

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

January 8, 2013

1:30 p.m.

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

ABSENT: Alex Porter, Sonja Sibert

1. Approval of Minutes – The minutes of the President's Council meeting on December 11, 2012, were approved.
2. SGA Update – No report.
3. NWCCU Credit Hour Policy – Mike McFarlane received an email from Northwest Commission on Colleges and Universities (NWCCU) informing us that we are required to define the credit hour. For most online classes we can state that credits are based on past teaching. Questioned is how credit hours are determined for new classes developed originally for online delivery. NWCCU requires us to have a policy before they come in April. Mark Curtis will work on it. We need to consider the outcomes and not seat time. Mark has experience with this from his last institution. We can do our own policy and tie it to outcomes with some wording about our curriculum committee. Academic Standards committee (Gary Hanington) will need to review it. Mark will try to do this within a month.
4. Policies and Procedures – Mike McFarlane talked to Sonja Sibert about the specific items under Human Resources. A separate meeting will be scheduled to specifically talk about restructuring the policies and procedures.
5. Faculty Senate Update – David Freistroffer reported the recommendations from PC on the Equal Opportunity Employment policy have been given back to committee and will be worked on this month. Also they will be working on connecting the tenure policy with the evaluation policy. Another change that Faculty Senate is working on is committee membership. Not all faculty would be required to sit on a Faculty Senate committee. Faculty would still have to fulfill service to the institution. Outside work would have to be considered as service to the institution too.
6. Classified Council Update – Gaye Terras brought the final version of the 5.41 Classified Employee Grant-In-Aid & Education & Training policy for approval. President's Council approved the policy.
7. Institutional Planning & Effectiveness – Cathy Fulkerson reported on reported on fall FTE. We have a 6% reduction compared to last fall. This fall we have a change in definition when fall starts and ends. We will have to redirect 49 FTE into spring for late ending

classes. Business affairs and student services staff are discussing the consequences of purging students when they still owe money.

Student Satisfaction Inventory – Cathy presented the Student Satisfaction Inventory document. Seventy percent of students at GBC say it is the college of first choice. Discussion on who sees evaluation comments from students. Department procedure is not for purpose of evaluating someone.

8. Snow Days Protocol – Mark Curtis revised his position on this. Mark talked to Jeff Zander to see what the school district policy was on snow days. The school district will often do a two-hour delay which gives them time to access the situation to determine if it should be an all-day closure. We will give authority to our directors for decisions regarding their centers.
9. President's Report – Mark Curtis reported he will be attending the Special Board of Regents meeting this Friday in Las Vegas. Also, he will be attending the State of the State address on January 16th. Revenue projects, separating furlough for restoration of salaries, and Obama care are the three key issues facing the state budget. How we are going to navigate the next couple of years will be foremost on President Curtis' mind.
10. Miscellaneous

Student orientation is this Saturday, January 12th.



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 two percent (2%) of the registration fees and any 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.
- The employee then registers for the course(s). Before GIA can be processed, the employee must be registered in the course(s).
- Once enrolled, the 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.

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: January 8, 2013

Approved by Classified Council: November 15, 2012



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: _____
(DATE)

VERIFIED BY: _____
Student Services Department

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

Noel-Levitz, Inc. Fall 2012 Student Satisfaction Inventory -- Summary of Results and Recommended Actions

Major Points

21% response rate; fairly representative of student demographics

70% work (80% worked in fall 2005)

41% work full-time (26% worked full-time in fall 2005)

71% indicate GBC was their first choice

GBC students have statistically significantly higher satisfaction rates than those nationally in every category. However,

Students in large, urban, east-coast institutions are less satisfied than others

Students who indicate their institution is their 2nd or 3rd choice are also less satisfied

No statistically significant difference in mean overall satisfaction, but when look at the percentages of students responding in the highest 2 out of 7 categories, students are happier at GBC.

