

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
July 24, 2012

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, John Rice, David Freistroffer, Kris Miller, Bret Murphy, Jolina Adams

ABENT: Alex Porter, Sonja Sibert

1. Approval of Minutes – The minutes of the President's Council meeting on June 12, 2012, were approved.
2. SGA Update – The next meeting for SGA is scheduled for July 27, 2012.
3. Faculty Senate Update – David Freistroffer reported the Basque community was impressed by GBC when they had their conference/luncheon on campus. The quality assessment group is meeting today to find assessments of quality other than the governor's metrics. They are looking at having us compile tables of outcomes of objectives of gen ed that seem to be standard. It is accountability to stakeholders. Mike McFarlane said that it would be beneficial to monitor GPAs system wide. For instance, how has GPA varied through time system wide?

The Faculty Senate Chairs have been working on issues such as merit pay. The current system in place is a step system. The feeling of the chairs is that they would support a merit pay system with a COLA component. Faculty also wants to have the ability to set salaries that are market based upon hired and market based increased after hire. High quality teaching is most important. The universities are already on a merit based system and the state college is. David thinks this will eventually be system-wide.

David reminded PC that the faculty evaluation process at GBC hasn't been permanently approved by PC and he requested that PC approve the process with the clause that we will have to make minor changes to each year. Cathy said that looking at the evaluation process each year is an easy way to implement new initiatives into the process.

The GBC Faculty Senate is in the process of making the personnel committee bigger.

4. Classified Council Update – Jolina Adams reported the new officers for Classified Council will be: Jolina Adams – co-chair; Renae Jim – co-chair. Renae has resigned because her position has been made professional. There will be a general meeting of Classified Council on August 9. They hope to do the chili / soup cookoff again this year.
5. Institutional Planning & Effectiveness – Cathy Fulkerson has been working on performance indicators for NSHE. Late spring classes end today; will have a final count on enrollments soon. We won't be able to count 8 FTE. Mike has talked to Crystal about the

end date. We have to coordinate better on cut off dates as it is hurting us. Some of the colleges prefer summer classes over late spring, but we want FTE for more state funding.

There is an issue of web campus and lack of support in the summer time. Online enrollments are a big part of GBC FTE and instructional delivery so it is important that we can support that efficiently.

6. Faculty Staff Follow-up Survey – Cathy Fulkerson/Mike McFarlane – Cathy reported in 2007 the IR office conducted a survey of all GBC employees. She presented a follow-up report with the actions taken in response to the results of the survey. Mike and Cathy have talked about doing a follow up survey to this one. The biggest concern of employees was confidentiality of the administration of the survey. Cathy proposed that she is the only person who has access to the data of this new survey and that we do the survey through Survey Monkey. It will remain anonymous and confidential. She would like administer the survey in October. President's Council recommended conducting the survey starting October 15 with a deadline of November 15.
7. Demonstration/Discussion of TracDat – Cathy Fulkerson/Mike McFarlane – Cathy and Mike presented a sample of an assessment plan on services GBC provides and tracking expected outcomes for the Environmental Health, Safety & Security department. Cathy will assign the themes to core themes for all the departments and then will meet to discuss with the individual departments. Janie Moore is posting course assessment and putting it onto the IR page. PC discussed the TracDat program. It is important to get good training for the people doing the data entry.
8. President's Report – Mark Curtis reported his individual meetings with faculty and staff have started. He is learning names and functions and what is going on at the college. His goal is to meet with everyone individually by the end of the semester. He will try to visit the remote sites at least once per semester.

The new formula funding conversation is ongoing and not favorable to GBC at this point. We all want to play nice and be good team players but at same time get our concerns out there and hope they will be addressed in a fair way. We need to plan for the worse and hope for the best. The Chancellor is committed to mitigating the straight interpretation of the new formula. There has been no dollar figure associated with the mitigation. Mark has been conveying his thoughts on the matter to the Chancellor.

Mark stated he is tremendously impressed with the college and everyone he has met so far. The good works of those who have been here in the past will speak well for us when we get to the bottom of the formula funding. He has optimism about the future.

