

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
October 12, 2010

PRESENT: Carl Diekhans, Lynn Mahlberg, Sonja Sibert, John Rice, Sarah Negrete, Jolina Adams, Delores Whittaker, Paulette Batayola
ABSENT: Mike McFarlane

1. Approval of Minutes – The minutes of the President's Council meetings on September 14, 2010 and October 14, 2010, were approved.
2. SGA Update – Paulette Batayola reported that the SGA elections had about a 10-15% turnout. The new senators have finished their training. A trip is planned to Pahrump to train the new senator in Pahrump. The new senators have a lot of new ideas. The students are working on the Red Ribbon Week scheduled for the last week in October. The students are planning a student rally before the gubernatorial debate on October 26. The clubs are very active this semester.
3. Faculty Senate Update – Sarah Negrete reported on the action taken at the last Faculty Senate meeting. The gen ed/assessment committee recommended ways to revise the gen ed requirements. They will work with Cliff Ferry on the recommendations. Sarah will forward the changes to President's Council to review. President's Council will approve the changes at the next PC meeting. Sarah reported the NSHE faculty senate chairs meet last Friday with the Chancellor about the 60/120 credit limit. Sarah asked if the Chancellor was considering the AAS degree in on this. The low yield came up also. GBC is pretty low yield in a lot of areas. Document is being reworded to send back to the Chancellor.
4. Classified Council Update – Delores Whitaker reported that the IAV bingo has been canceled. The executive board meeting is on Thursday, October 14. Jolina said Delores has been a breath of fresh air for the classified. Carl and Lynn will be traveling to Winnemucca on October 21 to present Jolina Adams with the outstanding classified for 2010 award. Delores reported that the classified website has been updated. Delores and Jolina met with Carl earlier this week and will bring the issue of the school colors to the classified to be considered over the next 2 months.
5. United Way – Looking for Board Members – Carl Diekhans announced that the United Way is looking for board members. They meet by teleconference the second Thursday of each month. This would not be a partnership as the college does not partner with other agencies in fundraising.
6. Policy & Procedure Change
 - Missing Student Policy – Lynn said the policy has been tested and it works. We have to have a policy under the Higher Education Act. This was the first reading. *John*

Albrecht has reviewed the policy. The policy will be brought back to the next PC meeting for approval.

7. Miscellaneous

- The SGA passed the change to the school colors to forest green and gold. Classified council will be discussing it as well. The students wanted to change the school colors back in 2005 due to the college entering into sports and sage green was not an easy color to get in uniforms. This isn't just a student issue – it affects the entire college community. There is a reason and history behind the current colors of sage green and gold. We need to be fair, open minded and considerate. Paulette said rationale this time for the color change is that there are different colors in what is being produced by media services and the different colors you see around campus. We need to be more uniform and if you're using the logo have certain specifications to stick to. Consistency is the main factor.
- Lynn Mahlberg will send a draft out for review and discussion at the next PC meeting regarding unregistered persons in class. We have had some issues with students bringing their children to class or kids hanging around waiting for their parents who are taking classes.
- Lynn Mahlberg reminded PC that we still need nominations for the Regents' Scholar Award. We also still need nominations for the outstanding faculty and advisor.
- Mike McFarlane reported that searches are being conducted for some positions so we should be having some filled soon.
- John Rice reported that Carl will be sending a letter out to college employees about the major gifts effort the Foundation is entering into. There will be more involvement needed in the next few months. The effort will target 4 endowments and 2 capital projects.

Missing Student Policy and Procedure

Policy

Great Basin College is committed to the safety and security of all students attending each campus and center. A student will be determined to be missing if they are absent from their college residence or campus for more than twenty-four (24) hours without any known reason. This policy has been developed in order to assist in locating any student determined by the College to be missing upon completion of the investigative procedures listed below. This policy complies with Section 488 of the Higher Education Act of 2008.

Anyone who believes a student is missing should report their concern immediately. On the Elko campus reports should be made to the Director of Environmental Health, Safety and Security, a Security Officer, the Housing Coordinator or the Vice President of Student Services. Concerns at all Centers should be reported to the Campus Director or Manager, the Director of Environmental Health, Safety and Security or the Vice President of Student Services. Upon receipt of a report of concern that a student may be missing, if the report was not directly to them, both the Vice President of Student Services and the Director of Environmental Health, Safety and Security shall be notified so an investigation may be conducted.

All housing students at the beginning of each semester will be requested to provide the Housing Coordinator with current emergency contact information. In the event a student is determined to be missing the designated person will be notified within 24 hours. All non-housing students have the option of providing their emergency contact information at the Great Basin College main website under the Admissions tab or in person at the Elko Campus Admissions office or their Center's main desk. Students are advised that their emergency contact information will be kept confidential and only used in the event of an emergency or if they are reported missing.

Procedures

1.0 Notification

Any member of the Great Basin College community that believes a student is missing shall immediately report their information to the Elko Campus Security Department or their Center's Director. Included in the reported information shall be:

1. The student's full name, if known, plus any nicknames.
2. Any known contact information such as cell phone number, home phone, class schedule, residence address.
3. The date, time and location the student was last seen.
4. The name and contact information of the person making the missing student report.

5. General information about the suspected missing student (e.g. appearance, clothing, employment, friends, etc.)
6. Any concerns about changes in behavior or mental health or substance abuse.

Upon obtaining as much information as possible the Security Officer or Campus Director will notify the Vice President of Student Services and the Director of Environmental Health, Safety & Security who will oversee the investigation of the missing student report.

2.0 Investigation

The Director of Environmental Health, Safety & Security will immediately begin an investigation into the report of a missing student. The investigation will include:

- Inspection of the student's residence if they live in on-campus housing.
- Attempts to contact the student via any known cell or home numbers.
- The student will be sent an email to contact the college immediately.
- Interviews of the student's Resident Advisor, roommate(s) and friends will be conducted to see if they may be aware of the student's activities, location or plans.
- The student's class schedule will be reviewed and a Security Officer will meet the class to determine if the student attends or if anyone in the class may know their whereabouts.
- Professors will be contacted to attempt to determine when the last class attendance or web campus entry occurred.
- If the student has a vehicle registered with the Housing Coordinator or it can be identified by friends Security will search all college properties for the vehicle.

All results of the investigation will be reported to the Vice President of Student Services.

3.0 Action

Upon completion of the investigation, if the location of the missing student has not been determined and the student has been missing 24 hours or if there appears to be a reason to believe foul play has occurred the Vice President of Student Services will authorize a report being filed with the local police agency.

All Great Basin College locations have a good working relationship with their local Police and Sheriff agency. Each campus will normally request that those agencies respond for any criminal complaints. The same Police agency will be contacted in the event a missing student report should need to be filed.

The Vice President of Student Services or her designee will notify the individual listed as emergency contact. "If a student is under 18 years of age, and not an emancipated individual, the institution is to immediately contact the custodial parent or legal guardian of such student" [cited from Section 488 (j)(1)(A)(i)(II)].

The Vice President of Student Services will determine when the College President should be notified as well as other campus executives and the PIO. Should the Vice President of Student Services be absent from the campus the person designated as the Administrator in Charge will assume her responsibilities.