

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

September 24, 2013

1:30 p.m.

PRESENT: Lynn Mahlberg, Sonja Sibert, John Rice, Bret Murphy, Kris Miller, Tom Reagan,
Alex Porter, Melinda Dailey

ABSENT: Mike McFarlane, Dori Andrepont, Mark Curtis

1. Approval of Minutes – The minutes of the President's Council meeting on September 10, 2013, were approved.
2. SGA Update – Alex Porter reported the SGA elections are completed. The election was conducted online with limited paper ballots. Over 400 people voted. There are three new senators in Elko. They will move one senator up to treasurer. That will still leave two positions open in Elko and one in Battle Mountain and one in Ely. Participation at all the SGA events was good. The breakfast bowl event had 120 participants; movie night had 75 participants; bowling night had 70 participants. The SGA retreat is being planned. The SGA retreat is an all-day leadership and training retreat for all of SGA. SGA will probably not be doing the Red Ribbon Week as that is focused on younger teens. The annual costume dance is scheduled for October 24th.
3. Faculty Senate Update – Tom Reagan reported the Faculty Senate at large members for the budget taskforce committee have been elected and they are Glen Tenney, Frank Daniels, Lisa Frazier and Cindy Hyslop. Lisa Campbell will be the center representative. Faculty Senate approved the Satisfactory/Unsatisfactory rating and the Low Yield Program Review policy and the Elimination of Academic Programs policy. Faculty Senate also approved the reprioritization of positions and moved English and elementary education to the top of the list. The fall and spring schedule was approved, but the summer schedule was not approved. President's Council will fully endorse the Satisfactory/Unsatisfactory grading system which replaces the current Pass/Withdraw rating. The senior administrators will need to approve the list of reprioritized positions. These positions were moved up for backfill. Lisa Campbell will be the center representation
4. Classified Council Update – Melinda Daily reported that by adjusting the meeting time for the general meeting to increase attendance worked; more people than ever before attended the last general meeting. Sheri Baker reviewed the catastrophic leave policy with Classified and Alex Porter joined them to talk about the student activities. Dianna Byers will be coordinating a food drive this fall for Classified Council. The fall fundraiser will be a pumpkin carving and decorating contest at the end of October.
5. 3.42 Low Yield Program Reviews – President's Council approved the policy.
6. 3.41 Elimination of Academic Programs – President's Council approved the policy.

7. Go/No Go for the NSF: Advanced Technological Education consortium with TMCC – Bret Murphy reported that TMCC contacted us to see if we wanted to be part of this grant. This grant would provide distance students the option of taking Instrumentation courses online. Classes will have to be developed to put online. It is a three year grant. Our portion is \$135,000. Total grant is \$300,000. President's Council recommended moving forward with the grant.

The Trade Adjustment Assistance Community College and Career Training Grant Program (TAACCCT) will be used to purchase a mobile welding trailer and an instructor that goes with it to do contract training. We will have a 2nd mill wright instructor that will be funded for three years. We applied in fall of last year and instrumentation was of importance then. GBC has the lead on this grant.

Jeannie Bailey has been doing a phenomenal job especially working with all of the other colleges. She has created some very cohesive grants. There will be ways of sustaining these new programs once the grant funding is over.

8. Classified Council Catastrophic Leave Policy – Sonja Sibert reported that this Catastrophic Leave policy is only available to classified state employees and only for serious illness. The policy was implemented to prevent abuse from within the system. We have had no abuse at GBC. The policy limits the amount of hours that an employee is able to pull out of the pool to 240 hours and better defines catastrophic leave time. The GBC leave pool is not that high. It is less than 200 hours available to an employee. This whole policy is in line with the BCN policies. The professional employees under NSHE rules has additional leave time that the president would have to approve to allow continuation of sick leave for someone who has run out. President's Council is in favor of this policy.
9. President's Report – The first Budget Taskforce meeting is scheduled for October 4th. There is a special Board of Regents' meeting to talk about service areas on October 18th which President Curtis will be attending in person. There was a very good GBC Advisory Board meeting where the GBC growth plan concept was endorsed.
10. Miscellaneous

It was recommended that the 15 to Finish workshops should be scheduled during in-service.