9. 4.34 Telephone/Wireless Cellular Phone Use – 1st read. The policy has come about because of an NSHE audit requirement. We need to look at the policies at the other institutions. Sonja needs to be a part of this discussion. It would help to gather up other policies of the other colleges to compare. It is agreed that too much time is being spent on the phone bills. We are audited against our own written policy.

10. Miscellaneous

Lynn Mahlberg said the enrollment reports on the webpage say we are 50 FTE down. It reports from one year ago from the spring semester.

Lynn reported the financial aid team went to Owyhee last week. This week they will go to Wells. They have been working with Wendover and Tonopah.

GBC Faculty and Staff Satisfaction Survey Report:

Summary of 2007 Survey Results, Actions Taken Since Then, and

Recommendations for Follow-up

Introduction to 2007 Faculty/Staff Satisfaction Survey

In 2007, all GBC faculty and staff were asked to respond to 49 statements and indicate how strongly they agreed or disagreed with them (0-no opinion, 1-strongly disagree, 2-disagree, 3-agree, 4-strongly agree). In addition, they were asked other questions about their sex, ethnic background, primary work location, highest level of education, and primary position at the college.

For analysis purposes, "no opinion" responses were tossed out and the remaining were averaged to produce a score between 1 and 4 with the highest scores representing the strongest agreement. Scores (and detail) were reported overall and for each group based on primary position at the college as indicated in the survey: Over All (n=168), Administrator/Manager (n=35), Classified Staff (n=41), Full-time Faculty (n=58), Part-time Faculty (n=22), and Other (n=12).

Summary of Results – Strongest Agreements and Disagreements

All but part-time faculty strongly agreed they had access to a computer for their working needs and for part-time faculty, this was their highest scoring question. None of the groups disagreed strongly, on average, with any of the statements in the survey as indicated by scores falling between 1.0 and 1.5. In general, full-time faculty responded to more statements in disagreement than the other groups -- six statements averaged below 2.50 and three of those pertained to the evaluation process. The questions, average scores, and number of responses for each group can be found on the Institutional Research and Effectiveness archived website -- http://www.gbcnv.edu/IR_old/surveyReports.htm -- at the GBC Faculty/Staff Survey – Fall 2007 link.

Strongest Agreements (3.50-4.0)

- I have access to a computer for needs such as word processing, test banks, Internet access, and email (Overall, Admin/Manager, Staff, FT Faculty, Other)

Disagreements (1.50-2.50)

- The institution possesses financial resources to sufficiently support its programs (Overall, Admin/Manager, FT Faculty, Other)
- The process used by this institution to evaluate its faculty contributes to better teaching (FT Faculty)
- The process used by this institution to evaluate the members of its staff contributes to improvements in the delivery of services to students (FT Faculty)

- The faculty and staff at this institution are made aware of the criteria by which they will be measured prior to their evaluations (FT Faculty)
- The space provided to my department is adequate to meet its unit goals (Admin/Manager, Other)
- The reports distributed by the Institutional Research Office are useful with regard to the measurement of progress toward my department (FT Faculty)
- Generally, Great Basin College employee morale is good (FT Faculty)
- This college has an established process for recruiting or identifying viable candidates for full and part-time staff positions (Other)

Actions Taken as a Result of the Survey Indicators

1. A comprehensive faculty evaluation system was developed via the Faculty Senate Evaluation Committee in concert with a professional consultant. After administrative review, it was fully implemented in 2009-2010 and now the Evaluation Committee reviews it, recommends improvements to Faculty Senate for a vote, and implements changes.
2. GBC created the position and hired a full-time, permanent Director of Institutional Research and Effectiveness in 2007.

Actions Taken Since Survey Administration

3. The High Technology Center building was completed in 2008 and freed-up space for multiple departments, classrooms, meeting rooms, and the Academic Success Center.
4. The standing Faculty Senate Personnel Committee continues to refine the recruiting and hiring process. Whenever possible, the chair (and sometimes a member) of each search committee is a member of the Personnel Committee.
5. A comprehensive and transparent strategic planning website was developed in 2008 where every department and program at GBC outlines a mission, goals, objectives, and action plans.
6. Due to external factors, GBC has withstood four years of budget cuts resulting in a 14% reduction in its operating budget from 2007-08 to 2011-12.

