

**GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL**

December 11, 2012

9:00 a.m.

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

1. Approval of Minutes – The minutes of the President's Council meeting on October 23, 2012, were approved.
2. SGA Update – No report.
3. Faculty Senate Update – David Freistroffer reported on the following:
Equal Opportunity Hiring Guidelines – these went through the personnel committee and passed Faculty Senate on December 7, 2012. Sonja said the document clarifies the responsibilities of search committee members. They would like this approved now so that a package of info can be given to people serving on hiring committees. President's Council had questions and discussion about the document. President's Council discussed whether the references should be required in Level 1 or at Level 2. Some people don't want to give references unless they are seriously being considered for the position. This was meant to be a training guideline for right now. References required must be taken out of Level 1. This would eventually go into the policy and procedures as a procedure. Put in there that if references are not provided in application that references are required at the time of the interview. There are other clarifications that David will take back to personnel committee in January.

Academic Faculty Annual Evaluation Rating System – GBC faculty have been using this provisionally for at least four years now. The new updated ranges were approved by PC last year. Supervisor has the ability to adjust the rating. Faculty understands this will be updated as we need improvements.

PC approved the evaluation policy and the control panel for 2012-2013. The teaching faculty should not do a five year review. PC agrees that the annual review is sufficient enough to abide by the accrediting agency's standards. PC approves that the annual evaluation will supplant the 5 year evaluation as it meets or exceeds the criteria for the five year review.

Faculty Senate Support of the Changes to the Community College Salary Schedule – based on ranges and merit and cola (see statement). Merit is determined by the institution. This letter of support by GBC faculty will be presented to the BOR meeting in March.

Proposed Changes to Institutional Assessment Policy –background is that last year we made some clarifications. Now we need to clarify the instructor responsibility and

department chair responsibility. The instructors under annual contract will assess one course per semester. President's Council approved.

Equipment Request approved by Faculty Senate on December 7, 2012 and approved by President's Council via email vote last week.

David reported the new structure of the Senate contributes to the effectiveness of how the Senate is doing its business. Discussion is deliberate both in and out of Senate. David informed PC that the social sciences don't feel they are getting communications on how and what we are doing. Mike and Mark will meet with any department or on an individual basis.

4. Classified Council Update – Jolina Adams
Classified Grant in Aid Policy Change – Classified are paying for part of the fees and that is not reflected in this policy. She will bring back when ready.
5. Institutional Planning & Effectiveness – Cathy Fulkerson reported there was a 31% response rate for the faculty survey and a 21% response rate for the student survey. Making great progress.
6. Snow Days Protocol – Mark Curtis – We will bring back for discussion. He is meeting with Jeff Zander to talk about the school district procedures are for calling snow days. David Freistroffer said the accreditors in Alaska said if you call a snow day you have gone below the number of contact hours that are needed to teach the course so please keep this in mind. Mike McFarlane said we haven't had this problem
7. President's Report – No report.
8. Miscellaneous

Evaluation Committee Action Item

Faculty Senate - May 13, 2011

DRAFT:

The supervisor of each faculty member shall annually provide a written evaluation of the individual (NSHE, Title 2, Chapter 6, Section 5.12.1). The supervisor's written narrative must be based on substantiated information. The supervisor shall also mark the final evaluation rating for the individual, using rating categories as described in NSHE by-laws (Title 2, Chapter 6, Section 5.12.2). As used here, the "annual faculty evaluation rating" is derived from the form-based evaluation process. The "final rating" is the rating indicated on the final evaluation form and signature page by the supervisor.

Except under limited conditions described below, the evaluation final rating shall be the individual annual faculty evaluation rating established numerically. The following ratings and corresponding values are as given:

Excellent:	4.60 - 5.00
Commendable:	3.80 - 4.59
Satisfactory:	3.00 - 3.79
Unsatisfactory:	< 3.00

The supervisor shall give final ratings different from the numerically determined rating only on the basis of substantiated information of one of two possible types, 1) focused areas of poor or exemplary performance within the individual faculty annual evaluation rating, and 2) disciplinary actions against the individual.