Kris Miller brought up that the process on how we reserve GBC vehicles could be improved a bit. There should be a way to book a vehicle more than six weeks in advance for departments with heavy travel. Sonja said it was limited because people were reserving in advance, but not canceling and never picking up the vehicle. Scheduling of GBC vehicles has been an issue, but departments should be allowed to reserve for the whole semester if they are firm on their travel plans.

Reminder that this Thursday at 11:00 a.m. is the retirement potluck for Pat Collins.



POLICY AND PROCEDURE

Title:	Elimination of Academic Programs
Policy No.:	3.41
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

Under certain conditions it may be necessary for GBC to eliminate academic programs. This may be for reasons of low enrollment, low graduation, finance, lack of instruction, or other reasons. Policies and procedures outside of this policy may exist providing the processes for identifying programs for elimination for differing reasons. At such time as a decision is made to pursue the elimination of a program through the procedures of the College, the following steps must be followed:

- a. A recommendation for program elimination must be received by the President of the College through the President's Council; the President makes the decision to eliminate a program. Recommendations may be received from program reviews, a Budget Task Force, the curricular review process, Faculty Senate, a department, a member of President's Council, or other recommending bodies. All recommendations for program elimination must be accompanied by a written statement or report with substantiation for the elimination.
- b. Once a GBC decision is made to eliminate a program, the procedures of program elimination within the Nevada System of Higher Education (NSHE) must be adhered to, and the elimination must be approved by NSHE.
- c. Existing students within the program must be notified and provided with their options.

Personnel matters associated with program elimination are separate from the elimination of the program. Personnel separation from the College because of program elimination is handled through separate policies and procedures.

Procedures

1.0 Plan and Student Notification

- 1.1. Once a program is fully approved for elimination, a written plan shall be made for students in the program to complete its requirements within two years after the year the program is designated for elimination. Students actively enrolled in the program must be informed of this plan and informed that they have only two years for this to be in effect. The plan may include a schedule of classes that will be taught one last time or suitable class substitutions may be identified. It is the responsibility of the students to follow this plan, as there will be no assurances of classes being offered after the end of the second year. Students may also be advised into other, similar programs so that there is little or no loss of work already completed.

Approved by President's Council: September 24, 2013

Approved by Faculty Senate: September 20, 2013

Contact the assistant to the President for any questions, changes, or additions.



POLICY AND PROCEDURE

Title:	Low-Yield Program Reviews
Policy No.:	3.42
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

At least every three years Great Basin College shall review the productivity of its academic programs that are at least 10 years old. To achieve this cycle, productivity reviews shall be done as part of the scheduled five-year program review cycle (GBC Policy 3.40) and then again two years after that. For each productivity review the data shall be used from the three years before the year of the review. Programs that meet the definition of low-yield programs through productivity reviews shall then be further evaluated for consideration for elimination or for continuation under an exemption or a written set of conditions.

Associate, baccalaureate, and stand-alone Certificate of Achievement (30 or more credits) programs shall be designated as low-yield if there are less than 20 graduates from any program in the last three consecutive years before the review. Certificate of Achievement programs whose curriculum is embedded into the content of an Associate of Applied Science degree shall have the numbers of graduates from these programs combined. (As an example, if within the evaluated three-year time frame a Laser Technology program has 14 AAS graduates and 12 Certificate graduates, this is not a low-yield program.) Emphases within a degree shall be combined as a total for the one degree. "Patterns of Study" are not approved degrees, and graduates with these patterns shall count toward the appropriate totals of Associate of Arts or Associate of Science degrees awarded.

This policy shall be in accordance with NSHE Code as prescribed in Title 4, Chapter 14, Section 6.

Procedures

1.0 Program Productivity Review Schedule

1.1. Upon adoption of this policy, all GBC programs older than 10 years shall undergo an initial screening for those meeting the low-yield definition and designation. Programs meeting the criteria for low-yield designation shall then be evaluated under the criteria for continuation or elimination and given appropriate recommendations. After the initial review, programs more than 10 years old shall have subsequent productivity reviews in conjunction with scheduled five-year program reviews. Two years after each five-year program review each program shall have a new productivity review.

