

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

January 13, 2015

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Sonja Sibert, Lynn Mahlberg, Steve Theriault,
Bret Murphy, Amber Donnelly, John Rice, Melinda Mott
ABSENT: Cathy Fulkerson, DeMarynee Saili
GUESTS: Pat Anderson

1. Approval of Minutes – The minutes of the President's Council meeting on December 9, 2014, were approved.
2. SGA Update – No report.
3. Faculty Senate Update – Stephen Theriault
Possible Action Item: Request Approval of Grade Appeal Procedure - PC has discussed this before. The policy takes out anything regarding the instructor's professional conduct. Student concerns about instructor conduct or activities unrelated directly to grades should follow the Student Grievance Procedure. It also specifically states the burden of proof rests with the student. This policy would go into effect starting Fall 2015. President's Council approved.
Possible Action Item: Request Approval of changing the definition of the General Education objective Personal/Cultural Awareness. Recommendation to change, "Understand the roles of individuals in society..." to "Understand the diversity of individuals in society..." President's Council approved.
Possible Action Item: Request Approval to change upper-division General Education requirements for the BA and BSN degrees. Recommended changing requirements from six integrative seminars to three credits of the currently required Capstone within the degree program and three credits from an Integrated Seminar outside of the student's program discipline. President's Council recommends that the requirements should be three credits of the currently required Capstone within the degree program and three credits from an Integrated Seminar outside of the programs' major focus.
For Information/Possible Action Item: Merit Pay for those hired within the Fiscal Year (July/June). It was recommended that merit pay increases can be given to those that have been hired before March 1, each fiscal year, based upon the following pro-rata share of the award that would be given for annual service for time served on the job. Employee would be given 100% merit if hired between July-September. Employee would receive 75% merit if hired between October-December. Employee would receive 50% merit if hired in January or February. President's Council approved.
For Information/Possible Action Item: Professional Development Procedure – reporting requirements of person receiving funds. Recommendation that an employee receiving funds from the Professional Development funds shall prepare a one page memo about the

meeting/event to the Chair of the Comp and Benefits committee. President's Council approved.

For Information/Possible Action Item: Recruitment and Selection of Professional Staff. This policy has been vetted with all groups. Faculty Senate will vote on this on Friday. It will be brought back to PC for approval at the next meeting.

4. Classified Council Update – Melinda Mott reported the outstanding classified staff nomination process will begin at the next meeting. The baked dessert sale is being planned for February.
5. Institutional Research Update – Mark Curtis will be meeting with Cathy Fulkerson on Thursday on the information that is being given to the legislature. He needs an explanation on some of the discrepancies in some of the data.
6. 4.26 Smoking Policy – Pat Anderson presented the changes. We needed to make the revisions because the State of Nevada revised its policy. The revisions are the specific space from a building that one can smoke is 30 feet. We have also included hookahs, e-cigarettes and vapor pens as prohibited within the no smoking policy. President's Council approved the policy.
7. Possession and Use of Medical Marijuana – Pat Anderson recommends adopting the policy as it is presented and we will assign a policy number to it. Because GBC is federally funded we have to go with this wording. President's Council approved. Pat will work with Mardell to determine where to put the policy in the Policies and Procedures book.
8. 4.90 Travel Policy – Sonja Sibert reported the updates to the travel policy better define what items need preapproval, clarifies rates outside of regular per diem, clarifies reimbursement for personal use vehicle, and which meal rates to use when on a trip. President's Council approved.
9. Shared Governance Statement – President Curtis reported that shared governance has been a topic of discussion at the system level. President Curtis reported he has also been talking with Laurie Walsh about shared governance and they have come up with this recommendation on the definition of shared governance for Great Basin College. We do not have a lot of contention with the way we do things at GBC and things are done in a very collegial way. As part of the shared governance statement there is a recommendation to increase the members of President's Council which would dispel any notion that this is a mysterious group that does its own thing. President's Council discussed the shared governance statement and the potential of increase its members. PC discussed the idea that shared governance goes all ways and that the administrators were asked not to attend faculty senate meetings unless asked. There really isn't a defined role of PC to begin with. It has developed over time to what it is now. It is the recommending group to the President and the President has final authority. Should membership on PC directly relate to the ratio of faculty/classified/students/administrative faculty? President Curtis appreciated the honest discussion. He doesn't feel the request to increase the members of PC is

unreasonable, but further deliberation is needed before President Curtis can make a decision.