In the first case, the final rating shall not be adjusted during the year in which focused poor performance is noted, but it shall be addressed in the written evaluation narrative. Appropriate written direction for improvement in the next year shall be given. If expected improvement is not achieved in the following year, the final evaluation in the following year may be revised downward by the supervisor. If focused exemplary performance is noted in any year, the final rating may be adjusted upward by the supervisor in the year in which the evaluation is being made.

In the second case, the supervisor may adjust the final rating downward as deemed appropriate for the level of disciplinary action taken. This shall be done in the year the evaluation is made. Adjustments to the final rating and the amount of adjustment under this circumstance shall be only with the approval of the President of the College or designee.

Academic Faculty Annual Evaluation

Reflection/Response

Based on annual performance ratings, goals, and other experiences from the past year, provide a brief written reflection or response. This is due October 15 each year with the designation of percentage weights for the coming year.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Goals for Coming Year

Provide a brief description of professional goal(s) for the coming year. These may be drawn from the reflection/response above and/or other activities and needs. This is due October 15 each year with the designation of percentage weights for the coming year.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Supervisor's Comments and Evaluation

To be completed by faculty member's direct supervisor (Dean or Vice President). The supervisor's narrative must be based on substantiated information. This is to be completed before July 1 each year.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

Tenure-track and Non-tenure Track Faculty Evaluation Rating:

☐ Excellent

☐ Commendable

☐ Satisfactory

☐ Unsatisfactory

Tenured Faculty Evaluation Rating:

☐ Satisfactory or higher

☐ Unsatisfactory

Faculty member must sign this evaluation. This acknowledges only that the evaluation was reviewed by the employee, not that the employee is in agreement. A written statement may be attached by the employee.

Faculty Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

(1) Evaluation Control Panel for 2012-2013

Deadline for Assigning Weights: October 31, 2012

Deadline for Form Completion: May 3, 2013

Enter/Adjust Component Weight Assignments

If you have not yet assigned weights to what you do **START HERE**



Role Components	Assigned Weight	Online Scoring	Score
Teaching Role			
Instructional Design	18.75%		Incomplete
Instructional Delivery	30%	IDEA	Incomplete
Instructional Assessment by Students	5.625%	IDEA	Incomplete
Instructional Assessment by Colleagues	5.625%		Incomplete
Instructional Management & Coordination	15%		Incomplete
Total Teaching Role	75%		0.0
Professional Role			
Proficiency	3.75%		Incomplete
Scholarly/Creative	1.25%		Incomplete
Total Professional Role	5%		0.0

Management Role			
Program Coordinator/Supervisor by VPAA/Dean	4.0%		Incomplete
Program Coordinator/Supervisor by Program Committee or Colleagues	6.0%		Incomplete
Total Management Role	10%		0.0
Service Role			
To the Institution	2%		Incomplete
To the Students	7.5%		Incomplete
To the Community	0.5%		Incomplete
Total Service Role	10%		0.0
GRAND TOTAL* 5 = Excellent 4 = Commendable 3 = Satisfactory 2 = Below Satisfactory 1 = Unsatisfactory	100%		Incomplete
*IMPORTANT NOTE ABOUT YOUR GRAND TOTAL AND SCORING RANGES: Your grand total will not be calculated until all scores, including IDEA scores, are entered. Incomplete forms and forms with errors are scored as zero until they are completed or corrected. The scoring range is subject to change based on Faculty Senate and PC approval.			

Once the final evaluation summary is completed, print this page, sign it, and submit to VPAA/Dean for signature. If there are concerns regarding scoring or technical difficulties, please consult the appropriate supervisor and the Evaluation Committee Chair. By signing this form faculty acknowledge that you met with colleagues/supervisors and agree to the overall evaluation score.