	<u>GBC</u>	<u>Nationally</u>
Rate your overall satisfaction with your experience here thus far (percent satisfied or very satisfied)	69%	60%
All in all, if you had to do it over, would you enroll here again? (percent probably yes or definitely yes)	78%	70%

Strengths -- These are highly valued by students and GBC does them well. These items are in the top 50% as ranked by importance and top 75% as ranked by satisfaction. These should be communicated and celebrated -- these are great marketing tools.

Challenges -- These are identified areas for improvement. Students care about them but their expectations are not met. These items are in the top 50% as ranked by importance, but the bottom 25% as ranked by satisfaction or the top 75% as ranked by performance gap which is the difference between importance and satisfaction ratings. These items should be actively reviewed and discussed across GBC.

Three recommended ways to respond:

- 1) Change perceptions through communication
- 2) Implement quick and easy actions
- 3) Plan for long-term adjustments in service delivery

Recruiting -- Use the items of most importance to students when deciding to come to GBC for recruiting purposes.

Rate the importance of the following factors in your decision to enroll:

Factor	GBC Importance	National Importance
Cost	6.25	6.31
Financial aid	6.08	6.03
Academic reputation	5.85	5.85
Geographic setting	5.68	5.48
Personalized attention prior to enrollment	5.61	5.38

Size of institution	4.98	5.19
Campus appearance	4.88	5.22
Recommendations from family/friends	4.55	4.91
Opportunity to play sports	2.94	3.53

Changes since 2005 -- Student satisfaction has increased significantly in five categories when comparing student satisfaction in fall 2012 with that of fall 2005. Satisfaction has not declined in any major category.

	Fall 2012 Satisfaction Score	Fall 2005 Satisfaction Score	Mean Difference
Registration effectiveness	5.81	5.56	0.25*
Instructional effectiveness	5.64	5.25	0.39**
Admissions and Financial Aid	5.63	5.17	0.46**
Service Excellence	5.60	5.28	0.32*
Safety and Security	5.61	5.24	0.37**

* Difference statistically significant at the .05 level

**Difference statistically significant at the .01 level

Demographics

Gender			Class Level		
	N	%		N	%
Female	310	73.11%	1 year or less	122	29.19%
Male	114	26.89%	2 years	123	29.43%
Total	424	100.00%	3 years	86	20.57%
No Response	6		4 or more years	87	20.81%
			Total	418	100.00%
			No Response	12	
Age			Current GPA		
	N	%		N	%
18 and under	47	11.08%	No credits earned	36	8.72%
19 to 24	111	26.18%	1.99 or below	5	1.21%
25 to 34	106	25.00%	2.0 - 2.49	27	6.54%
35 to 44	91	21.46%	2.5 - 2.99	52	12.59%
45 and over	69	16.27%	3.0 - 3.49	136	32.93%
Total	424	100.00%	3.5 or above	157	38.01%
No Response	6		Total	413	100.00%
			No Response	17	
Ethnicity/Race			Educational Goal		
	N	%		N	%
African-American	6	1.42%	Associate degree	208	49.41%
American Indian or Alaskan Native	17	4.03%	Vocational/technical program	12	2.85%
Asian or Pacific Islander	8	1.90%	Transfer to another institution	51	12.11%
Caucasian/White	320	75.83%	Certification (initial / renewal)	22	5.23%
Hispanic	48	11.37%	Self-improvement/pleasure	7	1.66%
Other race	7	1.66%	Job-related training	14	3.33%
Race - Prefer not to respond	16	3.79%	Other educational goal	107	25.42%
Total	422	100.00%	Total	421	100.00%
No Response	8		No Response	9	
Current Enrollment Status			Employment		
	N	%		N	%
Day	248	61.54%	Full-time off campus	162	38.30%
Evening	148	36.72%	Part-time off campus	88	20.80%
Weekend	7	1.74%	Full-time on campus	12	2.84%
Total	403	100.00%	Part-time on campus	34	8.04%
No Response	27		Not employed	127	30.02%
			Total	423	100.00%
			No Response	7	
Current Class Load					
	N	%			
Full-time	217	51.30%			
Part-time	206	48.70%			
Total	423	100.00%			
No Response	7				

