

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

March 11, 2014

1:30 p.m.

PRESENT: Mark Curtis, Lynn Mahlberg, Sonja Sibert, Tom Reagan, Bret Murphy, Alex Porter, Dori Andrepont

ABSENT: John Rice, Mike McFarlane, Kris Miller

1. Approval of Minutes – The minutes of the President's Council meeting on February 25, 2014, were approved.
2. SGA Update – Alex Porter and Isaac Duran attended the last Board of Regents' meeting in Las Vegas. The tuition and fees agenda item may be moved to the Special Board of Regents meeting in April. They stopped in Ely and Pahrump to meet with senators there. They also got a tour of Nevada State College. Many student activities are planned for March Madness week. SGA is currently planning for April.
3. Faculty Senate Update – Tom Reagan reported that the comments from the last President's Council meeting on the workload policy (faculty hours on campus and faculty office hours) will be taken to the March Faculty Senate meeting. Alex Porter will be invited to the meeting to discuss the concerns on office hours.
4. Merit Policy for Approval – President's Council just needed the clarification that classified and the deans and above are covered under a different merit system. This system is only for faculty and administrative faculty. Adjuncts are excluded from this merit policy. President's Council approved the merit policy. It will be submitted to the Chancellor for his approval by Tom Reagan.
5. Classified Council Update – Dori Andrepont reported Classified Council is planning a duck race fundraiser. They are currently looking at where to purchase weighted ducks. President Curtis said that we could probably make them ourselves.
6. Go/No Go Grant for Rural Nevada Nursing Scholarships – Lynn Mahlberg presented the William Pennington Foundation Grant for scholarships for 1st year nursing students. We needed to fill out a grant application even though this is for scholarships. There is no real downside except having to give them aggregate numbers in a report. President's Council approved going forward with the grant application.
7. President's Report – Mark Curtis reported that the new GBC service area is 86,513 square miles. We will be designing a new lapel pin that will look like the GBC "brand". Now that we have expanded our service area; the next step in the GBC growth plan is to focus on getting additional bachelor degrees. The growth plan (expanding service area and adding additional programs) will be written into the strategic plan that is due to the Board of Regents for their approval at the June meeting. The academic master plan will be

submitted for approval at the Regents' meeting in December. Most of the new bachelor degrees will be 2+2 programs so that we don't cut into the universities and the state college world. The last piece of the growth plan is to become more prominent in distance education. The timeline for the shared services alliance could take 3 to 5 years to be fully implemented.

President Curtis will be traveling to the four new counties to meet with the superintendents the week of spring break. To get the ball rolling we would probable offer limited general education courses and go from there. We will look at their needs. We will also talk with them about dual enrollments with the high schools. With the four new counties added to the GBC service are we can expect to eventually see approximately 154 FTE.

The President's Periodic Evaluation Process has begun. The Chancellor has hired a consultant to conduct the evaluation the week of April 28th. The entire week will be filled with interviews with various groups and community members. The evaluation committee will consist of two community members and two regents and system staff with the consultant leading the evaluation. Dr. Stuart Bounds from Maryland is the consultant.

8. Miscellaneous

Lynn Mahlberg reported that the Elko County School District and the GBC Counselor workshop will be held tomorrow at GBC. We expect about 65 people to attend.

Smriti Bhattarai has been hired as the IR/Scorecard coordinator and started work on Monday. Her office is in McMullen Hall. Offers for the program director and assistant director are out.

Bret Murphy reported the millwright instructor position has been filled. There are 19 contract training classes scheduled between now and June. Jim Moore has been hired for the mobile welding instructor. A second search will be conducted for the diesel instructor position. The search for the land surveying instructor position is closed and there are some viable candidates. The online electrical program for Barrick is a four year process and has been a very successful program. They would like to see an online component for the Mill Wright program.

There is a program review of the Computer Technology programs this Friday.

GBC Merit Pay Award Plan

The Nevada System of Higher Education (NSHE) Board of Regents approves guidelines for the development of college faculty salary plans. Plans are developed by the individual college and merit pay awards are applied as they may be funded through the state and system budget allocation processes, and according to the college and NSHE guidelines. Once the college plan is developed and approved by the Faculty Senate, the president approves the final plan regarding merit pay awards for each eligible faculty member. The action of the president is submitted to the Nevada System of Higher Education for review and final approval. Upon NSHE approval, the college generates "Faculty Employment Contracts" according to the provisions of the faculty salary plan.