Recommendations

Conduct a follow-up faculty and staff survey asking many of the same questions in order to track any changes in satisfaction over time and to evaluate satisfaction with the actions taken since the last survey.

**DRAFT: GREAT BASIN COLLEGE
FACULTY/STAFF SURVEY 2012**

**NOTE: The majority of questions are directly from the 2007 employee survey.
“Suggestions” are proposed re-wording of 2007 survey questions for 2012. New questions are at the end of this document.**

1. Your primary position within the college is best described as:
- a. Full-time teaching faculty b. Part-time teaching faculty c. Classified Staff
 - d. Administrator/Manager e. Other

Suggestion:

1. Your primary position within the college is best described as:
- a. Full-time teaching faculty b. Part-time teaching faculty c. Classified Staff
 - d. Administrator/Director or higher
 - e. Administrative Faculty or Professional Contract
2. Your highest level of education is:
- a. High school diploma b. Associate degree c. Baccalaureate degree
 - d. Master's degree e. Doctorate degree
3. How many years have you been employed at GBC?
- a. 0 to 5 years b. 6 to 10 years c. 11 to 15 years d. more than 15 years
4. Your primary work assignment is at which location?
- a. Elko b. Winnemucca c. Ely d. Battle Mountain e. Pahrump
 - f. Other offsite locations

Suggestion:

4. Your primary work assignment is at which location?
- a. Elko b. Winnemucca c. Ely d. Battle Mountain e. Pahrump
 - f. Other location
5. Your gender: a. Male b. Female
6. Your ethnic background:
- a. African-American/black b. Asian/Pacific Islander c. Hispanic
 - d. Native American/Alaskan Native e. White f. Other

Suggestion:

- 6.a. Are you Hispanic? a. Yes b. No
- 6.b Your racial/ethnic background (check all that apply):
- a. African American/Black b. Asian c. Native Hawaiian/Pacific Islander
 - d. Native American/Alaskan Native e. White f. Other

Please answer the remaining questions using the following key:

a. Strongly agree b. Agree c. Disagree d. Strongly disagree e. No opinion

Suggestion:

Please answer the remaining questions using the following key:

**a. Strongly agree b. Agree c. Neutral d. Disagree
e. Strongly disagree f. Not Applicable**

7. Great Basin College has a clearly defined mission statement that is appropriate to collegiate education as well as to its own specific education role.
8. The official posture and practice of Great Basin College are consistent with its mission statement.
9. Great Basin College periodically studies its mission statement while considering internal changes as well as the changing responsibilities of the institution to its constituencies.
10. My department has a clearly defined mission statement that is appropriate to collegiate education as well as to its own specific role.
11. The official posture and practice of my department are consistent with its mission statement and the Great Basin College mission statement.
12. My department periodically studies its mission statement while considering internal changes as well as the changing responsibilities of the institution to its constituencies.
13. The Library hours of operation meet the needs of my students.
14. With regard to my teaching areas(s), the Library's collections are adequate to meet the needs of my students.
15. I have access to a computer for needs such as word processing, test banks, Internet access, and e-mail.

Suggestion:

15. I have access to technological tools and support to do my job.
16. The developmental studies program is responsive to the needs of the academic departments whose students it services.
17. Developmental course offerings are appropriate for the needs and previous academic preparation of students enrolled in the institution.

18. Great Basin College provides a variety of instructional support services (e.g. educational equipment, specialized facilities, audiovisual and duplicating services) to support its curriculum.
19. The available computer services are adequate for student's academic needs.
20. Course requirements are appropriate to the degrees offered.
21. The college/my department has a clearly defined process by which the curriculum including pre-requisites within my discipline is established, reviewed, and evaluated.
22. Instruction is evaluated regularly and the results are used to improve the quality of instruction.
23. Academic advising adequately meets student needs.
24. Great Basin College publications accurately and consistently represent the college.
25. The portions of the college catalog relevant to my department are accurate and consistent.
26. The portions of the college's class schedules relevant to my department are accurate and consistent.
27. The distance learning programs are effective and meet the same standards as program taught on the main campus.

Suggestion:

27. The distance learning courses are effective and meet the same standards as courses taught on the main campus.
28. Great Basin College provides the resources and services necessary to support the continuing education programs, outreach, and service programs.

