

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
February 8, 2011

PRESENT: Carl Diekhans, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, John Rice,
Paulette Batayola, Delores Whittaker
GUESTS: Terri Clark, Lynette Macfarlan, Connie Zeller, Dorinda Friez
ABSENT: Jolina Adams

1. Approval of Minutes – The minutes of the President's Council meeting on January 25, 2011, were approved.
2. Communities in Schools Presentation – Terri Clark, Lynette Macfarlan, and Connie Zeller are all board members for Communities in Schools. They would like to do a fundraiser for Communities in Schools and use GBC as the location. The event would be Tiny Tastes of Heaven. They would have local chefs provide appetizers and wine for the reception. CIS would not be soliciting at the event, but rather disseminating information on what CIS does in our community. It would be a reception first and then the community outreach in the GBC Theater. They will cover all the initiatives, but focus on hunger prevention programs as there is a growing waiting list of needy children. Terri Clark said there is a growing waiting list for the mental health program, too. President's Council said the event is a good idea. We would not want it to conflict with any other events such as the Battle of the Beef. Therefore, John Rice will give Lynette that date after the PC meeting.

Terri Clark discussed the many different programs that CIS provides. Many of the programs are in partnership with the college. The counseling services to college students and high school students have been well used. That first semester in college can make or break a young person. The hunger prevention program provided 32,000 meals. Nearly 3,000 backpacks with food were sent home with children for the weekend. The Fellows academy had 90 participants with a waiting list in Spring Creek. The Fellows academy can only take 15 students per class. The Fellows Academy has one case manager and the teachers and is taken for credit. Terri wanted to thank GBC for its support of CIS and the good partnerships that have been established.

3. Budget Facilities Committee Equipment Recommendations – President's Council discussed the equipment awards recommendations. Dorinda Friez reported there was \$400,000 to award to departments. Committee members consisted of Rich Barton, chair, Mark Fraga, Dorinda Friez, Russ Hammons, Bob Hannu, Lisa Heise, Wayne Olmstead, and Joyce Shaw. The committee recommendations are listed on the spreadsheet. She also explained there was a line item added for \$20,000 to replace chairs and tables as needed. Dorinda explained that the committee looks at the balance in other accounts that the departments have access to purchase equipment and what the department has been awarded in the past 2 years. The only concern from PC was the request from Housing for the ice machine. Also, the request for IAV classroom installation for HSCI 108 needs to be clarified as Mike thought it was supposed to be HSCI 107. Mike will look into that. PC

recommended the Housing request for the ice machine be taken off of the request list. PC approves all of the other recommendations of the committee.

4. SGA Update – Paulette Batayola reported that she attended the town hall meeting on January 29 in Reno. The town hall was very well attended by community members and UNR students. She spoke at the event. The Nevada Student Alliance will be speaking to the Education Committee after February 16. The same message will be consistent with all of the student leaders across the state. Lynn Mahlberg commended Paulette and her work with the Nevada Student Alliance. It is a very strong group now. Paulette represented both NSA and GBC at the Special BOR. Paulette feels that GBC is already doing some of the things that the Regents want changed. For programming, SGA is hosting Love Your Body Week the week of February 14. The Invisible Children tour is back with a new film about Tony, the boy from last year. It will be IAV to all sites.
5. Faculty Senate Update – Sarah Negrete reported on several Faculty Senate from the January 28, 2011 meeting:
 - Faculty Senate was in support keeping the current school colors.
 - Approved the addition of two anthropology courses to the general education requirements.
 - Approved and support department chairs in their official role representing faculty in the matter of prioritizing all faculty positions – both vacant and current positions that become vacant – in order to maintain core faculty positions.
 - Approved the increase in overload pay to adjuncts from \$700 to \$750 per credit.
 - Approved both drafts of the Suspicious Person or Persons with a Weapon policy and the Timely Warning Notice that had to be tentatively approved by PC first before it could come to Faculty Senate.
 - Supported the Library's decision to close on Saturdays with the possibility of opening again if needed on a regular basis or on specific high-use Saturdays during the Semester.

The administrators need to discuss the prioritization of positions, overload pay and library hours at their next administrator's meeting.

