

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

October 13, 2015

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, Bret Murphy, Amber Donnelly, Lisa Frazier, Steve Theriault, Mary Doucette, Greg Brorby, Angie DeBraga, Mardell Wilkins, Michelle Phay, DeMarynee Saili, Cathy Fulkerson

ABSENT: John Rice,

GUEST: Jinho Jung, Melinda Caskey

1. Approval of Minutes – The minutes of the President's Council meeting on August 11, 2015, were approved.
2. SGA Update – DeMarynee Saili updated President's Council on the SGA elections. This semester all seats are held by females. The SGA had their retreat last Saturday for training. SGA and Classified Council are teaming up for the food drive for Thanksgiving. The food drive will begin the first day in November. There will be bins placed around the campus. An email reminder will be sent out to faculty and staff as we get closer to the event.
3. Diversity Conference Update – Jinho Jung presented information from the Nexus Advisory Committee which has 18 members from all of the NSHE institutions (summary attached). He also presented information on the Diversity Summit 2015 that he attending at Nevada State College and went over some of the details (summary attached). President Curtis thank him for a very good presentation.

More on diversity within GBC: Mindy Caskey is working with the Western Shoshone community via Antoinette Cavanaugh. Last year they started visiting various communities to talk with the Western Shoshone about the Barrick scholarships. These scholarships can be up to \$3,000 each to qualified Western Shoshone members. At the same time they were offered help with their financial aid applications. These visits occurred last year and resulted in 30 new people who were interested in the CTE program. These new students were given help with the application process for the CTE program and help with their financial aid application. Barrick's application process starts this November with applications due in January. Mindy and Antoinette will again be traveling to the various communities to conduct the workshops and offer any appropriate help with applications and financial aid. Bret Murphy asked if there was any interest in the CDL program and Mindy will find out and get back with Bret. The deadline to receive the applications for the CTE programs has changed to March 1st.

The Native American student club met on September 16 with 16 people attending. The club has met 3 times so far. The club would like to change its name to the Great Basin Indigenous Student Association.

4. Faculty Senate Update – Mary Doucette reported on Faculty Senate actions. Department Chair Responsibilities – went to Faculty Senate in May. The only concern is that usually a department chair does not supervise full time. President Curtis said department chairs don't do evaluations, but they certainly have interaction and oversight. Lisa Fraizer mentioned the need to be connected quickly with newly hired faculty and part-time faculty who are expected to use WebCampus. Many departments facilitate this connection quickly, others new hires may fall between the cracks. A protocol of who is responsible for passing on this information is needed. Sonja said it is a result of a network security audit and incorrect email addresses being used and abused. The implementation of the new computer systems has also delayed getting emails and network connection for part time instructors. There is a taskforce in place that is working on streamlining the processes. Cathy Fulkerson talked about the assessment plan being put into the department chair responsibilities.

GBC Institutional Bylaws – Mary wanted to bring to the attention of President's Council the fact that the GBC Institutional Bylaws have not been reviewed since 2007. President Curtis will create a committee to review the bylaws.

Access and Distribution of Recorded Instructional Materials – was approved by Faculty Senate with a small change. President's Council approved.

Prioritization of Faculty Positions – Mary reported that faculty are concerned about the grant funded positions that may be coming up. Do they need to be keeping these positions in mind when prioritizing? President Curtis said that administration is looking at those positions. Our goal is to preserve those positions that are already here and in most cases would trump any new hires. It is more complicated than just providing a list. The VPs and the president talk about this weekly. We still have \$1 million problem to solve. The BOR authorized a 4% increase in registration fee every year for the next 4 years to go toward new positions. We can move people on soft money to the state budget. The other positions are important because it takes a variety of positions to run the organization. Two math positions and an English position were approved. The CTE position was not approved.

Curriculum & Articulation – Faculty Senate approved new courses (see attached).

Merit Pay Compensation committee – the Chancellor created this NSHE committee to look at merit. Eight names were given to the Chancellor and he will pick four. The committee will start to meet sometime in October.

Mary reported that the System will be looking at the funding of sabbaticals. Sabbaticals are not funded at any other state entity so they will be taking a look at that. The BOR will be looking at the shortened notice of termination and the new transfer policy for administrative faculty at the December BOR meeting.

5. Classified Council Update – Michelle Phay reported the Classified Council Bylaws were approved on September 17. President Curtis will sign the bylaws. The Classified Council Chili Cook Off is scheduled for October 29 in connection with the dress up day. Mary Doucette and Lisa Frazier volunteered to be the judges for the costume competition.