Suggestion:

28. Great Basin College provides the resources and services necessary to support the continuing education programs, outreach, and community service programs.
29. The faculty and staff at this institution are made aware of the criteria by which they will be measured prior to their evaluations.
30. The reports distributed by the Institutional Research office are useful with regard to the measurement of progress toward my department's unit goals.
31. The space provided to my department is adequate to meet its unit goals.

32. The process used by this institution to evaluate the members of its staff contributes to improvements in the delivery of services to students.
33. The faculty members in my department are provided sufficient resources to ensure the quality of the courses and/or programs offered by the department.
34. The process used by this institution to evaluate its faculty contributes to better teaching.
35. The institution possesses financial resources to sufficiently support its programs.
36. Necessary budget revisions are made when actual conditions require such change.
37. Budget revisions are communicated to those affected within the institution.
38. The institution maintains proper control over purchasing and inventory management.
39. Physical resources, including buildings and equipment both on and off campus, are adequate?

Suggestion:

39. Physical resources, including buildings and equipment, are adequate.
40. Maintenance projects are completed in a timely manner.
41. A healthy, safe, and secure environment is provided for the entire campus community.
42. Faculty is made familiar with adequate emergency evacuation procedures.
43. I have access to the most recent version of the Great Basin College Policies and Procedures Manual.
44. The college provides sufficient opportunities for me to attend professional meetings.
45. The college provides opportunities for in-service training, which I may utilize for professional growth.
46. Institutional research is an integral part of the college's planning and evaluation process.
47. As a faculty member, I have the freedom to examine questions, pursue scholarly research, question assumptions, and teach subjects within my discipline without fear of punitive action.
48. This college has an established process for recruiting or identifying viable candidates for full and part-time faculty positions.

49. This college has an established process for recruiting or identifying viable candidates for full and part-time staff positions.
50. There is a reasonable infusion of information technology in the college so that students exit with the fundamental knowledge and basic ability to use these resources in everyday life and in future occupations.
51. Great Basin College has procedures for the equitable and reasonable assignment of faculty responsibilities - including classroom instruction, academic advising, committee membership, and committee leadership.
52. All fund-raising is related to the purpose of Great Basin College.

Suggestion:

52. All fund-raising is related to the fulfillment of the Great Basin College mission.
53. Procedures to ensure student access to part-time faculty members is clearly stated and publicized by the college/my department.
54. Student workers perform valuable functions for my department/office.
55. Generally, Great Basin College employee morale is good.

Additional suggested questions:

56. I clearly understand my job responsibilities.
57. I am satisfied with the amount of feedback I receive on my work performance.
58. Interpersonal relationships within my department are courteous and professional.
59. Teamwork is encouraged in my department.
60. I take action to identify and implement ways to improve my department.
61. My department has shared values, priorities and sense of mission.
62. My direct supervisor is accessible to me.

63. I am satisfied with the level of support I receive for professional development.

64. Please write any comments or suggestions:

2007 GBC FACULTY/STAFF SURVEY BY GROUP -- Sorted by Over All Responses

*Scale: 1-Strongly disagree, 2-Disagree, 3-Agree, 4-Strongly agree.
"No opinion" was removed from score averages.*

