

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

June 10, 2014

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Bret Murphy, Kris Miller,
Stephen Theriault, John Rice, Melinda Mott, DeMarynee Saili

ABSENT: Sonja Sibert

1. Approval of Minutes – The minutes of the President's Council meeting on April 22, 2014, were approved.
2. SGA Update – DeMarynee Saili new president of SGA reported about attending the BOR meeting. The tuition and fee increase passed and there was a little bit of contention. DeMarynee thanked President Curtis for including the SGA at the Presidents' Award Ceremony and for the gift that he gave to them. "Executive Manners" by Leticia Baldrige will come in handy. This Friday is the first SGA meeting for the summer. They will be voting on the bylaw changes. They are still tracking SB 391 and the implications.
3. Faculty Senate Update – Stephen Theriault reported on items from Faculty Senate. The Personnel Committee has written procedures for search committees for faculty and administrative personnel. Mardell will email out the procedures for approval at the next PC meeting. Steve emailed a recap of the last BOR meeting to faculty and there were no questions from faculty on that report.
4. Classified Council Update – Melinda Mott reported the new classified officers are: co-chairs Diana Byers and Melinda Mott, Brenda Wilkie treasurer, Michelle Phay secretary, Jeanne Long hospitality. The duck race was a huge success. They made \$481.01 pure profit for their scholarship. The Classified BBQ is scheduled for July 1.
5. 4.9 Travel Policy – President's Council approved some minor clarifications to the travel policy.
6. President's Report – Mark Curtis reported the Regents approved the naming of the EIT building "The Carl A. Diekhans Technology Center". Carl attended and accepted for everyone although his name would be most prominent. He knows how much support he had over the years. We will be planning a fall dedication the last week of September or 1st week in October. We will commission a nice placard and a high quality portrait in heroic scale to hang in the building. Mardell will work on this. The GBC strategic plan was approved without comment. Also approved was 4 year contract extension for President Curtis. SB391 subcommittees have concluded their work. There will not be anything coming out from their work that will be devastating to community colleges. One recommendation is to create a vice chancellor for community colleges; 2nd thing is the recommendation for a standing committee for representation for community colleges. Frank Woodbeck has advanced two ideas: a workforce development rapid response fund

(an \$8 million pool of money available for rapid response); and a stem challenge grant fund for efforts to increase numbers of stem graduates. Both ideas are endorsed by the subcommittees of SB391. These monies are not for capital improvement.

GBC has received a \$1.2 million donation from Barrick for scholarships for Western Shoshone students and to help fund the Great Basin Indian Archive. \$500,000 will help support the NEH grant. A series of house parties are being scheduled for the well to do to show the importance of that grant.

Mark attended the shared services retreat in Reno last Thursday. The retreat was attended by the three community college presidents, Frank Woodbeck, Chancellor Klaich, and consultant Geri Anderson. President Curtis wants to make sure as best he can that things are done right.

7. Miscellaneous

Kris Miller will be here until June 30th. Kris reported the nursing programs were granted accreditation for 8 years by their accrediting agency.

Lynn Mahlberg had a lengthy student affairs council agenda. The use of medical marijuana was a topic that was talked about at great length. Use of marijuana on campus or any state educational facility is strictly prohibited.

John Rice reported the foundation is wrapping up the fund raising campaign which ends June 30th. The foundation is looking at what is next. Please be thinking about a wish list of things that need to be funded.

Steve Theriault reported the faculty senate chairs had meeting with Brook Neilsen and Crystal Abba on the marijuana issue. They are adamant that federal law will supersede state law because of federal funding. NSHE Tobacco prohibition will soon give all NSHE campuses the go ahead to prohibit smoking on campus grounds. Electronic cigarettes are also a nuisance because of vapors.

WNC will be the lead in the TAACCCT 4 grant. The grant is for all four community colleges. A consultant has been hired and Frank Woodbeck is highly involved. For GBC we are looking at three things: a veteran success coordinator; two nursing instructors for a rural nursing initiative to support cohorts of four students in Winnemucca and Pahrump with clinicals through primarily distance education; and an instructor for a machining program in Pahrump

Mike McFarlane reported there may be some weaknesses in the faculty evaluation process that have come to light. Mike will be looking into the issues.



POLICY AND PROCEDURE

Procedure:	TRAVEL
Policy No.:	4.9
Department:	Administrative Services
Contact:	Controller

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Policy

In general, employees who travel must seek to use the least expensive mode of transportation available within the constraints of time, safety, and schedule. The college is obligated to advance or reimburse travel expenses permitted in this policy and by the NSHE and the State of Nevada. Reimbursement of travel expenses are to include only those expenses incurred by the immediate traveler and does not include expenses paid on behalf another traveler. The college expects timely submission of travel forms and the employee expects prompt reimbursement of travel expenses. Travel safety is a major concern whether using state or private vehicles or rental cars. Safety, cost, promptness and accuracy are the key concerns of the travel policy.