1.2. The Office of the Vice President for Academic Affairs (VPAA) shall maintain a schedule of program productivity reviews. A file of the reports of these reviews shall also be maintained. Programs may also be reviewed for productivity at any time by request of the President of the College or the VPAA.

2.0 Review Process

2.1. Program Data. As the first step in the program productivity review, the Office of Institutional Research and Effectiveness shall collect the pertinent data for subject programs. A form shall be developed that indicates the name of the program being reviewed, the different levels or emphases of the program that are being combined for review, the number of graduates in each of the previous three consecutive years, and two check boxes to indicate (1) meet the criteria for continuation, or (2) meet the criteria for further review as a low-yield program. This step involves only collecting and presenting the data and the initial determination of how a program meets the productivity criteria.

2.2. Programs Meeting Productivity Criteria. Programs that meet or exceed the minimum graduation productivity requirements provided in this policy shall require no further review until the next review cycle. The program reports shall be retained in the records of the Office of the VPAA.

2.3. Low-Yield Program Review. Programs designated as low-yield by the program data review must be further evaluated. If the productivity review is in conjunction with a five-year program review, the program review committee shall also provide an evaluation and recommendation on the program relating to its low-yield status. If the productivity review occurs outside of the five-year review cycle, the VPAA shall appoint a five-member review committee consisting of two faculty members of the department hosting the program, two faculty members from outside the department, and one member from the Curriculum and Articulation Committee not being a member of the department. A written report on the low-yield program shall include a recommendation to (1) eliminate the program, (2) allow its continuation under exemption criteria, or (3) allow the program to continue subject to a defined set of conditions. The report with its recommendation shall be submitted to the faculty Curriculum and Articulation Committee for review and action and then be taken to the Faculty Senate for approval. The recommended action shall then be provided to the President's Council for action. A decision is made by the President of the College.

3.0 Exemption Criteria

3.1. Possible Exemptions from Elimination. A low-yield program may be exempted from elimination if it is determined that it meets any of the following criteria:

- a. Is central to the educational mission of GBC;
- b. Meets a demonstrated workforce or service need of the state or GBC service area, including any projected future needs of the state or region;
- c. Demonstrates an increase in student demand through a pattern of increasing enrollment;
- d. Supports underrepresented student or community groups;
- e. Is funded by non-state resources to an extent that offsets the lack of graduates; or
- f. Is provided a set of conditions, including a time limit of not more than three years, which the program must meet to fulfill the production criteria for continuation (continuation conditions described below).

3.2. Conditions for Continuation. A review committee may recommend a series of actions, steps and/or benchmarks for a low-yield program to achieve within a set time limit of not more than three years. The conditions must be clearly described with a timeline for each condition to be met.

3.3 Continuing Review Schedule. Regardless of exemptions and conditions for continuation, all programs will continue to be reviewed for productivity on the established schedule.

4.0 Final Decision

4.1 The final action taken on low-yield programs shall be the decision of the President of the College. Each year the President shall report to the Chancellor of NSHE all programs designated as low-yield and the

results of the institutional review process of such programs as required by NSHE Code in Title 4, Chapter 14, Section 6.5.

4.2 If any program is eliminated under this policy, the procedure for elimination shall be followed as stated in GBC Policy 3.42, Program Elimination.

Approved by President's Council: September 24, 2013

Approved by Faculty Senate: September 20, 2013

Contact the assistant to the President for any questions, changes, or additions.

