

GREAT BASIN COLLEGE  
PRESIDENT'S COUNCIL

March 7, 2017  
1:30 p.m.

PRESENT: Mark Curtis, Lynn Mahlberg, Bret Murphy, Amber Donnelly, Angie DeBraga,  
Jonathan Foster, Mardell Wilkins, Cathy Fulkerson, Greg Brorby, Michelle Phay,  
Jonah Dueck  
ABSENT: John Rice, Lisa Frazier, Tom Reagan, Mary Doucette  
GUEST: Tammy Mette

1. Approval of Minutes– The minutes of the President's Council meeting on February 7, 2017, were approved.
2. SGA Update– Mark Curtis introduced the new SGA president, Jonah Dueck. Jonah reported that SGA now has a full executive board. Cristian Apolinar (Pahrump) is the Vice President and Becky Linville is the secretary (Battle Mountain). SGA is currently short on senators. SGA will be promoting the spring elections and Jonah will travel to as many centers as he can to encourage students to run for office.
3. 4.9 Travel Policy– Sonja Sibert

ongoing meetings to work on the strategic indicators on the second and fourth Tuesdays of the month at 1:30 p.m.

7. Vice President Reports  
x Business Affairs –

reported that the Drivers Ed program will be moving to Continuing Education. We will lose some FTE as it will not be for credit any longer. This late change did not make the catalog. Another budget hearing on the NSHE budget on schedule on March 28<sup>th</sup> GBC will be answering questions on the change to the formula funding (why go from a weighted 2 to a weighted 4 multiplier) and where did our numbers come from and provide proof that we will not using the additional money to backfill positions from the loss of the bridge funding. The money needs to go the CTE support and not positions.

10. Miscellaneous

None.

## 4.9 Travel Policy

### 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 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 of 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

Travel should be by the least expensive method available when total travel time, salary of traveler, availability of college 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 discounted 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.

#### 2.0 Travel Authorizations & Advances

2.1 Travel Authorization. The *Employee Travel Request Authorization* including signature approvals, must be completed prior to travel arrangements being made and/or travel occurring. All travel must have approval by the Department Head or Vice President/President (out-of-state and foreign travel only). One exception to the rule for Vice President/President approval is for out-of-state trips lasting 24 hours or less. In such cases it is not necessary to obtain approval. An example would be a one-day trip to Salt Lake City, UT. In the absence of the appropriate signer for approval, sub

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*f* A Driver's Acknowledgement Form must be completed prior to reserving a vehicle. Forms can be found at the following website: [www.gbcnv.edu/controller/ f](http://www.gbcnv.edu/controller/f)

## 4.9 Travel Policy

It is very important to use the proper account code when reserving the vehicle to obtain the insurance protection. Failure to use the proper account will result in personal liability for auto damages. Enterprise Rent-A-Car can be found locally at the Elko Regional Airport.

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additional cost to the traveler. Conference information or a meeting agenda must be attached to the





Department Chairs - Faculty Senate Report  
February 24, 2017

Action Item: Teaching Faculty Position- Pahrump Nursing Instructor

Great Basin College  
Pahrump Nursing Position  
Justification

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**Program Highlights:**

1. There are 7 nursing student in Pahrump with the potential to take 6-12 student in each cohort.
2. Currently the Pahrump has 58 ADN and 12 BSN students who have declared nursing as their major.
3. We will be graduating the first 3 students from the program in May 2017 and will graduate 4 students May 2018.
4. The position is currently TAACCCT funded but is in the Governors budget as part of the rural expansion. It is likely that the position would then be moved to state f 16Mt6(n M)pg.7(o s( m)17.j1g.7(o s( m)17To)10.( al year to 2018. e the nursing cohort is. accepted

(The position will start in fall 2017.)

Written Report: DC Meeting Notes –January 13, 2017

## Department Chairs

Great Basin College  
Friday, January 13, 2017 at 8:30 a.m.  
Battle Mountain #3, Elko HTC #121, Ely #114, Pahrump #124, Winnemucca #115

## Meeting Notes

Item #2: