

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
September 25, 2012
9:00 a.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, John Rice, Cathy Fulkerson, Kris Miller, Bret Murphy, Jolina Adams, Gaye Terras
ABSENT: Sonja Sibert, David Freistroffer, Alex Porter

1. Approval of Minutes – The minutes of the President's Council meeting on September 11, 2012, were approved.
2. SGA Update – No report.
3. Faculty Senate Update – No report.

4. Classified Council Update – Jolina Adams presented the Classified Council Bylaws revision. President Council recommended that Classified Council discuss whether it is necessary to have two chairs. A Chair and Vice Chair should be sufficient. This bylaw revision was because of an officer resignation. President's Council approved the bylaws change with the recommendation that they change the "cans" to "shall".

October 18 is the Classified Council Chili Cookoff. Prizes will probably be gift certificates to the Bighorn Bistro and the GBC Bookstore. There will only be 1st prize for chili and 1st prize for soup and a People's Choice. The entry fee is \$8 which is for entry fee and to eat. If you just want to eat the entry fee is just \$5.

5. Institutional Planning & Effectiveness – Cathy Fulkerson had no report.
6. President's Report – Mark Curtis had a meeting this morning with Lynn and talked about the collaborative activities with other institutions that that Chancellor had us to prepare. Mark provided a list of our collaborations to the Chancellor.
7. Equipment Request Process – This is not an official policy, but rather the process that the Budget & Facilities committee follows to disperse equipment money. President's Council discussed the need to clarify the date that the requests are due. Cathy Fulkerson likes this process because it connects the strategic plan with budgeting. Do we need to make this an official policy? The funds used are from student fees. To make it an official policy we would have to get the wording for the policy and wording for the procedure. Presidents Council recommends that the equipment request process become a part of the GBC policies and procedures. Mike will communicate to the Budget & Facilities committee that President's Council wants to turn it into a policy.
8. Miscellaneous

Lynn Mahlberg reported that Dean McCabe has been hired as a Retention Specialist in Elko. This position is funded by the C3TG system-wide grant.

Lynn Mahlberg announced that the Elko County School District will hold their Career & College Fair on October 30 at GBC. On November 15 GBC will be hosting the Elko County School District counselors and will be providing lunch. On January 15 GBC will host a parents' night for 8th, 9th and 10th grade parents and students in conjunction with the MTC program.

Mike McFarlane mentioned the problems getting adjunct email addresses too late making it impossible for them to access their rosters. It is an HR issue and a system issue with the ID. Maybe the technology committee could set up mock IDs to assign to adjuncts to temporarily use the get classes going.

Kris Miller has concerns about security in her building. They are finding all rooms unlocked when they arrive in the morning. Doors need to be closed and locked preferably. Kris will keep pushing with housekeeping.

Bret Murphy reported they are making progress in hiring in the CTE area. They have filled one position and are interviewing for the diesel lab technician. They are still looking for an electrical instructor.

August 9, 2012

Request for Amendment to Article IV, Section 6:

If the chair/co-chair vacates office, the vice chair can take his/her place in office. As long as there are two co-chairs occupying office, vice chair can remain vacant until elections are held in May. Other vacancies occurring during the term of office will may be filled by special election following the procedures outlined in Article V.

Budget and Facilities. This committee communicates the current budget status and process to the Faculty; designs, implements, and participates in a process ensuring full Faculty participation in budget preparation and disbursement; provides recommendations for the priority of capital expenditures; provides budgetary input into the College Master Plan; and distributes the funds accumulated through the Technology Fee. In addition, this committee receives input from staff, faculty, students and interested persons concerning the plans for or problems with proposed and/or existing campus buildings, parking, and landscaping. The Vice President for Administrative Services shall be an ex-officio member of this committee.

Budget and Facilities Committee Equipment Submission Policies and Procedures

- 1) All equipment request forms need to be filled out by the department chair or a designee. In the case of a division, each department in the division needs to submit their own equipment request form.
- 2) All computer requests need to be coordinated through computer services.
- 3) All IAV/ AV requests need to be coordinated through the Office of Classroom Technology.
- 4) All equipment request forms need to be approved by the department's vice president or dean before submission to the Budget Committee. (This request was made by the President's Council.)
- 5) The equipment requested should be listed in order of highest priority first on the equipment request form.
- 6) Each piece of equipment requested needs to be accompanied by a statement on how the equipment will support the department's strategic plan and the continuous improvement of the program.
- 7) Each piece of equipment requested needs to be accompanied by a statement on how the equipment will benefit the students, not the instructors.
- 8) The submission deadline for equipment request forms is October 1st.
- 9) No applications will be accepted after the deadline.

Budget and Facilities Committee Equipment Allocation Policies and Procedures

- 1) The requests will be reviewed and the committee will do a preliminary allocation list.
- 2) If a question arises or clarification is needed, the committee chair will contact the department chair and request the chair to come to the second meeting to answer any questions.
- 3) The second meeting date will be made public in Faculty Senate or by email. Any department chair or designee is welcome to come to this meeting to present the reasons for their requests in person.
- 4) The final allocations will be prioritized and prepared to be presented at the President's Council.
- 5) If an equipment request is held up in President's Council, the remaining equipment allocations will move forward for approval in Faculty Senate.
- 6) If an equipment request is denied by the President's Council, the department will have the opportunity to submit a new request for equipment of similar value.

- 7) Departments are required to purchase the equipment which has been requested and awarded. Any savings realized over the estimated and awarded amount will remain in the equipment account and will not be used to purchase additional items by the department. It will be reallocated by the committee per the priority list.
- 8) Deadline for ordering equipment will be March 31st.

Budget and Facilities Committee Building Review Policies and Procedures

- 1) The committee will review proposed new construction and remodeling to verify that all exterior and interior designs are compatible with the present buildings.
- 2) The committee will discuss requests or problems on a case by case basis as the need arises.
- 3) The committee reserves the right to forward any issues to the President's Council if they feel it necessary.