10. President's Report – President Curtis will be travelling extensively the next three weeks. Then the legislative sessions will begin in February.

11. Miscellaneous

Sonja Sibert received three Bill Draft Request (BDR) questions today. Sonja will usually be the person to respond to BDR questions and sometimes there is very little turnaround time to do so. It will be a very busy time for her office and the President's office during the legislative session.

Academic Standards

ACADEMIC STANDARDS COMMITTEE DRAFT REVISION– 5 December 2014

~~strikethrough~~ = deletions **bold** = additions

Per the GBC General Catalog 2014-2015, pages 54-55

Grade Appeals ~~or Questions of Professional Conduct~~

Great Basin College respects an instructor's qualifications and upholds the right of an instructor to determine academic standards. With faculty approval, an instructor establishes the scope, objectives, and methodology of the course being taught, and is responsible for informing students of the requirements for completion of the course of study in the class. The instructor evaluates student performance according to written grading criteria made available to students at the beginning of the class.

Should students have questions about a grade ~~or an instructor's professional conduct~~, the following published procedures shall be followed. **The procedures do not apply to cases of grades issued because of academic dishonesty.**

Student concerns about instructor conduct or activities unrelated directly to grades should follow the Student Grievance Procedure.

The burden of proof in these procedures rests with the student. Students may consult with the Office of Student Services in Berg Hall **or their local center directors** for assistance with the procedures and policies for appeals.

Failure to initiate these procedures within 30 calendar days of the end of the semester will result in the forfeiture of the right to challenge a grade ~~or lodge a complaint against an instructor.~~

These are the steps that must be taken:

Step One: The student must first communicate with the instructor **in writing or by e-mail** to discuss the complaint and attempt satisfactory resolution. If successful, no further action need be taken.

Step Two: If unsuccessful in Step One, the student will write a letter to the Chair of the instructor's department (this information is available at the Admissions and Records Office in Elko or from your center) requesting a meeting between the student, the instructor, and the Department Chair. The Department Chair will respond within 15 days of receipt of the written request and establish a mutually agreeable date and time for the resolution meeting. After hearing both sides, the Department Chair will recommend a solution. Acceptance of this solution by both the student and the instructor ends the complaint procedure and no further action will be taken. (Note: In the event that the instructor is also the Department Chair, the student will write the request for a resolution meeting to the Chair of the Faculty Senate. The Senate Chair or a designee of the Senate Chair will fulfill the responsibilities of a Department Chair as outlined above.)

Step Three: Failure of remedy in Step Two requires a written complaint to be submitted to the Academic Standards Committee of the Faculty Senate. This complaint may be submitted by either the student or the instructor if either is not satisfied by the recommended solution of Step Two. (If requested, this will be done by the Department Chair or the Senate Chair or designee. This action must be accomplished within five days of the failure of Step Two.) Within 15 days of receipt of the written complaint, the Academic Standards Committee will arrange for the student and the instructor to be heard before a full or quorum meeting of the Academic Standards Committee; the Chair involved in Step Two will be in attendance if deemed necessary by the student or the instructor. Within 15 days of this meeting the Chair of the Academic Standards Committee will provide a written recommendation to resolve the issue. Copies will be given to the student, the instructor and the Department Chair or Senate Chair designee (as appropriate).

Step Four: If the issue is still unresolved to the satisfaction of either party, a written request of review must be lodged in the Office of the Vice President for Academic Affairs within three calendar days of issuance of the Academic Standards Committee's recommendations. The Vice President for Academic Affairs will, after reviewing the documentation of the previous three steps, issue a written decision which will be the final solution.

Note: During summer months, faculty may not be available to complete the appeal process. The student still must initiate the appeal within 30 calendar days of the end of the semester, but it is possible that an appeal relating to spring semester may not be resolved until fall semester.

