

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

August 26, 2014

1:30 p.m.

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

ABSENT: Bret Murphy, John Rice

1. Approval of Minutes – The minutes of the President's Council meeting on August 12, 2014, were approved.
2. SGA Update – DeMarynee Saili reported the SGA kicked off the semester with the Breakfast Bolt on Monday. The last count was over 228 students served. Today is the Wheely Good Ice Cream event. They have served 90 people so far. Events are planned for the rest of the week. There seems to be some interest in the upcoming elections. SGA is talking to interested students and trying to keep the excitement going.
3. Faculty Senate Update – Stephen Theriault reported no committees have met yet. A committee chair meeting was conducted whereby committee responsibilities and other important things were addressed. Committee attendance and committee minutes will be taken for all committee meetings to verify faculty participation. There are two new ad hoc committees: one for the TAACCCT grant and one for the Child Care Center.
4. Classified Council Update – Melinda Mott reported that three recipients were selected for the Classified scholarship: Joe Micke, Brenda Wilkie, and Crystie Minson. Classified Council is looking at doing a dessert auction for their fall fundraiser. Melinda will set up a webpage where photos of the desserts can be uploaded so people can see what they are bidding on. The presentation is also to be considered (ie. Pie in a really nice pie plate).
5. Recruitment & Selection of Professional Staff – Mike McFarlane feels this is a better name than what we were using for the hiring policy. Mike sent a revised document out. Steve will send it to the personnel committee for discussion. Mike requested that PC look at it and if there are any questions or changes, please let him know. The policy has been streamlined and put into the correct format. Amber Donnelly and Bret Murphy looked at Mike's version and agree that it is written much better.
6. Distance Education Policy/IAV Policy Discussion – Mike McFarlane reported that currently we have a "procedure" for IAV recording, but it doesn't go into other issues involving IAV. Lisa Frazier said there are some issues coming up regarding online courses. Lecture Capture overlaps with IAV and distance education. We need to decide if we want all of these to go one distance education policy.
7. President's Report – Mark Curtis reported he sent out his first weekly update on Monday. Steve Theriault also emailed an excellent summary of the BOR meeting to faculty. The

good thing that came out of the meetings is that the Regents and the Presidents are unified going into the legislative session. The increase of the weighted student hours will be important to the NSHE budget. Also important to GBC will be the bridge funding of \$1.5 million per year will allow us to be okay for three years. There are two other priorities for the System: the Boyd Law School and the Medical School. There will have to be some negotiating going on. Revenue enhancements (taxes) will probably be introduced into the equation which rural Nevada are opposed to new taxes. We will not know anything until June. President Curtis discussed the memo to the Chancellor in which Mark described GBC's accomplishments these past few years despite the budget cuts and the loss of approximately 60 positions.

8. Miscellaneous

Mike McFarlane suggested our assessment policy be developed further. Currently it only deals with classes and not programs. We need an institutional assessment policy. The Strategic Planning policy needs to be looked at with assessment at the same time. We do have an assessment committee that can start working on a policy.

Amber Donnelly reported that GBC and WNC had a 100% pass rate for the students taking the state license test. GBC and WNC were the only ones in the state of Nevada that got the 100% pass rate. Amber reported meeting with the UNR Director of Nursing and they briefly talked about creating a pathway into their Masters of Nursing program. President Curtis said that we have great support from UNR President Mark Johnson. President Johnson is working with us and is encouraging his staff to reach out to us to see if there are more partnerships that we can do. He is a wonderful advocate of GBC.

Melinda Mott gave praise to the Controller's office. They have been extremely short staffed in the month of August, but they continue to do a great job.

DeMarynee Saili said she received an email from Jan King requesting feedback from students about the orientation – what they liked and what can be improved upon. DeMarynee will get the feedback to Jan King.

Mike McFarlane brought up the Accuplacer tests and how to pay for it in the future. Dual enrollment is up significantly. We will give the Accuplacer test in the junior year. As budget shrinks we need to decide how many Accuplacer tests to give each student. Currently we spend about \$10,000 per year on the Accuplacer tests. Lynn Mahlberg also mentioned that the Nevada Youth Training Facility (NYTC) is also interested in what we do with dual credit (NYTC is a high school). The question would be how to pay since NYTC inmates are wards of the court.