QUESTIONS	Administrator/ Manager n=35	Classified Staff n=41	Full-time Faculty n=58	Part-time faculty n=22	Other n=12	Over All n=168
I have access to a computer for needs such as word processing, test banks, Internet access, and e-mail	3.68	3.76	3.71	3.45	3.58	3.67
A healthy, safe, and secure environment is provided for the entire campus community	3.33	3.35	3.33	3.20	3.33	3.32
Great Basin College provides a variety of instructional support services (e.g. educational equipment, specialized facilities, audiovisual and duplicating services) to support its curriculum	3.36	3.32	3.19	3.15	3.17	3.25
The portions of the college's class schedules relevant to my department are accurate and consistent	3.32	3.33	3.29	3.11	2.71	3.25
The official posture and practice of my department are consistent with its mission statement and the Great Basin College mission statement	3.38	3.43	3.08	3.07	3.33	3.24
The available computer services are adequate for student's academic needs	3.10	3.39	3.23	3.19	2.91	3.21
Student workers perform valuable functions for my department/office	3.45	3.43	2.87	3.08	3.13	3.20
The portions of the college catalog relevant to my department are accurate and consistent	3.30	3.28	3.21	3.00	2.75	3.18
I have access to the most recent version of the Great Basin College Policies and Procedures Manual	3.23	3.34	3.13	3.00	2.91	3.18
Course requirements are appropriate to the degrees offered	3.19	3.17	3.19	3.06	3.09	3.16
Great Basin College has a clearly defined mission statement that is appropriate to collegiate education as well as to its own specific education role	3.21	3.26	3.07	3.05	3.20	3.15
My department has a clearly defined mission statement that is appropriate to collegiate education as well as to its own specific education role	3.30	3.28	2.96	3.13	3.11	3.13
There is a reasonable infusion of information technology in the college so that students exit with the fundamental knowledge and basic ability to use these resources in everyday life and in future occupations	3.10	3.16	3.18	3.11	2.92	3.13
The college/my department has a clearly defined process by which the curriculum including pre-requisites within my discipline is established, reviewed, and evaluated	3.25	3.25	3.16	2.81	2.60	3.11
The Library hours of operation meet the needs of my students	3.13	3.37	3.11	2.78	3.17	3.10
Maintenance projects are completed in a timely manner	3.21	3.23	3.02	3.00	2.92	3.10
Faculty is made familiar with adequate emergency evacuation procedures	3.06	3.18	3.25	2.68	2.90	3.10
As a faculty member, I have the freedom to examine questions, pursue scholarly research, question assumptions, and teach subjects within my discipline without fear of punitive action	3.06	2.67	3.07	3.11	3.00	3.06
All fund-raising is related to the purpose of Great Basin College	3.04	3.30	3.02	2.57	3.00	3.05
Developmental course offerings are appropriate for the needs and previous academic preparation of students enrolled in the institution	3.00	3.06	3.08	3.11	2.75	3.05

2007 GBC FACULTY/STAFF SURVEY BY GROUP -- Sorted by Over All Responses

Scale: 1-Strongly disagree, 2-Disagree, 3-Agree, 4-Strongly agree.
 "No opinion" was removed from score averages.

QUESTIONS	Administrator/ Manager n=35	Classified Staff n=41	Full-time Faculty n=58	Part-time faculty n=22	Other n=12	Over All n=168
Great Basin College publications accurately and consistently represent the college	3.17	3.12	2.88	3.11	3.09	3.04
The college provides opportunities for in-service training, which I may utilize for professional growth	3.00	3.14	3.05	2.95	2.90	3.04
The official posture and practice of Great Basin College are consistent with its mission statement	3.15	3.17	2.91	2.84	3.10	3.03
The institution maintains proper control over purchasing and inventory management	3.03	3.07	3.05	3.00	2.80	3.02
Great Basin College periodically studies its mission statement while considering internal changes as well as the changing responsibilities of the institution to its constituencies	3.11	3.19	2.98	2.64	3.00	3.02
The developmental studies program is responsive to the needs of the academic departments whose students it services	2.94	2.94	3.00	3.13	2.86	2.99
With regard to my teaching areas), the Library's collections are adequate to meet the needs of my students	3.00	3.30	2.96	2.94	2.67	2.99
My department periodically studies its mission statement while considering internal changes as well as the changing responsibilities of the institution to its constituencies	3.11	3.20	2.81	2.82	3.11	2.98
Great Basin College provides the resources and services necessary to support the continuing education programs, outreach, and service programs	3.29	3.08	2.87	2.72	2.89	2.98
The college provides sufficient opportunities for me to attend professional meetings	3.03	3.17	2.86	2.59	2.89	2.94
The faculty members in my department are provided sufficient resources to ensure the quality of the courses and/or programs offered by the department	2.91	2.96	2.96	2.80	3.13	2.94
This college has an established process for recruiting or identifying viable candidates for full and part-time staff positions	3.00	3.04	2.90	3.00	2.45	2.92
Instruction is evaluated regularly and the results are used to improve the quality of instruction	3.00	3.00	2.84	2.90	2.88	2.91
This college has an established process for recruiting or identifying viable candidates for full and part-time faculty positions	3.00	2.91	2.89	2.93	2.70	2.91
The distance learning programs are effective and meet the same standards as program taught on the main campus	3.16	2.82	2.82	2.62	2.80	2.87
Academic advising adequately meets student needs	2.67	3.21	2.75	2.82	2.78	2.83
Institutional research is an integral part of the college	3.00	3.07	2.53	2.63	3.25	2.82
Physical resources, including buildings and equipment both on and off campus, are adequate?	2.74	2.81	2.81	2.81	2.75	2.79
Budget revisions are communicated to those affected within the institution	2.85	2.84	2.69	2.90	2.70	2.78
Necessary budget revisions are made when actual conditions require such change	2.79	2.93	2.70	2.89	2.55	2.77

