

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

April 4, 2017

1:30 p.m.

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

GUEST: Tami Mette

1. Approval of Minutes – The minutes of the President's Council meeting on March 7, 2017, were approved.
2. SGA Update – Jonah Dueck reported he has been promoting the upcoming SGA election. He has planned to travel to as many of the centers as possible.
3. 4.9 Travel Policy – Sonja Sibert reported that this is the 2nd read. There is now some information on international travel. Information on Southwest Airlines has been included. With the implementation of WorkDay there will be a standardized NSHE travel policy. President's Council approved the policy.
4. Faculty Senate Update – John Rice reported no action items. He reported that Jonathan Foster, Kayla Mccarson and he have been working on the marketing policy and they are confident that it will be a very good policy. It will be brought to Faculty Senate for a vote. The policy will provide the opportunity to release GBC from any liability for an employee's opinion. Jonathan reported that there is an assessment symposium schedule for next week. The Assessment Committee has been doing great work.
5. Classified Council Update – Michelle Phay reported that May 3 is the Classified Council Duck Race. Wanted Dead or Alive is the theme.
6. Institutional Research Update – Cathy Fulkerson will be in Elko next week to attend the assessment symposium. She will be meeting with Gen Ed committee on how TRACDAT works. The Climate Survey on sexual assault and safety is almost ready to go out.
7. Vice President Reports
 - Business Affairs – Sonja Sibert had no report.
 - Student Services/Academic Affairs – Lynn Mahlberg reported she attended the Western Alliance of Academic Leaders conference and there are a number of things that GBC is already working on that came out in the conference, i.e. the importance of skills certificates for less than 30 credits; working with employers, etc. There was a national student clearing house session that is working on initiative to drill down the transcript that will show grades and other things. There would be a special student portal and the

student can pick and choose what they want to put in the transcript. The student would not be able to exclude any grades.

8.

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

2.0 Travel Authorizations & Advances

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/.

Your personal driver's license must be shown each time a vehicle is checked out for travel.

Vehicle gas cards will be issued for GBC motor pool and rental agency vehicles only.

3.2 Personal Vehicle Use for Employee's Convenience. Reimbursement for an employee using his/her own personal vehicle for the employee's convenience shall be one-half of the convenience rate as established by the State of Nevada. One exception to this rule is to permit personal vehicle use with full mileage allowance only during hazardous or potentially hazardous conditions upon pre-approval by a Vice President or the President. Unless otherwise agreed

additional cost to the traveler. Conference information or a meeting agenda must be attached to the *Employee Travel Claim Form* to verify which meals were provided.

5.5 Incidental Expenses. Up to \$5 per day can be reimbursed for incidental expenses (receipts not required).
Reimbursement

5.10 Combining College Business and Personal Travel. Separating college and personal travel expenses poses certain auditing problems for the controller's office. Employees who incorporate private and college travel must 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.

6.0 Travel Expense Reimbursement Procedures

Within fifteen (15) working days after completion of a trip, the *Claim for Employee Travel* shall be filed in the Controller's Office. If an advance has been received, the traveler will indicate the total cost of the trip, amount of advance received, and the amount either due traveler or due the college. The *Claim for Employee Travel* must be routed through the proper administrative channels for final approval and signatures.

7.0 Team or Gse R

Applicants for professional positio