Great Basin College Grants and Projects Go/No Go Decision Making Worksheet

Project Agency and Title: National Science Foundation: Advanced Technological Education (ATE); consortium member with Truckee Meadows Community College who is serving as lead											Decision: ☐ Go ☐ No Go	
Bid Factors	Weighted Decision Criteria										Estimated Rating	
	Negative				Neutral			Positive				
	0	1	2	3	4	5	6	7	8	9		10
1. Fit with College mission, Strategic Plan, research findings	Does not align with the College mission and plan				Marginally matches the College mission and plan			Helps fulfill the College mission and plan			10	
2. Background (expertise of College in project area)	Weak in area or totally new area to college				Average experience in this area			Strong expertise in this area			8	
3. Proposed College Principal Investigators	Poor in-house team				Good in-house team			Excellent in-house team			10	
4. Financial Potential	Poor short term, poor long term, likely to cost College				Questionable short-term, questionable long-term			Excellent short- and long-term, likely to yield a margin			8	
5. Team Members (College's partners and major subcontractors)	Partners and subcontractors dilute/weaken effort				Partners and subcontractors have no major effort			Partners and subcontractors have enhancing effect			9	
6. Advance information on request for proposal (RFP) (Adequate information to respond)	Did not expect RFP, unprepared				Generally up to date with RFP, no major negatives			Good favorable information, ready to respond			7	
7. Capability to effectively respond	Do not have staff time to adequately respond				Stresses staff time, but are able to respond			Have staff time to develop highly competitive proposal			7	
8. Competitive Assessment (competition and funding probabilities)	Competition is very strong, odds under 10%				Open competition, odds are 10-50%			Open competition, odds exceed 50%			4	
9. Funding Agency contact, history, and rapport	College is unknown to this agency and staff				College is known to this agency and staff			College has well-developed working relationships			6	
10. College Resources (space, personnel, matching funds, reporting requirements)	Requires significant investment of college resources				Requires marginal investment of college resources			Requires minimal investment of college resources			7	
Total Score (sum of scores for each factor evaluated)											76	

Proposed idea or grant proposal has been reviewed by Chair(s) and Deans of affected department(s), if applicable.

YES ☒ NO ☐Vice President Signature Mike McFarlaneDate 9-19-2013

**Great Basin College Grants and Projects
Go/No Go Decision Making Worksheet
Definitions**

1. Fit with College mission, Strategic Plan, research findings

How well does the grant/project support GBC's mission, strategic plan and any needs assessments GBC has conducted?

The NSF–TMCC/GBC-BAS-Instrumentation (TGBI) grant will provide distance students the option of taking Instrumentation courses online. This fits the college's strategic plan by offering more online options for students.

2. Background (expertise of College in project area)

What level of experience does GBC, as an institution or its faculty/staff, have regarding the grant/project that is proposed? Will this experience ensure that the project will be successful?

GBC has worked with NSF grants in partnership with TMCC, WNC and CSN. Bret Murphy was a CO-PI for an NSF grant through CSN..

3. Proposed College Principal Investigators (PIs)

Who will take the lead (be designated as the Principal Investigator) for the grant/project? PIs will also be considered the project coordinators/directors if the grant is awarded. Do the people who want to pursue the project have appropriate experience to lead such a project? Will the PIs have enough time to devote to the project?

Bret Murphy will CO-PI this project along with Jim Syugelmayer. Jim Stugelmayer will develop/convert GBC's Instrumentation course to an online format. He will be working closely with Lisa Frazier to make the conversions.

4. Financial Potential

How much will the grant/project benefit GBC in the short and long term? Will there be any costs to GBC, and will they be recouped in the short or long term?

This grant will have no negative financial ramification for GBC. The grant will benefit GBC's Instrumentation program by allow students to complete the theory portion of the Instrumentation courses online. The hands on portion will be delivered at TMCC's campus by a GBC adjunct faculty. This model allows others in the field to work with their employer to obtain the hands-on training on site, and receive the theory portion online. This model is currently used by Round Mountain Gold employees who receive theory training from GBC's Electrical Systems Technology instructors online and hands-on training onsite with overview from GBC's instructors.

5. Team Members (College's partners and major subcontractors)

Who, from outside of GBC, will be involved? What outside experience will be provided for the proposed grant/project? How will the proposed partners strengthen the grant/project? Does the project strengthen GBC's networking capabilities or provide for future opportunities?