Procedures

1.0 Method of Travel

There are various options for using air travel, college or state vehicles, rental cars, and private vehicles. These options are described in the procedures that follow.

Travel should be by the least expensive method available when total travel time, salary of traveler, availability of college or state motor pool cars, and estimated cost of transportation are considered. Careful planning and the use of internet booking will often allow for the purchase of airline tickets at discount rates. However, such rates usually involve a penalty in the event the trip is not taken or the schedule is changed. Employees may be held responsible for a penalty incurred if a trip is not taken or the schedule changed as a result of their own actions. When the claim for payment is submitted, the college will determine whether the penalty was incurred as a result of employee action or of circumstances beyond the employee's control.

The controller's office must be notified of any cancellations of travel or changes in flight plans.

Transportation from air terminals shall be by courtesy or paid shuttle (rather than taxi) when such service is available.

When traveling on college business, all employees are required to use vehicle seat belts and will require all passengers to use seat belts, where available. This includes all vehicles whether publicly or privately owned, leased or rented.

GBC Policy and Procedure 4.30 (*Vehicle Use*) contains additional information about travel.

2.0 Travel Requests & Advances

2.1 Travel Approval. The *Employee Travel Request Authorization* (T-1), with signature approvals, must be completed **prior** to any travel arrangements being made and/or travel occurring. All travel must have approval by the department chair. A list of department chairs and the staff supervised will be provided to the controller's office annually by the vice presidents. In the absence of the appropriate signer for approval, substitutions may be made by the next higher level supervisor. The administrator-in-charge may sign for the president; however, "Administrator-In-Charge" must be placed next to the signature.

Out-of-state travel and foreign travel must have additional approval by the respective vice president or president. The only exception to the rule as noted is for out-of-state trips lasting 24 hours or less. In such cases it is not necessary to obtain approval from a vice president or president. An example of this would be a one day trip to Salt Lake City.

2.2 Travel Advances. The *Employee Travel Request Authorization* is also used for travel advances. The completed request must be in the controller's office five working days prior to departure to allow time for processing.

Procedures include the following:

- Advances will not be made for less than \$50.00 or more than 80% of the estimated out-of-pocket expenses.
- An advance will not be made if a previous advance has not been cleared.
- Advances will be released no sooner than three working days prior to trip.
- If receipts are provided, 100% of prepaid expense for air fare and/or conferences fees can be claimed for reimbursement as part of the travel advance.
- Advances must be cleared within fifteen (15) working days after completion of the trip by filing a *Claim for Employee Travel* (T-2).
- No advances are issued during the month of June.

3.0 Use of GBC/State Vehicles & Personal Vehicles

3.1 Use of Motor Pool/State Vehicles. The college or state motor pool should be used when possible before renting a vehicle. Travelers should check with motor pool if they plan to arrive or depart outside the motor pool business hours. Las Vegas and Reno motors pools have arrangements with private rental agencies to provide after-hours service.

3.2 Private Vehicle Use for Employee's Convenience. If a private car is used for the convenience of the employee, the employee shall be reimbursed at **one-half** of the current mileage rate. Air fare in lieu of the mileage allowance should only be used when it is the least expensive method of travel. If the city is served by an airline and the employee wishes to drive a personal vehicle, the employee must be on annual leave or compensatory leave (classified employees) for the extra travel time involved. Meals and/or expenses enroute will not be reimbursed under these conditions. The travel claim should indicate that the employee was on annual or compensatory time or include a statement from the department head or supervisor justifying why the employee was not on annual or compensatory leave. For example, if an employee is going to an approved conference in Washington, D.C., and wants to drive a personal vehicle, then the employee should not expect per diem for the extra days of travel, or travel days counting as work days.

One exception to the above procedure is to permit private vehicle use, with full mileage allowance, during hazardous or potentially hazardous driving conditions upon a vice-president's approval.

3.3 Private Vehicle Use for College's Convenience. An employee using a personal vehicle at the convenience of the college will be allowed reimbursement at the current mileage rate if the total miles driven in one day do not exceed 50 miles from the duty station. The following are the only exceptions allowed:

- A vice-president approves in writing the employee's use of a personal car in excess of the allowed mileage, and
- The controller's office confirms that a college vehicle was not available for the trip.

The state mileage chart located at http://www.gbcnv.edu/controller/mileage_chart.pdf will be used to determine mileage. Map Quest or Yahoo Maps will be used to determine mileage for out of state travel. The college approval must be attached to the claim when submitted to the travel office. Employees will not be entitled to per diem meal reimbursement when the travel is 75 miles or less (one way) in a 24 hour period.

If two employees travel in a private vehicle on college business, only one employee is entitled to mileage reimbursement.

If a college vehicle is not available and an employee does not want to or cannot use a personal vehicle, then a rental car may be used.