Mark Curtis announced Frank Woodbeck will be on campus on September 10 and 11th to meet with all of the different areas potentially impacted by the shared services initiative. Frank is the Director of the Northern Nevada College Collaborative for the shared services between TMCC, GBC and WNC. Frank will be meeting with staff from financial aid, business affairs, human resources, information technology, admissions & records, grants, and the library. He will be looking at efficiencies.



POLICY AND PROCEDURE

Title:	Recruitment and Selection of Professional Staff
Policy No.:	0.00
Department:	Human Resources
Contact:	Vice President for Business Affairs

Policy

In support of its mission, Great Basin College shall recruit and select qualified, diverse, and responsible faculty members of outstanding ability and nature to serve both academic and administrative professional roles. In this endeavor, as delegated by the Nevada System of Higher Education (NSHE) Code (Title 2, Chapter 5, Section 5.4.1), GBC shall use the recruitment and selection procedures provided in this policy to select and hire the best available outstanding candidates to fulfill the duties of positions recruited for.

The President of the College is the sole appointing authority for the College (NSHE Code Title 2, Chapter 5, Section 3) and shall have final authority on all aspects of the recruitment and selection process. College recruitment and selection must conform to all requirements of NSHE Code as well as all other applicable State, Federal, and local laws and regulations. GBC shall conform to all Affirmative Action and Equal Employment Opportunity requirements in effect.

Procedures

1.0 Position Recruitment

1.1. Determination of Open Positions. At the beginning of each academic year, the President of the College shall approve the list of positions for which recruitment may be conducted during the year. This may be updated throughout the year as needed. Academic faculty positions shall be determined in concert with the Faculty Senate Department Chairs Committee, the Vice President for Academic Affairs, and the Vice President for Business Affairs. The Department Chairs Committee and the VPAA will make recommendations on the priority for specific positions within the disciplines, and the VPBA will make recommendations on the number of positions that may be funded. Administrative faculty positions to be recruited will be determined in concert with recommendations from the Vice Presidents of the College.

1.2. Position Announcements. For approved positions, position descriptions shall be created within the position announcement template provided by the Human Resources Department. Position descriptions shall provide an overview of the position and the professional qualifications and responsibilities of the position. A closing date for the acceptance of applications and the salary range shall be stated. These shall be created by those current employees most familiar with the role of the position to be announced, potentially with input from knowledgeable people from outside the college. Position announcements must be approved by the supervising Vice President and Human Resources. If possible, it is best to create announcements through the Search Committee for the position. When the position announcement is complete, the appropriate Vice President shall complete the recruitment authorization form and forward it to the VPBA.

1.3. Position Advertising. The scope and duration of position advertising shall be determined with the creation of the announcement. Advertising should be as broad as reasonable and affordable to create an adequate pool of qualified applicants for the position.

2.0 Search Committee

2.1. Committee Formation. The selection process is coordinated through the office of the appropriate Vice President or Dean supervising the function of the position. The Vice President or Dean shall consult with existing department employees and those members of departments potentially affected by the position to form an ad hoc Search Committee. Unless otherwise authorized by the President, search committees shall be composed of a minimum of five members. At least one member shall be a representative of the Personnel Committee as designated by that committee. Non-voting ex officio committee members may be included in search committees; people not employed by the college must serve only in an ex officio capacity. Human Resources shall be informed of the membership of the committee.

2.2. Search Committee Member Roles.

1. Search Committee Chair. The Vice President or Dean responsible for the position shall assign the chairship of the committee to one of its members. This will generally be a person in a leadership role for the function of the position, such as a department chair, but may be anyone familiar with the function of the position. The Vice President or Dean may serve as chair if appropriate.

The committee chair shall have general responsibility for a timely, thorough and fair search following all relevant procedures and legal requirements. This should include scheduling and leading meetings that will include such activities as developing a position announcement, identifying recruitment strategies, scheduling interviews, creating interview questions, making recommendations for selection among candidates, and others as required of the search. The chair also serves as a regular member of the committee.

2. Personnel Committee Representative. The person designated as the representative for the Personnel Committee is primarily charged with monitoring adherence to established policies, procedures, and legal requirements to assure a fair search process. This person is also a regular member of the committee in all regards in the recruitment and selection process. For searches that occur at times when members of the Personnel Committee are not available, such as during the summer, an individual from Human Resources may be assigned to the Search Committee in this role.

3. Regular Membership. All regular members of the search committee shall have the same level of responsibility and contribution to the process. No one member's vote shall carry more weight than another.