6. Institutional Research Update – Cathy Fulkerson and Linda Uhlenkott will be at the Elko campus next Monday through Friday. President Curtis asked about the discrepancy in how we count high school students. That discrepancy is the academic year. For the trend data on high school students she has to go by high school graduation date and that is self-reported.
7. Accreditation Update – Mike McFarlane said they are making progress with assessment. Linda Uhlenkott had a good two weeks of meetings with people. It's a matter of follow up now. Cathy will be working with the operations.
8. Vice President Reports
 - Business Affairs – Sonja Sibert presented policy 4.10 Grants: Financial Procedures for review. There was a change to the record retention. Language was added that if a grant is auditing the three year retention period starts at the end of the audit resolution. President's Council approved.
 - Student Services – Lynn Mahlberg reported a savings of \$20,000 by not sending out the schedule. Media Services will be printing smaller schedules tailored for the sites. Battle Mountain for example wanted the live and IAV classes listed together in fall schedule and they wanted Winnemucca and Elko classes listed as well. The high school brochure will be customized as well. The partnership workshop with the school districts will be on February 17th. Financial Aid completed the scholarship re-awards. There were 31 scholarships to be re-awarded and 130 applications. With the Access dollars they were able to award \$200 to everyone who did not get a scholarship.
 - Academic Affairs – Mike McFarlane had nothing further to report.
9. Dean/Director/Assoc. VP Reports
 - Continuing Ed – Angie DeBraga talked about the GBC Diversity website and asked everyone to please check it out. NSHE requires all institutions to have a webpage addressing their diversity issues. GBC is rich with diversity. There have already been two events this semester: the Native American art exhibit in the GBC art gallery and the Shoshone music demonstration last week. On November 19th there will be a Rotary sponsored event on campus featuring a student of Mother Theresa. There are two new active student clubs, the Great Basin Indigenous Student Alliance and the Gay and Straight Student Alliance. The Veterans Resource Center is a place for diversity as well. It's been very busy with over 1,000 visits since February. The Father Daughter Ball was a sell out with nearly 500 tickets sold. This is the only community service event that Continuing Education organizes.
 - Health Science & Human Services – Amber Donnelly reported that we will be hosting the state radiology conference in November. Scholarships will be given away. The hospital is providing bags and a pizza party. There will be a nationally recognized speaker. The site visit for the nursing accreditation will be on November 23 and 24th. The Paramedic and Human Services programs are doing great. Amber submitted an abstract for a national conference.

- Business & Technology- Bret Murphy reported there are some program reviews coming up. Heather Steel and Kayla McCarson have been working on some YouTube videos for the new GBC CTE YouTube channel.
 - Distance Education – Lisa Frazier reported Cranium Café has taken off by storm. She has a request to move from a one person to a ten person platform for group work. After last President’s Council meeting it was decided that it could be paid out of online lab fees. One gap she has seen is we don’t have an advisor dedicated to dual enrollment students. We might want to think about how we are approaching these students as it is a very important group.
 - GBC Foundation – Greg Brorby reported the Foundation will be conducting a small annual giving campaign thanking donors at Thanksgiving. A Thanksgiving card mailer is being prepared that will include an insert card for an opportunity to donate to the college. They will have the opportunity to designate the gift. It will go out to donors that have contributed \$250 in the past 5 years or more. Last spring a needs list was created for the major donor appreciation event and some of those needs have been met. Greg would like to update the list and expand it as necessary. President Curtis stated there would be two Foundation events in the spring; a Legacy appreciation event in February and a Donor appreciation event later in the spring. The Foundation will be cultivating the smaller donor. The needs/priority list should be completed in October if possible.
10. President’s Report – Mark Curtis reported he is refining the argument for state college. He has prepared backup for the claims made in the paper – all in our favor. A briefing paper and agenda request has been submitted.

The upcoming 50th anniversary is going to happen in fall of 2017 but will run that entire academic year. We are working on the logo. PC recommended putting Established 1967 on the logo. A planning committee for the golden anniversary will be created soon to start planning the ongoing celebrations.

11. Miscellaneous

DeMarynee Saili reported that SGA did community service at FISH on Saturday. SGA is working with Lynn Mahlberg and Pat Anderson on the It’s on Us campaign to stop the violence.



BYLAWS GREAT BASIN COLLEGE

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1.0 Organization and Administration of Great Basin College

Purpose of the College

Great Basin College (GBC) is part of the **Nevada System of Higher Education (NSHE)** — a system comprised of two universities, one state college, four community colleges, and a research institute. GBC must comply with all policies and procedures outlined in the NSHE Code and NSHE Title 4, Policy Codification.

GBC has a multifaceted **mission** and provides educational opportunities for the residents of Elko, White Pine, Humboldt, Lander, Nye, and Eureka counties. GBC is a comprehensive community college and has a mission to deliver university transfer, occupational/technical, selected baccalaureate degrees, community education, developmental education, business and industry linkages, and student support services.

With a 62,000 square mile service area, a multi-educational center organizational structure and extensive distance education technologies are utilized.

2.0 College Bylaws (GBC)

Other GBC Bylaws. The Board of Regents delegates to the faculty of GBC the authority and responsibility for organizing itself in accordance with GBC Bylaws and for recommending policy on matters of faculty welfare, on the rights of faculty under the Nevada System of Higher Education Code, and on their involvement in the College's primary missions as stated in the NSHE Code. Classified staff are also awarded the authority and responsibility for organizing themselves into a representative body in accordance with the NSHE Code.

The **College Bylaws Committee** is formed by recommendations from the Faculty Senate, Classified Council, President's Council, and appointed by the president. The Committee deals with questions of GBC Bylaws interpretation, possible revisions, and amendments. This is an ad hoc committee. Any college person or group requesting interpretation, revision, or amendments should contact the president's assistant.

Questions of interpretation of GBC Bylaws shall be directed to an ad hoc College Bylaws Committee recommended by the faculty senate, classified council, president's council, and appointed by the president. The committee shall rule on the questions, and any appeal of the decision shall be made to the president. **To the extent that any provision of these Bylaws conflicts with a provision of the NSHE Code, the provision of the NSHE Code shall be controlling.**

Amendments to the GBC Bylaws may be made in two ways:

- Any employee or college body may propose an amendment. Such proposed amendment shall be presented to the College Bylaws Committee for review and validation with federal and state laws as well as NSHE Code and Policies. Such proposed amendment must be forwarded to the President's Council with appropriate notes from the College Bylaws Committee. If the proposed amendment is rejected by the president, then the president shall notify all parties, in writing, of the decision and the reason(s) for rejection within twenty (20) working days after receiving the proposed amendment.
- Any amendment must be reviewed and accepted by the President's Council. Final approval must be given by the president and Board of Regents.

