

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

July 8, 2014

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, Steve Theriault,
Melinda Mott, Amber Donnelly, John Rice, DeMarynee Saili

ABSENT: Bret Murphy

1. Approval of Minutes – The minutes of the President's Council meeting on April 22, 2014, were approved.
2. SGA Update – DeMarynee Saili reported the students are planning for fall semester. SGA is also preparing for the mini orientations. The changes to the SGA Bylaws were passed at the June BOR meeting. The Student Nursing Organization (SNO) is hosting a 5K run on July 19th. DeMarynee reported that there are incoming freshmen who are interested in the open senator positions. SGA will make a decision at their meeting on July 22nd whether to allow freshmen to fill the spots.
3. Faculty Senate Update – Stephen Theriault reported there has not been a Faculty Senate meeting since May. Steve presented the search committee procedures for review. He first mentioned them at the President's Council meeting in May. The procedure sets up the process and identifies responsibilities of the different levels. Mike McFarlane does not support the policy as it is written. It has too much detail and he does not agree with the search committee formation. Mike does agree that GBC's current process needs more definition. President Curtis and the Vice Presidents will look at the process in more detail and give feedback to Steve to take back to Faculty Senate when they return in August.
4. Classified Council Update – Melinda Mott said the Classified Council BBQ was held on July 1st and it was very successful. The next Classified Council meeting is scheduled for July. President Curtis would like to be invited to attend a Classified Officers meeting in the early fall.
5. President's Report – Mark Curtis reported on upcoming things that will be important to GBC. There is a special Board of Regents' Meeting scheduled for August 22 which the Chancellor will present the budget to the Regents for approval to send to the legislature. There is a mitigation line item under community colleges that says, "to be determined." We presented what we wanted to the Chancellor and he will determine what to present to the Regents.
6. Miscellaneous

Mardell Wilkins asked about the final approval from the Chancellor on the GBC Merit plan. Steve Theriault has not received anything this year mentioning it. We have received positive

feedback, but nothing that says it was approved. We will need to ask Tom Reagan if the Chancellor approved it.

Lynn Mahlberg reported there will be a CTE open house at the end of this month to attract more people since we have opened up more sections. Patricia Johnson, Adult Learner Concierge, will be in the EIT café area and will have regular hours on Wednesday from 1 to 7 p.m.

Amber Donnelly reported a 100% pass rate for students taking their state license test. Only two more students left to take the test and if they pass it will be two years in a row with 100% pass rate. The bench mark is 82% in Nevada. Most graduating nurses are employed in our service area.

Sonja Sibert reported the Legislative Council Bureau (LCB) will be at GBC on July 14th in the afternoon. The HR department has completed the FY15 contracts. Administrative and academic faculty who received commendable or better on their evaluation this year will receive merit.

John Rice worked with Jeannie Baily and submitted the certification for the matching funds for the NEH grant.

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.

APPROVED FACULTY SENATE MAY 9, 2014

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.

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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.