3.4 Private Vehicle Use with Student Passengers. Employees shall not use a private vehicle for transportation of students on official trips without verifying with their insurance company that the vehicle and student passengers are properly covered. When driving a private vehicle on college business, the employee's personal insurance is primary in the event of an accident or loss.

Students who are not employees of the college are not permitted to drive college, state, or rental vehicles.

4.0 Use of Rental Vehicles

4.1 Car Rental. If a car rental is being used, submit a DPO to the controller's office with car rental information and a copy of the complete and approved Travel Request Authorization.

4.2 Collision Deductible Insurance of Rental Cars. Additional insurance charges to waive collision deductibles on rental cars are not an approved expenditure. If the individual wishes to purchase the deductible, it will be at the individual's expense. Only approved companies have agreed to meet the minimum acceptable coverage's established by the state risk management division on behalf of all state agencies. Use of any other rental car company may expose the state to increased liability in the event of an accident and is prohibited.

In the event an employee driving a rental car on college business is involved in a collision, the individual will submit a written report of the accident and request for payment of any charges through the employee's vice-president or

director to the controller. All billings or other related correspondence are to be attached to this report. The controller will arrange for all such payments. Individuals are not to make direct payment and seek reimbursement. Such action may result in the individual absorbing the charge. The employee's insurance is not to be used to pay the bill. **This procedure will not be used to reimburse employees for collision deductible charges purchased in violation of state regulations.**

5.0 Allowable Travel Expenses

5.1 Lodging and Per Diem. Persons traveling in-state shall receive travel reimbursement at the most current rates. Annually, the college will notify all employees specifying any changes in the per diem and the mileage rates (for private vehicles). The controller's office will have the up-to-date mileage and per diem rates. Lodging should only be claimed if traveler incurred lodging expenses. The lesser of the CONUS rate or the receipt will be reimbursed. Hotel receipts are required to substantiate the claimed lodging expense. The allowance for travel by private conveyance is one-half of the current rate if travel by personal vehicle is at the employee's convenience. Receipts are required for parking. The private automobile allowance section above provides more information.

Federal hotel and per diem rates are used for all travel. Travelers may go to www.gsa.gov/perdiem to access the rate tables. Only the **rates** specified in the federal regulations were adopted and not the entire federal policy.

In-State Rates. The rates within Nevada will vary by locality. For areas in Nevada where there are no specifically noted rates (non-surveyed areas), there is a standard hotel rate that is set periodically.

It should be noted that exceptions to in-state rates for non-surveyed areas (areas other than Las Vegas, Reno or Carson City/Douglas County) may be made up to 150% of the standard federal rate and will require hotel receipts for reimbursement. There are no exceptions for the surveyed areas (Las Vegas, Reno and Carson City/Douglas County) in Nevada.

Out-of-State Rates. Out-of-state travel will be reimbursed at the rate specified in the federal regulations. Reimbursement above the stated rates for the area to which you are traveling may be made for attendance at conferences, meetings and training sessions with prior approval. For surveyed locations, you may be reimbursed up to 175% of the standard federal rate. For non-surveyed areas, you may be reimbursed up to 300% of the standard federal rate.

Lodging taxes and other mandatory fees (such as resort fees) may be reimbursed in addition to the lodging rates. It should be noted that if you choose to stay in a hotel which exceeds the lodging rate limits, you will only be reimbursed for the taxes on the authorized amount.

Meal/Per Diem Rates. The per diem rates will vary based on the federal rate table for the location. To view the per diem rate for your primary destination to determine which rates apply, go to www.gsa.gov/perdiem.

Eligibility for meal reimbursement for both in-state and out-of-state travel is determined by departure and arrival times as follows:

Must leave **before** 7:00 a.m. or return **after** 10:00 a.m. to claim breakfast.

Must leave **before** 11:00 a.m. or return **after** 3:00 p.m. to claim lunch.

Must leave **before** 5:00 p.m. or return **after** 7:00 p.m. to claim dinner.

Only meals which have been paid by the traveler may be claimed. When conference registration fees include meals the traveler cannot seek reimbursement as a per diem request. However, employees may receive reimbursement for breakfast even though continental breakfasts are provided. It is the traveler's responsibility to take into consideration, even if they cannot attend the function when meals are provided.

Travel Guidelines for Distances 75 Miles or Less (one way). When an employee travels 75 miles or less (one way), for a period of less than 24 hours, the employee is not entitled to receive reimbursement for meals for the day. The employee is entitled to reimbursement for mileage (if using their personal vehicle) at the rates stated in the State Administrative Manual.

Incidental Expenses. Up to \$5.00 per day can be reimbursed for incidental expenses: luggage handling, metered parking, subway/bus use, highway toll charges, and tips (receipts not required). The controller's office will provide

reimbursement procedures for washing college vehicles. Unless otherwise agreed upon, the employee's regular work station will be used as the reference for determining private vehicle mileage and for reporting departure and return times for per diem calculation.