**General Education Committee**

Faculty Senate Report

With Action Items

Friday, November 21, 2014, 9:00 am

The General Education Committee recommends the following action items for Faculty Senate approval:

1. Change the definition of the General Education objective Personal/Cultural Awareness to:
“Understand **the diversity** of individuals in society, the development of human societies, and the significance of creativity in the human experience.”

Previous wording: “Understand **the roles** of individuals in society, the development of human societies, and the significance of creativity in the human experience.”

2. Approve BUS 113 (1 credit) for the Human Relations requirement of the Certificate of Achievement and both BUS 113 and BUS 114 (2 credits) for the Human Relations requirement of the AAS.

Please continue to read the report for the latest meeting minutes.



General Education Committee

Meeting Minutes

Thursday, October 16, 2014, 1:00 pm

Carl A. Diekhans Center for Industrial Technology room 201

Members Present: Tom Reagan (chair), Susanne Bentley, David Freistroffer, Cindy Hyslop, Heidi Johnston, Rick Mackey, Lynne Owens, Staci Warnert, Jan King (ex-officio)

Members Absent: None

-
1. Professor of CT, Kathy Schwandt, addressed the committee regarding technological understanding as a general education objective and a separate foundational discipline.
 2. POSSIBLE ACTION. Discuss 1. Leaving Technological Understanding as a separate objective and line on the gen ed grid OR 2. Leaving Technological Understanding as a separate objective and embedding the outcomes within program requirements OR 3. Embedding technological understanding within another gen ed objective and embedding the outcomes within program requirements.

OUTCOME: Committee approved #1, but encourages programs to apply to the committee for a waiver of the three credits by showing substantial technological understanding embedded within the program.



General Education Committee

Meeting Minutes

Thursday, October 30, 2014, 1:00 pm

Carl A. Diekhans Center for Industrial Technology room 201

Members Present: Tom Reagan (chair), Susanne Bentley, Heidi Johnston, Rick Mackey, Lynne Owens, Staci Warnert, Jan King (ex-officio)

Members Absent: David Freistroffer, Cindy Hyslop (furlough),

-
1. POSSIBLE ACTION. Review and possibly approve BUS 113 and BUS 114 for the Human Relations requirement for AAS and CA.

OUTCOME: Approved.

2. POSSIBLE ACTION. Adding the term 'Diversity' to the Personal/Cultural Awareness objective.

OUTCOME: Approved changing the definition of the gen ed objective
Personal/Cultural Awareness to: "Understand the diversity of individuals in society, the development of human societies, and the significance of creativity in the human experience." (Underlined term indicates the change).

Previous wording: "Understand the roles of individuals in society, the development of human societies, and the significance of creativity in the human experience."



General Education Committee

Meeting Minutes

Thursday, November 13, 2014, 1:00 pm

Carl A. Diekhans Center for Industrial Technology room 201

Members: Tom Reagan (chair), Susanne Bentley, David Freistroffer, Rick Mackey, Lynne Owens, Jan King (ex-officio)

Members Absent: Cindy Hyslop (state meeting), Heidi Johnston (teaching), Staci Warnert (teaching)

3. DISCUSSION. Review upper-division gen ed requirements.

SYNOPSIS: The committee started the process of reviewing upper-division general education. Currently we require 6 INT Seminar credits for the BA and BSN for general education. Three credits can come from either INT 339 or INT 349 and three credits from either INT 359 or INT 369. The BAS upper-division general ed requirements include all 12 INT Seminar credits. Discussion will continue at the next meeting and may focus on several scenarios:

1. Leave the requirements as is. This will demonstrate support for the general education objectives in a more academically rigorous and unique integrated environment.
2. Remove upper-division gen ed requirements for the BA and BSN degrees. An argument can be made that general education is best served at the lower-division level to allow more content specific concentration and flexibility of credits at the upper-division level.
3. Retain upper-division gen ed requirements, but allow content specific courses to satisfy the requirements. Although some institutions require upper-division gen ed and some do not, the INT seminars are unique to GBC and may adversely affect transferability. With the expansion of bachelor's degree offerings, upper-division content courses at GBC are more readily available. Also, because of the 120 credit limit for bachelor's degrees, program flexibility is important.
4. Some potential hybrid approach to #1 and #3.