4. Ex Officio Members. Members designated as ex officio may meet with the committee and contribute input and opinion during the process. However, they have no vote in determinations in any matter. Vice Presidents and Deans supervising the positions being recruited are automatically ex officio members of the respective search committees, though they may elect not to participate.

2.3. Committee Confidentiality. Each member of a Search Committee shall complete the Human Resources "Search Committee Confidentiality" form before having access to any applicant materials or information. Confidentiality must be maintained throughout the entire process and after its completion. This includes any communication with people outside of the committee regarding any aspect of individuals having applied for the position being recruited, and any other activity that could compromise the integrity of the search. Search Committee confidentiality is permanent; it shall be maintained throughout the formal searches and after searches are completed. Discussion between members of the Search Committee outside of a committee meeting should be avoided and never conducted in any manner that would be available to unauthorized individuals.

2.4. Committee Training. It is imperative that all search committee members comply with all matters of confidentiality and conformity to policies and legal requirements relating to the recruitment and selection process. To this end, at the first meeting of each search committee, the representative of the Personnel Committee serving on the Search Committee shall provide the relevant information to the full committee as specified by Human Resources. At the beginning of each academic year, Human Resources will provide training to the members of the Personnel Committee to assure they deliver all required and appropriate information required for searches.

3.0 Application Acquisition and Review

3.1. Application Submissions. Applicants for professional positions shall submit application materials electronically to Human Resources through the GBC *Consensus* recruiting software. Initial applications will be entered within Level 1 of *Consensus*. A member of the 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 applications are placed in Level 2 of *Consensus* by Human Resources staff. Application packets elevated to Level 2 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
5. If the minimum qualifications for the position require a degree, certificate, or particular courses, unofficial transcripts should be present prior to interview.

In consideration of disabilities, technological barriers, or other circumstances, an application may be submitted outside of the electronic system in. In such cases, after affected candidates have contacted Human Resources, this department will contact the Search Committee chair to establish how such applications will be handled.

Human Resources staff shall notify all candidates not elevated to Level 2.

3.2. Application Review and Rating. Level 2 applicants shall initially have their qualifications evaluated relative to the minimum qualifications list. All candidates in Level 2 meeting minimum qualifications shall be elevated to Level 3. This determination shall be made by the chair of the search committee, perhaps in consultation with other committee members and supervising Vice President and/or Dean. In the event few or no applicants meet the minimum qualifications, the search Vice President and/or Dean and Human Resources will be notified. In this situation the recruitment period may be re-opened for continuing recruitment or other options may be considered.

Human Resources staff shall notify all candidates not elevated to Level 3.

Level 3, except in special circumstances approved by Human Resources, is where applications are reviewed and rated by search committee members within the *Consensus* recruiting software program. Committee members should not rate applicants within *Consensus* until they are placed in Level 3. Ratings shall be based on factual information available within the applications, and not on personal speculation about candidates. The *Consensus* program enables Search Committee members to rate applicants individually and the software summarizes overall ratings.

Level 3 candidates shall be reviewed together at a meeting of the Search Committee. The *Consensus* summary of ratings at this level shall be distributed by the Search Committee chair at this meeting. The committee will review and deliberate the qualities of candidates to determine which are best qualified and acceptable for interviewing for the position. Meeting minimum qualifications does not in and of itself assure that a candidate is acceptable for further consideration for a position. All candidates considered well qualified shall be elevated to Level 4.

Human Resources staff shall notify all candidates not elevated to Level 4.

Level 4 candidates may be considered for interviews. As a general rule, the college may reimburse some travel expenses for up to three candidates based on current Human Resources reimbursement guidelines. If there are more than three candidates that the committee would like to interview, there may be a round of telephone interviews at Level 4 to reduce the number of potential candidates. All candidates considered well enough qualified for live interviews shall be elevated to Level 5.

Human Resources staff shall notify all candidates not elevated to Level 5.

Level 5 is for only those candidates the committee considers acceptable for live interviews. The number of applicants placed into Level 5 may be more than the actual number to be interviewed. The candidates ranked highest by the Search Committee at this point shall be given the first opportunity to accept invitations for interview. Alternate candidates may be identified should the highest ranked candidates not accept interviews.