6. Classified Council Update – Delores Whitaker reported they have an executive meeting this week. Everyone has been very busy with iNtegrate. Carl announced that he has selected Chris Marshall to be on the Budget Taskforce Committee.

7. Policy & Procedure

- 4.21 Emergencies

- 3.9 Suspicious Person or Person with a Weapon – Final policy was approved.

- 3.10 Timely Warning Notice – Final policy was approved.

8. Miscellaneous

- Carl reported he attended a special Board of Regents meeting last Friday. Each president was allowed to speak for 5-10 minutes. He wanted to convey the magnitude of the cuts, not necessarily what those cuts would be. If the Governor's budget goes through we will change as a college and our mission will have to change. Regent Wixom said we are an access institution but when you make these kinds of cuts the access will change. There will be entrance requirements to certain programs. GBC will schedule a public meeting (IAV to all sites) within the next two weeks to go over what the cuts will do the GBC. This public meeting will be a precursor to the budget taskforce meeting.

Great Basin College										
FY11 Equipment Requests										
Department	Person Requesting	Items Requested	Quantity	Unit Cost	Amount	Quantity	Total Awarded	Gen. Imp Fee	Tech Fee	Awarded Department Total
ABE/ESL										
ABE/ESL Total										
Fine Arts	Patty Fox	Aluminum Molding w/White Powder Coat (556) in 8' lengths	30	29.95	898.50	30.00	898.50	898.50		898.50
Fine Arts	Patty Fox	Steel Hanging Rods (562-6) in 6' lengths	60	14.00	840.00	60.00	840.00	840.00		840.00
Fine Arts	Patty Fox	Lockon Rod Sleeves (576P) pack of 10	6	45.00	270.00	6.00	270.00	270.00		270.00
Fine Arts	Patty Fox	Hi-Holders (363P) pack of 10	6	55.00	330.00	6.00	330.00	330.00		330.00
Fine Arts	Patty Fox	Security Rod Sleeves (586P) pack of 10	6	45.00	270.00	6.00	270.00	270.00		270.00
Fine Arts	Patty Fox	Panel & Mat Holders (332-14P) pack of 10	2	45.00	90.00	2.00	90.00	90.00		90.00
Fine Arts	Patty Fox	Square Pedestal w/lighted glass display case 66"x20"x20"	10	1,150.00	11,500.00	-	-	-		-
Fine Arts	Patty Fox	Square Pedestal w/lighted glass display case 66"x20"x40"	8	1,550.00	12,400.00	-	-	-		-
Fine Arts	Patty Fox	Epson printers for ART 141/142, digital photography	2	856.15	1,712.30	1.00	856.15	856.15		856.15
Art Total					28,310.80		3,554.65	3,554.65	-	3,554.65
Academic Success Center										
Academic Success Center Total										
Battle Mountain										
Battle Mtn. Center Total										
BAIS										
BAIS Total										
Broadcast Technology										