GBC will be working under TMCC's NSF grant. TMCC will be the lead for the grant. There will be two pathways for TMCC AAS graduates to follow; the first is with GBC to provide a path to enter into our BAS-Instrumentation program. The second path is through Nevada State College (NSC) BAS-Management. (I know what you're thinking we could offer the same program of study, however they have already committed to NSC).

6. Advance information on Request for Proposal (RFP) (Adequate information to respond)

How much time is available to put together a strong, competitive grant proposal/project? How complex is the RFP? How much information for the project is available?

TMCC is writing and submitting the grant to NSF. We have been meeting off and on with TMCC faculty and staff since midsummer. There should be sufficient time to complete the requirements of this grant.

7. Capability to effectively respond

What other deadlines is the Grants Director under? Is there enough time to craft a strong grant proposal? Will anyone else assist with writing the proposal?

TMCC is writing the grant, and there seems to be enough time.

8. Competitive Assessment (competition and funding probabilities)

How many awards will be given? Approximately how many applicants will there be? How much total funding is available?

This grant will serve 15 to 20 students over a three year period. GBC's portion of the grant is \$135,000 over three years.

9. Funding Agency contact, history, and rapport

Does GBC have any connection with the funding agency? Does GBC have any connection with the agency's program officers, other staff or board members? Has GBC received funding from this agency before? Does GBC know what the agency's mission and goals are?

We have worked with TMCC on other grants and with NSF over the past few years. There is a good working relationship with all agencies involved..

10. College Resources (space, personnel, matching funds)

What will GBC need to provide for the project to ensure it is successful? Are matching funds required (or looked upon favorably)? Will current GBC personnel be needed to work on the project to ensure its success? How extensive are the reporting requirements if the grant is funded?

GBC will have to convert its Instrumentation program to an online format, and to do this our instructor(s) will be working closely with the director of online education. There are no requirements for matching funds. This grant will require a moderate amount of reporting, and this responsibility will be shared between the Dean of Applied Science, the Director of Grants, the Director of Online Learning, and the Instrumentation Instructor.

Total Score (sum of scores for each factor evaluated)

How close is the score to 100? The closer the score is to 100, the more likely the decision is a "Go" for the grant/project.

Proposed project/grant proposal has been reviewed by Chair(s) and Deans of affected department(s), if applicable.

If a project/grant affects any departments in any way, all appropriate Chairs and Deans are aware of the project/grant and believe it provides a benefit to their departments/areas.

Vice President Signature & Date

Appropriate Vice President must sign the form to indicate that the checklist score is accurate to the best of his/her knowledge.

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.

NSHE Board of Regents, December 2011

Great Basin College

Catastrophic Leave – Policy and General Procedures

Catastrophic Leave Definitions NRS 284.362:

1. As used in NRS 284.362 to 284.3629, inclusive:
 - (a) “Catastrophe” means:
 - (1) The employee is unable to perform the duties of his position because of a serious illness or accident which is life threatening **or** which will require a lengthy convalescence;
 - (2) There is a serious illness or accident which is life threatening **or** which will require a lengthy convalescence in the employee’s immediate family; or
 - (3) There is a death in the employee’s immediate family.
 - (b) “Committee” means the Committee on Catastrophic Leave created pursuant to NRS 284.3627.
2. The Commission shall adopt regulations further defining “catastrophe” to ensure that the term is limited to ***serious calamities***.

Eligibility: A classified employee may request catastrophic leave regardless of the employee’s length of service or whether or not he/she is a permanent employee. If the employee is ***approved*** for catastrophic leave the following will apply:

- An employee making a request for catastrophic leave ***must***:
 - a) ***Apply for*** Family Medical Leave (FMLA)
Or
 - b) ***Be on*** approved Family Medical Leave (FMLA)
Or
 - c) ***Have been*** on approved Family Medical Leave (FMLA)
- An employee ***must*** exhaust all accrued annual leave, sick leave, and compensatory time before he/she can use catastrophic leave. ***Sick and annual leave does not accrue while an employee is on catastrophic leave*** (NAC 284.5385 (1) & 284.544 (1)).