Overnight Lodging within 50 Miles of Principal Station. Reimbursement for overnight lodging in areas less than 50 miles from the principal station must be justified in writing, approved by the individual authorized to approve such travel, and included with the "Claim for Employee Travel Expense" form. These expenses will not be allowed unless:

1. Inclement weather conditions make travel difficult.
2. Late official meetings are required.
3. Individuals involved are conference hosts responsible for meeting arrangements. Send justification for approval to the individual authorized to approve such travel.

5.2 Duplication of Per Diem Items. Claims for per diem allowance must take into consideration meals or lodging included in conference registration fees and for meals served on public transportation without additional cost to the traveler.

5.3 Parking or Vehicle Storage Fee. Parking or storage fees will be allowed when considered necessary for either college or private cars. Charges should be itemized in the detail column and the amount entered in the transportation cost column. Receipts are required for parking and storage.

6.0 Travel Expense Reimbursement Procedures

Within fifteen (15) working days after completion of a trip, the *Claim for Employee Travel (T2)* must be filed in the controller's office. If an advance has been received, the traveler will indicate the total cost of the trip, amount of advance received, and the amount either due traveler or due the college. The *Claim for Employee Travel* must be routed through the proper administrative channels. If bus, airplane, or railroad were used, the traveler's portion of the ticket must be attached to the claim form. If the person claiming reimbursement has signature authority for such travel, then the form must be signed by that person's supervisor or a higher level person.

A copy of the GSA allowance for lodging and M & IE must be included for out of state travel with the employee travel claim.

6.1 Airline tickets. If travelers use their personal funds for the purchase of airline tickets or the payment of conference/workshop registration fees, reimbursement can be made prior to travel as an advance on the travel request form or after completion of the travel on the claim form as long as original receipts are submitted with the form.

6.2 Conference Fees. Conference registration fees may be paid in advance directly to the conference. For payment of registration fees, submit a request for check to the controller's office with attached information pertaining to the conference registration with a copy of a complete and approved Travel Request Authorization. Only original receipts will be accepted. When registration fees provide for a meal, employees should not request additional reimbursement for the meal. When a meal is provided at an event and is listed as an optional item on the registration form at a cost exceeding the state reimbursement rate, the excess amount will not be allowed as part of the registration fee. The employee is personally responsible to pay the excess amount.

6.3 Out-of-State Reimbursement. Persons on out-of-state status shall receive meals at the U.S. General Services Administration (GSA) per diem rate listed for that locality regardless of actual cost and only when the meals are not covered by event fees. Receipts are not required for meals.

Employees shall receive reimbursement for personal lodging expense based on the federal GSA lodging per diem rate for that locality. A receipt will be required for all out-of-state lodging reimbursement. Exceptions to the maximum out-of-state lodging rates must be approved in advance based upon justifications supplied by the department and approved by a vice president or president on the travel request form. For GSA surveyed areas, exceptions may be made for up to 175% of the federal rate for each specific destination. For GSA non-surveyed areas, exceptions may be made for up to 300% of the federal rate for each specific destination.

6.4 Combining College Business and Personal Travel. Separating college and personal travel expenses poses certain auditing problems for the controller's office. Employees who incorporate private and college travel must

demonstrate the costs borne by the college are not increased by the personal travel. The employee must clearly delineate the private and college charges when submitting a claim for travel. When college and private travel is not clearly delineated, the travel processor will determine the reimbursement due the employee. If in doubt about the calculation of reimbursement, contact the controller's office.

6.5 Non-Travel Items. Travel claims filed in conformity with these regulations shall be considered full compensation for all meals and lodgings. Toll calls should be charged to a telephone/personal credit card, not to a hotel bill unless the phone numbers called are printed automatically on the billing for verification. In addition, state employees staying at hotels or motels that charge a fixed daily rate for having a phone in the room cannot be reimbursed for this expense if it exceeds the established lodging reimbursement rate. If the charges for the in-room phone are based on its usage or activity, the employee may claim these telephone charges if he/she details the numbers called and certifies the phone calls were made for business purposes or if the phone numbers called are automatically printed on the billing for verification. **Personal phone calls will not be reimbursed.**

Travel claims filed in conformity with these regulations shall be considered full compensation for all meals and lodging, including tips, and for minor miscellaneous expenses such as local telephone calls. Toll calls may be itemized and reimbursement claimed, if college-related, but the person and place called must be stated and the claim must be supported by a receipt.

Staff members attending conferences or meetings may be reimbursed less than the amounts listed if so specified by the vice president or president before the trip is undertaken.

7.0 Team or Group Travel

Team travel is defined as any student group travel whose group is a team, class or other organization directly affiliated with and sponsored by the college. Team travel may include travel expense of college employees who are required to accompany the student group and is appropriately chargeable to team travel expense.

Cash advances for team travel may be secured by submission of a departmental purchase order at least 72 hours prior to the time the check is required. Within 15 working days after the completion of the trip, a special expense form must be filed with the controller's office. The employee who accompanies a team or student group is responsible for paying all reimbursable expenses for the team's travel.