Broadcast Technology Total										
Child Center	Connie Zeller	Dell computers for new Smartboards	4	660.81	2,643.24	-	-	-		-
Child Center Total					2,643.24		-	-		-
Computer Services	Dwaine Hiles	Dell Optiplex 980 computer systems	114	1,148.68	130,949.52	101.00	116,016.68		116,016.68	116,016.68
Computer Services	Dwaine Hiles	HP Procurve 5412zl-98G switch	2	20,669.39	41,338.78	2.00	41,338.78		41,338.78	41,338.78
Computer Services Total					172,288.30		157,355.46	-	157,355.46	157,355.46
Continuing Education	Angie DeBraga	Rolling computer chairs/MCML 221	20	175.00	3,500.00	-	-	-		-
Continuing Education Total					3,500.00		-	-		-
Controller's Office										
Controller's Office Total										
COT										
COT Total										
CTE/MTC Division	Norm Whittaker	Automation Studio software upgrade V5.3 to V5.6	1	8,998.00	8,998.00	1.00	8,998.00		8,998.00	8,998.00
CTE/MTC Division Total					8,998.00		8,998.00	-	8,998.00	8,998.00
Diesel	Rich Southard	350 CI engine trainers	6	2,599.00	15,594.00		-			-
Diesel	Rich Southard	350 CI run stations	2	3,009.00	6,018.00		-			-
Diesel	Rich Southard	Cummins Insite subscriptions	6	550.00	3,300.00	6.00	3,300.00	3,300.00		3,300.00
Diesel	Rich Southard	Dynamometer	1	75,510.00	75,510.00		-			-
Diesel	Rich Southard	CAT electronic technician subscriptions	6	700.00	4,200.00	6.00	4,200.00	4,200.00		4,200.00
Diesel	Rich Southard	Wireless vehicle links	6	780.00	4,680.00		-			-
Diesel	Rich Southard	Nexique IQ data link provider	1	6,440.00	6,440.00		-			-
Diesel	Rich Southard	Carport extension south wall GTA compound	1	5,000.00	5,000.00		-			-
Diesel	Rich Southard	Cummins emissions after treatment package	1	3,500.00	3,500.00		-			-
Diesel	Rich Southard	Detroit emissions after treatment package	1	3,500.00	3,500.00		-			-
Diesel	Rich Southard	Hydraulic pump flow test stand	1	648.38	648.38	1.00	648.38	648.38		648.38
Diesel	Rich Southard	Additional hydraulic trainer components	3	7,675.00	23,025.00	1.00	7,675.00	7,675.00		7,675.00
Diesel Total					151,415.38		15,823.38	15,823.38	-	15,823.38
Distance Education										
Distance Education Total										
Education										
Education Total										
Electrical Systems Tech	Steve Garcia	Electric car conversion equipment	1	11,500.00	11,500.00	1.00	11,500.00	11,500.00		11,500.00
Electrical Systems Tech	Steve Garcia	Laboratory electrical bench upgrade	1	17,250.00	17,250.00		-			-
Electrical Systems Tech	Steve Garcia	Labvolt trainer upgrade	1	22,300.00	22,300.00		-			-
Electrical Systems Tech	Steve Garcia	Electrical design & PLC software	1	10,750.00	10,750.00		-			-