The maximum number of hours of catastrophic leave that an employee can receive from the Great Basin College (GBC) catastrophic leave pool is 240 hours per “Catastrophe,” subject to availability.

- The employee may receive leave donations from a specific classified and/or unclassified employee (NRS 284.140) of the State of Nevada employed in other departments or other state agencies and/or from the general campus catastrophic leave pool, up to a maximum of 1,040 hours in a calendar year (NRS 284.3622). The maximum of 1040 catastrophic leave hours in a calendar year is a combination of the hours available to the employee from the catastrophic leave pool **(240 per catastrophe)** and individual donations. Academic faculty, administrative faculty and postdoctoral scholars are ***not*** eligible to donate leave.

- **Approval for catastrophic leave** is dependent on catastrophic leave donations being available, either through the GBC catastrophic **leave pool** or **individual donations (subject to the maximums outlined above)**. **Once an employee has exhausted the available catastrophic leave pool hours and individual donations received on their behalf, the affected employee will no longer be eligible for approval under this program.**
- The appointing authority **and** GBC Human Resources department determines approval of an employee request for catastrophic leave. Intermittent leave will not be considered unless there is an immediate risk of death at the time Catastrophic Leave is requested.

An employee "aggrieved" by any decision of an appointing authority made pursuant to NRS 284.362 to 284.3626, may appeal the decision by filing a written notice of *Formal Appeal to Committee on Catastrophic Leave* form (PAY-23B) with the Committee on Catastrophic Leave within 10 days after the date of the decision.

A. **Employee Request Process**

To request catastrophic leave, an employee must complete a *Request To Receive Catastrophic Leave Donations* form. Catastrophic leave may be requested for the following conditions:

1. The employee is unable to perform the duties of his/her position because of a serious illness or accident which is life threatening or which will require a lengthy convalescence.
 - "Lengthy convalescence" is defined as a period of disability, which an attending physician expects to exceed 10 consecutive weeks.
 - "Life threatening" is defined as a condition, which is diagnosed by a physician as creating a substantial risk of death (NRS 284.575).
2. An immediate family member, as defined in NAC 284.562, who is suffering from a serious illness or accident which is life threatening or which will require a lengthy convalescence and the employee's attendance is required.
3. If there is a death in the employee's immediate family, as defined in NAC 284.562. The use of accrued sick leave or catastrophic leave is limited to five working days for each death unless the appointing authority approves additional time required for traveling related to the funeral arrangements.

If an employee agrees by signing an *Authorization to Release Employee Name for Catastrophic Leave* form (CAT-3) that his/her name is to be publicized, the GBC Human Resources department will solicit donations from the College, as appropriate, after approval for receipt of catastrophic leave is granted. The employee may prefer to solicit his/her own donations. Donations from classified and/or unclassified employees (NRS 284.140) of the State of Nevada employed in other departments or other state agencies will be accepted. Academic faculty, administrative faculty and postdoctoral scholars are **not** eligible to donate leave.

B. **Approval Process**

Step 1: Employee Responsibility - An employee **must** submit the following completed forms to the department leave record keeper:

- *Request to Use Catastrophic Leave* form (CAT-1)

And

- *Physician's Certification for Catastrophic Leave Request* form (PAY-23C)

And

- *Authorization to Release Employee Name for Catastrophic Leave* form (CAT-3)

Step 2: Leave Record Keeper - The GBC leave record keeper confirms the date that all accrued leave will be exhausted and notes it on the *Request to Use Catastrophic Leave* form. The department leave keeper then forwards the *Request to Use Catastrophic Leave* form and the *Physician's Certification for Catastrophic Leave Request* form along with the *Authorization to Release Employee Name for Catastrophic Leave* form to the employee's supervisor and the appointing authority for signature.

Step 3: Supervisor/Appointing Authority - The appointing authority has the prerogative to **not** approve a request based upon the availability of funds on grant accounts or the employee's past leave history. If the appointing authority determines the employee is eligible to receive catastrophic leave (NRS 284.3623), the employee **continues to be paid from the same account source** (i.e. state funds, grant funds or soft money funds) **for the duration of the approved catastrophic leave**. The employee's compensation will continue to be charged to the **same** account number(s) that they were paid from prior to catastrophic leave.