3.0 Organizational Structure of Great Basin College

3.1 The Participants

Organizationally, Great Basin College is comprised of **Faculty**, **Classified Staff**, and **Students**. Faculty includes executive faculty, full-time and adjunct teaching faculty, and administrative faculty as defined below. Classified (or support) staff are non-exempt employees, covered by the State of Nevada personnel procedures. Students are full-time and part-time, and they are the reason for GBC's existence. These categories of participants are described below.

Executive Faculty

Executive faculty are the president and vice-presidents. The president of the College is the chief executive officer. The president reports to the Board of Regents through the chancellor. The president's specific duties and responsibilities are set forth in the Bylaws of the Regents. The president is responsible for all final decisions at the College and is the chief college representative to the community at large. Each vice-president is appointed by the president subject to the approval of the NSHE chancellor. Duties and responsibilities are specified by the president. Vice-presidents--who head academic affairs, student services, and administrative services--report directly to the president.

Academic Faculty

The faculty of the College is comprised of all persons holding positions as defined and authorized by the Board of Regents (NSHE Code, Section 1.1(g) and Subsection 1.4.5). This definition includes those who teach, instruct, lecture, and provide counseling services or professional library services directly supporting teaching. Persons holding letters of appointment for teaching or other part-time professional duties are considered adjunct faculty, as defined in NSHE Title 4, Ch 3, Sec. 38. They are not eligible for tenure. All academic faculty are appointed by the president.

Administrative Faculty

Administrative faculty may perform various professional duties, such as supervising administrative or support areas. They may work at a variety of intellectual, specialized, or technical work tasks. Administrative faculty are appointed by the president. Duties and responsibilities of administrative faculty shall be established by the president.

Classified Staff

Classified staff are employed to provide technical and clerical support to the administration and faculty. Terms and conditions of their employment are set forth in Chapter 284 of the *Nevada Administrative Code*, as provided in the *Nevada Revised Statutes* 284.140(6).

Students

Students are persons enrolled in credit and/or non-credit courses at Great Basin College.

3.2 College Governance

3.2.1 President's Council. For the purpose of promoting shared governance in the College community, these bylaws authorize the formation of a council known as the President's Council comprised of senior administration with representation including the GBC faculty senate chair.

The President's Council serves as both an information gathering and a decision making group. It receives recommendations from all the College groups. It also acts as a forum for debate and discussion on policies, procedures, issues, and concerns. Final decisions on matters of policy and procedure are reserved to the president.

The President's Council may establish committees to make recommendations on any matters of concern to the College. Whenever possible and appropriate, members of President's Council will work together with both academic faculty and classified staff.

The **administrative organization** of the College shall be determined by the president. A current organizational chart of the College may be found in of the *GBC Policy and Procedure Guide*. Updates are located at the College web-site, <http://www.gbcnv.edu/president/>.

3.2.2 Faculty Senate. These Bylaws authorize the formation of a faculty senate as allowed by NSHE Code, Subsection. 1.4.7. The purpose of the senate is to assure faculty participation in the formation of institutional policies and goals, and the implementation of these policies and goals.

In accordance with the GBC Bylaws and the NSHE Code, the faculty establishes and maintains separate bylaws for their governance. The GBC *Faculty Senate Bylaws* are on the website, <http://www.gbcnv.edu/faculty/> under the heading “Governance and Committees.”

The faculty senate will make recommendations concerning general policy on matters of faculty welfare, faculty rights under the NSHE Code, and faculty involvement in the Great Basin College mission.

These recommendations will be provided to the president in writing for decision, and, if applicable, on to the Board of Regents. Recommendations that are to be sent to the Board of Regents must first be approved by the president’s council.

The faculty will be represented at all meetings of the Board of Regents by the chair of the faculty senate or designee. The faculty senate chair will also sit on president’s council.

The faculty senate will nominate and elect two representatives from the adjunct faculty.

Faculty Senate Standing Committees:

- Academic Standards
- Adjunct Faculty
- Assessment
- Budget and Facilities
- Bylaws
- Compensation and Benefits
- Curriculum and Articulation
- Department Chairs
- Distance Education
- Faculty and Administrative Evaluations
- Intellectual and Cultural Enhancement (ad hoc)
- Library
- Personnel
- Student Relations

3.2.3 Classified Council. For the purpose of promoting support staff participation in the College community, these Bylaws authorize the formation of an organization of classified staff to be known as Classified Council. All full-time and part-time employees of GBC under the State of Nevada Classified Employees System are eligible for membership in the classified council.

The classified council shall develop bylaws for governance. All such council bylaws shall conform to the *GBC Bylaws* and the NSHE Code and be approved by the president.

Classified Council Bylaws may be amended according to conditions set forth within those bylaws provided the amendments do not bring the council bylaws into conflict with the *GBC Bylaws* or the NSHE Code.

The classified council may establish committees to make recommendations on matters of personnel and involvement in the institutional mission. When possible and appropriate, members of the classified staff will participate on institutional committees as provided for in these bylaws.

The chair of the classified council or designee shall communicate to the president of GBC the results of any deliberations on matters of personnel policy or matters involved in the institutional mission. The council’s actions are advisory only; the president shall have the final decision. The classified council chair shall be invited to participate in president’s council on a regular basis, usually monthly.

