

GREAT BASIN COLLEGE  
PRESIDENT'S COUNCIL  
November 9, 2010

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

1. Approval of Minutes – The minutes of the President's Council meeting on October 12, 2010, were approved.
2. SGA Update – Paulette Batayola reported that SGA hosted the 9<sup>th</sup> Annual Kids' Carnival and it was a very successful event with 300 children in attendance. Red ribbon week was an amazing week. All campuses were involved. The hunt for the hungry is scheduled for November 19. All sites are collecting non perishable items. Classified council is also doing a food drive. Paulette would like each member of President's Council to donate a turkey. All turkeys can be dropped off at SGA. Paulette will be visiting Pahrump before the Board of Regents' meeting. John Rice said he heard from the candidates themselves that best debate of the three governor's debates was the one held at GBC. Paulette's question was excellent and put the candidates on the spot.
3. Faculty Senate Update – Sarah Negrete had previously emailed the wording changes from the gen ed committee to revise the gen ed requirements. President Council approved the changes.
4. Classified Council Update – Jolina Adams thanked Carl and Lynn for presenting her the Outstanding Classified Award on October 21<sup>st</sup>. The school color information has been sent to classified. Classified council will be conducting an email vote and will have the results on November 18. Carl felt that the information that went out to classified was a good synopsis of the issue. In Winnemucca classified are collecting food items. They will be collecting food items in the spring as well because people are in need all year round. Pat Loper's retirement party is December 16. Classified council donated a \$25 savings bond to the father daughter ball. The duties of a GBC Budget Taskforce member will go out to get some nominations for the vacancy left by Mary Gilbertson.
5. Policy & Procedure
  - 4.28 Missing Student Policy – policy was tested a few weeks ago and it does work. President's Council approved.
  - 4.20 Campus Safety and Security – President's Council approved.
  - X.XX Children on Campus – This policy has come about because students are allowing their 6 to 14 year olds into the lab while student goes to class. Lynn contacted the centers to see what is posted. We want a user friendly and generic policy. Lynn has also talked to John Albrecht. There is assistance available through

foundation for child care. This needs to be taken to faculty, students, and classified council to get their input.

6. Miscellaneous

- PC looked at samples of covers for schedules and catalogs. The final approval for these publications is student services.
- Sonja Sibert reported that we had received a room request for a benefit sale on campus to raise funds for a kidney transplant. The request is for a Saturday so we would incur overtime since we are closed on Saturdays. PC recommended denying the request as NSHE facilities policy prohibits this.
- Carl reported there is a Council of Presidents meeting tomorrow and an Agenda Review meeting. Carl and Mike are going to Pahrump on November 18 and 19 for advisory board meeting.

**From:** Sarah Negrete  
**To:** Adams, Jolina; Batayola, Paulette; Diekhans, Carl; Mahlberg, Lynn; M...  
**Date:** 10/12/2010 11:02 AM  
**Subject:** Assessment Gen Ed changes  
**Attachments:** Assessment Gen Ed changes.doc

All,

Attached are the minutes that include the changes to the wording of the general education committee objectives. These revisions passed faculty senate. Please review in preparation of possible approval at the next PC meeting.

Thank you,

Sarah

Sarah Negrete  
Great Basin College  
Teacher Education Program  
775.753.2359  
775.753.7534 (fax)

## Action from Assessment Committee

Wording changes were recommended to the Assessment Committee last spring when the committee met with focus groups. Following are the changes. New language is bolded.

### Objective 2: Critical Thinking

Integrate ~~creativity~~ **creative and holistic thinking**, logic, quantitative reasoning, and the hierarchy of inquiry and knowing in social and scientific understanding. There are three elements to this objective:

#### Quantitative Ability

Understand mathematical principles and integrate quantitative methods into problem solving.

#### Reasoning and Independent Thought

Use logic and visual thinking in selecting, analyzing, and presenting information.

#### Scientific Understanding

Understand the essential workings of natural systems, understand the hierarchy of scientific knowing and the use of the scientific method in its pursuit, and have the ability to use this knowledge predictively.