Summary of *Consensus* Levels:

- Level 1: Initial collection of all applications
- Level 2: Complete applications
- Level 3: Applicants meeting minimum qualifications established for the position
- Level 4: Better qualified candidates that may be considered when ranking for interviews
- Level 5: Highest ranked candidates that may be invited for interview

4.0 Candidate 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 VPBA. Interview settings for each finalist must be the same, for example, no mixing of phone and face-to-face interviews.

4.1. Contacting Candidates and Scheduling Interviews. Upon selecting either the preliminary or finalist pools of candidates to interview, the search chair shall coordinate with the appropriate Vice President and associated assistant to make interview arrangements. Generally, the assistants are responsible for coordinating staff and candidate schedules for travel, interviews, and facilities arrangements. Interview schedules typically include meeting with the appropriate Vice President, a campus tour, the formal interview with the Search Committee, and a teaching or skills demonstration. The President may also wish to meet with candidates. It is critical for the search chair to work closely with the assistant in making arrangements. Preliminary interviews generally only require arrangements of time, Search Committee location, and contact information.

If a teaching or other type of demonstration is applicable, the time and location should be announced so that other members of the GBC community may participate. It is encouraged that an evaluation of the demonstration by the audience be utilized, and if used, must be the same for every candidate for the position. Teaching or demonstration topics must be of a similar nature for each candidate within a search.

In-person interviews may involve interactions in a social setting. Depending on budget and time considerations, GBC may provide lunch, dinner, or other engagement arranged by the search chair and the assigned assistant. This gathering may include only the candidate (and spouse if present), all or select Search Committee members, and appropriate Vice Presidents or Deans. Arrangements must be similar for all candidates for a position.

4.2. Interviewing Candidates. The Search Committee shall conduct interviews of candidates before final selection recommendations. Interviews of the finalist candidates shall be conducted in-person unless otherwise authorized by Human Resources and the President. In some cases, it may be deemed appropriate by the Search Committee to have preliminary interviews of candidates.

For all interviews, interview questions must be developed by the Search Committee and approved at least three business days in advance by Human Resources. Questions must relate to professional qualifications including, but not limited to, knowledge, experience, performance, competence, philosophy, and suitability to the position. Before interviewing each candidate, the Affirmative Action statement must be read to the candidate and committee by a selected member of the Search Committee. All questions must be asked of all candidates and in the same order, preferably by the same person. The full committee should be in attendance for each interview. Those who cannot attend all interviews must abstain from any vote for candidates advancing in a pool.

1. **Preliminary Interviews.** On Level 4 of the selection process, it may be deemed appropriate by the Search Committee to have preliminary interviews of several applicants to assist in deciding the finalist interview pool. This is not a required step. These interviews are typically of shorter duration and with fewer and different questions than finalist interviews. They are typically carried out at distance, either by telephone or other electronic communication method. Interview communication must be the same for each candidate. For example, there shall be no mixing of telephone and other types of electronic communication in interviews for the same position.

From the preliminary interviews, finalists may be selected for in-person interviews based on their qualifications as stated in their applications and answers to the preliminary interview questions. Finalist candidates are advanced to Level 5.

2. **Finalist Interviews.** The finalist pool of applicants shall be interviewed in-person on a GBC campus. In exceptional circumstances other arrangements may be used. Exceptions will be approved by the appropriate Vice President and in consultation with the VPBA. The finalist pool will typically have the top three candidates as determined by deliberation of the Search Committee. More than three candidates may be interviewed with approval of the VPBA. The committee may interview less than three candidates if less than three are deemed acceptable for interview or if less than three candidates accept an offer for interview.

Interview settings for each finalist must be in the same format. There may be no mixing of phone and in-person interviews. Finalist interviews shall always consist of at least an in-person interview with the Search Committee and a personal meeting with the position supervisor – usually Vice President or Dean – to discuss salary, benefits, conditions of the position, and the general setting and attributes of the College. Finalist interviews may also include a teaching demonstration or other demonstration of professional abilities and a meeting with the President. Other components of the interview may be included so long as they relate to determining the professional ability and appropriateness of the person(s) being interviewed and that all interviewees for the same position are given the same requirements.

4.3. Reference Checks. There must be an attempt to contact applicant references by telephone for at least the top ranked candidate for any position before an offer of employment is made. The reference calls shall be made by representatives of the committee. Reference questions must be approved in advance by Human Resources, and are generally no more than may be asked in about 10 minutes. The responses to reference calls shall be shared with the Search Committee.