Your Signature

Signature of VPAA/Dean

Resolution in Support of the Proposed Changes to the NSHE Community College Faculty Salary System

The GBC Faculty Senate supports the proposed NSHE community college salary schedule which includes the following elements:

- Indexing our median salary to 83.3% of the University Faculty Peer group consisting of 49 land grant institutions.
- The move to this index number would occur in stages such as indexing to 78% the first two years and to the final 83.3% in the subsequent two year period.
- The steps from the current community college salary schedule would be removed and replaced by ranges. The current proposal contains 5 ranges defined by the same educational credentials in the current schedule.
- The middle range, Range 3, would be equal to the average of the midpoints of the four rank ranges in the Basic University Faculty Salary schedule and the other ranges would be defined from Range 3 as follows: Range 5 median = $1.20 \times$ Range 3 median, Range 4 median = $1.12 \times$ Range 3 median, Range 2 median = $0.88 \times$ Range 3 median, Range 1 median = $0.80 \times$ Range 3 median.
- The spread in each range would be plus/minus 36.6% about the middle of the range. This is the same as the current schedule.
- Faculty salaries that have fallen off the bottom of their ranges will be moved up into range.
- Current faculty would be positioned where they are now.
- New faculty would be positioned as they are now, based on experience.
- Institutions would be allowed to make equity adjustments to faculty salaries. Institutions would be directed to undertake periodic equity studies to facilitate the equity adjustments. The general results of such equity studies would be reported to the faculty senate.
- COLA (cost of living adjustment) should be 1) funded by the legislature, 2) awarded to compensate faculty who have completed their duties in order to offset inflation, and 3) should be awarded equal to the CPI (consumer price index).
- Merit will be awarded according to an institutionally determined Institutional Merit Policy. Merit will be added to a faculty member's base salary and would be in addition to COLA.
- When appointment with tenure is awarded, a 2.5% increase in salary will move the faculty member within the same range on the salary schedule.



POLICY AND PROCEDURE

Procedure:	Institutional Assessment
Policy No.:	2.3
Department:	Office of the President
Contact:	Vice President for Academic Affairs

Policy

The Assessment Committee serves to periodically review and make recommendations relevant to the standards, educational quality, implementation, oversight, and assessment of the instructional programs of the College. This committee maintains any items necessary to assess related student learning outcomes (*Faculty Senate Bylaws* description of the Assessment Committee).

The information gained from this process of assessment will help instructors, departments, and programs make necessary changes in courses and programs to improve student learning.

Procedures

1.0 Instructor Responsibility

All instructors under annual contract will assess one course each semester using the Course Assessment Report Form. At a minimum, courses will be assessed on a five-year rotation; departments will be responsible for deciding on the rotation.

2.0 Department Chair Responsibility

Department Chairs will acknowledge by signature the completion of Course Assessment Report Forms by each department's faculty.

3.0 Assessment Committee Responsibility

The Assessment Committee will be responsible for assuring that this rotation is completed.

The Course Assessment Report Form, along with an explanation of how to use it, is available on the Faculty Evaluation System under the Teaching Role: Assessment, as well as on the Assessment Reports, Assessment Committee, and the Evaluation Committee web pages.

After the yearly evaluation cycle has been completed, the Course Assessment Reports are downloaded by the Office of the VPAA and formatted as .pdf files. The Assessment Committee is responsible for reading through the assessment reports, creating a brief summary of the assessment results for the Office of the VPAA, and assessing the assessment process. This committee may also make suggestions for professional development based on this summary and will pass these on to the Professional Enrichment Committee.

Completed Course Assessment Reports will be published on the GBC webpage under a link titled Assessment Reports. This link will include discipline and course assessments as well as program reviews and the summary report from the Assessment Committee. (To see an example of what this might look like, go to

<http://www.tmcc.edu/assessment/car/>.) Publication of these reports will (1) ensure that the assessment process is transparent and (2) make assessment results available to any interested parties.