### Objective 4: ~~Personal Wellness~~ **Personal Growth and Responsibility**

Develop knowledge, skills, and behaviors which promote personal well being.

### Objective 5: Technological Understanding

Function effectively in modern society through the use of **relevant** technology. **Demonstrate information literacy through the ability to locate, evaluate and effectively use information.**

Remove bulleted item under Objective 5 in the GBC Catalog.

The item reads: Use basic computer technology competently in current applications.



## POLICY AND PROCEDURE

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|                    |                                        |
|--------------------|----------------------------------------|
| <b>Title:</b>      | <b>CAMPUS SAFETY AND SECURITY</b>      |
| <b>Policy No.:</b> | <b>4.20</b>                            |
| <b>Department:</b> | <b>Administrative Services</b>         |
| <b>Contact:</b>    | <b>Director of Safety and Security</b> |

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### Policy

Great Basin College is committed to providing a safe and secure campus for all members of the campus community. All faculty, staff, community members and students are expected to follow safety regulations, posted signage and normal safety standards and regulations. All members of Great Basin College are expected to know, understand and comply with federal, state and local regulations in their areas of expertise.

An important part of that commitment is compliance with the *Crime Awareness and Campus Security Act of 1990*, also known as the *Clery Act*. This act requires colleges to prepare, publish, and distribute an annual security report containing information with respect to the campus security policies and campus crime, missing student and dorm fire statistics. The report must be made available to all current students and employees and to any applicant for enrollment or employment, upon request. See appendix below for listing of issues included in the annual security report.

Pursuant to Board policy, Title 4, Chapter 10, the authority for the development, implementation, compliance monitoring, and administration of Environmental Health and Safety (EH&S) programs is delegated to the Great Basin College president.

### Procedures

#### **1.0 College-wide Administration of Environmental Health and Safety Programs**

NSHE Board policy cited above includes the following provisions concerning employees, supervisors, and training records that must be followed.

1. Institutionally established policies and procedures concerning EH&S programs must be made available to all employees through an appropriately distributed publication or posted on the college website. These policies and procedures shall meet or exceed NSHE standards.
2. Supervisors, including laboratory directors and/or principal health and safety investigators, shall:
  - Provide for the safety needs of their respective units/departments such as engineering controls, training, personal protective equipment, corrective actions necessary for addressing items identified as non-compliant in safety inspections or audits;
  - Conduct periodic safety performance evaluations of employees and students according to established institutional policies and procedures; and
  - Ensure the appropriate safety training of all employees.
3. All employees shall participate in the safety and job specific training programs as required by his or her position.
4. Each NSHE institution shall maintain safety training records that record the employee attendance at all safety

training activities. These records will be maintained in the safety department. These records shall be open to inspection by regulatory inspectors and NSHE employees, including EH&S and human resources personnel.

## **2.0 General Safety Procedures (All Employees)**

- **All Areas.** It is the responsibility of supervisors and instructors to notify employees and students of the emergency evacuation map for their area, the location of the nearest fire alarm, and the location of the nearest fire extinguisher. Also, the location, proper use and handling of any potentially hazardous or dangerous equipment or materials in any setting should be reviewed the first time employees and students are present in the same setting with these items. A review of all required safety equipment, eye-protection, hearing protection, clothing, and general safety procedures must be included.
- **Equipment Safety.** Faculty members are expected to include instructions on the proper and safe use of all equipment to all students during the beginning of each semester. During any class or lab time it is the responsibility of the instructor to supervise the use of all equipment and ensure that students are using all safety equipment properly.
- **Hazardous Materials.** Great Basin College follows the recommendations of the *Federal Patriot Act*, which include the securing of all labs and chemical storage areas when an instructor or lab assistant is not present. At the beginning of each semester faculty members in lab courses must give a safety review if hazardous materials are present. This review must also include explanation of all appropriate first responses to spills, fire, and direct exposure. The faculty should not permit students into lab areas except during scheduled class and lab times, unless prior arrangements have been made to ensure the safety of the student and the security of the equipment and chemicals. To provide for the safety of all students, no student should be permitted to work alone in a lab where hazardous materials are located.
- **Reporting Unsafe Conditions.** Every employee of Great Basin College is responsible for taking note of any unsafe conditions and reporting them by one of two methods, depending on the gravity of the situation or condition. First, if the unsafe condition is an immediate injury or life threatening situation, security and/or buildings and grounds or the campus director should be notified immediately by phone or by using one of the radio call boxes on the Elko campus. Second, all other unsafe conditions should be noted on buildings and grounds work orders so that repairs may be scheduled as soon as possible. All accidents and incidents should be reported immediately to the security department or campus director for assistance and documentation. The respective vice presidents should be notified for the departments and staff involved.
- **Secure Use of Keys.** See Human Resources policy, *Key Control*.