All items on the expense report must be supported by either a vendor's receipt or receipt for team travel expenses list. The group will be reimbursed on actual expenditures, not to exceed the state per diem and lodging rates. Team travel signature, class waiver and expense forms are available on the controller's office website at www.gbcnv.edu/controller/field trip. All students must complete a Class Waiver, Release & Indemnification Agreement prior to the trip.

8.0 Grant-Funded Travel

Personnel on grant-funded, assignments may be reimbursed for travel as determined by the dean or director concerned. In these cases, charges for individual meals and lodging may not exceed the limits set by the most restrictive travel policy, usually the state guidelines.

9.0 Travel Expenses for Applicants for Professional Positions

Applicants for professional positions may be reimbursed for travel for an interview based on actual expenses to a limit of \$750.00.

10.0 Foreign Travel

Persons traveling out of the country shall receive travel reimbursement at the most current federally established per diem rates. The rates for countries and major cities can be found at the U.S. Department of State website at <http://www.state.gov>. The college will pay the daily meal and incidental rate for the location without requiring receipts. However, for lodging reimbursement, a receipt is required and the college will reimburse the actual cost up to the maximum approved lodging amount for that city. Reimbursement is paid in U.S. dollars; therefore, documentation of the exchange rate at the time of travel is necessary to convert foreign payments into U.S. dollars.

Revised: October 2, 2012 (clarification from NSHE audit)

Approved by PC: April 10, 2007, February 9, 2010, March 23, 2010 but effective May 1, 2010, May 10, 2011, October 2, 2012, June 10, 2014

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

SEARCH COMMITTEE PROCEDURES FOR ACADEMIC AND ADMINISTRATIVE FACULTY

POLICY

This policy provides the methods by which academic and administrative faculty are selected for employment. All searches shall be conducted in accordance with the NSHE Board of Regents Handbook provisions, Affirmative Action (AA), Equal Employment Opportunity (EEO), GBC, and State of Nevada policies.

SECTION 1: JOB ANNOUNCEMENTS

Job announcements are written jointly by the appropriate Vice President, a representative of Human Resources, the appropriate Program Supervisor, and the Department Chair, if applicable, based on the Human Resources template. This group will create expectations for minimum and preferred educational requirements and a set of expectations for minimum and preferred qualifications based on the job requirements. The job announcement for the position shall then be reviewed by the Personnel Committee chair during the regular academic year; otherwise a representative from Human Resources can serve in this capacity. After review, the job announcement will be updated as needed. The job announcement template shall be obtained from Human Resources.

The appropriate Vice President will complete the recruitment authorization form and forward it to the Vice President for Business Affairs for review and approval. The job announcement will then be forwarded to Human Resources for posting and advertising for recruitment.

SECTION 2: AFFIRMATIVE ACTION

GBC Philosophy

Great Basin College, a member of the Nevada System of Higher Education, is an Affirmative Action/Equal Employment Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, age, religion, color, gender, including pregnancy related conditions, sexual orientation, disability, whether actual or perceived by others and including service related disabilities, national origin, military status or military obligation, gender identity or expression or genetic information. This principle is applicable to every member of the GBC/NSHE community, both students and employed personnel at every level, and to all facilities and services. (A portion of the GBC Affirmative Action Statement; not to be used for interviews.)

SECTION 3: SEARCH COMMITTEE FORMATION

The selection process is coordinated through the office of the appropriate Vice President or designated Dean. The Vice President or designated Dean, in consultation with Human Resources, the Personnel Committee chair, the appropriate Program Supervisor, and the Department Chair, if applicable, shall form a Search Committee.

Search Committees shall be composed of a minimum of five members that reflect the breadth and diversity of GBC in regard to representation of academic and departments, disciplinary expertise, administrative units, and other perspectives. The appropriate Vice President and Human Resources shall approve the final composition of the Search Committee.

Search Committee members selection shall consider potential conflicts of interest with candidates. Search Committee candidates must disclose any personal relationship or potential conflict of interest to the Human Resources department; the Vice President of Business Affairs will consult with the appropriate Vice President or designated Dean to determine if the committee member can remain on the committee. Some examples of conflicts would be relatives or friends of applicants, employees supervised by a close relative or spouse of a Search Committee member, supervisors of applicants who are GBC employees, committee members who share financial interests (i.e., landlord-renter, business partners), etc. If a person feels she/he cannot be objective, they should remove themselves from the committee. If a conflict occurs once the application process has closed, the search chair may replace a committee member.