Department	Person Requesting	Items Requested	Quantity	Unit Cost	Amount	Quantity	Total Awarded	Awarded Gen. Imp Fee	Awarded Tech Fee	Awarded Department Total
Electrical Systems Tech	Steve Garcia	alternative energy equipment	1	15,500.00	15,500.00		-			-
Electrical Systems Tech	Steve Garcia	Digital video camera	1	3,200.00	3,200.00		-			-
Electrical Systems Tech Total					80,500.00		11,500.00	11,500.00	-	11,500.00
Ely	Mary Swetich	Camera system w/accessories	1	4,430.00	4,430.00	-	-			-
Ely Campus Total					4,430.00		-	-	-	-
English										
English Total										
Financial Aid	Scott Nielsen	Scanner (Fijitsu fi-6130)	1	900.00	900.00		-			-
Financial Aid Total					900.00		-	-	-	-
Facilities	Russ Hammons	Chairs (replace broken classroom chairs)	1	20,000.00	20,000.00	1.00	20,000.00	20,000.00		20,000.00
Facilities					20,000.00		20,000.00	20,000.00	-	20,000.00
Health Science/Human Svcs	Kris Miller	Sigma spectrum intravenous infusion pumps	2	3,715.00	7,430.00	2.00	7,430.00	7,430.00		7,430.00
Health Science/Human Svcs	Kris Miller	Intravenous infusion pump holding stand	1	400.00	400.00	1.00	400.00	400.00		400.00
Health Science/Human Svcs	Kris Miller	Resusci Anne	1	1,324.00	1,324.00	1.00	1,324.00	1,324.00		1,324.00
Health Science/Human Svcs	Kris Miller	Resusci Junior	1	800.00	800.00	1.00	800.00	800.00		800.00
Health Science/Human Svcs	Kris Miller	Complete Keri manikin	1	1,625.00	1,625.00	1.00	1,625.00	1,625.00		1,625.00
Health Science/Human Svcs	Kris Miller	Instructional videos	2	365.00	730.00	-	-			-
Health Science/Human Svcs	Kris Miller	Cabinets for nursing skills labs (2 lg, 1 sm)	1	2,375.00	2,375.00	-	-			-
Health Science/Human Svcs	Kris Miller	Laptop computer for nursing skills lab	1	1,600.00	1,600.00	-	-			-
Health Science/Human Svcs	Kris Miller	Laptop w/docking station for Dean	1	1,200.00	1,200.00	-	-			-
Health Sciences Total					17,484.00		11,579.00	11,579.00	-	11,579.00
Housing	Stacie Combs	Ice machine	1	2,000.00	2,000.00	1.00	2,500.00	2,500.00		2,500.00
Housing	Stacie Combs	Toy storage shed	1	250.00	250.00		-			-
Housing	Stacie Combs	7 bedrooms of furniture (package deal)	1	7,950.00	7,950.00		-			-
Housing	Stacie Combs	Transportation cart	1	6,000.00	6,000.00		-			-
Housing	Stacie Combs	Tables for housing events	10	85.00	850.00		-			-
Housing	Stacie Combs	Table truck	1	195.00	195.00		-			-
Housing	Stacie Combs	Chairs for housing events	50	25.00	1,250.00		-			-
Housing	Stacie Combs	Chair truck	1	340.00	340.00		-			-
Housing Total					18,835.00		2,500.00	2,500.00	-	2,500.00
Human Resources										
Human Resources Total										
IAV	Bob Hannu	Mediasite Lecture capture system (portable w/one year hosting)	1	24,995.00	24,995.00	-	-			-
IAV	Bob Hannu	High capacity document scanner	1	400.00	400.00	1.00	400.00	400.00		400.00
IAV	Bob Hannu	Updated presentation computer for LH123	1	1,500.00	1,500.00	-	-			-
IAV	Bob Hannu	IAV classroom installation/HSC1108	1	52,000.00	52,000.00	1.00	52,000.00	50,078.26	1,921.74	52,000.00
Interactive Video Total					78,895.00		52,400.00	50,478.26	1,921.74	52,400.00
Instrumentation	Scott Hennefer	PlantWeb Experience Package	1	21,200.00	21,200.00	1.00	21,200.00		21,200.00	21,200.00
Instrumentation	Scott Hennefer	I2p-100	3	649.72	1,949.16	-	-			-
Instrumentation	Scott Hennefer	Cover 18A2128X012	2	118.80	237.60	-	-			-
Instrumentation	Scott Hennefer	Cover 22B4905X012	2	49.28	98.56	-	-			-
Instrumentation	Scott Hennefer	Honeywell Controller	2	1,103.00	2,206.00	-	-			-
Instrumentation	Scott Hennefer	Altek 334-4353E	1	749.00	749.00	-	-			-
Instrumentation	Scott Hennefer	Fluke 789-789E	1	819.00	819.00	-	-			-
Instrumentation	Scott Hennefer	Altek 46 - 436E	1	295.00	295.00	-	-			-
Instrumentation	Scott Hennefer	42H50 Pressure Regulator - 42H50	2	457.00	914.00	-	-			-
Instrumentation	Scott Hennefer	#603 Trainer	1	77,882.44	77,882.44	-	-			-
Instrumentation	Scott Hennefer	Smart Device Communicator	2	741.99	1,483.98	-	-			-
Instrumentation Total					107,834.74		21,200.00	-	21,200.00	21,200.00
Land Surveying/Geomatics	James Elithorp	Trimble R8 GNSS GPS Receiver	1	25,000.00	25,000.00	1.00	25,000.00	25,000.00		25,000.00
Land Surveying Total					25,000.00		25,000.00	25,000.00	-	25,000.00
Library	David Ellefsen	IAV setup in meeting room/refurbished VSX 7000	1	2,500.00	2,500.00	-	-			-
Library	David Ellefsen	Refurbished VSX 6000/5000 power supply and cable	1	150.00	150.00	-	-			-
Library	David Ellefsen	VSX shelf for mounting on flat panel displays	1	129.00	129.00	-	-			-
Library	David Ellefsen	Shipping charges	1	40.00	40.00	-	-			-