Demographics

Current Residence			List the location (or Internet) where you take the majority of your classes		
	N	%		N	%
Residence hall	20	4.77%	Elko	184	43.40%
Own house	176	42.00%	Ely	19	4.48%
Rent room or apt off campus	62	14.80%	Internet	102	24.06%
Parent's home	106	25.30%	Pahrump	69	16.27%
Other residence	55	13.13%	Winnemucca	33	7.78%
Total	419	100.00%	Other location	17	4.01%
No Response	11		Total	424	100.00%
			No Response	6	
Residence Classification			Group Code		
	N	%		N	%
In-state	389	92.62%	1011: Health Sciences and Human Services	108	25.59%
Out-of-state	28	6.67%	1012: Social Sciences	17	4.03%
International (not U.S. citizen)	3	0.71%	1013: Business	56	13.27%
Total	420	100.00%	1014: Education	46	10.90%
No Response	10		1015: Career and Technical Education	32	7.58%
			1016: Science or Agriculture	40	9.48%
Disabilities			1017: Other	60	14.22%
	N	%	1018: Undecided	25	5.92%
Yes - Disability	33	7.86%	1019: Computer Technologies	25	5.92%
No - Disability	387	92.14%	1020: Transfer	13	3.08%
Total	420	100.00%	Total	422	100.00%
No Response	10		No Response	8	
Institution Was My					
	N	%			
1st choice	291	70.63%			
2nd choice	80	19.42%			
3rd choice or lower	41	9.95%			
Total	412	100.00%			
No Response	18				

Strategic Planning Overview Strengths and Challenges

Strengths

- 66. Program requirements are clear and reasonable.
- 70. I am able to experience intellectual growth here.
- 34. Computer labs are adequate and accessible.
- 71. Campus item: Online registration is convenient
- 58. Nearly all of the faculty are knowledgeable in their fields.
- 51. There are convenient ways of paying my school bill.
- 31. The campus is safe and secure for all students.
- 6. My academic advisor is approachable.
- 35. Policies and procedures regarding registration and course selection are clear and well-publicized.
- 36. Students are made to feel welcome on this campus.
- 60. Billing policies are reasonable.
- 41. Admissions staff are knowledgeable.
- 61. Faculty are usually available after class and during office hours.
- 68. On the whole, the campus is well-maintained.
- 43. Class change (drop/add) policies are reasonable.
- 27. The campus staff are caring and helpful.
- 26. Library staff are helpful and approachable.

Challenges

- 18. The quality of instruction I receive in most of my classes is excellent.
- 15. I am able to register for classes I need with few conflicts.
- 46. Faculty provide timely feedback about student progress in a course.
- 69. There is a good variety of courses provided on this campus.
- 8. Classes are scheduled at times that are convenient for me.
- 20. Financial aid counselors are helpful.
- 7. Adequate financial aid is available for most students.
- 23. Faculty are understanding of students' unique life circumstances.
- 13. Financial aid awards are announced to students in time to be helpful in college planning.
- 52. This school does whatever it can to help me reach my educational goals.
- 63. I seldom get the "run-around" when seeking information on this campus.

Institutional Summary
Scales: In Order of Importance

Scale	Great Basin College - SSI			National Community Colleges			Mean Difference
	Importance	Satisfaction / SD	Performance Gap	Importance	Satisfaction / SD	Performance Gap	
Registration Effectiveness	6.50	5.81 / 1.12	0.69	6.20	5.46 / 1.05	0.74	0.35 ***
Instructional Effectiveness	6.48	5.64 / 1.24	0.84	6.22	5.44 / 1.08	0.78	0.20 ***
Admissions and Financial Aid	6.48	5.63 / 1.30	0.85	6.09	5.19 / 1.24	0.90	0.44 ***
Academic Advising/Counseling	6.45	5.62 / 1.40	0.83	6.18	5.23 / 1.34	0.95	0.39 ***
Academic Services	6.42	5.81 / 1.19	0.61	6.09	5.51 / 1.06	0.58	0.30 ***
Concern for the Individual	6.39	5.58 / 1.32	0.81	6.12	5.25 / 1.23	0.87	0.33 ***
Service Excellence	6.35	5.60 / 1.28	0.75	6.00	5.31 / 1.09	0.69	0.29 ***
Student Centeredness	6.33	5.72 / 1.29	0.61	6.02	5.41 / 1.16	0.61	0.31 ***
Campus Climate	6.32	5.63 / 1.25	0.69	6.01	5.34 / 1.09	0.67	0.29 ***
Safety and Security	6.29	5.61 / 1.27	0.68	6.05	5.06 / 1.20	0.99	0.55 ***
Campus Support Services	6.03	5.29 / 1.49	0.74	5.51	5.00 / 1.19	0.51	0.29 ***
Responsiveness to Diverse Populations		5.82 / 1.25			5.52 / 1.25		0.30 ***