Search Committee Member Selection:

1. Vice President of Academic Affairs (or a designated Dean), or the Vice President of Student Services, or the Vice President of Business Affairs: shall choose two faculty or staff members to serve on a Search Committee; these two selections should be chosen from the college at large to ensure the breadth and diversity of the Search Committee and should not be members of the department for which the recruitment pertains. If necessary, the Vice President or designated Dean assigns an ex-officio member to the committee to represent a specific GBC community, industry, or the community. While this member can provide input, she/he shall not make recommendations on the final candidate.
2. Departments/Programs: Department chairs and Program Supervisors (when the position applies to a program) in consultation with department members and other interested parties, shall choose two Search Committee members from the department. These members shall be knowledgeable about the position and related programs and will interact frequently with the new hire. If a position directly relates to a program, a program supervisor and/or member of the program committee shall be selected for the search. If appropriate, one member may be classified staff or a student (students often serve on searches for Deans and higher level administrators).
3. Personnel Committee: the chair of the Personnel Committee shall select one member of the Search Committee. This selection should occur after other Search Committee members are selected. The Personnel Committee member must not be from the department to which the recruitment pertains.

Committee Member Roles:

Search Committee Chair: Search chairs should represent campus diversity in terms of expertise and roles at the college. For teaching faculty, the selection of the Search Committee chair should be based on consultation between the Search Committee and the Vice President/designated Dean overseeing the search. For other hires, the Search Committee or Vice President/Dean may choose the search chair.

The chair of a Search Committee, or an appropriate designee, serves to coordinate meetings, arrange for rooms, keep records of meetings, conduct the first screening of applicants based on minimum qualifications, coordinates the creation of interview questions, coordinates with Human Resources for necessary approvals, coordinates with the appropriate Vice President's assistant in arranging interviews, and any other duties required to ensure the process is timely and complete. The committee chair shall be responsible for arranging Human Resource training for the entire committee at their first meeting.

Personnel Committee Representative: The Human Resource department shall notify the chair of the Personnel Committee of upcoming hires. The Personnel Committee chair shall assign a member of that committee to the search committee; that member must not be from the same department pertaining to the hire. The Personnel Committee chair will inform the appropriate VP when that person has been selected. The Personnel Committee representative shall be involved in all phases of hiring after minimally qualified applicants have been identified by the search chair. In the event a Personnel Committee representative cannot serve or if a hire occurs during contractual breaks (summer, winter, spring), a Human Resources department representative can perform this duty.

Personnel Committee representatives have two functions on a Search Committee: to assist in application evaluation and to ensure the integrity of the search. Personnel Committee representatives may ask other committee members to cease inappropriate behavior (i.e., discussions favoring a GBC employee or local applicant, personal situations, gender, race, ethnicity, age, etc.), if these occur. If inappropriate behavior continues, the Personnel Committee representative will report the details to the Personnel Committee chair who shall consult with the search chair and/or the appropriate Vice President(s) to resolve the issue. In the event of an egregious situation, Human Resources will be consulted. In the case of egregious behavior, a Search Committee member may be removed, or the search may be determined to be compromised and would be completely reviewed with the potential of being suspended.

In the case of egregious behavior, a Search Committee member may be reprimanded and her/his annual evaluation may be affected.

Members: Members of the committee should represent campus diversity in terms of expertise and roles at the college. These members are responsible for evaluation of applicants after the candidates have been screened for meeting minimal qualification in addition to identifying finalists and making hiring recommendations. All Search Committee members are responsible for maintaining the integrity of the search.

Ex-officio: These members of a committee provide input in the hiring process but do not rank applicants or make hiring recommendations.

SECTION 3: SEARCH COMMITTEE CONFIDENTIALITY AND TRAINING

Confidentiality

Each member of a Search Committee shall complete the Human Resources "Search Committee Confidentiality" form. If this form is not complete, the Search Committee member shall not have access to applicant materials.

Confidentiality must be maintained throughout the process. This includes, but is not limited to, discussions with people outside of the committee regarding any aspect of the search, discussion between members of the Search Committee outside of a committee meeting, and any other activity that could compromise the integrity of the search. Search Committee confidentiality is permanent; it is maintained throughout the formal search and after hires are made.

Search Committee Training

Each member of a Search Committee, including ex-officio members, shall complete training with the Human Resources Department to review legal issues related to equity and fairness in hiring, and to review the operation of the online applicant rating system. Completion of this training is required before any Search Committee member shall have access to applicant materials. Search Committee members must have training within three academic years of a search. Training is coordinated with the Human Resources department. Failure to complete training shall result in removal from the committee.

SECTION 4: APPLICANT SCREENING AND REFERENCE CHECKS

Application Submission

Applicants for professional positions submit application materials electronically to the Human Resources department through the GBC Consensus recruiting software. A member of Human Resources staff shall notify applicants in the event required materials are absent. After the closing date, incomplete applications shall be removed from the search. All complete applicants are placed in Level 2 of Consensus.

Application packets must include:

1. Completed online application;
2. Letter of interest;
3. Resume/Curriculum vitae; and
4. Three contacts for references and/or three current letters of recommendation

If the minimum qualifications for the position require a degree, certificate, or particular courses, unofficial transcripts should be present prior to interview. In rare cases, an application may be submitted outside of the electronic system in consideration of disabilities or other issues. In that case, HR will contact the search chair.