Department	Person Requesting	Items Requested	Quantity	Unit Cost	Amount	Quantity	Total Awarded	Awarded Gen. Imp Fee	Awarded Tech Fee	Awarded Department Total
Library Total					2,819.00		-	-	-	-
Math	Xunming Du	Sony Vegas Pro 10 software	1	699.99	699.99	1.00	699.99	699.99		699.99
Math	Xunming Du	Hitachi StarBoard WT-1 interactive wireless tablet	1	311.95	311.95	1.00	311.95	311.95		311.95
Math	Xunming Du	AVerVision 355AF portable document camera	2	799.99	1,599.98	-	-	-		-
Math	Xunming Du	AVerVision 355AF carrying case	2	49.99	99.98	-	-	-		-
Mathematics Total					2,711.90		1,011.94	1,011.94	-	1,011.94
Millwright	Norm Whittaker	Rotaligh-Ultra lite laser shaft alignment system	1	19,700.00	19,700.00	1.00	19,700.00	19,700.00		19,700.00
Millwright	Norm Whittaker	Split bearing set	1	7,288.58	7,288.58	1.00	7,288.58	7,288.58		7,288.58
Millwright	Norm Whittaker	Vic grooving attachment for existing pipe machine	1	728.55	728.55	1.00	728.55	728.55		728.55
Millwright	Norm Whittaker	Specialty valve set	1	862.00	862.00	1.00	862.00	862.00		862.00
Millwright	Norm Whittaker	Progressive cavity pump	2	1,282.00	2,564.00	-	-	-		-
Millwright	Norm Whittaker	Dotline laser	1	1,450.00	1,450.00	-	-	-		-
Millwright Technology Total					32,593.13		28,579.13	28,579.13	-	28,579.13
Pahrump	Eric Woodman	SMART Board SB685ix	2	5,262.40	10,524.80	2.00	10,524.80		10,524.80	10,524.80
Pahrump	Eric Woodman	Leica DFC295 Camera w/software	1	3,608.09	3,608.09	1.00	3,608.09	3,608.09		3,608.09
Pahrump	Eric Woodman	Leica M80 Stereo microscope w/camera and software	1	12,493.69	12,493.69	-	-	-		-
Pahrump	Eric Woodman	Axis P3344-VE fixed dome network camera	2	1,368.47	2,736.94	-	-	-		-
Pahrump	Eric Woodman	Axis M1104 network camera	4	554.59	2,218.36	-	-	-		-
Pahrump	Eric Woodman	Axis 241Q video converter	2	1,550.80	3,101.60	-	-	-		-
Pahrump	Eric Woodman	ScanSnap S1300 scanner	6	340.22	2,041.32	3.00	1,020.66	1,020.66		1,020.66
Pahrump	Eric Woodman	Toshiba DVR670 DVD recorder	6	258.73	1,552.38	-	-	-		-
Pahrump Total					38,277.18		15,153.55	4,628.75	10,524.80	15,153.55
PEX	Norm Cavanaugh	Rock climbing mat 6'x10'x12'	7	798.00	5,586.00	7.00	5,586.00	5,586.00		5,586.00
PEX	Norm Cavanaugh	Shipping charges	1	623.00	623.00	1.00	623.00	623.00		623.00
PEX	Norm Cavanaugh	Paramount 12x18x36 locker - 6 door tan	5	357.15	1,785.75	5.00	1,785.75	1,785.75		1,785.75
PEX	Norm Cavanaugh	Paramount 12x18x36 locker - 2 door tan	2	136.75	273.50	2.00	273.50	273.50		273.50
PEX	Norm Cavanaugh	Front base 12x6 tan	17	4.70	79.90	17.00	79.90	79.90		79.90