Classified Council Subcommittees

- Events/Fund-Raising
- Hospitality/Awards

Bylaws
Webpage
Grant-in-Aid

3.2.4 Student Government Association (SGA). For the purpose of promoting student participation in the College community, the Board of Regents authorizes the formation of the Student Government Association (SGA) of students at Great Basin College. The SGA reports directly to the Board of Regents.

Students currently enrolled at GBC in any FTE-approved courses are eligible for membership in the Student Government Association.

The SGA shall have a constitution, approved by a majority of those voting. All provisions of the SGA constitution are subject to the review and comments of the president of GBC and approval by the Board of Regents. The constitution shall be in conformance with the NSHE Code.

The SGA through its constitutional provisions may establish committees to deliberate student concerns. Whenever possible and appropriate, students will be included on institutional committees as provided for in these *Bylaws*.

The SGA president shall be the official spokesperson for the students of the College and shall be present at all regular Board of Regents' meetings. The president of the SGA shall communicate monthly to the vice-president for student services any official SGA actions, concerns, and/or reports for the vice-president's action or for forwarding to the president of GBC.

3.2.5 GBC Advisory Board. In the early 1970's, the legislature of the State of Nevada established that advisory committees would be created at the community colleges to assist them with systematic and orderly development. The committees have continued as advisory boards and are important links to the individual communities in the continued development and enhancement of instructional programs curricula, facilities, and strategic planning processes of the community colleges.

The advisory board is composed of seventeen representatives from a variety of businesses and professions from Great Basin College's service area, and also includes the service area school district superintendents, who are ex-officio.

3.2.6 GBC College Foundation. The Foundation's mission is to enhance the overall mission of Great Basin College as an institution of higher learning, achieved primarily through cultivation and management of fiscal resources, and promotion of the College's image throughout the region.

3.2.7 Other College Committees and Councils

Administrative Council

Advisory Committees

BAIPS Advisory Committee

TEC Advisory Committee

BAS Advisory Committee

BSN Advisory Committee

RAD TECH Advisory Committee

BSN Advisory Board

Student Services Standing Committees

Financial Aid Appeals Committee

Exception to the Refund Committee

College Council

Housing Advisory Board

Intervention Committee

Graduation Planning Committee

Residency Appeals Committee

4.0 Budget

In keeping with the priorities of excellence for instructional and support services, the vice-president for administrative services shall request annual budgetary recommendations from the faculty. The budgetary process shall include the opportunity for faculty and staff members to make budgetary recommendations.

The president or designee shall ensure that all faculty and staff members are informed on the status of the yearly work program and the biennium budget.

5.0 Human Resources

5.1 Personnel Actions

5.1.1 Recommendations for Action. All recommendations for personnel actions shall be directed through regular administrative channels. As the appointing authority, the president must provide final approval of all recommendations from supervisors, search committees, and other appropriate individuals or groups concerning appointment to employment, non-reappointment to employment of non-tenured faculty members, salary, promotion, or appointment with tenure within the College. However, an appointment with tenure shall also require the approval of the Board of Regents.

No employment contract is valid without the president's signature. 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 the NSHE Code, Subsections 1.6.1 and 5.4.2.

5.1.2 Denial of Appointment with Tenure, Salary Increase, Promotion or Reappointment. A faculty member who has been denied appointment with tenure, a salary increase, promotion or reappointment to employment, or who has received a notice of termination may, within 15 calendar days after notification of such denial, provide a written request to the department chair, supervisor, or vice-president who rendered the negative decision asking for a statement in writing of the reasons for the denial or notice of termination. The response must be received by the faculty member within 15 calendar days after the appropriate administrator receives the written request for reasons. [Faculty who have not been granted tenure may be issued notices of non-reappointment or termination, depending on their date of hire.]

Within 15 calendar days after receipt of the written reasons for denial of appointment with tenure, a salary increase, promotion, reappointment to employment, or for the issuance of a notice of termination, a faculty member may request reconsideration. The request shall be submitted in writing to the faculty member's department chair, supervisor or vice-president who rendered the negative decision together with the reasons, arguments, and documentation supporting the request for reconsideration. The request for reconsideration shall be promptly directed through regular administrative channels with recommendations for or against reconsideration of the decision. Final action shall be taken within a reasonable time by the president after receipt of the recommendations, except that if the president, after reconsideration, decides to recommend that appointment with tenure should be granted, the final decision must be made by the Board of Regents.

5.2 Appointment

5.2.1 Recruitment Procedures — Procedures for recruitment and selection of faculty shall be published in the *GBC Policy and Procedure Guide*. Such procedures shall be consistent with the provisions of the NSHE Code. See section below for GBC recruitment and selection procedures.

5.2.2 Duration of Employment Contracts. The NSHE Code, Subsection 5.4.2, provides for employment contracts for up to three years with subsequent one to three year contracts possible as offered and accepted by the

employee. These contracts **do not** provide tenure. Employees receive the same benefits and salary increases as tenured **full-time** faculty. See NSHE Code citation listed above for more detailed information.

5.2.3 Terms and Conditions of Employment. All employment contracts shall be in writing and shall specify therein the terms and conditions of employment. The provisions of the NSHE Code, in their entirety, shall be a part of the terms and conditions of every employment contract, except as may be varied in writing by the parties to the contract. Any understanding, promise, term, condition or representation not contained in the contract is of no effect.