Approved by PC: May 8, 2012, December 11, 2012

Approved by Faculty Senate: April 20, 2012, December 7, 2012

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

Great Basin College										
FY13 Equipment Requests										
								Awarded	Awarded	Awarded
Department	Person Requesting	Items Requested	Quantity	Unit Cost	Amount	Quantity Awarded	Total Awarded	Gen. Imp Fee	Tech Fee	Department Total
Academic Success Center	Jessica Russell	Xerox Phaser 3600 Printer	2	600.00	1,200.00	1.00	600.00			
Academic Success Center					1,200.00		600.00			
Art	Gaye Terras	Paragon Bluebird S1315 Kiln	2	995.00	1,990.00					
Art	Gaye Terras	High Power Under Cabinet 36 Inch Kit	8	99.99	799.92	8.00	799.92			
Art Total					2,789.92		799.92			
Battle Mountain	Ami Rogers	5 Bike Wave Bike Rack ramp hardware	1	105.00	105.00	1.00	105.00			
Battle Mountain	Ami Rogers	LITE-ON Black 12X BD-R 2X BD-RE 16X DVD+R 12X DVD-RAM 8X BD-ROM SATA 12X Blu-ray Burner with Blu Ray 3D Feature IHBS112-04 - OEM	1	80.00	80.00	1.00	80.00			
Battle Mountain	Ami Rogers	72" Metal Mesh Bench with Back Rest	1	330.00	330.00					
Battle Mountain	Ami Rogers	Fujitsu S1300i Scan Snap Instant PDF Sheet-Fed Mobile Document Scanner (includes shipping)	1	265.00	265.00	1.00	265.00			
Battle Mtn. Center Total					780.00		450.00			
Computer Services	Dwaine Hiles	Dell Optiplex 7010	26	939.86	24,436.36	26.00	24,436.36			
Computer Services	Dwaine Hiles	Dell Optiplex 7010	76	939.86	71,429.36	76.00	71,429.36			
Computer Services	Dwaine Hiles	HP Procurve 2910al-48 network switch	3	2,936.10	8,808.30	3.00	8,808.30			
Computer Services	Dwaine Hiles	Dell Optiplex 7010	41	939.86	38,534.26					
Computer Services Total					143,208.28		104,674.02			
CT	Ed Nickel	NAS for blade server virtual machine system	1	16,995.78	16,995.78	1.00	16,995.78			
CT	Ed Nickel	Additional M610 blade servers	12	2,532.62	30,391.44	3.00	7,597.86			
CT Total					47,387.22		24,593.64			
Diesel	Earl Owen	IDS Scan tool	1	4,500.00	4,500.00	1.00	4,500.00			
Diesel	Earl Owen	Electronic pressure gauges	1	2,000.00	2,000.00	1.00	2,000.00			
Diesel	Earl Owen	Training board components	1	2,500.00	2,500.00	1.00	2,500.00			
Diesel	Earl Owen	Chevy 350 engines	10	500.00	5,000.00	8.00	4,000.00			
Diesel	Earl Owen	Diesel after treatment system	1	500.00	500.00					
Diesel	Earl Owen	hydraulic test station	1	1,000.00	1,000.00					
Diesel	Earl Owen	Drop out differentials	10	200.00	2,000.00					
Diesel	Earl Owen	Training Aid Hydraulics	1	3,000.00	3,000.00					
Diesel	Earl Owen	Hydrostatic Transmission Trainer Simulator	1	50,000.00	50,000.00					
Diesel	Earl Owen	Steering simulator	1	15,750.00	15,750.00					
Diesel Total					85,250.00		13,000.00			
Education Total										
Electrical	Bob Byram	Refurbish Motor Control Station	8	3,500.00	28,000.00	8.00	28,000.00			
Electrical	Bob Byram	Grid Tie System	1	5,000.00	5,000.00					
Electrical	Bob Byram	Ceiling Lighting System	15	800.00	12,000.00					
Electrical	Bob Byram	PLC MMI Display/Control	6	4,000.00	24,000.00					
Electrical Systems Tech Total					69,000.00		28,000.00			
Ely Campus Total										
Facilities										
Health Sciences	Kris Miller	Dell XPS 13 Ultra Netbook computers with 3 yr ProSupport *(3 notepads)	3	1,629.99	4,889.97	2.00	3,259.98			