PEX	Norm Cavanaugh	End base 18x6 tan pair	1	4.70	4.70	1.00	4.70	4.70		4.70
PEX	Norm Cavanaugh	Shipping charges	1	429.00	429.00	1.00	429.00	429.00		429.00
PEX Total					8,781.85		8,781.85	8,781.85	-	8,781.85
Science	D Freistroffer	Human Anatomy Model (Wards Cat #81W1160)	1	6,350.00	6,350.00	1.00	6,350.00	6,350.00		6,350.00
Science	D Freistroffer	Vernier Mini Gas Chromatograph (Code: GC-MINI)	1	1,749.00	1,749.00	1.00	1,749.00	1,749.00		1,749.00
Science	D Freistroffer	Software for Vernier Mini Gas Chromatograph (Code: LP)	1	189.00	189.00	1.00	189.00	189.00		189.00
Science	D Freistroffer	60MHz Eft FT-NMR Spectrophotometer	1	102,900.00	102,900.00	-	-	-		-
Science Total					111,188.00		8,288.00	8,288.00	-	8,288.00
Social Science	Danny Gonzales	Webcams - history, anthropology, social work, psc	5	74.99	374.95	-	-	-		-
Social Science	Danny Gonzales	DVD documentaries to supplement psc	1	1,564.90	1,564.90	1.00	1,564.90	1,564.90		1,564.90
Social Science	Danny Gonzales	Duplex scanner	1	879.99	879.99	-	-	-		-
Social Science Total					2,819.84		1,564.90	1,564.90	-	1,564.90
Admissions & Records	Janice King	Computers	6	1,200.00	7,200.00	-	-	-		-
Student Services	Laura Smith	HP Scanjet 8300 professional image flatbed scanner	1	450.00	450.00	-	-	-		-
Student Services Total					7,650.00		-	-	-	-
Theatre	David Bailey	Clear-Com CC-95 professional single-ear headset w/microphone	4	244.90	979.60	4.00	979.60	979.60		979.60
Theatre	David Bailey	Clear-Com RS-602 2-channel monaural beltpack	4	375.00	1,500.00	4.00	1,500.00	1,500.00		1,500.00
Theatre	David Bailey	ULX dual channel wireless system	1	1,939.00	1,939.00	1.00	1,939.00	1,939.00		1,939.00
Theatre	David Bailey	Audix 5-piece drum mic kit w/case	1	659.00	659.00	1.00	659.00	659.00		659.00
Theatre	David Bailey	DBX 2231 dual 31-band graphic equalizer w/type III noise reduction	2	529.95	1,059.90	2.00	1,059.90	1,059.90		1,059.90
Theatre Total					6,137.50		6,137.50	6,137.50	-	6,137.50
Welding							-	-	-	-
Welding Total							-	-	-	-
Winnemucca	Lisa Campbell	Computer task chairs	12	180.00	2,160.00	-	-	-		-
Winnemucca	Lisa Campbell	Compact portable elmo	1	750.00	750.00	-	-	-		-
Winnemucca	Lisa Campbell	Computer, printer, kiosk cabinet	1	3,300.00	3,300.00	-	-	-		-
Winnemucca	Lisa Campbell	Projection screens	2	225.00	450.00	2.00	450.00	450.00		450.00
Winnemucca	Lisa Campbell	Portable infocus projector screen	1	1,075.00	1,075.00	-	-	-		-
Winnemucca	Lisa Campbell	Logo tablecloth, display board	1	1,250.00	1,250.00	-	-	-		-

