

FACULTY SENATE

Friday, April 17th, 2015

Battle Mountain – BM 1 Elko – GTA 130; Ely – GBC 118;
Pahrump – PVC 124; Winnemucca – GBC 109

Meeting Minutes

I. ROLL CALL

Voting Representatives: John Rice, Glenn Tenney, Rod Sidwell, Heather Steel, Lisa Campbell, Cindy Hyslop, Mary Doucette, Dorinda Friez, Eric Walsh, Xunming Du, Pete Bagley, Jonathan Foster, Tammi Cavendar, Karen Kimber, Meachell LaSalle-Walsh, Lynette Macfarlan, Tim Beasley, Robert Hannu

Absent Voting Members: Heidi Johnston (P), Sherri Sanchez (P), Janice King (P)

Other Members Present: George Kleeb, Stephen Theriault, David Douglas, Tamara Mette, Tami Potter, Justine Stout, Frank Daniels, John (Spring) Newman, Lynne Owens, Michael Bail, Carrie Bruno, Laurie Walsh, Pat Anderson, Jodi Gerrits, Niki Reggiatore, Carmen Matlock, Janie Moore, Teresa Stauffer, Lisa Frazier, Chad Luke

Visitors: Sonja Silbert, Kayla McCarson

II. CALL TO ORDER: Action

Chair Theriault called the regular meeting of Faculty Senate to order at 9:00 a.m. on April 17th, 2015.

III. APPROVAL OF MINUTES: Action

A motion was made by John Rice and seconded by Karen Kimber to approve the March 20th, 2015, Faculty Senate Minutes. The motion passed unanimously. There were with 3 proxies recorded.

IV. GUEST/PUBLIC COMMENT

Chair Theriault mentioned that with expansion of president's council, invitations were extended to the Vice Presidents to present to Faculty Senate. Lynn Mahlberg will be presenting on May 8th.

Chair Theriault introduced Sonja Silbert as the 2nd of 3 administrative faculty invited to attend Faculty Senate

Sonja Silbert, thanked the Senate for the having her as a guest speaker.

a) Integrate 2 Update/Timeline

Sonja opened up with brief overview, update and timeline of the project. The project began 3 years ago. Her staff will be impacted for the next 18-24 months. Training and new processes will then be available to faculty and staff.

The first part of the project was to look at the current chart of accounts for better flexibility and data reporting. Next was the business process review which included the 8 institutions. This looked at 30 business processes between finance, HR, and grants and contract. The purpose of the review was to find ways of efficiency and standardize processes. Sonja also mentioned it was to take in account best practices within higher educations and other industries. Sonja continued, mentioning that the next step was to move out for an RFP process. This RFP would be for software and implementation consultants. Many people were involved in reviewing those RFPs. A recommendation was made to the board of regents to use Workday as the software and Sierra Cedar as the implementation consultants. The recommendation was approved in October. Between Oct and the end of January the system office negotiated contracts with both companies. Sonja reported that two and a half weeks after signing, planning on the project. A kickoff meeting with all institutions occurred in the system office on March 17th. Training sessions have begun and design session are scheduled.

Human resources will go live first. She anticipates in April or May. Finances will follow after. The target day is sometime in October or November.

Sonja mentioned that as we implement this project, faculty and staff will notice that the platform is more streamline. Data reporting will be easier with this project. Sonja is also looking at standardizations of policies and procedures throughout the system office and 8 institutions. This will take a lot of compromise and negotiations.

Sonja gave some information on Workday. The founders of Workday have a highly proven track. Dave Duffield is the cofounder and is going to be very involved in the NDHE implementation. He is also the founder of PeopleSoft and the current HR system we use. Sonja explained that Workday is referred to as a SAS (software as a service) It is cloud based and all clients get upgraded at the same time. Upgrades and system outages will be drastically different in comparison to what is done with Peoplesoft. Sonja also explained that the user face it will provide will be the same experience on which ever electronic device is being use (cell, tablet, laptop etc.).

Sonja informed faculty that the System Office in Board of Regents, is highly committed to this project and have set aside millions out of the operating and investment pool for this project. The Chancellor has been involved in numerous meeting and is very committed. Within system level, there will be 20-25 positions dedicated to this project. Not only with implementation but as it continues. A majority of these positions will be filled with vacancy savings. There will be people working on communicating and change management. Four or five people will be dedicated to training. There will also be business and security analyst working on the project. Sonja also mentioned that Integrate 1 is being reviewed to see what can be improved from the 1st implantation.

