

President's Council Meeting
May 1, 2019
MINUTES

Present: Joyce Helens, Sonja Brown, Jake Rivera, Amber Donnelly, Bret Murphy, Matt McCarty, Jinho Jung, George Kleeb, Angie DeBraga, Becky Linville, Mardell Wilkins

Absent: Sonja Sibert, Joe Micke, Brianne Murphy, William Brown

1. Faculty Senate – Jinho Jung and George Kleeb reported on Faculty Senate recommendations. The BAS Comprehensive Medical Imaging with Emphasis in Diagnostic Medical Sonography was approved via special meeting of the Faculty Senate on April 3. The Curriculum and Articulation Committee is recommending four courses for approval: CMI 492 (Comprehensive Medical Imaging), HIST 208 (World History I Survey of world civilizations to 1600), HIST 209 (World History II Survey of world civilizations since 1600), and ENG 402A (Advance Creative Writing). PC had no objections for the English and History Courses and for the new program.

The Personnel Committee Recommendations: Emeritus recommendations for Lisa Frazier and Patricia Fox were presented to Faculty Senate and approved and will be forwarded on to the President. The committee received the recommended changes to the **5.15 Recruitment and Selection of Professional Staff** policy. President's Council discussed the policy again. President Helens added that no ranking is to take place. There needs to be strengths and weaknesses of the candidates with no ranking. This makes it facts based and less impartial. All wording that mentions ranking will be taken out and the policy will be sent back to committee. The work of the committee is to be recognized. President's Council then discussed how quality matters in everything that we do. President Helens is continually thinking about branding. GBC is the Gold Standard in the Silver State. This will be a new slogan going forward. GBC services should always be the gold standard and the best that can be provided.

2. SGA Update – Becky Linville reported SGA elections have been cancelled this semester due to lack of applicants. They will appoint Elko senators on the May 10th. The SGA awards ceremony will be next Friday, May 10 at noon after the SGA meeting.

look at data and make recommendations to lead to institutional commitment on where we should be on this. A firm statement on DWF outcomes should be above the standard. GBC currently does not have a policy on this. George Kleeb said the committee to look at this would be the Academic

things are included in the P&P that are not policies or procedures. The P&P will be updated to be clear and succinct. Seeing examples from other institutions will help. The web pages are another area which affects every area of the college. A schedule needs to be created on when to review and update web pages.

Jake reported that StarFish has a single sign on page. Full implementation of StarFish platform should happen in 1(p)-0.7 (e)-6 (n)-0.7 (i)-6BC228 0 Td procn in 0 Td u in 0 Td7 p-(p)5.2(h)-0.8 (a)-3.2nbff- 07a2.7 (e

Gen. Ed. Committee Report

April 26, 2019

The Gen. Ed. Committee met on March 18 and April 1 and submits the following report:

1. The committee approved HIST 208 and HIST 209 as General Education options for the Humanities Outcome. The committee seeks Faculty Senate approval for these courses.
2. The committee prepared guidelines for General Education Course Assessment, which are included with this report as an informational item. Two members of the committee presented these standards to Department Chairs and there will be an informational meeting open to all faculty regarding General Education assessment in May, tentatively planned for Finals Week.

REPORT OF THE CURRICULUM & ARTICULATION COMMITTEE

GBC Faculty Senate on April 26, 2019

Items for approval

COURSES:

CMI (Comprehensive Medical Imaging) 492; This course was reviewed and moved to approve by Tamara Cavender, second by Lynne Owens, motion carried. This is the capstone course in the Diagnostic Medical Sonography Program.

HIST 208 World History I Survey of world civilizations to 1600. Examines societies, cultures, and issues relative to Africa, the Americas, Asia, Europe, the Middle East and Oceania. This is a new course to GBC, aligning with NSHE CCN documentation. Moved by Tamara 2nd by Eric, Motion Carried

HIST 209 World History II Survey of world civilizations since 1600. Examines historical societies, cultures, and issues relative to Africa, the Americas, Asia, Europe, the Middle East and Oceania. This class is in the GBC catalog and is being reactivated. Moved by Tamara 2nd by Eric, Motion Carried

ENG 402A Advanced Creative Writing This course is being offered as repeated three times for a total of 9 credits with different projects and instructor approval.