								Awarded	Awarded	Awarded
Department	Person Requesting	Items Requested	Quantity	Unit Cost	Amount	Quantity	Total Awarded	Gen. Imp Fee	Tech Fee	Department Total
Winnemucca	Lisa Campbell	GBC vehicle	1	20,000.00	20,000.00	-	-			-
Winnemucca	Lisa Campbell	Sawzall-kit	1	350.00	350.00	-	-			-
Winnemucca Total					29,335.00		450.00	450.00	-	450.00
		Grand Total			963,347.86		399,877.36	199,877.36	200,000.00	399,877.36
*Additional Recommendations		Available			400,000.00		399,877.36	200,000.00	200,000.00	400,000.00
		Difference			(563,347.86)		122.64	122.64	-	122.64

and approach the employee to try and discuss the problem(s). The department head also needs to advise the vice president of student services, GBC's administrative officer, and the director of human resources that a problem may exist with an employee.

Should an employee or family member become extremely upset and become either verbally or physically violent, it will become the responsibility of the faculty/staff member or department head to contact Great Basin College security immediately. When contacting security, the caller **MUST** explain exactly what the problem is, whether weapons are being used and/or visible, and the incident location. Does the staff know the person? What is their name? Security will respond immediately to the location of the incident while ensuring that the Elko police department, if warranted, is requested to respond. Any class in session at the time must be advised to stay within their classroom and secure all doors. No one should be permitted to exit a classroom during any confrontation. The faculty/staff, while not placing themselves or others in danger, should try and keep the attention of the individual by remaining calm and talking with them. If the individual is willing to talk, listen to them, do not try and explain away any concerns they express. Just let them talk. If the individual is not willing to talk and is physically violent, the faculty/staff should verify that everyone (staff and students) is safely located in each of the classrooms away from the incident area. The faculty/staff should attempt to calm the individual by remaining calm and talking in an even tone, trying to ask the following questions:

- Who are they (if they are unknown)?
- Why are they doing this?
- Do they have any weapons?
- What do they want?
- Who would they like to talk to?
- What do they intend to do?

Upon the arrival of security, the faculty/staff should be advised to provide a description of the suspect(s) including answering the six questions above. The faculty should advise if any students may be involved or if they know what is causing the situation. If possible, given the circumstances of the incident, security should be advised which rooms are occupied and which are not.

Security should attempt to calmly talk the suspect into leaving the building. Every attempt should be made to avoid potential injury to the staff and students. Security should ask the six questions listed above and let the suspect talk as much as they are willing to do so. If the person is only verbally upset and has not shown signs of physical violence, the Security staff should let them continue to talk and hear out their complaints. No attempt should be made to physically force the suspect to leave the area; as long as he/she is talking they are not causing injury to anyone.

Upon the arrival of the police, the faculty/staff should again be prepared to provide a description of the suspect(s) and explain what has occurred and who is/are involved if the person(s) are known. Security should be prepared to permit the police to take over control of the situation and assist them in any manner possible.

Friends or family who arrived to pick up staff or students during this situation must be requested to remain outside the building. The Department head and security will explain what is occurring and help the family to understand the students are safer taking cover inside their classroom than making an attempt to leave. Request that the family wait in a convenient, safe nearby site until such time as the upset/disturbed person is removed or restrained. In that way, as soon as the situation is under control and the staff and students can safely leave the building, family can be contacted.

3.9 Suspicious Person or Person with a Weapon. Any Great Basin College (GBC) employee receiving information of a person with a weapon on any GBC property should immediately contact the Security Department on the Elko Campus or the Campus Director on all other campuses. GBC does not have armed police officers on any campus so the Security Department or Campus Director should immediately contact the local Police or Sheriff for assistance.

Security or the Campus Director should attempt to determine:

- The location of the person with a weapon?
- Who is the person?
- Physical description of the person (height, hair color, physical features, clothing, etc.).
- What type of weapon(s) they may have?
- Has the person made any statement explaining why they are doing this or who they may be looking for?
- Any known problems in or out of class before.

Without endangering themselves or others Security or the Campus Director will start providing direction to those outside the building of concern to move safely away. Depending on the circumstances nearby locations may be evacuated to a safer distance or the buildings may be ordered to shelter within until the police have arrived and assessed the situation.

Should the need arise to provide more assistance GBC Elko has a small C.E.R.T Campus team who can be called upon to assist with evacuations, closing parking lot entrances and basic medical first aid or any other duties that become necessary.

Upon the arrival of the local Police, all information that has been gathered should be provided to the Officers. The Security Department or Campus Director will provide the Officers with access keys as needed to all areas of the campus. Responding Police Officers will respond to the location of the suspect and attempt to stop any actions immediately upon arrival of the first group of Officers to the campus.

As soon as reasonable Security or the Campus Director will notify the Director of Environmental Health, Safety & Security (EHS&S) and the GBC Executive Administrators (President, Vice Presidents, Budget & Human Resources Officer). Should they be absent from the Elko campus the Administrator in Charge will be notified and will be responsible for contacting the Executive Administrators.

ACTIVE SHOOTER IN A BUILDING, BUT NOT IN THE SAME LOCATION AS YOU.

If you are advised that a shooting is occurring on campus or has taken place, you should do the following: Get to a safe place and get everyone to lie down, away from windows or "fields of fire".