National Group Means are based on 191857 records.

* Difference statistically significant at the .05 level
 ** Difference statistically significant at the .01 level
 *** Difference statistically significant at the .001 level

Institutional Summary

Scales: In Order With Items That Make Up the Scale - Campus Climate

Scale/Item	Great Basin College - SSI			National Community Colleges			Mean Difference
	Importance	Satisfaction / SD	Performance Gap	Importance	Satisfaction / SD	Performance Gap	
CAMPUS CLIMATE	6.32	5.63 / 1.25	0.69	6.01	5.34 / 1.09	0.67	0.29 ***
1. Most students feel a sense of belonging here.	5.84	5.49 / 1.44	0.35	5.53	5.33 / 1.38	0.20	0.16 *
2. Faculty care about me as an individual.	6.27	5.54 / 1.50	0.73	6.00	5.39 / 1.42	0.61	0.15 *
16. The college shows concern for students as individuals.	6.38	5.52 / 1.63	0.86	6.12	5.13 / 1.56	0.99	0.39 ***
22. People on this campus respect and are supportive of each other.	6.37	5.78 / 1.41	0.59	6.00	5.32 / 1.41	0.68	0.46 ***
27. The campus staff are caring and helpful.	6.43	5.83 / 1.42	0.60	6.09	5.49 / 1.34	0.60	0.34 ***
28. It is an enjoyable experience to be a student on this campus.	6.42	5.81 / 1.46	0.61	6.17	5.54 / 1.43	0.63	0.27 ***
31. The campus is safe and secure for all students.	6.57	5.98 / 1.35	0.59	6.33	5.63 / 1.34	0.70	0.35 ***
36. Students are made to feel welcome on this campus.	6.52	5.98 / 1.38	0.54	6.18	5.62 / 1.36	0.56	0.36 ***
44. I generally know what's happening on campus.	5.89	5.12 / 1.70	0.77	5.57	5.04 / 1.53	0.53	0.08
45. This institution has a good reputation within the community.	6.39	5.98 / 1.46	0.41	6.07	5.66 / 1.37	0.41	0.32 ***
52. This school does whatever it can to help me reach my educational goals.	6.45	5.56 / 1.57	0.89	6.24	5.27 / 1.50	0.97	0.29 ***
57. Administrators are approachable to students.	6.37	5.67 / 1.60	0.70	6.05	5.33 / 1.48	0.72	0.34 ***

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 *** Difference statistically significant at the .001 level

Institutional Summary

Scales: In Order With Items That Make Up the Scale - Campus Climate

Scale/Item	Great Basin College - SSI			National Community Colleges			Mean Difference
	Importance	Satisfaction / SD	Performance Gap	Importance	Satisfaction / SD	Performance Gap	
59. New student orientation services help students adjust to college.	6.16	5.47 / 1.75	0.69	5.84	5.29 / 1.49	0.55	0.18 *
63. I seldom get the "run-around" when seeking information on this campus.	6.44	5.43 / 1.80	1.01	6.07	5.10 / 1.67	0.97	0.33 ***
67. Channels for expressing student complaints are readily available.	6.31	5.15 / 1.86	1.16	5.95	4.91 / 1.64	1.04	0.24 **

National Group Means are based on 191857 records.

* Difference statistically significant at the .05 level
 ** Difference statistically significant at the .01 level
 *** Difference statistically significant at the .001 level