CERTIFICATES: None

PROGRAMS:

The Bachelor of Science Comprehensive Medical Imaging with Emphasis in Diagnostic Medical Sonography was approved via a special meeting of Faculty Senate on April 3, 2019 via an e-mail vote.

Meeting date: April 8, 2019, 2:00 PM

Present: Pete Bagley, Clint Kelly, Xunning Du, Gretchen Skivington, Denis Padilla, Justine Stout, Diane Wrightman, Sonia Sibert (ex-officio), Tami Mette (chair)

Minutes:

1. Emeritus application discussion and vote

- a. Two emeritus applications were reviewed by the committee prior to the meeting. There was minimal discussion as to the qualifications of each applicant. The committee voted on each application separately and both applications were voted to be moved forward to Faculty Senate. The emeritus applicants were as follows:

i. Lisa Frazier

1. Vote: Motion made by C. Kelly, second P. Bagely; Unanimous pass

ii. Patricia Fox

1. Vote: Motion made by P. Bagely, second J. Stout; Unanimous pass

2. Recruit (b)(1)(A) (e)-(3) (d) (x) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)

- ii. All members of the search committee must participate in candidate interviews and voting. If a committee member is unable to attend any one of the candidate interviews, they are ineligible to vote.

- iii. It was highly recommended that "courtesy" interviews are not done during any search.

The meeting concluded at 3

POLICY AND PROCEDURE

Title:	Recruitment and Selection of Professional Staff
Policy No.:	5.15
Department:	Human Resources
Contact:	Vice President for Business Affairs

Policy

In support of its mission, Great Basin College shall recruit and select qualified, diverse, and responsible faculty members of outstanding ability and nature to serve both academic and administrative professional roles. In this endeavor, as delegated by the Nevada System of Higher Education (NSHE) Code (Title 2, Chapter 5, Section 5.4.1), GBC shall use the recruitment and selection procedures provided in this policy to select and hire the best available outstanding candidates to fulfill the duties of positions recruited for.

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 if appropriate.

3.1. Application Submissions. Applicants for professional positions shall submit application materials electronically to Human Resources through the NSHE recruiting software. During the open recruitment, Human Resources will review for incomplete applications and notify applicants to submit required materials. A member of the Human Resources staff will review initial applications, that all required materials are present. Incomplete applications will be dispositioned as “incomplete application” and will be moved to the inactive candidate list. All complete applications will remain in the active candidate list at “review” status. Applicants remaining in the “review” status must include:

1. Completed online application;
2. Letter of interest;
3. Resume/Curriculum vitae; and
4. Three contacts for references and/or three current letters of recommendation
5. If the minimum qualifications for the position require a degree, certificate, or particular courses, unofficial transcripts should be present prior to interview.

Incomplete applicants will be notified through the NSHE recruiting software that they are no longer under consideration.

3.2. Application Review and Rating. Remaining applicants shall initially have their qualifications evaluated relative to the minimum qualifications list. All candidates meeting minimum qualifications shall remain in the “active” candidate list at “review” status. This determination shall be made by the chair of the search committee, perhaps in consultation with other committee members and supervising Vice President and/or Dean. In the event few or no applicants meet the minimum qualifications, the search Vice President and/or Dean and Human Resources will be notified. In this situation, the recruitment period may be re-opened for continuing recruitment or other options may be considered.