Application Review

Applicant qualifications shall be ranked relative to the minimum qualifications list and not against other candidates. In the event, few or no applicants meet the minimum qualifications, the search VP and HR will be notified. The recruitment period may be re-opened or other options may be considered.

Except in special circumstances approved by Human Resources, all applications are screened within the recruiting software program. The program enables Search Committee members to rank applicants and the software calculates overall ratings and orders the applicants from highest to lowest.

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Consideration of candidates during the application review phase is based on information gained from the application packet. The Search Committee cannot make assessments based on assumptions about the candidate (i.e., the candidate is over-qualified for the position, the candidate will not accept the offer, the candidate will find the salary to be too low, the candidate will not want to move to the work location, etc.). Candidates cannot be removed from a search based on these kinds of assumptions.

Human Resources staff notify unsuccessful candidates when they are no longer under consideration.

Level 1: All applicants for a position are placed in Level 1. Applicants can submit required materials until the closing date. Once the closing date has passed, Human Resources shall review packets for completeness and will move complete applications to Level 2.

Level 2: The search chair shall review these applications to assess whether an applicant meets the minimum qualifications for the position. Only applicants meeting the minimum qualifications can be considered for a position, and only those applications can be advanced to Level 3 in Consensus.

Level 3: Once applicants have been screened from Level 2 placement, the entire Search Committee has access in Consensus and reviews applications. Each member shall rate the applicants (not recommended, moderate, and highly recommended). This list will show the overall ranking of candidates based on the review of the entire committee. In general, the committee selects the most qualified candidates from this list.

Level 4: This list comprises the group that may be interviewed by phone and/or in person for preliminary interviews.

Level 5: This list comprises those who have been selected for final interviews.

SECTION 5: CANDIDATE INTERVIEWS AND REFERENCE CHECKS

In keeping with AA, EEO, NSHE, GBC, and State of Nevada policies, favoring local or internal candidates at any point in the hiring process is not acceptable. Interviews will only be conducted with individuals who meet the minimum qualifications and are ranked among the top qualifiers for the position as advertised.

Contacting Candidates

The Vice President, or a designee, will contact candidates to ask if they are still interested in the position, and to request additional materials if needed. If additional materials (i.e., a portfolio, webpages, etc.) are needed, ALL candidates are asked to supply these materials and the Search Committee shall review those. Additional required materials shall be submitted to Human Resources. The Search Committee cannot review any documents supplied by the candidate other than those required in the original application packet or requested by the Search Committee. Nor can the Search Committee members entertain communications from candidates outside of formal interviews. If candidates do contact Search Committee members, they should be referred to Human Resources.

Preliminary Interviews

In some cases, preliminary interviews may not be necessary as the final candidate pool may be identified early in the process or time constraints may apply; this decision would be made in consultation with the Vice President or designated Dean. Preliminary interviews are conducted by telephone. The entire committee must be present for preliminary telephone interviews. Interview settings must be identical (no mixing of phone and Skype, for example).

The Search Committee chair will consult with the entire committee to draft preliminary interview questions. The search chair shall submit all of the interview questions to the Vice President of Business Affairs for approval at least three business days prior to interviews. No interview may be conducted without prior approval from Human Resources that all interview questions are acceptable. Notification of approval will be sent to the Search Committee chair along with the current GBC Affirmative Action statement. All candidates must be asked the same questions in the same order. It is recommended that the same committee members ask the same questions during all interviews.

Before questioning candidates, the Search Committee members shall introduce themselves (name and position at GBC) to the candidate. A designated Search Committee member shall read the current GBC Affirmative Action Statement provided by Human Resources. This statement must be read at the beginning of each preliminary interview by the same Search Committee member.

Consideration of candidates during preliminary interviews is based on information gained from the questions asked, interactions with GBC staff and community, and application packet materials. The Search Committee cannot make assessments based on assumptions about the candidate (i.e., the candidate is over-qualified for the position, the candidate will not accept the offer, the candidate will find the salary to be too low, the candidate will not want to move to the work location, etc.). Candidates cannot be removed from a search based on these kinds of assumptions.

From the preliminary interviews, finalists may be selected for in-person interviews based on their qualifications and answers to preliminary interview questions. In the event candidates are removed from the applicant pool after the preliminary interviews, the search chair will notify Human Resources. Candidates not proceeding in the process will be notified by Human Resources that they are no longer under consideration.

Reference Checks

Once a final candidate pool has been identified reference checks shall be conducted for each finalist prior to or just after on campus in-person interviews. The Human Resource department can provide sample questions. The Search Committee chair will consult with the entire committee to draft reference check questions. The search chair shall submit all of the reference check questions to the Vice President of Business Affairs for approval at least three business days prior to reference checks. It is appropriate for select members of the Search Committee to conduct reference checks. At least two committee members shall be present during reference check phone calls. Results shall be reported to the entire committee. Based on reference checks, potential candidates can be removed from the applicant pool. In this case, the Search Committee chair shall inform the Human Resource Department of the status change.