2007 GBC FACULTY/STAFF SURVEY BY GROUP -- Sorted by Over All Responses

Scale: 1-Strongly disagree, 2-Disagree, 3-Agree, 4-Strongly agree.
 "No opinion" was removed from score averages.

QUESTIONS	Administrator/ Manager n=35	Classified Staff n=41	Full-time Faculty n=58	Part-time faculty n=22	Other n=12	Over All n=168
Procedures to ensure student access to part-time faculty members is clearly stated and publicized by the college/my department	2.85	2.86	2.73	2.61	2.88	2.77
Great Basin College has procedures for the equitable and reasonable assignment of faculty responsibilities (loads)- including classroom instruction, academic advising, committee membership, and committee leadership	2.89	3.00	2.53	3.15	3.00	2.76
Generally, Great Basin College employee morale is good	2.85	2.97	2.47	2.81	2.75	2.73
The reports distributed by the Institutional Research Office are useful with regard to the measurement of progress toward my department	3.17	2.60	2.36	3.17	2.86	2.71
The space provided to my department is adequate to meet its unit goals	2.47	2.67	2.77	2.93	2.50	2.68
The faculty and staff at this institution are made aware of the criteria by which they will be measured prior to their evaluations	2.79	2.81	2.46	2.60	2.82	2.64
The process used by this institution to evaluate the members of its staff contributes to improvements in the delivery of services to students	2.69	2.74	2.30	2.72	2.80	2.58
The process used by this institution to evaluate its faculty contributes to better teaching	2.74	2.73	2.24	2.61	3.00	2.52
The institution possesses financial resources to sufficiently support its programs	2.37	2.62	2.34	2.53	2.42	2.43

Assessment Plan

Great Basin College

Operational (Student Services) - Environmental Health, Safety and Security

Operational (Student Services) - Environmental Health, Safety and Security

GBC Mission: Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

Unit Mission: The mission of the Department of Environmental Health, Safety and Security at Great Basin College is to provide a safe and secure environment for all staff, faculty, students and visitors on all of the College Campuses.

Outcome: Safe Environment

All faculty, staff, students, and visitors on GBC's campuses exist in a safe and secure environment.

Outcome Year(s): 2011-2012

Start Date: 07/18/2012

Outcome Status: Active

Means of Assessment			
Assessment Measure	Criterion	Notes	Active
No. of security staff/student and No. of security staff/staff headcounts in Elko. No. of times local police or sheriff's department personnel are on campus at other locations through the year. No. of cameras in operation at each location. Assessment Measure Category: Data	N/A	Currently, there is only Security staff on the Elko campus. Visible Security at the centers is only available when members of the local Police or Sheriff's departments are on campus. Security cameras are located at all major buildings on each campus and are monitored by someone, but are not always visible to those on site.	Yes
Student and staff satisfaction surveys will regularly ask how safe they feel on campus in Elko and at the Centers. Assessment Measure Category: Survey	A high percentage of students and staff responding to surveys feel safe on each campus or center.	The Student Satisfaction Survey completed Spring 2011 included the measurement of student's perception of safety on each campus. The measurement included the use of cameras, lighting in the parking lots and entry areas and visible Security such as officers on campus. The 2007 Employee survey asked how strongly they agreed with a statement that a healthy, safe, and secure environment is provided for the entire campus community.	Yes

Related Items

NWCCU - Core Themes

- * 3.2 Serve Rural Nevada - Provide resources to meet needs of service area
- * 3.3 Serve Rural Nevada - Provide needed services to students at all GBC sites

VP - Student Services

- * Student Services Goal 1

Operational (Student Services) - Environmental Health, Safety and Security

- * Unit Goal 2

Operational Outcomes Report - 4 Column

Great Basin College

Operational (Student Services) - Environmental Health, Safety and Security

GBC Mission: Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

Unit Mission: The mission of the Department of Environmental Health, Safety and Security at Great Basin College is to provide a safe and secure environment for all staff, faculty, students and visitors on all of the College Campuses.

