

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
January 25, 2011

PRESENT: Carl Diekhans, Mike McFarlane, Lynn Mahlberg, John Rice, Sonja Sibert, Sarah Negrete

ABSENT: Jolina Adams, Delores Whittaker, Paulette Batayola

1. Approval of Minutes The minutes of the President's Council meeting on January 11, 2011, were approved.
2. SGA Update – No report. Lynn reported that Paulette, Jacqueline and Kyle will go to Reno to participate in the town hall meeting on January 29.
3. Faculty Senate Update – Sarah Negrete reported that Faculty Senate will meet on January 28.
4. Classified Council Update – No report.
5. Policy & Procedure
 - Department Chair Evaluations – Mike reviewed. Handed out the department chair responsibilities. Some of the things stated in the department chair responsibilities are not required in the online evaluation. Example is for strategic planning responsibilities. The online evaluation is valuable in personal development and self improvement, but there is no performance measurement except with the student evaluations. There also seem to be two different versions floating about. Not all issues are being addressed in the evaluation. It makes evaluation for tenure difficult. The process has already been posted to the web and Sarah doesn't know if faculty have started using it yet. It should not have been posted if it wasn't approved. The process to update the department chair evaluations must begin again and be fully collaborative. Mike will contact the evaluation committee to begin meeting again on this process.
 - Nursing Mothers Break Time - President's Council approved.
 - Person with Weapon on Campus – Lynn reported that we received a legislative request for policy for a person with a weapon on campus. The timing was immediate so Pat Anderson worked with TMCC and WNC to prepare a draft policy to send in. Pat took the draft policy to the safety committee and it also went to the executive committee. It will go to Faculty Senate on Friday. It has also been reviewed by the Elko police department and the GBC legal counsel. It was sent to all groups for review and all comments are welcome.
 - Timely Warning Notice Policy – first reading for this policy. Will come back to PC again.
6. Miscellaneous

- Honorary Degree Nomination – President’s Council recommended that former Assemblyman John Carpenter be nominated for the GBC Honorary Degree recipient. GBC will submit his name for consideration.
- Sonja and Carl will be attending a pre-budget meeting this week. The cuts the governor is asking for is determined to be a 17.66% cut. We don’t know what that will include. Carl will send an email out when he knows for sure.
- Lynn Mahlberg passed out the new student testimonials brochure. Everyone agreed that it is an excellent publication.
- Mike McFarlane stated the meetings with the school district math/English teachers are going well. We are getting closer to administering Accuplacer tests to high school juniors. We are working with the school districts to reduce remediation.
- Cathy Fulkerson is putting together a lot of metrics for Carl. She is also preparing data for Lynn. She has good ideas on how things can be presented.
- John Rice attended a communications meeting last week that Newmont hosts quarterly. Newmont talked about their future business plans. There are environmental engineering level positions that will be created that need an applied science background which could lead to sustainable jobs. This could be another opportunity for GBC to conduct the training for them.
- Mike reported the Tonopah center is officially open with one FTE. The center is located in the Tonopah Station.

employee. Reimbursement will be made after the course is successfully completed, proof of completion is received, and a receipt is given to the appropriate president/vice president. A grade of 'C' or above (or 'pass' in the case of pass/fail courses) is required.

Courses taken for audit are not eligible for grant-in-aid. If the employee does not pass the course, he/she is responsible for payment. This contract is agreed upon before taking the course.

Admissions and Records will verify grades at the end of the semester.

As students, all classified employees are subject to the rules, regulations, and deadlines required in student registration and records.

Career/Personal Development Classes. The classified employee will pay \$2.75 per credit plus lab fees for a combination of courses up to three credits or one four credit course per semester (fall, spring, and summer session) for courses that would not qualify as job required.

These classes include courses toward completion of a degree and career development or personal enrichment.

Community Service classes are **not** eligible for Grant-in-Aid.

The immediate supervisor and the appropriate vice president must approve the class for Grant-in-Aid funding. Only tuition fees will be paid (except \$2.75 per credit paid for by the employee). Fees for books, lab fees, and any other expenses will not be covered by Grant-in-Aid.

When release time is requested by the **employee** for career/personal development, the immediate supervisor may:

- Require the employee to take approved leave for the work time spent attending class (i.e., annual leave).
- Deny release time. Require the employee to take the class on his or her own time (i.e., before or after work). Reasons for denial must be provided to the employee in writing. In making this determination, the appointing authority must consider the appropriateness of the class to the employee's job.
- Arrange a flexible work schedule to make up for time spent in class. This will **not** be considered overtime.

Job Required (Not Grant-in-Aid Funds). Tuition, lab fees, and required books will be paid for by the appropriate president/vice president provided that the course is required by the supervisor. Books purchased for job related classes will be used for reference materials and will remain within the department paying for the class.

These courses include:

- Courses needed to enable the employee to meet the standards of performance for the current position.
- Courses required to update the employee's skills, knowledge, and techniques in the current position.
- Courses beneficial to the operation of the department and that directly affect the performance in the position.

The immediate supervisor and the appropriate vice president must approve the enrollment in a job-required course by the employee under their jurisdiction. The immediate supervisor and the appropriate vice president will also determine job-related courses.

Release time for approved classes will be on "other paid leave" status and will not require that the time from work be made up. Registration and related fees (i.e., per credit hours fees, lab fees, and required books) will be paid.

Exceptions. The appropriate vice president must be informed of any exceptions to this educational policy. Any exceptions to this educational policy will be made only with the advance written recommendation of the appropriate vice president and with the approval of the college president.

An individual department may elect to pay for addition courses, seminars, workshops, etc. These fees are to be paid by each department.

8.0 Nursing Mother Break Time

On March 23, 2010 President Obama signed into law the Patient Protection and Affordable Care Act which amends section 7 of the Fair Labor Standards Act (FLSA) and requires employers to provide a "reasonable break time" for nursing mothers to express breast milk, for up to one year after the birth of a child, each time such employee has

need. Additionally, employers are required to furnish a private place, other than a bathroom, in which to express breast milk.

In compliance with federal law which requires the provision of unpaid, reasonable break time for an employee to express breast milk, Great Basin College subscribes to the following policy:

- An employee who intends to express breast milk during the work day must submit her notice to the Budget and Human Resource Officer in writing. A notice letter form can be obtained by contacting Human Resources.
- An employee will be provided a reasonable break time to express breast milk for her nursing child for the first year of the child's life. These break periods will be given each time the employee has need to express breast milk. If the employee elects to take these break periods in conjunction with her regular break time an additional 15 minutes of release time will be allowed. This will provide the employee with two 30 minute breaks. Any additional break time required by the employee will be unpaid.
- An employee lactation room is provided as a private and sanitary place for a breastfeeding employee to express milk during work hours. This room provides an electrical outlet, comfortable chair, and nearby access to running water. An employee may use her private office area for milk expression if she prefers.
- An employee may use her own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees are expected to appropriately maintain the refrigerator.
- Management and staff are expected to provide an atmosphere of support for breastfeeding employees.

Great Basin College has designated McMullen 114-A for this purpose. If you have a need to use this room, please contact Human Resources with your notice and obtain a key. If an employee works at an off-center other arrangements will be made available.

Revision approved by PC: January 25, 2011

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