An employment contract shall not be **binding** until executed by both the appointee and the appointing authority and approved as may be provided in the NSHE Code.

5.2.4 Personnel Files. The College will maintain an official personnel file for each employee. No anonymous material except duly authorized evaluations/letters/memos will be placed in the file. Any employee will have the right to examine and duplicate the contents of the file during regular office hours.

Procedures of recruitment and screening of employees will be in compliance with NSHE Code and the regulations set forth in the State of Nevada Administrative Manual and Affirmative Action/Equal Employment Opportunity Guidelines.

5.2.5 Job Descriptions. All employees of the College shall have job descriptions. Academic faculty responsibilities shall be provided in a job description as determined by the vice-president for academic affairs after consultation with the faculty member involved. The specific responsibilities shall reflect the workload policy as set forth in the *GBC Policy and Procedures Guide*, and they shall reflect the goals, objectives, and priorities of the College.

Executive and administrative faculty and non-teaching faculty responsibilities and classified staff responsibilities shall be provided in a job description as determined by the appropriate administrator. Specific responsibilities shall reflect the goals, objectives, and priorities of the College.

5.3 Recruitment

A position analysis, description, and announcement will be developed by the administrative unit concerned and published by the personnel office. Recruitment will be on an internal, local, regional, or nationwide basis as determined by the president. A search committee process as determined by campus policy will be used for professional, administrative, and classified position openings.

In accordance with the Board of Regent's Handbook, Title 4, Chapter 8, Section 6(2), the president or chancellor may waive the search requirement where he or she determines the waiver to be in the best interests of the college.

In addition, internal college promotions (excluding presidents and vice-presidents) do not require a search (NSHE Title 4, Chapter 8, Sections 6 (2) and (3)).

For the recruitment and selection of executive faculty (vice-presidents), the president will appoint a chair of a search committee, which will be broadly representative of the college. Since the hiring of the vice-president for academic affairs affects the teaching faculty directly, and because this leadership position establishes professional tone and pedagogical engagement, and is central to the program vision of the college, the faculty will be well-represented on this particular search committee. Specifically, major areas of the college teaching functions will be represented.

For the recruitment and selection of administrative faculty, the appropriate vice-president will appoint a chair, who will then form a search committee. Faculty will be represented on the search committee to the extent that the position affects the college's teaching function. The committee will be broadly representative of the college community and, depending upon the technical or specialized nature of the position, by persons possessing the technical knowledge and skills.

The recruitment and selection of the college president will be conducted in accordance with rules set forth by the

Board of Regents Committees; recruitment and selection will be determined by the Board of Regents in compliance with NSHE Code.

Search committee procedures for full-time teaching faculty positions are detailed in GBC Faculty Senate Personnel Committee's document, *Procedures Governing the Search For and Recruitment of Faculty and Administrative Faculty*.

5.4 Employee Evaluation

Every employee of GBC shall receive periodic evaluation of their work performance in accordance with NSHE Code, Subsection 5.12 and NSHE, Title 4, Ch. 3, Section 4.

Evaluation shall be conducted for the purpose of documenting, supporting, and encouraging excellence at Great Basin College. Excellence of instruction, support services, and administrative functions shall be the highest priority. Evaluations are to be conducted in a constructive manner for the benefit of the employee and will be structured to provide for a variety of inputs. Evaluations will include, but not necessarily be limited to assessments of professional performances, communication skills, performance of assigned duties, commitment to teamwork, and effective use of the resources of the College.

Administrative faculty, academic faculty, classified staff, and adjunct faculty each have guidelines for periodic evaluation. The guidelines are detailed in Chapter 5 (Human Resources) of the *GBC Policy and Procedures Guide*.

A summary of the performance evaluation procedures follow:

- The evaluation of the **president** shall follow guidelines approved by the Board of Regents.
- The president will determine evaluation process for vice-presidents.
- The performance evaluations of executive administrators (president and vice-presidents) shall include consultation with the professional and classified staff of the administrative unit.
- **Administrative faculty** are evaluated by the immediate supervisor annually with attention paid to the past year's progress on professional goals and directions and the development of mutually agreed upon directions for the upcoming year. The supervisor also evaluates the administrative faculty on management competencies (planning, communicating, and others) on a four-point scale. The performance evaluations supervisory faculty shall include consultation with the professional and classified staff of the appropriate administrative unit.
- **Academic faculty** are evaluated annually using data and judgments from course evaluations completed by students, evaluation by immediate supervisor, and a self-evaluation, with each of the three methods carrying equal weight.
- **Tenured academic faculty** will undergo a peer review every five years. This involves teaching observations by the department chair, a peer picked by the faculty member from within the department, and a peer from another discipline. Their written reports are submitted to the vice-president for academic affairs or the appropriate supervisory dean.
- **Adjunct faculty** are evaluated based on classroom observation/conference the first semester of employment and every 5th year thereafter. The evaluation is done by the department chair or designee. Student course evaluations are also used.
- **Classified staff** are evaluated according to State of Nevada procedures.

All evaluation procedures are reviewed periodically to maintain a system of evaluation that enhances performance and ultimately the accomplishment of the College mission.

5.5 Adverse Annual Evaluation Rating

Academic and administrative faculty who disagree with the supervisor's evaluation may submit a written rejoinder, as provided in the NSHE Code, Section 5.16 and in NSHE Title 4, Chapter 3, Section 4.5. Following the provisions in these two references, GBC uses the peer review process to address faculty objections to an adverse annual evaluation rating **or** a denial of merit increase. The result of the peer review will be a recommendation to the president for a final decision. Whether the president accepts or rejects the peer review recommendation, the president must include a signed addendum on the front of the original evaluation stating the change, if any, and the reasons for the change or the reasons for a denial of a recommended change. See 5.9.2 below for more detail on the peer review process.