General Education Committee
Faculty Senate Report
With Action Items
Friday, December 12, 2014, 9:00 am

The General Education Committee recommends the following action items for Faculty Senate approval:

1. Change upper-division general education requirements for the BA and BSN degrees to be satisfied with three credits of the currently required Capstone within the degree program and three credits from an Integrated Seminar outside of a student's program discipline.

In other words, we are proposing that programs under the BA and BSN can delete three of the currently required six credits of INT Seminars. If a program is science based it can choose between INT 339 and INT 349. If a program is arts based it can choose between INT 359 and INT 369 in conjunction with the program Capstone. For now, we recommend the BAS degree remain as listed.

Comp & Benefits

Memo

To: Faculty Senate, Stephen Theriault, President
From: Compensation and Benefits Committee, George Kleeb, Chair
cc: Mike McFarlane, VP for Academic Affairs & Sonja Sibert, VP Business Affairs
Date: December 5, 2014
Re: Changes to Merit Pay Policy and Professional Development Policy.

The Compensation and Benefits Committee has met this fall and voted to approve the following change to the Merit Pay Policy and Procedures.

Merit Pay for those hired within the Fiscal Year (July/June)

Merit Pay increases can be given to those that have been hired before March 1, each fiscal year, based upon the following pro-rata share of the award that would be given for annual service, for time served on the job.

Hire date July to September 100%

Hire date October to December 75%

Hire date of January or February 50%

The Compensation and Benefits Committee has met this fall and made some minor edits to the Professional Development Funds Request documents. Our purpose was to add clarity and ease for the committee's use and the person completing the form.

We also voted and approved the following change for reporting after funding a Professional Development Funding Request that a person receiving professional development funds should make after attending the event.

Professional Development Funds Request Policies and Procedures

The Professional Development Procedures shall be revised:

A person receiving Professional Development Funds is required to provide the Chair of the Compensation and Benefits Committee a one page memo reporting on the meeting/event attended. The recipient may have additional reporting requirements to their supervisor or department.

A sample report is shown below:

Memo to: Chair, Compensation and Benefits
From: Pete Bagley
Subject: Report on the 12th Biennial Scientific Conference on the GYE
Cc: Supervisor, Dean or others in your department.
Date: November 3, 2014

My attendance at the 12th Biennial Scientific Conference on the Greater Yellowstone Ecosystem was well worth the institution's support. As usual, it was a great opportunity for professional development, interactions with other institutions, and a wonderful opportunity for the three students who attended.

The mix of presentations was spot on for the BAIS-NR. Presentations ranged from basic research in wildlife ecology to the dilemmas of management from the three major government agencies and NGO's. A common theme from many presentations was "Science is the critical first step in the process, but only the first step in a long process involving multiple stakeholders." I came away from this conference knowing that our model for the BAIS-NR is absolutely appropriate for potential workers in the field of resource management. The inclusion of social science and integrative thinking is essential to our curriculum.

While I had many opportunities to interact with other professionals and represent GBC, it was our students who had the greatest opportunities. It was obvious that being exposed to the broader professional world was both eye opening and inspiring for them. They saw that not only are career paths open to them, but that resource management is an interesting profession. As one student commented, "I can't believe that conversations here begin with how to manage the consequences of global warming, instead of an argument about whether or not it is real!" Exposure to Yellowstone has positively influenced the careers of more than one young scholar. Further, they had the chance to meet and interact with other undergraduate students from other institutions. All three were very enthusiastic about the experience.

In conclusion, I'd like to thank GBC, and the Compensation and Benefits committee for their support. It was a worthwhile cause.



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 minimum 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 that reflect the diversity, expertise, and roles at GBC. At least one member shall be a representative of the Personnel Committee as designated by the chair of the Personnel Committee. Non-voting ex officio committee members may be included in search committees; people not employed in a professional or classified position 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 deemed appropriate and approved by the president.

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 may assign themselves as ex officio members of the respective search committees.

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. Search committee members should consider potential conflicts of interest with candidates. Search committee members must disclose any personal relationship or potential conflict of interest to the Human Resources Department, in which the Vice President for Business Affairs will consult with the appropriate Vice President or Dean to determine if the committee member can remain on the committee. The Personnel Committee representative should also make the Personnel Committee Chair, Human Resources, or the Vice President for Business Affairs aware of any potential conflicts they perceive.