The appointing authority forwards the signed (approved or not approved) *Request to Use Catastrophic Leave* form and the *Physician's Certification for Catastrophic Leave Request* form along with the *Authorization to Release Employee Name for Catastrophic Leave* form to the GBC Human Resources department.

Step 4: Catastrophic Leave Record Keeper - GBC Human Resources department evaluates the *Physician's Certification for Catastrophic Leave Request* form to determine if it meets the required catastrophic definitions (NRS 284.575 and NAC 284.575) and reviews the approved *Request to Use Catastrophic Leave* form for completeness. An appointing authority **may** require the employee to provide a second or third medical opinion if requested (NAC 284.566).

The GBC Human Resources department sends a notification to the employee informing him/her of the approval or denial and a copy is sent to the employee's appointing authority.

C. Receipt of Leave

Catastrophic leave will be approved in maximum increments of 6 weeks per request. An employee whose has a continuing medical condition at the end of the approval period will be required to submit a new *Request To Receive Catastrophic Leave Donations* form and an updated *Physician's Certification for Catastrophic Leave Request* form . The appointing authority **may** also request recertification at appropriate intervals during the course of the leave. An appointing authority **may** require the employee to provide a second or third medical opinion if requested (NAC 284.566).

Catastrophic leave received by an employee from an individual donation is granted **before** consideration is given to granting leave from the limited number of hours available in the campus catastrophic leave pool. Catastrophic leave received by an employee from an **individual donation** may be paid to the employee retroactively to the date the physician certifies the employee's need to be absent from work due to the serious illness; as long as the employee had not received any

other form of compensation for being in a paid status for that time. Catastrophic leave received by an employee from the campus pool **cannot** be paid retroactively.

Catastrophic leave hours must not be granted to an employee after the need to take leave for a catastrophe ceases to exist or after the employee resigns or after his/her employment with the college is terminated.

Approval of a Request for **Catastrophic** Leave is subject to the availability of GBC Catastrophic Leave Pool hours and/or individual donations. A request will not be approved if an employee has exhausted the catastrophic leave pool hours available to him/her, and does not have any individual donations available at the time the *Request To Receive Catastrophic Leave Donations* form is received in good order at the Human Resources department.

D. Appeal Process (NRS 284.3629)

An employee who is aggrieved by a decision of the GBC Human Resources department and/or the appointing authority may appeal the decision by filing a written notice of *Formal Appeal to Committee on Catastrophic Leave* form (PAY-23-B) with the Committee on Catastrophic Leave within 10 calendar days after the date of the decision.

An employee who wishes to appeal a decision should complete a *Formal Appeal to the Committee on Catastrophic Leave* form (PAY-23B) and submit form to the Committee on Catastrophic Leave, c/o Nevada State Department of Personnel, 209 East Musser Street, Room 101, Carson City, NV 89701.

The Committee on Catastrophic Leave will schedule a hearing within 5 calendar days after receiving notice of an appeal and will notify the employee and the campus of the hearing date. The hearing itself will be held not later than 20 calendar days after the committee received notice of an appeal.

The employee may represent himself/herself at the hearing or may be represented by an attorney or other person of the employee's choosing. The college should also have a representative present at the scheduled hearing.

The Committee on Catastrophic Leave will render a decision within 10 calendar days of the hearing. The decision of the committee is final and is **not** subject to the grievance procedure or judicial review. The decision of the Committee on Catastrophic Leave may **only** approve the use of hours and will **not** guarantee the availability of funding sources or leave donations (individual or pool) to the employee.

E. Confidentiality (NAC 284.718)

Information regarding the medical condition of an employee or his/her family member must remain confidential. This includes discussing the information with only those who have a legitimate need to know, transmitting information in a confidential envelope, and maintaining medical information in a locked file separate from the employee's personnel jacket.