5.6 Tenure

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the NSHE that their expected services and performances in the future justify the privileges provided by tenure.

Tenure policy and eligibility will follow those established in the NSHE Code, Chapter 4, *Tenure for Community College Faculty*, and those procedures outlined in Chapter 5 of the *GBC Policy and Procedures Guide*.

5.7 Professional Rights and Appeals, Salary Schedules

Changes in contractual status shall be administered in accordance with the NSHE Code.

All appeals and reconsideration of personnel actions shall be conducted in accordance with the NSHE Code. Salary schedules for the universities, special units, state colleges, and the community colleges shall be reviewed every four years, in an odd numbered year, by joint efforts of the faculty, the presidents and the chancellor. Any proposed revisions to the schedules shall not go into effect until approved by the Board of Regents (B/R 1/03).

5.8 Layoffs for Curricular Reasons and Financial Exigency

5.8.1 Curricular Reasons. An employee of the college may be laid off for curricular reasons because an administrative unit, project, program or curriculum has been discontinued, reduced in size or reorganized for bona fide reasons pertaining to the mission of Great Basin College resulting in the elimination of the employee's position (NSHE Code Subsection 5.4.6, as revised, and State Administrative Manual 288.614 - 630). The process for elimination of an administrative unit, project, program or curriculum is described below.

No decision about program termination shall be made by the president without a recommendation of a program review committee, either a regularly scheduled review or a special review. The committee will be constituted as a program review group, including membership from area or department under review, cross-campus faculty, employers, and faculty or administration from another institution. The committee's investigation will consider enrollment, employment trends, costs, and status of students enrolled in the program but not yet completed.

5.8.2 Financial Exigency. A faculty member may be furloughed or laid off as an employee before the end of the contract term because of a financial exigency declared by the Board of Regents.

If any Great Basin College administrative unit, project, program or curricula is potentially affected by the financial exigency, the president shall determine the number of persons to serve on the ad hoc financial exigency committee, shall choose the chair of the committee and choose one-half of the remaining membership of the committee. The Faculty Senate shall elect one half of the membership and the chair shall vote only in case of a tie vote. The plan recommended by the committee must be approved by the president before being submitted to the chancellor. (See Subsection 5.4.5(d) of the NSHE Code.)

5.8.3 Layoffs Due to Curricular Reasons or Financial Exigency (Procedures). If a professional employee is notified of a layoff for curricular reasons on or before December 1 of the professional employee's current contract

year, the layoff shall not be in effect until the following June 30. If a professional employee is notified of a layoff for curricular reasons after December 1 of the current contract year, the layoff shall be in effect until the completion of the contract year immediately following the June 30 of the contract year of notice (NSHE Code, Subsection 5.4.7(d)).

When a professional employee has been officially notified of a layoff for curricular reasons, the faculty member, in addition to the requirements of the official notice as provided in Subsection 5.4.7(f) of the NSHE Code, should be informed of possible alternatives to layoff for curricular reasons as is provided in Subsection 5.4.7(b).

A professional employee may be furloughed or laid off as an employee before the end of the contract term because of a **financial exigency** declared by the Board of Regents as outlined in NSHE Code, Subsection 5.4.5.

5.8.4 Classified Staff Layoffs. If, because of changes in organization, job duties, financial exigency, or the like, it becomes necessary to consider reductions in Classified Staff, status, performance, and seniority are all determining factors. Procedures for reduction in Classified Staff are outlined specifically in the State Administrative Manual (State Administrative 288.614 - 284.630).

5.9 Academic and Administrative Faculty Grievances

5.9.1 Definitions

- 1) A grievance is an act or omission to act by the respective administrations of the System institutions, allegedly resulting in an adverse impact on the employment conditions of a faculty member relating to, promotion, appointment with tenure or other aspects of contractual status, or relating to alleged violations of the Nevada System of Higher Education Code or institutional bylaws (from NSHE Code, Section 5.7).

Board of Regents policy (NSHE Title 4, Ch. 3, Sec. 4(5)) provides a procedure, as described below, for addressing a faculty member's dissatisfaction with an adverse annual evaluation rating or denial of merit, the faculty member will have the right to pursue reconsideration and a grievance, in addition to submitting a written rejoinder.

- 2) A grievance, particularly with a supervisor, may not arise to the level defined above but nevertheless may hinder productive, collegial relationships necessary for furthering the mission of the college.

5.9.2 Procedures. In the second type of grievance above, the faculty member (administrative or academic) will take the grievance to that person's supervisor; if it is not settled at that level, it goes to the next level of supervision, and so on. The president, if it reaches that level, will make a final decision. At each level, the parties are encouraged to make a sincere effort to resolve the grievance in a collegial and respectful manner.

In the more serious type of grievance as given in the first definition above, Great Basin College uses peer evaluation or peer review as the method for resolving issues relating to promotion, tenure, and evaluations, as provided in the NSHE Code 5 Section 5.16(c).

An employee who disagrees with an adverse evaluation may provide a written rejoinder and/or request a peer review within 15 working days of the date of the evaluation. The peer review committee, which must be represented by **both** administration and faculty, will be comprised of the following:

- Grievied employee chooses one member.
- If the grievied employee is academic faculty, the Senate chair will select at least five and no more than eight tenured academic faculty members. If the grievied employee is an administrative faculty, the Senate chair will select at least five and no more than eight administrative and/or academic faculty, each of whom has been at GBC at least 5 years. From these lists the president selects one person for the committee, who will then serve as chair.
- The employee's supervisor chooses one member.