Department	Person Requesting	Items Requested	Quantity	Unit Cost	Amount	Quantity Awarded	Total Awarded	Awarded Gen. Imp Fee	Awarded Tech Fee	Awarded Department Total
Health Sciences	Kris Miller	AXIS M5014 PTZ Dome Camera	2	595.00	1,190.00	2.00	1,190.00			
Health Sciences	Kris Miller	Medline hospital curtains, hardware, and installation	1	3,695.72	3,695.72	1.00	3,695.72			
Health Sciences	Kris Miller	Adjustable positioning stool	1	50.00	50.00	1.00	50.00			
Health Sciences	Kris Miller	Half lead aprons	1	80.00	80.00	1.00	80.00			
Health Sciences	Kris Miller	Wound care model	1	587.00	587.00	1.00	587.00			
Health Sciences	Kris Miller	Chester Chest	1	898.00	898.00	1.00	898.00			
Health Sciences Total					11,390.69		9,760.70			
IAV	Bob Hannu	Mitsubishi VLT-XD560LP projector w/ceiling mount	1	1,100.00	1,100.00	1.00	1,100.00			
IAV	Bob Hannu	SMART LightRise Interactive Projector	3	1,700.00	5,100.00	3.00	5,100.00			
IAV	Bob Hannu	55 LS460E - 55" LED TV w/mount	10	1,700.00	17,000.00	10.00	17,000.00			
IAV	Bob Hannu	Smart Podium/document camera/instructor camera	1	4,050.00	4,050.00					
Interactive Video Total					27,250.00		23,200.00			
Instrumentation	Chris Marshall	A DAC #601 Trainer Customized	1	39,995.00	39,995.00					
Instrumentation	Chris Marshall	CDW-G AutoCadd	1	1,316.69	1,316.69	1.00	1,316.69			
Instrumentation	Chris Marshall	Transcat PneuCal 4B 24454-K-VIP	2	5,460.67	10,921.34	2.00	10,921.34			
Instrumentation	Chris Marshall	Transcat Hand Pump PV211-14-A386	2	569.05	1,138.10	2.00	1,138.10			
Instrumentation Total					53,371.13		13,376.13			
Land Surveying/Geomatics	Jim Elithorp	Trimble GPS Receiver plus TSC3 Controller Package	1	14,147.50	14,147.50	1.00	14,147.50			
Land Surveying Total					14,147.50		14,147.50			
Library	David Ellefson	Smart Lightraise 40wu Interactive Projector	1	1,938.00	1,938.00	1.00	1,938.00			