5.0 Candidate Selection

Soon upon completion of all interviews, the Search Committee Chair shall convene a meeting of the full committee to deliberate the qualifications, strengths, and weaknesses of the candidates interviewed. The perceived fit of the candidates into the college community may be a consideration. The acceptability of candidates and the ranking of those deemed acceptable will be determined by the consensus of the committee. Ex officio committee members or members who could not attend all interviews may participate in deliberations, but may not have any vote or say in the final consensus. The committee chair shall then meet with the appropriate Vice President or Dean to discuss the recommendations, and then write a

memorandum of recommendation representing the consensus of the Committee. The memo shall be addressed to the Vice President overseeing the position. The memo should be properly formatted on GBC letterhead and sent as an email attachment or as a paper document. In addition to standard memo formatting information, the memo shall include the following information:

1. The names of the candidates interviewed
2. Which candidates, if any, are recommended as acceptable for the position
3. The ranking of the acceptable candidates from highest to lowest
4. A brief summary of the strengths and/or weaknesses that led to the recommendations

The approval of recommendation by the Vice President shall be forwarded to the President. Final approval of recommendation to offer a position to a candidate and the salary to be offered are at the sole discretion of the President, based on the information and recommendations received.

The Vice President or Dean supervising the position shall contact the highest ranked and approved candidate to offer the position with salary and other relevant information. If the highest ranked candidate does not accept the position, the process will continue down the rankings until reaching the end of the list of acceptable candidates. Soon after a candidate has verbally accepted an offer of a position, a professional new hire contract agreement worksheet will be completed and forwarded to Human Resources. Human Resources will mail an official offer letter to the candidate for signature. The same individual making position offers to candidates shall also be responsible for contacting the candidates for whom an offer will not be made.

If no acceptable candidates accept the offer of the position, the search shall be declared finished. The options of reevaluating the need for the position or re-advertising for the position shall be deliberated as if the search is beginning anew.

6.0 Closing the Interview

Once an offer has been accepted by a candidate, or if no suitable candidate has been placed in the position, the search is closed. Search Committee members must destroy all applicant materials. Confidentiality is maintained after a search closes. The Human Resources department will work with the Search Committee chair and appropriate Vice President to ensure that all paperwork related to the search is completed. Human Resources shall also contact any who were not interviewed to inform them that they are not being considered for the position.

Approved by President's Council: September

Approved by Faculty Senate: August

Revised by Faculty Academic Standards Committee & Office of Academic Affairs:

Reformatted & updated by President's Council: September

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

Relevant NSHE Code

Title 1, Article VII, Section 4.e.2: The President is: To be the appointing authority for all professional personnel in the member institution, subject only to the Nevada System of Higher Education Code, and to execute personnel contracts

Title 2, Chapter 1, Section 1.1: **Definitions**

As used in the Nevada System of Higher Education Code, the terms set forth below have the meanings stated herein:

(a) "Academic faculty" means:

(1) For the universities, instructional, research and library faculty, as defined by the Board of Regents, and

(2) For the state college and community colleges, instructional, counseling and library faculty, as defined by the Board of Regents. (B/R 1/03)

(b) "Administrators" means administrative faculty employed in executive, supervisory or support positions, as defined by the Board of Regents. (B/R 4/91)

Title 2, Chapter 5, Section 5.3: **Appointing Authority**

The president of each System institution shall be the appointing authority for all faculty of the System institution. No employment contract is valid without the president's signature and a contract form which has not been signed by the president is considered an instrument of negotiation and is not a binding contract or offer. The president shall have the authority to issue a contract for employment for any approved or budgeted position, except as otherwise stated in Subsections 1.6.1 and 5.4.2 of the Nevada System of Higher Education (NSHE) Code.

Title 2, Chapter 5, Section 5.4.1: **Recruitment Procedures**. Each System institution shall develop procedures for recruitment and selection of faculty. These procedures shall be published in the administrative manual of the System institution. Such procedures shall be consistent with the provisions of the NSHE Code.

Title 3 Chapter 1, Section 3.r: Statute requiring all personnel actions taken by state, county or municipal departments, agencies, boards or appointing officers to be based solely on merit and fitness reasonably and properly imposes upon the governing board of the University of Nevada the obligations that it imposes on other state, county and municipal boards, namely the obligation to make hiring and retention decisions on the basis of merit and fitness and not on an immaterial factor such as age, sex, race, color, creed or national origin. Board of Regents v. Oakley, 97 Nev. 605, 637 P.2d 1199 (1981).