports

The principal investigator of each grant-funded program will ensure that an “A Personnel Activity Report” is completed for all individuals employed from grant funds.

**3.1 Personnel Activity Reports for Sponsored Agreements (Professional Employees)** Federal and college regulations require an after-the-fact certification of 100% of the effort of the professional personnel who devote effort either directly or indirectly to all direct federal sponsored agreements. The GBC Personnel Activity Report meets this regulation.

Any professional employee who devotes effort on a sponsored agreement or whose activities encompass more than one functional category or expense (e.g., instruction, departmental administration) must complete a Personnel Activity Report, and send to the grant manager’s office.

“A” contract employees must file at least semi-yearly, within thirty (30) days, respectively, after the end of December and the end of June). All other professional employees must file within three months after the end of each academic term, fall semester, spring semester, or summer session.

It is the responsibility of the department chair or the director to ensure that Personnel Activity/Grant Matching Reports are completed by professional employees to which this policy is applicable. Forms and instructions may be obtained from the controller's office or the Grant Writer/Manager’s Office.

Difference between effort reflected on personnel activity reports and effort reflected in payroll charges will need to be adjusted through submission of form PR 45, Request for Change of Payroll Charge, if the difference is determined to be material (see Section 1,114).

**3.2 Personnel Activity Reports for Sponsored Agreements (Classified Employees)** Federal and college regulations require monthly “after-the-fact” certification of non-professionals who have devoted effort to any direct federal sponsored agreements. The Personnel Activity Report meets this regulation.

These forms should be signed by a responsible official who has direct knowledge of the work performed, and submitted monthly to the Controller's Office. It is the responsibility of the project director or principal investigator to ensure that these forms are completed for all applicable non-professional employees.

Differences between effort reflected on these certifications and effort reflected in payroll charges must be adjusted through submission of a PR 45, Request for Change of Payroll Charge, if it is determined that the