Sonja explained that a number of people at GBC will be involved in this project and may not be able to return calls or emails for a couple days. These people will be highly involved in testing. Sonja is the account executive and will be involved in the HR and finance side. Lora McCarty will be our designated project director. She will be making sure timelines and deadline are being filled. Jeannie Bailey will be working on the grants and contracts side. All employees in HR and the Controller's office will also be involved in this project. David Hernandez will be GBC's security representative who is based in Pahrump.

b) Resources:

Sonja presented the:

- NSHE integrate 2 website which includes a calendar, events, latest news, and presentation.
- Workday website which gives examples of software. The website is a free demo to get a preview of platform.

Sonja will be sending out an email with the links for future reference.

c) Change

Sonja mentioned some changes that the new system will provide. Leave requests will be done online and routed electronically to supervisors and forwarded on to HR. Leave balances will be viewed at a glance on ESS. Timesheets for student workers or hourly workers will all be done online. Sonja said paperwork will disappear. Eventually purchase orders will also be done through the system as well as travel forms.

Sonja mentioned that when PeopleSoft was being implemented, people involved set up an ad hoc committee. She will request another committed for Integrate 2. This will be coming forward at the May meeting.

Kayla McCarson:

Stephen Theriault introduced Kayla McCarson, GBC's Marketing/Social Media Specialist.

Kayla began by introducing herself to faculty who she may have not met. Kayla's goal is to have GBC been seen as whole and to market all program's that the college provides. Kayla requested to meet with Faculty and be invited to dept. meetings in order to gain more information that she can use to market GBC.

Kayla mentioned that she would like to go over surveys that faculty may have given and talk about previous students/alumni. She mentioned that focus needs to be taken into consideration in order to reach students. Kayla would like to set up meetings with faculty and dept. meetings to coordinate marketing strategies.

Heather Steel mentioned that all employees need to like GBC's Facebook page and department pages. Kayla would like faculty and staff to inform her of any events that are on campus so she can post them to the GBC page. Kayla also shared that she has started an Instagram account for GBC. Stephen Theriault mentioned that all staff should be sharing relevant ideas and concerns they may have with Kayla. Many faculty members commented that Kayla has been successful in promoting the events around the community.

V. SENATE CHAIR REPORT: Information

Chair Theriault reminded faculty that Vice Chair nominations are open. Chair Theriault requested faculty to speak with colleagues before nominating them. He also mentioned that this position includes attendance to the last BOR meeting. It was reminded that the position will spend time shadowing the chair and it is a non-compensated position. Open to academic and administrative faculty. Chair Theriault requested that after confirming nominations please email Cassie Stahlke the nomination. Nomination will end at the next Executive Committee meeting on May 1st.

Conversations with Curtis:

Chair Theriault mentioned how many people attended. There were 45 faculty members that attended. Stephen explained that he thought President Curtis was honest and engaging. President was open to continue the meeting maybe once a semester. He would like to get with faculty on a face to face basis. He would also like to meet with classified. Those who attended felt that there was serious concerns that were raised. Chair Theriault felt that President Curtis was aware of what is going on the campus and to feel free to stop at his office if need be.

Reconvened the bylaws:

This year the bylaws have been reconvened. They have not been updated for about 10 years. Some archaic language was removed and it was brought into the 21st century. Chair Theriault asked faculty to read through it will be voted on at the next faculty senate.

COMMITTEE REPORTS

a) Academic Standards – Written Report

b) Part-time Instructors –Verbal and Written

Glenn Tenney reported that the part time committee has been active the last 2 or 3 months in looking at the change in policy and procedures manual and part time instructor performance review form. These documents have been discussed widely on campus within the last few months. Various departments have given input and changes have been made along the way. The final forms are included in this month's packet and presented today. The actual form will be in a fillable PDF format. Glenn Tenney added that there may be a few formatting changes on the form. Under the heading of Dept. chair or designee review it came to attention that some instructors do not use the idea Raw score there will be and addition of an adjusted score or alternative ratings score.

Chair Theriault mentioned that this is a two part process. Tenney explained that it is and during the first part of the semester you observe the course. The second part consists of waiting until you get back student ratings and then you can complete the process. It does have to take some time. Tenney believes that this will help open up a dialog with PT faculty and the feedback can be used as a mentor process instead of a punitive rating. Stephen mentioned that an earlier version was piloted. Experience of instructors was positive but maybe biased because they were new and knew no different.

The forms will be voted on at the next senate meeting

c) Assessment – Written Report

d) Budget & Facilities – Verbal & Written Report

Dave Douglas explained that today is a first read and hopefully this will be an action item at the next meeting. Dave asked for feedback and suggestions. Questions can be directed to Dave Douglas

e) Bylaws – Verbal & Written Report

Lauri Walsh: Worked with Dr. Rice to reorganized the bylaws and bring them up to date. They expanded on definitions and roles, added a new shared governance section, and cleaned up committee descriptions. The vice president's "to" versus "for" issue is fixed and grievance procedures were removed. John Rice mentioned that if anyone wants to see the marked up page they are more than welcome to view it.