Within 15 working days of the committee selection, the peer review chair will convene a meeting of the group, which will then complete the work within 20 working days.

The working days specified above are the maximum. Some steps may be completed in a shorter time.

The committee will:

- Review written materials submitted, including the original evaluation and the faculty rejoinder.
- Gather information from other sources as the committee chair deems necessary.
- Discuss the merits of changing or not changing the evaluation. The proceedings of the peer review shall be informal in nature.
- Write a report recommending the confirmation of the original evaluation or recommending a new evaluation.

The peer evaluation report will be submitted to the college president. If the recommendation is to change the evaluation, the president may or may not accept the recommendation. Either way, the president must attach an addendum to the front of the original evaluation, explaining **how** the evaluation was changed (if it was changed) and **why** the evaluation was changed or remained the same. The addendum is signed by the president and a copy is given to the faculty member within fifteen (15) working days.

The supervisor's official evaluation and the faculty member's rejoinder and/or peer evaluation will be retained in the faculty member's personnel file along with other recommendations from a review process.

5.10 Classified Staff Grievance

Classified staff of the College who feel aggrieved because of an action or omission of an action resulting in an adverse impact on the employment conditions relating to salary, promotion, or other contractual status, as conditional by the NSHE Code and the State of Nevada Administrative Manual may seek redress through the State of Nevada procedures available from the college human resources office.

The above stated revised Bylaws for Great Basin College were approved by the Faculty Senate on April 27, 2007, and by the President's Council on May 1, 2007.

Faculty Senate Chair

President of Great Basin College

Approved by Nevada System of Higher Education Board of Regents, August 16/17, 2007.



POLICY AND PROCEDURE (revised)

Title:	DEPARTMENT CHAIR RESPONSIBILITIES
Policy No.:	3.4
Department:	Academic Affairs
Contact:	Vice-president for Academic Affairs

Policy

The department chair is responsible for day-to-day functions of a department. The chair works closely with students to ensure that the department is meeting students' needs. The chair is also responsible for the supervision of assigned classified staff, full-time and part-time instructors, student advising, requisition generation and budget recommendations. There are also important curricular and course scheduling duties.

The department chair is the advocate for the department at department chair meetings and in meetings with vice presidents or deans.

Procedures

1.0 General

- The length of the term for department chairs is decided by department (departments should set a policy).
- Each chair will fulfill teaching load responsibilities as determined by the adopted workload policy.
- The department chair or designee should be available, by phone or email when necessary during summer months and breaks.

2.0 Responsibilities to Students

- Hear student grievances and grade appeals as outlined in the current GBC catalog and make recommendations.
- Authorize prerequisite overrides for courses taught by part-time instructors.
- Advise faculty concerning disciplinary issues with students.

3.0 Curriculum Responsibilities

- Approve/deny substitution and waiver request forms for department courses.
- Organize the review of catalog for changes.
- Sign new course forms submitted to the curriculum and articulation committee.

4.0 Scheduling Responsibilities

- Coordinate scheduling of courses with faculty and center directors.
- Coordinate with other departments to determine class times/days for the good of the students.

5.0 Hiring and Oversight of Part-time Instructors

- Collaborate with center directors and other faculty on the hiring of part-time instructors.
- Approve payment requests for part-time instructors.
- Authorize prerequisite overrides for courses taught by part-time instructors.

- Provide syllabus template or provide assistance on writing a syllabi for courses within the department to ensure that all syllabi meet minimum college requirements, including course outcomes and assessments.
- Review course syllabi for completeness, outcomes, and measurements for each course.
- Either provide an approved text book for a course or assist in the selection of a textbook for a course within the department.
- Complete a performance review, or designate another individual to complete the review, during the first semester that an part-time instructor is hired and then again every fifth year or as deemed necessary.
- Review and sign student ratings for all part-time instructors; Submit to Institutional Research and Effectiveness.
- Include part-time instructors in appropriate activities of the department and disseminate relevant information to them.

6.0 Hiring and Oversight of Full-time Faculty

- Select a representative from the department to serve on tenure track or mentoring committees for all new teaching faculty.
- Ensure department participation from the department on the new faculty selection committees in conjunction with the personnel committee.
- Disseminate relevant information to department faculty.
- Sign *Employee Travel Request Authorizations* for faculty in the department.

7.0 Responsibilities to Administrative Assistant

- Collaborate with supervisor to ensure the administrative assistant is performing job elements as outlined in the Work Performance Standards. Provide necessary information to complete the Employee Appraisal and Development Report.
- Assist administrative assistant with the coordination of all student ratings, syllabi, book orders and final grade rosters.
- Collaborate to complete part-time instructor performance reviews.
- Collaborate to maintain budget documents, including departmental purchase orders, travel requests, purchase cards, and supply and equipment needs.
- Ensure department participation with the selection process of a new administrative assistant by serving on the interview committee.

8.0 Budget Duties

- Facilitate prioritization and manage department budget.
- Sign all departmental purchase orders or delegate authority to another department member.

9.0 Other Duties

- Schedule and conduct regular department meetings.
 - Serve on the Department Chair Committee.
 - Coordinate departmental reports and reviews as required.
- Recommend department's needs to appropriate vice presidents or deans.