SECTION 6: FINALIST IN-PERSON INTERVIEWS

The final pool of applicants shall be interviewed on campus. In exceptional circumstances, other arrangements may be required. Exceptions will be approved by the appropriate Vice President and in consultation with the Vice President of Business Affairs. Interview settings for each finalist must be identical (no mixing of phone and face-to-face, for example).

Arrangements for Finalist In-Person Interviews

Upon selecting the final pool of candidates, the search chair shall coordinate with the appropriate Vice President to commence making arrangements. In general, support staff are responsible for coordinating staff and candidate schedules to arrange interviews and for coordinating travel arrangements with the candidate. Support staff generally set the schedule for campus interviews and make arrangements for facilities. In general, interview schedules include a meeting with the appropriate Vice President, a campus tour, the formal interview with the Search Committee, and a teaching or skills demonstration. It is critical for the search chair to work closely with support staff in making arrangements as this is a cumbersome phase of hiring.

If a teaching demonstration (or other type of activity) is applicable, the time and location should be announced so that other members of the GBC community can participate in this phase of the interview process. An evaluation of the demonstration by the audience will be necessary for each candidate. The same teaching topic and the same evaluation form will be used for each candidate.

In general, in-person interviews involve interactions in a social setting. Depending on budget and time consideration, GBC may provide lunch, dinner, or other engagement arranged by the search chair. This gathering shall involve only the candidate (and spouse if present), all or select Search Committee members, and appropriate Vice Presidents or Dean designee.

Finalist In-Person Interview Questions

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In-person interview questions must not be the same as those posed for preliminary phone interviews. The Search Committee chair will consult with the entire committee to draft interview questions. The search chair shall submit all of the interview questions to the Vice President of Business Affairs for approval at least three business days prior to interviews. No interview may be conducted without prior approval from Human Resources that all interview questions are acceptable. Notification of approval will be sent to the Search Committee chair along with the current GBC Affirmative Action statement. All candidates must be asked the same questions, in the same order. It is recommended that the same person asks the same questions during the interviews.

The search chair or appointed designee shall reserve a room, interactive if applicable, to conduct the interviews and contact the candidates to schedule the interviews. Support staff help coordinate teaching demonstrations.

Before questioning candidates, the Search Committee members shall introduce themselves (name and position at GBC) to the candidate. A designated Search Committee member shall read the current GBC Affirmative Action Statement provided by Human Resources. This statement must be read at the beginning of each interview by the same Search Committee member. All candidates must be asked the same interview questions, in the same order. It is recommended that the same person asks the same questions during the interviews.

Follow up questions related to the original questions can be asked during the interview. Questions unrelated to the approved interview questions cannot be posed.

In some interviews, candidates are asked if they have questions. The committee cannot address candidate questions related to hiring and final decisions (i.e., "if I don't get offered the position, can you tell me why?"). Salary schedules are not to be addressed; the VP discusses salary schedules during his/her meeting with the candidate.

SECTION 7: HIRING RECOMMENDATIONS

Only after all candidates have been interviewed are candidates formally ranked for hiring recommendations. The Search Committee and the appropriate VP or Dean designee shall meet to discuss hiring recommendations. The committee shall rank recommended candidates highest to lowest, number one being the preferred candidate. The Search Committee determines the number of recommended hire finalists. Ex-officio members abstain from making hiring recommendations but can offer input into a candidate's qualifications and interactions.

Consideration of finalists is based on the formal interviews, application materials, teaching demonstrations (if these apply) interactions with search committee members, and interactions on campus with other members of the GBC community in regard to how an applicant meets the qualifications and how he/she will fit into the GBC community. The Search Committee cannot make assessments based on assumptions about the candidate (i.e., the candidate is over-qualified for the position, the candidate will not accept the offer, the candidate will find the salary to be too low, the candidate will not want to move to the work location, etc.). Candidates cannot be removed from a search based on these kinds of assumptions.

The Vice President or designated Dean makes final hiring recommendations to the President based upon the search committee's recommendations. The Search Committee chair will write a memorandum detailing the recommendations to the appropriate Vice President or designated Dean and that person shall forward the recommendations to the President for final approval. The Vice President or designated Dean make formal offers for employment. Offer letters are sent to the candidate by Human Resources.

Once a candidate accepts a position, the Vice President or designated person shall inform unsuccessful finalists.

SECTION 8: CLOSING THE SEARCH

Once an offer has been accepted, the search is closed. Search Committee members must destroy all applicant materials. Confidentiality is maintained after a search closes. The Human Resource department will work with the Search Committee chair and appropriate Vice President to ensure that all paperwork related to the search is completed.