Department	Person Requesting	Items Requested	Quantity	Unit Cost	Amount	Quantity Awarded	Total Awarded	Awarded Gen. Imp Fee	Awarded Tech Fee	Awarded Department Total
Library Total					1,938.00		1,938.00	-	-	-
Math	Xunming Du	PcteX 6.0 software with the introduction book	1	179.00	179.00	1.00	179.00			
Math	John Newman	Fujitsu S1300i ScanSnap PDF Document Scanner	1	265.00	265.00					
Mathematics Total					444.00		179.00	-	-	-
Millwright	Norm Whittaker	New Tool Sets for Students	8	1,271.17	10,169.36					
Millwright	Norm Whittaker	New Laser Alignment Tool	1	19,530.00	19,530.00					
Millwright	Norm Whittaker	Pump Trainer	1	5,850.00	5,850.00					
Millwright	Norm Whittaker	Pipe Thread Machine	1	8,639.44	8,639.44	1.00	8,639.44			
Millwright	Norm Whittaker	Vibration Analysis Learning System	1	6,795.00	6,795.00	1.00	6,795.00			
Millwright	Norm Whittaker	Amatrol Pump Learning System	1	26,453.00	26,453.00					
Millwright Technology Total					77,436.80		15,434.44	-	-	-
Pahrump	Diane Wrightma	Fujitsu ScanSnap S1500 Document Scanner	6	431.36	2,588.16	6.00	2,588.16			
Pahrump	Diane Wrightma	Cyber Acoustics AC 204 - headset	20	10.13	202.60	20.00	202.60			
Pahrump	Diane Wrightma	LG 42LD452B 42" EzSign w/Software - TAA Compliant	4	580.21	2,320.84					
Pahrump	Diane Wrightma	Peerless SmartMount Universal Tilt-Trade Compliant	4	63.93	255.72					
Pahrump Total					5,367.32		2,790.76	-	-	-
PEX	Norm Cavanaugh	Cybex 750AT Total Body Arc Trainer (Commercial Unit)	1	5,198.00	5,198.00	1.00	5,198.00			
PEX Total					5,198.00		5,198.00	-	-	-
Science	Kara Coates	Leica EZ4 with 10x eyepieces	12	920.00	11,040.00	12.00	11,040.00			
Science	Kara Coates	Meso Geo MSA-3/4 Field Data Collectors	3	2,097.00	6,291.00	2.00	4,194.00			
Science Total					17,331.00		15,234.00	-	-	-
Social Science	Tamara Cavenda	Criminal Justice Videos - 6 different + shipping	1	1,032.44	1,032.44	1.00	1,032.44			
Social Science	Tamara Cavenda	Social Work Videos - 3 different + shipping	1	392.00	392.00	1.00	392.00			
Social Science	Tamara Cavenda	Psychology/Sociology Videos + shipping	1	265.00	265.00	1.00	265.00			
Social Science	Tamara Cavenda	History Video + shipping	1	25.00	25.00	1.00	25.00			
Social Science	Tamara Cavenda	Political Science Video Requests 5 different + shipping	1	495.00	495.00	1.00	495.00			
Social Science Total					2,209.44		2,209.44	-	-	-
Welding	Steven Scilacci	Baker Furnace, model 16	1	4,058.00	4,058.00	1.00	4,058.00			
Welding	Steven Scilacci	Miller 652 Mig Runner Package	1	5,910.68	5,910.68	1.00	5,910.68			
Welding	Steven Scilacci	Miller 304 Inverter Mig Runner Package	2	4,038.60	8,077.20	1.00	4,038.60			
Welding	Steven Scilacci	Miller Dynasty 350 Package	2	6,580.05	13,160.10	1.00	6,580.05			
Welding Total					31,205.98		20,587.33	-	-	-
Winnemucca	Lisa Campbell	ScanSnap 1500 Fujitsu Scanner	1	450.00	450.00	1.00	450.00			
Winnemucca	Lisa Campbell	Portable Wooden Lectern	2	251.00	502.00	1.00	251.00			
Winnemucca	Lisa Campbell	Yoga Equipment	1	761.00	761.00	1.00	761.00			
Winnemucca	Lisa Campbell	Woodtek 2 hole boring machine	1	2,618.00	2,618.00	1.00	2,618.00			
Winnemucca Total					4,331.00		4,080.00	-	-	-
Grand Total					621,036.28		300,252.88	-	-	-
Available					300,000.00		300,252.88	200,000.00	100,000.00	300,000.00
Difference					(321,036.28)		(252.88)	200,000.00	100,000.00	300,000.00



POLICY AND PROCEDURE

Title: CLASSIFIED EMPLOYEE GRANT-IN-AID & EDUCATION & TRAINING
Policy No.: 5.41
Department: Human Resources
Contact: Human Resources Director

Policy

All eligible classified staff are encouraged to take courses both job required/related and for their own enrichment. Classified employees must be .50 FTE or more and be in a benefit eligible position, which includes both hard and soft money positions. A benefits eligible position is defined as any employee eligible for insurance and retirement. This policy includes courses that are job required/related and for career or personal development available at all NSHE institutions. Courses taken by classified employees are subject to the provisions of NRS 284.343 and NAC 284.482 through 284.522.

All eligible classified employees may apply for Grant-In-Aid for a total of twelve (12) credits per fiscal year which may be distributed at the employee's discretion, but not to exceed six (6) credits per semester (fall, spring, and summer). The tuition, lab, and technology fees will be paid through GIA. GIA will pay up to a maximum of \$50 per lab fee. The employee is responsible for lab fee amounts that exceed \$50.

The employee's department may require the employee to take three (3) credits per semester as job required. The three (3) credits are considered to be in addition to the six (6) credits per semester of GIA approved courses. The department will be responsible for the payment of all associated fees (not Grant-In-Aid funds) for job required courses, seminars, and workshops.

The Classified Council will review the Grant-In-Aid Policy annually for any revisions as necessary, including the inflation of fees.