Policy:

The amount of merit pay award for each faculty member is determined by that faculty member's final performance evaluation rating. To receive a merit salary award, a faculty member must receive a final evaluation result of "Excellent" or "Commendable" and meet all qualifying steps for consideration.

Merit salary increases are distributed to academic and administrative faculty by a "share" distribution plan. Under this proposal, faculty who receive a "Commendable" or "Excellent" final overall composite score (OCR) will be awarded a merit salary increase equivalent to the Merit Unit Award (MUA) as designated under the Moderate Distribution Plan developed by Dr. Areola within his book "Using OCR in Promotion, Merit Pay, and Post Tenure Review Decisions". Additional qualifying factors are listed under the **Initial Merit Consideration Qualifiers** heading in this document.

A faculty member with an "Excellent" or "Commendable" final evaluation may not be able to receive all of the prescribed merit award increase added to their salary if the increase would cause the person's salary to exceed the maximum allowed for the person's range. In this case, the portion of merit pay increase that exceeds the maximum salary limitation will be awarded as a one-time, non-cumulative merit bonus.

Merit pay is mutually exclusive from COLA (Cost of Living Allowance). COLA will be awarded in years when the Legislature funds such increases.

Faculty who do not have a performance evaluation for the preceding year because they are returning from a one-year leave of absence (sabbatical, etc.) will return in July at the same salary they had when they took leave (plus COLA, if any was given). Their last evaluation will be used to determine their Merit Award for the new academic calendar year.

Frequency:

The merit plan shall require faculty evaluation once annually.

Appeal:

Faculty may appeal the results of their evaluation through the Faculty Appeals Procedure as outlined in the current Great Basin College By-Laws.

Review:

The college system of evaluation and merit award shall be reviewed periodically. The review process shall provide for the involvement of all college personnel holding faculty rank. Recommendations for change shall be approved by a majority of the college personnel holding faculty rank by vote by container representatives in the Senate, before submission to the president of the college for final approval and implementation. If the recommended changes are not approved, the president should submit recommended modifications to the proposed plan back to the college personnel holding faculty rank, via the Faculty Senate, for further consideration and resubmission. In the meantime, the existing plan would remain in effect.

Due to the fact that we do not have solid historical Administrative Faculty Evaluations data on a scale comparable to the Academic Faculty using the OCR ratings, the first allocation of merit after the inaugural transition awarding of July 2014, will be based on the raw OCR scores for both faculty classifications. After the Merit Awards have been issued on or about July 2015, the college will conduct a statistical analysis of the Academic and the Administrative Faculty data to determine if a Standard Normal Distribution should be instituted going forward for the July 2016 awards of merit. The Compensation and Benefits Committee will be charged with reporting the results of the analysis to Faculty Senate for consideration.

Academic Freedom:

Evaluation shall not be used to restrain faculty members in their exercise of constitutional rights or academic freedom as set forth in TITLE 2 - Nevada System of Higher Education Code, Chapter 2, Academic Freedom and Responsibility.

Evaluation Procedural Guidelines for Merit Award Considerations:

The standard approved GBC annual evaluation forms and the rating numbers they produce shall be used by supervising Dean, VP, or President as the primary basis for arriving at an overall evaluation rating of each full-time faculty member in each evaluation year. This rating shall be the primary basis for the award of any merit pay. Only in the event of egregious acts or acts requiring disciplinary action may the evaluation rating be reduced more than one level, or the individual eliminated from consideration for merit by the supervising Dean, VP, or President as appropriate. Supporting documentation for these cases must be available to the affected faculty member, and if not agreed to by the faculty member, established procedures of grievance and appeal may be followed. Only faculty supervisors (Dean, VP, or President) shall be involved in any adjustment of annual evaluation ratings for merit consideration.

1. Faculty salary increases will be awarded on a college-wide basis rather than on a divisional basis. In other words, all Faculty at the college who receive a given overall

composite rating will receive the same Merit Award based on the share value in that given year and the distribution method in place at that time.