## **3.0 Access to Campus Facilities**

Great Basin College maintains open campuses available to faculty, staff, students and the local community during normal hours. During those days and hours classes, meetings and special events are scheduled security will have staff on campus to provide assistance.

Open access to campus facilities is provided with the understanding that:

- All persons will be treated with courtesy and respect;
- All buildings and equipment are used in the manner originally anticipated;
- All persons will comply with any posted signage;
- All persons will follow normally accepted safety and behavior standards.

The offer of open access may be revoked should any person be found to cause damages to any Great Basin College property or be involved in harmful, unsafe or illegal behavior while on campus property.

All labs (science, technical arts, and art) should be secured when scheduled classes are not in session. When faculty for any of the labs schedules open study times, either faculty or a student assistant must be present to ensure the safety of all students.

#### **4.0 Alcohol and Illegal Substances**

**Use, Sale and Possession of Alcoholic Beverages.** Alcohol will only be permitted on the Great Basin College campus and properties when pre-approved in writing by the president for a specific event. During that event alcohol will only be served to those persons presenting verification they are of legal drinking age in Nevada.

The Board of Regents Handbook, *Title 4, Chapter 20, Section 4*, states the NSHE alcoholic beverage policy and mandates disciplinary action against any student who exhibits offensive behavior on NSHE-owned or supervised property while under the influence of alcoholic beverages. Legal action may take place concurrently with campus disciplinary action.

Great Basin College complies with the *Drug-Free Schools and Communities Act*. Anyone wishing to receive information on substance abuse or alcohol abuse should contact the admissions advising and career center in Berg Hall. The Great Basin College library also maintains a collection of information available to everyone on substance abuse and alcohol abuse.

**Policy Regarding the Use, Sale and Possession of Illegal Drugs.** Great Basin College maintains a zero tolerance position with regard to the use, sale and possession of any illegal drug. Violation of any state or federal drug laws will subject the student to disciplinary action, which may include legal action concurrently. Illegal use or abuse of legal and/or prescription drugs will subject the student to similar disciplinary action.

#### **5.0 Law Enforcement on Campus Properties**

Security and law enforcement on all Great Basin College campuses is dependent upon GBC personnel working well with their respective local law enforcement agencies. Knowledge of any crime or emergency should be reported to the campus security or campus director immediately. Any crime or emergency requiring immediate assistance should be reported immediately to the police or sheriff by dialing 9-111 on any campus phone.

Great Basin College campuses are not staffed with P.O.S.T. certified officers. The Elko campus does have security officers and when security is not on duty, City of Elko Police or Fire Department should be called to respond to emergency calls.

Security officers function as representatives of college administration who are assigned to keep the campus safe and secure. Officers will handle and document routine situations and incidents on the campus including, but not limited to, securing of offices and buildings, noise complaints at the dorms, control of crowds for special events and concerts, lost property, vehicle accidents, medical calls and assistance to faculty and students.

#### **6.0 Reporting of Criminal Actions or Emergencies**

Any member of the campus community observing any criminal action or an emergency occurring on any portion of the campus property is responsible for immediately reporting the situation to the security department or campus director.