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 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 appropriate 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 including rewording the job description.

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

Depending on the search, the naming of the *Consensus* levels may vary.

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. Interviews will only be conducted with individuals who meet the minimum qualifications and are ranked among the top qualifiers for the position as advertised.

4.1. Contacting Candidates and Scheduling Interviews. Upon selecting either the preliminary or finalist pool 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 the VPBA or designee. 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 (including interactive video) 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; however, only up to three applicants for any single professional position search may be reimbursed for travel for the interview, based upon current Human Resources reimbursement guidelines. 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 subject to 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 with two or more representatives of the committee in attendance. 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

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).

Great Basin College Smoking Policy **DRAFT REVISION**

4.26

Safety & Security

Director Environmental Health, Safety & Security

Policy

Great Basin College has made an academic commitment to wellness. Part of that commitment is manifest in our compliance with the Nevada System of Higher Education and State of Nevada policy prohibiting smoking inside any building owned or leased by the State of Nevada or GBC/NSHE. State law prohibits smoking in public buildings. (NRS 202.2491).

Those who choose to smoke must know they have made a personal choice and must respect the rights of those who choose not to smoke. As the U.S. Surgeon General has determined, members of the campus community experience negative health effects from second- hand smoke. Those smoking must respect this.

Procedures

Smoking is prohibited in, near, or adjacent to any entrance or exit of any public building. The “no smoking zone” is a minimum of 30 feet, and a smoking location must be far enough away from the entrance or exit of any public building so that no smoke will drift or travel into the building or be smelled by any person entering or exiting the building. Authorized smoking locations must be outdoors in an area that is safe and free from any hazardous chemicals, materials, or conditions.

(Nevada State Employee Handbook, revised July 2014)

Smokers may also choose to use a sheltered area such as the one to the side of McMullen Hall.

Respect for non-smokers must include common courtesy. The use of tobacco alternative smoking items such as electronic cigarettes (e-cigarettes), hookah pipes, hookah pens or illegal substances are prohibited within the no smoking policy.

In the spirit of our institutional commitment to wellness [and respect], the College community looks forward to everyone’s cooperation.

Section 32. Possession and Use of Medical Marijuana

The Nevada System of Higher Education is sympathetic to the medical needs of our students, employees and visitors. A growing number of states, including Nevada, are enacting laws decriminalizing or legalizing the use, possession, delivery, manufacture, growth, distribution, production, and/or cultivation (hereinafter "use") of medical marijuana. Federal law prohibits the use of medical marijuana on college and university campuses that receive federal funding. The following provisions shall govern the possession and use of medical marijuana on NSHE property.

1. The use, possession, or cultivation of marijuana, including for medical purposes, on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, is expressly prohibited.
2. Students, employees, faculty, guests, and/or visitors who violate this policy are subject to applicable disciplinary, legal and/or administrative action.
3. Each institution shall permit students who live on-campus or in housing that is owned or operated by the institution, to petition ("request") for a release from the housing contract if they assert legal compliance with Nevada state law to use medical marijuana. Such students, who prove their compliance with state law, may, in accordance with the applicable institution refund policy, be released from their housing contracts and may receive a prorata refund of housing fees or rent paid.
4. Each institution shall publish on its website and in its course catalog notice of the prohibited use, possession or cultivation of medical marijuana on NSHE or institution property in accordance with the provisions of this section and as prohibited student conduct defined in Title 2, Chapter 10.
5. The Board of Regents recognizes the Nevada Legislature's stated commitment to a program evaluating the medical use and distribution of medical marijuana to be conducted by the University Of Nevada School Of Medicine. Any NSHE institution may engage in medical marijuana research that is conducted in accordance with state and federal laws and regulations, provided that the following are obtained: (a) the prior written consent of the president of the institution, after consultation with the institution's general counsel; and (b) legal authorization from the proper federal authorities for approved research purposes.