- If you are calling from a college phone, dial 9-911 to contact the police or 934-4923 to contact Security in Elko only.
- If you are calling from a cell phone, CALL "911." Identify your college campus or workplace and exact location. Remain calm and answer the police dispatcher's questions. They are trained to obtain the necessary and required information for a proper emergency response. Stay on the phone only if it is safe to do so. If not, keep the phone on, so it can be monitored by the dispatcher.
- Instruct students and employees to (Shelter In Place) drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- Try to get inside or behind a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from the police.

CLASSROOM: IF SUSPECT IS OUTSIDE YOUR CLASSROOM.

- Duck and cover. Keep students inside the classrooms and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off the lights and stay on the floor. Do not peek out the door or windows to see what may be happening.
- If possible, report location of the assailant.
- Do not leave until contacted by Police or Security or you hear an "all is clear" announcement via the alarm system.

SHOOTER IS IN THE SAME ROOM/AREA AS YOU.

- Faculty and students present should try to work as a team.
- Attempt to distract the suspect.
- Throw items at the suspect (books, backpacks, chairs, etc.)
- If you think you are capable try to rush or overtake the suspect.

Upon notification of the situation and once they are provided any information available from the Police Department, Executive Administrators, the Director of EHS&S, the Campus Director and the Public Information Officer will determine a timely warning statement and issue it via the methods determined for timely warnings. The responding Police agency or the Public Information Officer on behalf of the Executive Administrators will issue all warnings and informational statements, no other persons are authorized to release information on behalf of Great Basin College.

3.10 Timely Warning Notices. Great Basin College, in compliance with the Clery Act, will issue timely warning notices in the event a situation occurs on one of our campuses or in the areas adjacent to our campuses that constitutes a potential ongoing or continued threat to students, faculty and staff. Timely warning notices will be issued upon the recommendation of the Director of Environmental Health, Safety & Security (EHS&S), the Campus Director or the local Police agency. Timely warnings will be issued on a case-by-case basis when approved by the GBC Executive Administrators based on the available facts, the risk to the campus community, and the risk of compromising law enforcement efforts.

Timely warnings are considered for the following classifications of reported crimes:

- Criminal homicide
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Timely warnings may also be issued for other reported crimes, emergencies or incidents as deemed appropriate under the circumstances.

Timely warnings will be issued via the GBC email system, posted on the home page of the GBC web site, posted via video signage, printed notices and personal contact. Warnings will include the date, time and reported location of an incident, a brief summary of the incident, a description of the suspect(s) and vehicles if known. Warnings will include safety information specific to the type of incident and contact information to obtain additional information.

3.11 Earthquakes. The potential for an earthquake in rural Nevada always exists. For that reason the college staff should discuss dealing with earthquakes and the events associated with an earthquake. All staff and students should understand there may be movement of the ground, sounds made by the shifting of the ground (such as a roar or bang) and sounds made by things (furniture, books, computers, etc.) falling or sliding.

At the first sound or feel of an earthquake, each instructor should tell the students to "duck and cover." Instructors should also duck and cover under a desk or table. When the shaking and movement stop instructors should ask that students remain in the duck and cover position while the instructors check the room to determine if anyone is hurt. Anyone that is hurt should receive immediate first aid. The instructor in the room can then begin to check the room and building to determine if it is safe exit the room. If the outside exit door will open and the pathway outside the door is safe, the students should be told to exit as they do in a fire drill and move outside to an open area of the parking lot. If any faculty member or student is seriously injured, they should not be moved. One of the faculty or students should remain with that person until emergency personnel arrives. If the outside door is not safe or clear to use as an exit, the instructor should inspect the area from the classroom through the secondary exit to the other side of the building. If that pathway is safe, all students and staff should exit via that route and meet at the designated building meeting point. If this pathway is also blocked or unsafe, remain inside the room until rescue assistance arrives.

If there is a safe pathway for all the instructors, students and staff to exit, everyone should be kept as a group outside until such time as the department head can verify that every student, instructor and staff member is safe outside. If any person is not located, no student, instructor or staff member should return to the building to search for the missing person. The emergency personnel should be notified and they will return to the inside of the building to search. When reporting a person missing be ready to provide emergency personnel with the following information:

- Full name and any nickname of the missing person.
- What the person was wearing?
- A physical description of the person
- The classroom the person was in (name and location)?