

Leadership Council Meeting
October 7, 2021
1:30 pm

Bill Brown
Amber Donnelly
Mardell Dorsa
Mary Doucette

Joyce Helens
Louellen Monte
Bret Murphy
Sonja Sibert

Jennifer Sprout
Karl Stevens
Tasha Storla
Brian Zeiszler

Angie DeBraga
Kevin Seipp
Jake Rivera

Brian Dankowski
Chantell Garcia

1) President's Update

President Helens reported on COVID situation. GBC continues to follow protocol. We are stable and we continue moving forward for students. We are continuing to be diligent about mask wearing and hand sanitizing and just being careful. GBC continues to do the contact tracing and provide the space for the monoclonal clinic.

President Helens congratulated Brian Zeiszler, Mary Doucette, and colleagues in very positive public comments made by a state education leader on the Teacher Ed program at GBC.

5) Classified Council Update

Tasha Storla reported that the Classified Council made welcome back bags for the Classified staff when they came back in September. They try to show gratitude for all Classified staff.

6) Student and Academic Affairs Update

Mary Doucette reported on a partnership with a charter school in Minnesota offering online courses to their high school students. It could become something big with time. We are working to expand offerings at the prisons. We received an AT&T grant that will give 85 students a \$100 scholarship.

Amber Donnelly reported on the Sandy Grant which helps to fund the CNA and EMT programs. We have increased enrollments in Pahrump for EMT, but we are seeing a decrease in the interest in the CNA program. There is a lot of funding out there that will pay for everything. Amber has been working with Humboldt County hospital and Northeastern Nevada Regional hospital to create a future Respiratory Therapy program. She reported that some students are still doing the contact tracing.

Bret Murphy reported the CDL program closed early because of COVID. The CTE programs and welding can't do much of anything for three weeks. The other programs are more flexible. He reported the diesel instructor resigned but we should be alright for this semester.

7) Business Affairs Update

Sonja Sibert talked about the student and employee process for the vaccine requirements. The message will be consistent across all NSHE institutions. Exemption forms are on the website. Please contact Sonja with any questions.

Sonja Sibert reported on the monoclonal clinic. GBC has partnered with the county to be a site to administer the antibodies for patients who have been recently diagnosed with COVID. The patient must be prescribed the antibody therapy by a medical provider. There will be no walk ins. This will have a positive impact on the community and is a very good partnership. The vaccination rate in Elko County is 35%. It is not enough and that is why GBC is on a pause.

Sonja Sibert reported on Legislative matters. The first subcommittee was held to discuss the distribution of the American Recovery Act money.

Sonja Sibert reported that the fall enrollment is down 12% from last fall. We are down \$155,000 in registration fees plus \$300,000 down from the legislative session. The loss of revenue is sobering.

8) Communications Update

No report.

9) Other Business

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 possible and affordable to create an adequate pool of qualified candidates 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/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 chair 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 can be a person familiar with the function of the position. The Vice President or Dean may serve as chair if appropriate.

The committee chair shall have general responsibility for a timely, thorough, and fair search following all relevant procedures and legal requirements. This shall include scheduling and leading meetings that will include such activities as developing a position announcement, identifying recruitment strategies, scheduling interviews, creating interview questions, making recommendations for selection among candidates, and others as required of the search. The chair also serves as a regular member of the committee.

2. Personnel Committee Representative. The person designated as the representative for the Personnel Committee is primarily 003 Tw 1.279 (-.9 (a)4.2 Tw.8 (i)20.096 0-0.003 I)6.9 (i)01 Tc 0.001 Tw -26.96

Selected 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 reimbursement guidelines. If there are more than three candidates that the committee would like to interview, there may be a round of telephone or virtual interviews to reduce the number of potential candidates. All candidates who are well enough qualified for live interviews shall be interviewed if preliminary interviews are conducted. They should consist of not more than 5 to 7 questions and a rating rubric based upon those questions should be used for further rating to determine finalists that will move to the next stage.

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

4.0 Candidate Interviews

The final pool of candidates 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, except for the 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 assistants to make interview arrangements. Generally, the assistants are responsible for coordinating staff and candidate schedules, travel, interviews, and facilities arrangements. Interview schedules typically include meeting with the appropriate Dean or Vice President, a campus tour, the formal interview with the Search Committee, and for Academic candidates, a teaching or skills demonstration. The President may also wish to meet with candidates. It is the search chair's responsibility to work closely with the assistant in making arrangements. Preliminary interviews generally only require arrangements of time, Search Committee participation, and contact information.

If a teaching or other type of demonstration is applicable, time and location should be announced so that other members of the GBC community may participate. It is encouraged that an evaluation of the demonstration by the audience be utilized if used, must be the same for every candidate for the position. Teaching or demonstration topics must be of a similar nature for each candidate within a search.

In-person interviews may involve interactions in a social setting. Due to ongoing budget constraints all requests for GBC to provide lunch, dinner, or other engagement arranged by the search chair and the assigned assistant must be pre-approved by the VPBA. This gathering may include only the candidate (and spouse if present), all or select Search Committee members, and appropriate Vice Presidents or Deans. Arrangements must be similar for all candidates for a position.

4.2 Interviewing Candidates. The Search Committee shall conduct interviews of candidates for the final selection recommendations. Interviews of the finalist candidates shall be conducted in person unless otherwise authorized by Hio.6 (a)16.3 (.8 (ll o)-7 (r)-5.4 ()TJ3-4 op46 (404 Tc -0.001 Tc Td ()Tj 0. M2 (onduc)4.2 (t)

4. A brief summary of the strengths and/or weaknesses based upon requirements of job announcement and description that led to the recommendations

The approval of recommendation by the Vice President shall be forwarded to the President. Final approval of a recommendation to offer a position to candidates at the sole discretion of the President based on the information and recommendations received. The VPBA will determine the initial placement salary to be offered based upon education and relevant experience using the documented process and criteria.

The Vice President, Dean, or other persons supervising the position shall contact the approved candidate to offer the position with salary and other relevant information. If the approved candidate does not accept the position, the process will continue down the ratings until reaching the end of the list of accepted candidates. Soon after a candidate has verbally accepted an offer of a position, a professional new hire contract agreement worksheet will be completed and forwarded to Human Resources. Human Resources will generate an official offer letter to the candidate through the NSHE recruiting software. The same individual making position offers to candidates shall also be responsible for notifying their

Candidate Comparison (Initial Screening/Pre Interview)

Search Number and Position Title:

Search Committee Member:

Date:

Review and rate candidates based on the qualifications in the position announcement. The position qualifications located in the details tab of the recruitment in Workday.

Below is a list of candidates who submitted complete applications. Please give each candidate one overall rating

5 - Excellent: exceeds all qualifications 4 - Very good: meets all qualifications 3 - Adequate: meets required

Candidate

Rating