2. Faculty who have reduced load contract responsibilities will have their teaching and administrative responsibilities evaluated on a proportional basis.
3. These procedures become college policy beginning with the Fall 2014 semester evaluation period.

Initial Merit Consideration Qualifiers:

1. Faculty must have completed and submitted their evaluation within the time frame specified by senior administration.
2. Must achieve a minimum of “Satisfactory” in all categories or roles of the Faculty Self-Evaluation form totals that specifically apply. If no Management or Supervisory duties are part of the faculty’s normal responsibilities, then that category will not be included in the evaluation.
3. Must currently be employed as a Faculty Member. Adjunct Faculty, Classified Staff, and those with a rank of Dean or higher are excluded from merit award per NSHE guidelines.
4. The Legislature, and subsequently the Board of Regents, must fund the college specifically for Merit Pool allocations.
5. Understanding that a “share” of the pool will vary in monetary amounts depending on the size of the pool allocated. A “share” does not equal to a percentage of the faculty member’s current or base salary.
6. Merit allocation gets added to current base salary to establish a new salary for the next year. It is not awarded as a one-time bonus with the exception of those faculties who are at the top of their salary range.
7. Merit shall be awarded based on the score a member received with the criteria indicated on the Faculty Self-Evaluation forms, with additional consideration given by the final evaluator (Dean, VP, or President).
8. Mandatory completion and inclusion of the two course assessments under the Instructional Design section of the Evaluation for Academic Faculty.
9. At final level of evaluation, the Dean, VP, or President could either downgrade or upgrade the faculty member’s Self-Evaluation form but it will be just one category (i.e. Excellent to Commendable, or Satisfactory to Commendable). When multiple monetary award levels are part of a category, then the Faculty Member will be awarded Merit Pay at the highest level within the downgraded category (i.e. Commendable 4.59) or lowest level within an upgraded category (i.e. Excellent 4.60).
10. Great Basin College, to assure Faculty of transparency in Merit Awarding, will provide a report at the conclusion of each merit award cycle that includes a breakdown of the OCR scores and their accompanying monetary awards confirming full allocation of available funds.

Merit Award Plan Distribution:

In the spirit of continued collegiality, Great Basin College Faculty has chosen the following “Moderate Distribution” plan for implementation at the start of the 2015 – 2016 academic calendar year when merit pay is funded by the Legislature and NSHE. A transitional plan, to be identified later in this document, has been developed to allocate the current funds available on July 1, 2014.

Plan Specifics:

1. All faculty regardless of funding sources are eligible for merit award.
2. Faculty who are not state funded (i.e. contract, grant, self-funded, etc.), are to build merit consideration into their funding source.
3. State funded faculty will be awarded Merit based on a share of available budgeted funds per the guidelines of the plan.
4. Qualifiers are identified within the section titled “**Initial Merit Consideration Qualifiers**”.
5. Faculty must have an overall composite rating (OCR) of at least 3.80 to be considered for merit award and have achieved at least a “Satisfactory” rating on each role or category within their evaluation.
6. Mandatory completion and inclusion of the two course assessments under the Instructional Design section of the Evaluation for Academic Faculty.
7. The merit pool will be distributed using the following mathematical principles and formula.
 - a. Given facts:
 - i. Total number of faculty who qualified for merit award, who are included in the state fund allocation.
 - ii. Total sum of money available in the Merit pool.
 - b. Calculations:
 - i. All qualifying faculty OCR scores are to be summed.
 - ii. The total is divided into the fund allocated for merit award.
 - iii. This arrives at a Merit Unit Award (MUA).
 - iv. The MUA is multiplied by the OCR score for each faculty member achieving meritorious service levels to establish the individual monetary award that is added to the faculty member’s coming year salary.
 - v. The total of all awards combined is to be equal to the entire fund allocated to the college for merit.

The Transition Plan:

Great Basin College faculty has overwhelmingly stated their preference that equity and fairness continue to be the norm for all faculty. To that end, all faculty members who are deemed qualified for merit award on July 1, be awarded an equal share of the fund pool regardless of the particular OCR rating each achieve as long as they are at the minimum Commendable level. This award will be added to their base salary for the coming 2014 – 2015 academic year.