If an employee wishes the College to solicit donations on their behalf, they must authorize the College to release their name to the College community by signing the *Authorization to Release Employee Name for Catastrophic Leave* form. No medical information will be released in

conjunction with donation solicitation. Likewise, an employee wishing to donate to a particular employee must complete this same form for their name to be released to the receiving employee.

F. Donations (NRS 284.3621)

Annual, sick leave or banked sick leave may be donated for catastrophic leave. Donations can be made up to a **maximum** of 120 hours of annual leave or sick leave each calendar year. Sick leave balance may not fall below 240 hours as a result of such donation. There is no minimum balance requirement for annual leave donations. The minimum number of hours which may be transferred in any calendar year is 8 hours. The maximum number of hours that may be donated by a donor during a calendar year is 120 hours; this is inclusive of individual donations and donations to the campus pool.

Intended donations are documented on the *Request to Transfer Leave ("Catastrophic Leave")* form. The donor completes whether he wants his/her donation directed to a specific person or to the GBC campus pool and the type of leave he/she wishes to donate. The employee donating leave may authorize the transfer of excess hours to the general catastrophic leave pool rather than having the leave returned to their personal account.

G. Recordkeeping

Donations to a specific employee, documented on the *Request to Transfer Leave ("Catastrophic Leave")* form, must be date stamped as they are received and are used one at a time according to the date they were received. If an employee is authorized to receive leave from the GBC campus catastrophic leave pool, that authorization and the number of hours will be documented on the *Request to Receive Catastrophic Leave Donation* form and must be signed by both the department supervisor and appointing authority or their designees.

Leave donated in excess of the amount approved for a particular employee must be returned to the individual who made the donation within 30 working days after the last day the catastrophic leave recipient was eligible to receive leave.

There is only **one** GBC catastrophic leave pool for the campus and centers. No donations may be designated for transfer from the campus portion of the catastrophic leave pool to an employee unless the Department and the appointing authority or their designees have authorized the transfer, as evidenced by both of their signatures on the *Request to Receive Catastrophic Leave Donations* form. Unused leave from the GBC campus catastrophic leave pool must be returned to the pool.

H. Leave In Excess Of 240 Hours

The GBC Human Resources department monitors the hours an employee is on catastrophic leave. Time on catastrophic leave and leave without pay combined, in excess of 240 hours will affect the following:

- **Probationary Period** - Any leave without pay and catastrophic leave, combined, in excess of 240 hours will **not** be counted toward completion of probationary period (NAC 284.448).
- **Pay Progression Date** - An employee's pay progression date **must** also be adjusted for time on catastrophic leave and leave without pay combined, in excess of 240 hours. (NAC 284.182).

- **Longevity Pay** - An employee who is on leave without pay or catastrophic leave, or any combination of both, for the entire 6-month period of qualification is **not** entitled to longevity pay for that period (NAC 284.282).

I. LTD Coordination

The BCN Benefits department informs employees on catastrophic leave, who are expected to be disabled for at least 6 months, of the state's long-term disability (LTD) plan and the process for submitting an application for benefits through the Public Employees' Benefits Program. An employee who has been disabled from work for 6 months or more may be eligible for benefits (up to 60% of his/her pay, adjusted for other income). An application for benefits may be submitted prior to the 6 month waiting period. LTD coverage is part of the employee's regular group health insurance plan benefit. If an employee has waived their health insurance there is no LTD insurance benefit available to the employee.

J. Worker's Compensation

An employee who is entitled to worker's compensation **and** catastrophic leave benefits may not receive more than 100% of his/her pay for the period he/she is on leave. An employee must repay the account for catastrophic leave when the **combined** benefit of catastrophic leave and worker's compensation exceeds his/her normal rate of pay (NAC 284.577).

References: NRS 284.362 – 284.3629
NAC 284.566 – 284.577
UNR Administrative Manual Section 2304

Forms: *Request to Use Catastrophic Leave (CAT-1)*
Request to Transfer Leave (CAT-2)
Authorization to Release Employee Name for Catastrophic Leave (CAT-3)
Physician's Certification for Catastrophic Leave Request (PAY-23C)
Formal Appeal to Committee on Catastrophic Leave (PAY-23-B)