Applicants not meeting the minimum req(u)-7 (m)5.8mi3c5 (a)- (m)5.8mi3c5 (a)- (m)5.8mi3c5 (a)- (m)5.8mi3c5 (a)- (m.9 (r)-5.4 (e)2

The final pool of applicants shall be interviewed on campus. In exceptional circumstances, other arrangements may

Interview settings for each finalist must be in the same format. There may be no mixing of phone and in-person interviews. Finalist interviews shall always consist of at least an in-person interview with the Search Committee and a personal meeting with the position supervisor – usually Vice President or Dean – to discuss salary, benefits, conditions of the position, and the general setting and attributes of the College. Finalist interviews may also include a teaching demonstration or other demonstration of professional abilities and a meeting with the President. Other components of the interview may be included so long as they relate to determining the professional ability and appropriateness of the person(s) being interviewed and that all interviewees for the same position are given the same requirements.

4.3. Reference Checks. There must be an attempt to contact applicant references by telephone for at least the top ranked candidate for any position before an offer of employment is made. The reference calls shall be made by representatives of the committee. Reference questions must be approved in advance by Human Resources, and are generally no more than may be asked in about 10 minutes. The responses to reference calls shall be shared with the Search Committee.

5.0 Candidate Selection

Soon upon completion of all interviews, the Search Committee Chair shall convene a meeting of the full committee to deliberate the qualifications, strengths, and weaknesses of the candidates interviewed. The perceived fit of the candidates into the college community may be a consideration. The acceptability of candidates and the ranking of those deemed acceptable will be determined by the consensus of the committee. Ex officio committee members or members who could not attend all interviews may participate in deliberations, but may not have any vote or say in the final consensus. The committee chair shall then meet with the appropriate Vice President or Dean to discuss the recommendations, and then write a 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 memo 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 recommendations

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 sole discretion of the

Vice President to ensure that all paperwork related to the search is completed. Human Resources shall also contact any who were not interviewed to inform them that they are not being considered for the position.

Approved by President's Council: January 27, 2015

Approved by Faculty Senate: January 16, 2015

Contact the assistant to the President for any questions, changes, or additions.

In support of its mission, Great Basin College shall recruit and select qualified, diverse, and responsible individuals of outstanding ability and nature to serve both academic and administrative professional roles. In this endeavor, as delegated by the Nevada System of Higher Education (NSHE) Code (Title 2, Chapter 5, Section 5.4.1), GBC shall

position. When the position announcement is complete, the appropriate Vice President shall complete the recruitment authorization form and forward it to the VPBA.

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 reasonable and 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 Comm

number of potential candidates. All candidates considered well enough qualified for live interviews shall be interviewed.

Candidates the committee considers acceptable for interviews, maybe more than the actual number to be interviewed. The candidates ranked highest by the Search Committee at this point shall be given the first opportunity to accept invitations for interview. Alternate candidates may be identified should the highest ranked candidates not accept interviews.

(revised March 12, 2019)

4.0 Candidate Interviews

The final pool of applicants shall be interviewed on campus. In exceptional circumstances, other arrangements may be required. Exceptions will be approved by the appropriate Vice President and in consultation with the VPBA. Interview settings for each finalist must be the same, for example, no mixing of phone and face-to-face interviews.

4.1. Contacting Candidates and Scheduling Interviews Upon selecting either the preliminary or finalist pools of candidates to interview, the search chair shall coordinate with the appropriate Vice President and associated assistant to make interview arrangements. Generally, the assistants are responsible for coordinating staff and candidate schedules for travel, interviews, and facilities arrangements. Interview schedules typically include meeting with the

From the preliminary interviews, finalists may be selected for in-person interviews based on their qualifications as stated in their applications and answers to the preliminary interview questions.

2. Finalist Interviews.

individual making position offers to candidates shall also be responsible for contacting the candidates for whom an offer will not be made.

If no acceptable candidates accept the offer of the position, the search shall be declared finished. The options of reevaluating the need for the position and advertising for the position shall be deliberated as if the search is beginning anew.

6.0 Closing the Interview

Once an offer has been accepted by a candidate, or if no suitable candidate has been placed in the position, the search is closed. Search Committee members must destroy all applicant materials. Confidentiality is maintained after a search closes. The Human Resources department will (T)-(h)19.1 (n)-4. mu533>BDC 0.002 Tc 0.001 Tw 9.96 -0 0 21