Chair Theriault emphasized that everyone should read this document and thanked the committee for their hard work. Cindy Hyslop mentioned that on page 11 there is a bullet item missing. Laurie asked that any comments or corrections be emailed to her.

f) Compensation & Benefits – Written Report

g) Curriculum & Articulation – Verbal & Written Report/Action Item

Jonathan Foster brought forward the committee's approved action items:

14 course creation revisions were brought and 1 program emphasis

Glenn Tenney commented that he was concerned or not understanding Math 126- E. since the college does not offer credit for developmental courses. He asked if the 2 credits could be used as electives.

Jonathan Foster replied that 3 credits will be applied to Math portion 2 will go to electives. Academic standards have reviewed this and it has been approved. Academic standards has reviewed the course and approved it. That is why this is being brought as an action item.

<u>Course</u>	<u>Description</u>	
1. Math 126E	New Course	Approved
2. Math 126	Course Revision	Approved
3. Math 127	Course Revision	Approved
4. EMS 204B	New Course	Approved
5. EMS 206B	Course Revision	Approved
6. EMS 207B	Course Revision	Approved
7. EMS 209B	Course Revision	Approved
8. EMS 210B	Course Revision	Approved
9. EMS 211B	Course Revision	Approved
10. EMS 212B	Course Revision	Approved
11. EMS 214B	Course Revision	Approved
12. EMS 215B	Course Revision	Approved
13. EMS 216B	Course Revision	Approved
14. EMS 219B	Course Revision	Approved
15. A.S. (land Surveying and Geomatics Emphasis	New Degree	Approved

Informational Item:

<u>Course</u>	<u>Description</u>
1. PEX 199	Pi-Yo Pilates/Yoga will be offered for two credits under PEX 199 "Special Topics" in Fall 2015

Chair Theriault called for a motion to approve the committee's course changes. A motion was made by Heather Steel and seconded by Mary Doucette to approve the committee's course changes. The motion carried/passed unanimously.

h) Department Chairs – Written Report

i) Distance Education – Verbal & Written Report

Carrie reported that the Distance Ed committee drafted a policy of recorded materials. The draft in the packet represents a joint effort with VPAA, faculty concerns and the Distance Education committee. Carrie contacted the NV Faculty Alliance legal defense coordinator and received a suggestion on the draft. The suggestion was to place an appeal process in the procedure area under number 3. He suggested a 3 day allowance for faculty to file a grievance. Carrie has not had enough time to receive feedback from the Distance Education committee. Cindy Hyslop interjected and felt that the NSHE attorney should look at the draft.

j) Faculty & Administrative Evaluations – No Report

k) Faculty/Staff Safety – No Report

l) Gen Ed Ad Hoc Committee – No Report

m) Library – No Report

n) Personnel – Verbal Report & Action Item

Tami Mette reported that the Personnel Committee had one more emeritus application for John Licht.

Heather Steel moved to approve the application and Meachell LaSalle-Walsh seconded.

o) Student Relations – No Report

Non-senate Committees

p) A.C.E. – Written Report

q) Child Care Center – No Report

r) TAACCCT Grant – Written Report

s) TEC – No Report

FOUR-YEAR COMMITTEE REPORTS

a) Bachelor of Arts in Integrative Studies – No Report

b) Bachelor of Applied Science – No Report

c) Career & Technical Education (CTE) – No Report

d) Health Sciences & Human Services – No Report

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

a) Ted Talks-

Chair Theriault gave compliments to the Ted Talks and commented that it was very informative.

b) Library Committee

Chair Theriault spoke that he has been approached by faculty with questions such as how do the committees get formed or removed. Recently the library committee chair advocated to dissolve the committee. There was review given to the minutes for the last few years and there has been no substantial action coming from the committee and are concerns that people on the committee were not being utilized. Dr. Foster asked if there were more options for the committee, such as changing the committees' status to ad hoc or their mission statement. John Rice asked if a table action could occur. John Rice commented that more information needs to be given before an action could be made.

John Rice motioned to table to the next meeting. Jonathon Foster seconded.

Chair Theriault asked that any comments or questions be forwarded to him.

VIII. INFORMATION

a)

IX. PUBLIC COMMENT

X. ADJOURNMENT – Action

The Faculty Senate adjourned the meeting at 10:31a.m.

DRAFT