POLICY AND PROCEDURE

Procedure:	TRAVEL
Policy No.:	4.9
Department:	Administrative Services <u>Business Affairs</u>
Contact:	Controller <u>Vice President for Business Affairs</u>

[Table of Contents](#)

Policy	2
Procedures	2
1.0 Method of Travel	2
2.0 Travel Requests & Advances	2
2.1 Travel Approval	2
2.2 Travel Advances	2
3.0 Use of GBC/State Vehicles & Personal Vehicles	3
3.1 Use of Motor Pool/State Vehicles	3
3.2 Private Vehicle Use for Employee's Convenience	3
3.3 Private Vehicle Use for College's Convenience	3
3.4 Private Vehicle Use with Student Passengers	3
4.0 Use of Rental Vehicles	4
4.1 Car Rental	4
4.2 Collision Deductible Insurance of Rental Cars	4
5.0 Allowable Travel Expenses	4
5.1 Lodging and Per Diem	4
5.2 Duplication of Per Diem Items	5
5.3 Parking or Vehicle Storage Fee	5
6.0 Travel Expense Reimbursement Procedures	5
6.1 Airline tickets	5
6.2 Conference Fees	5
6.3 Out-of-State Reimbursement	6
6.4 Combining College Business and Personal Travel	6
6.5 Non-Travel Items	6
7.0 Team or Group Travel	6
8.0 Grant-Funded Travel	7
9.0 Travel Expenses for Applicants for Professional Positions	7
10.0 Foreign Travel	7

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 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.

Additional information regarding travel can be found in the NSHE Procedures and Guidelines Manual, Chapter 5, section 11. However, Great Basin College's policy may be stricter than the NSHE procedures.

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* (~~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.

- Student Government officers may receive an advance of up to 100% 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 preapproval.

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 preapproves 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-controller's 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-vice president for business affairs~~ 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. Lodging reimbursement will be based on the location the traveler stays each night. 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. Lodging rates higher than the standard federal rate must be preapproved in order to receive 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. All days meals will be paid at the rate of the primary business destination.

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, January 13, 2015

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

Proposed changes to Faculty Senate Bylaws and expansion of PC 1.7.15

Shared Governance at GBC

Shared governance embraces the notion that all perspectives at a college have value in decision making and can move the institution forward to meet the challenges of higher education today and in the future. ADD SUMMARY AAUP ETC

In adhering to the philosophy of shared governance, GBC administration, faculty, and staff contribute to the development and implementation of actions (including policies and procedure) for GBC. The development of actions occurs within standing and *ad hoc* Senate Committees in consultation with administrative offices, as needed. Committees vote to advance actions to the Senate for consideration. The Senate may require changes and delay voting until a later date. A simple majority vote is required to recommend action to President's Council (PC) for consideration. Actions of the Senate shall be reported to the President by the Faculty Senate Chair.

President's Council is a college-wide governing body comprising representatives from administration, faculty, classified staff, and students. PC considers actions recommended by Senate. All members of PC are voting members in recommending actions forwarded by Senate, but the President makes final decisions. Members of PC include:

Administrative Representation:

- The President
- Vice President of Academic Affairs
- Vice President of Student Services
- Vice President of Business Affairs
- Dean of Applied Science
- Dean of Health Science and Human Services
- Administrative Assistant to the President

Faculty Representation:

- Faculty Senate Chair
- Faculty Senate Vice-Chair
- Out-going Faculty Senate Chair or an At-large Teaching Faculty
- At-large Administrative Faculty Representative

At-large faculty members of PC are nominated and approved in Senate.

Classified Staff Representation:

- Classified Council Co-Chairs

Student Representation:

- Student Government Association President

PC may recommend changes to actions before final consideration. Recommended changes are reported to committee chairs by the Faculty Senate Chair. The Senate Committee shall work with Administration to re-draft an action and may choose to reject recommended changes. Any changes recommended by PC are subject to appeal and review by the faculty. Revised policies and procedures are voted upon in

Proposed changes to Faculty Senate Bylaws and expansion of PC 1.7.15

Senate and recommendations are re-submitted to President's Council for consideration and recommendations to the President.

The President is the final decision-maker on all actions. All decisions made by the President are reported to Faculty Senate by the Faculty Senate Chair. If a presidential decision meets with significant faculty opposition, at the discretion of the faculty senate chair, or by resolution of faculty senate, the President shall reconsider under advisement with faculty and PC.