Procedures

1.0 Application and Registration

- A "Request for Grant-In-Aid" must be submitted each semester for the course(s) and approved in-advance by the immediate supervisor and appropriate vice president of the department. The employee's supervisor and vice president/designee will each have one week from receipt, to review the Grant-In-Aid request for an approval or denial decision. Approval must not be unreasonably withheld, and reasons for denial must be provided to the employee in writing.
- ~~Once approved, the form is returned to the employee. The employee then registers for the course(s) and turns the approved GIA form in to the Controller's office for processing. Before GIA can be processed, the employee must be registered in the course(s).~~
- ~~Once enrolled, employee turns the form into their supervisor for approval. The supervisor turns the form into the appropriate VP of the department for approval. The VP turns the form into the Controller's Office for processing.~~
- An amended application must be submitted with the appropriate signatures if course changes are made to a previously approved GIA application.
- ~~If GIA is denied, the employee can then drop the course(s).~~
- All fees for NSHE courses (tuition, lab, and technology fees), with the exception of Great Basin College courses, must be paid in advance by the employee and receipts must be provided to the appropriate vice president. Reimbursement of all fees for NSHE courses (tuition, lab, and technology fees) will be made after the course is successfully completed and proof of completion is verified at the end of the semester. The reimbursement for the lab fee of a course will not exceed \$50. Reimbursement of courses taken at NSHE Universities will be paid at the rate equal to that paid for upper division undergraduate courses at Great Basin College.
- Release time must be granted for job required courses or training. The department is responsible for any overtime that accrues as a result, per NAC 284.484. Release time is considered time worked and is not charged against employee leave time. When a course or training is requested by the employee, granting of release time is not required, but is encouraged.

Formatted: List Paragraph, No bullets or numbering

Formatted: List Paragraph, No bullets or numbering

The supervisor may elect to grant the employee release time, but not overtime; may allow a flexible schedule; may require the employee to use annual leave time; may deny the request.

2.0 End of Course Procedures

- A grade of "C" or above (or "P" in the case of pass/withdraw courses) is required. An incomplete grade ("I") may be assigned by the course instructor. A final grade report will be submitted by March 15th for fall semester courses and October 15th for spring and summer courses. If the employee does not meet these requirements, the employee will not be reimbursed for fees paid to other NSHE institutions and the employee will be held responsible to reimburse GIA for GBC course fees. The Student Services Department verifies the grade report at the end of each semester and provides eligibility status to the controller's office.

3.0 Other

- As students, all classified employees are subject to abide by the rules, regulations, and deadlines related to student registration and records. Exceptions to this policy may be made only with the advance written recommendation of the appropriate vice president and the approval of the president.
- The value of tuition for graduate level courses will be considered income and is subject to federal tax withholding.
- Non-credit courses and courses taken for audit are not eligible for Grant-In-Aid (GIA).

Approved by PC: May 6, 2006



Application for Classified Grant-in-Aid and Education/Training

Complete and submit this form to your supervisor.

EMPLOYEE NAME: _____ SSN: _____

TITLE: _____ DEPARTMENT: _____

A separate application is required for job required/related and career or personal development course(s).
(check one)

☐ Job required/related (include book authorization form.)

Department account number to be charged: _____

OR

☐ for career or personal development/enhancement

Call #	Dept.	Course #	Course Name	Section #	Credits	Time	M	T	W	Th	F	Sa	Su

*A final grade of "C" or above, or "P" for pass/withdraw as applicable, is required for the course(s).
I have read, understand and agree to the terms in the attached GIA policy and procedures.*

REQUIRED SIGNATURES & DATES:

(CLASSIFIED EMPLOYEE) (DATE)

(SUPERVISOR) (1 week to review) (DATE RECEIVED) (DATE APPROVED)

(DEPT. VICE PRESIDENT/Designee) (1 week to review) (DATE RECEIVED) (DATE APPROVED)

(CONTROLLER'S OFFICE) (DATE RECEIVED) (DATE PROCESSED)

GRADE OF "C" OR ABOVE, OR "P" REPORTED TO SUPERVISOR: _____

VERIFIED BY: _____ (DATE)

Student Services Department

Distribution: Controller's Office (White), Student Services (Yellow), Employee (Pink), Vice President (Goldenrod)