Outcomes	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
Operational (Student Services) - Environmental Health, Safety and Security - Safe Environment - All faculty, staff, students, and visitors on GBC's campuses exist in a safe and secure environment. Outcome Year(s): 2011-2012 Start Date: 07/18/2012 Outcome Status: Active	Assessment Measure: No. of security staff/student and No. of security staff/staff headcounts in Elko. No. of times local police or sheriff's department personnel are on campus at other locations through the year. No. of cameras in operation at each location. Assessment Measure Category: Data Criterion: N/A	07/23/2012 - As of fall 2011, there were a total of ____ students and ____ staff and faculty on the Elko Campus and a total of ____ security personnel with ratios of.... Battle Mountain – has one camera operating part-time and local police came on site 10 times during the year. Ely – Pahrump – Winnemucca – Criterion Met: N/A Reporting Period: 2011-2012	
	Assessment Measure: Student and staff satisfaction surveys will regularly ask how safe they feel on campus in Elko and at the Centers. Assessment Measure Category: Survey Criterion: A high percentage of students and staff responding to surveys feel safe on each campus or center.	07/18/2012 - Both the Pahrump and Winnemucca Centers survey results indicated that the students felt unsafe because of poor lighting in the parking lots and adjacent entry walkways. Criterion Met: No Reporting Period: 2011-2012	07/18/2012 - At the Winnemucca Center the parking lot and pathway lights were inspected based on the College electrician's suggestions. It was found that the wattage of the lights were capable of being increased without a total change out of the light poles. A local Winnemucca Electrical contractor was hired to change out the ballasts and light bulbs increasing the wattage from 250w per light to 400w. This project is completed in the parking lot. There are two remaining lights in the pathways between buildings that will be

Outcomes	Means of Assessment & Criteria / Tasks	Results	Action & Follow-Up
			addressed by the Facilities Officer as part of an improvement project. To correct the Pahrump Center lighting a discussion was held between the Safety & Facilities department. The facilities officer went to Pahrump and with the approval of the GBC President and the Nye County School Dist. a contract was signed to have the local Electrical provider increase the pole lighting from Calvada Blvd. to the main entry of the building. Follow-Up: 07/23/2012 - There are two remaining lights in the Winnemucca pathways between buildings that will be addressed by the Facilities Officer as part of an improvement project. In Pahrump, we need to ensure the contract is completed.



POLICY AND PROCEDURE

Procedure:	TELEPHONE/WIRELESS CELLULAR PHONE USE (EMPLOYEES)
Policy No.:	4.34
Department:	Administrative Services
Contact:	Chief Business Officer

Policy

Sound internal control procedures require that each department be responsible for reviewing its telephone/fax/cellular phone charges on a monthly basis. Administrative Services will send copies of each bill to the appropriate department personnel for identification and payment of personal calls and for explanation of long distance calls. The bill, payment of personal calls, and long distance log will be sent to the supervisor for approval. Finally, telephone charges should be kept on file at the administrative department level for a period of three years, e.g., Administrative Services, Student Services, Academic Affairs, and President's Office.

Usage Rules

- The vendor used for cell phone billing must be able to provide incoming and outgoing call numbers and duration.
- All cell phones will be pre-approved by the President, Vice Presidents or Designees.
- Anyone in violation of this policy will lose his or her cell phone and disciplinary action may be taken where appropriate.
- All LAND lines and cellular phones will be paid through the College telephone budget account. Any other communication devices such as iPads or pagers will be paid by the department using the device.
- Business calls made on personal cell phones will be reimbursed at a standard rate as determined by the Chief Business Officer.