Security may be contacted by dialing the Elko campus operator (Dial "0") from any campus extension and requesting assistance. On the Elko campus assistance may be obtained by activating any of the call boxes located on the campus pathways or phoning the security cell phone at 934-4923. If the police department, fire department or ambulance are required dial, 9-911 from any campus extension and tell the dispatcher of the emergency.

On the Elko campus for **non-emergency reports**, security is available seven days a week during the semester. Contact the campus operator and request that security respond for a report. On the Ely, Battle Mountain, Pahrump, and Winnemucca Campuses, non-emergency reports may be filed with the campus directors during normal business hours. All reports, once written, are forwarded to the director of safety and security for review. The director of safety and security will be responsible for any investigation required and for advising the appropriate vice president or dean of the incident. In addition, the director will be responsible for any coordination that should be required with the police department or sheriff's department.

**References:**

**NSHE Title 4**      **Chapter 1, Section 12, Police & Security**  
                         **Chapter 10, Section 27, Environmental Health & Safety**  
                         **Chapter 20, Section 4, Alcohol Beverage Policy**  
                         ***Chapter 10, Section 1, Environmental Health and Safety (EH&S) programs (new 12/0)***  
**Crime Awareness and Campus Security Act of 1990**  
**<http://www.securityoncampus.org/newregs/66846.htm>** (This includes the updates effective 2010)

**Revision approved by President's Council: March 21, 2007, July 14, 2009, November 9, 2010**  
**Contact the assistant to the president for any questions, corrections, or additions.**



## POLICY AND PROCEDURE

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|                    |                                             |
|--------------------|---------------------------------------------|
| <b>Procedure:</b>  | <b>Missing Student</b>                      |
| <b>Policy No.:</b> | <b>4.28</b>                                 |
| <b>Department:</b> | <b>Student Services/Safety and Security</b> |
| <b>Contact:</b>    | <b>Vice President for Student Services</b>  |

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### 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.

### Procedures

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.

#### **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.

**Original Approved by PC: November 9, 2010**

**Contact the assistant to the president for any questions, corrections, or additions.**

*Look at original*

## Minor Children on Campus

*Safety along with making students V.P. / Security*

### Policy Purpose and Background:

From time to time, minor children are left unaccompanied by an adult while a student attends class. The most recent issue concerned students bringing minor children into the computer lab at one of our centers, signing them in, and then going off to class. The children were between the ages of 6 to 14 years of age. This raises safety and liability issues as well as potential distracting or disruptive behavior issues.

Informally, signs have been posted on doors into classrooms or within labs.

"Please...No children in the classroom. It is not fair to children to expect them to sit quietly for hours; they are naturally active and noisy. Unfortunately, children's natural behavior is disruptive to other students. Thank you."

"The \_\_\_\_\_ lab is designated for college and high school use only. Please no children. Due to their wonderful curiosity and boisterous nature, children are a distraction to students' studying and test taking."

"In order to use the \_\_\_\_\_, you must be a freshman in high school or older. This is due to liability and we apologize for any inconvenience."

"Per NRS 142.376 and GBC/NSHE policy, the \_\_\_\_\_ lab is intended for currently enrolled students only and children are not to be left in the lab or building unsupervised at any time. Unsupervised children will be reported to proper authorities. Failure to comply with these policies may result in loss of your computer privileges."

It is felt that it is time to have a consistent President's Council policy.

*Policy*

### Proposed Policy:

Please no children in the classroom or lab area. GBC is committed to providing a place of instruction that is conducive to learning and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, and lab facilities.

### Additional Policy notes:

\*Exceptions would be very rare and at the discretion of the instructor.

**\*Minor children are under the age of eighteen years of age and who are not emancipated.**

**\*Exception: Minors under age 18 who are enrolled in credit classes or who are enrolled in a fee-based program (which is supervised).**

**\* Children may not be left unattended in public areas such as the library, High Tech Center, community center, left to wait outside the classroom, or outside grounds for safety and liability issues.**

**\*An adult may be asked to leave with the child(ren), if it is later determined that the behavior is distracting and/or disruptive.**

**\*If a child under the age of 18 is left unattended, child protective services or the appropriate law enforcement agency may be notified.**