Approved by Faculty Senate: January 19, 2007

Approved by President's Council: January 30, 2007

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



POLICY AND PROCEDURE

Procedure:	Access and Distribution of Recorded Instructional Materials
Policy No.:	3.7
Department:	Academic Affairs
Contact:	Vice President for Academic Affairs

Policy

For the purpose of providing quality distance delivery of classes to students, faculty and staff of Great Basin College shall record certain classes or presentations to be used in classes. Classes shall be recorded primarily under two circumstances. One is the recording of interactive video (IAV) class sessions for the purpose of using the recordings for technical backup. The second is instructor use of recordings for editing and redistribution through the Internet as a “lecture capture” segment of an online, live, or hybrid class. In some cases, recordings may be used for both purposes. Recordings are made either on video tape (IAV) or through a digital recording (IAV or lecture capture).

Other class-related uses of class recordings shall be under one of the following conditions, and should generally only be necessary for IAV classes:

1. The instructor requests the use of the recording for use in reviewing or evaluating presentations made within a class. A “Class Recording Release Form” must be filled out by the instructor for this purpose.
2. By filling out a “Class Recording Release Form,” the instructor of a class may give permission for a student or group of students to view a recording.
3. For faculty members in their probationary period for tenure or mentoring, members of the tenure or mentoring committees may view recordings that are parts of classes. This is to assist in the mentoring process and assure quality of instruction. The instructor should be given notice when recorded material within classes is going to be viewed.

Otherwise recordings shall not be viewed by others except with due cause regarding violations of GBC or NSHE policies within a class setting. The only persons authorized to view recordings under such conditions shall be administrators supervising the position instructing the class or those designated by the President of the College. Recordings shall not be retained deliberately for review without cause and shall not be viewed otherwise unless authorized by the instructor.

This policy shall in no way violate intellectual property or academic freedom policies of GBC or NSHE.

Any grievances related to this policy will be addressed thru GBC’s existing grievance procedures.

Procedures

1.0 IAV Class Recordings

IAV classes will be recorded for technical backup in the event of disruptions or loss of broadcast of the synchronous signal to one or more class delivery sites. Recording may be either on video tape or through a digital recording.

Recordings will be retained for at least 24 hours, or in the case of video tape, until they are recorded over.

In the event a site does not receive an IAV broadcast, the recording will be made available to students registered in the class at that site. If the recording is on video tape, it will be transferred to DVD to be sent to the site.

If the recording is available as a digital recording, the link shall be made available to students by the instructor for viewing until it is deleted by the instructor.

Students may only view the backup DVD recording at the GBC delivery site where the student is registered.

2.0 Lecture Capture Recordings

Lecture capture recordings may be created either in a stand-alone studio setting or as a recording in the presence of an IAV, face-to-face, or hybrid class. If the recording is used for the dual purpose of technical backup for the IAV class, it must be available for that purpose.

After the original lecture capture recording has been made, it may then be deleted or edited for use within its intended online class or as a class enhancement. There is no requirement of retaining segments of a recording that is edited out.

3.0 Viewing of Recordings Outside of Class Use

Only administrators supervising the position instructing a class or those designated by the President of the College are authorized to initially view a recording. This shall only be for cause.

A written request to view the recording shall be sent from the supervising administrator or other person designated by the President to the Office for Classroom Technology.

The faculty member and/or student(s) involved will receive notification of viewing the video.

The Office for Classroom Technology will provide a secure copy of the recording to the administrator or President's designee.

If it is determined that others should view the recording, it is the responsibility of the supervising administrator or President's designee to determine who may view the video. A record of who views the video shall be kept.

4.0 Student Privacy

The following is advised of all instructors using recordings that may have students within any part of a recording:

- Add a privacy statement in the class syllabus indicating that it is the students' moral and ethical responsibility not to redistribute recorded content in the course unless specifically authorized by the instructor; and if applicable.
- Discuss how class recordings are used for educational purposes, and any person who does not wish to physically appear in recordings should sit in designated areas for non-recording.

Approved by PC: October 13, 2015

Approved by Faculty Senate: September 25, 2015

Approved by Distance Education Committee: September 17, 2015

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



POLICY AND PROCEDURE

Title:	GRANTS: FINANCIAL PROCEDURES
Policy No.:	4.10
Department:	Controller's Office
Contact:	Controller/Grant Writer/Manager
Reference:	GBC Policy & Procedure 3.30 Grants: Development & Implementation

Policy

It is essential that the controller's office, the grant manager, and the principal investigator for a given grant work closely on the financial aspects of grants. Granting agencies will often have different policies and procedures from the NSHE policies that govern state monies. Any differences should be recognized early in the history of a given grant. A good working relationship internal to the college as well as the relationship with the granting agency is essential to financial health: proper use of funds; up-to-date information on financial activity; assurance that grant funds are not under- or over-spent, and that the program meets the granted agency's expectations.

Procedure

1.0 Award Files

1.1 Staff Responsibility. The grant writer/manager is responsible for ensuring that grant award files are maintained in accordance with all requirements set by the granting agency.

1.2 File Contents. At a minimum, all award files will contain the following:

- Request For Proposal (RFP)
- GBC President's Council approval
- Original grant application
- Requests for revisions
- All notices-of-award issued by the granting agency
- GBC project data sheet
- All correspondence and documents related to the grant
- Personnel activity reports
- Programmatic reports required by the granting agency
- Inventory of year-end supplies

2.0 Establishing Grant Accounts

Upon receipt of a notice-of-award, the grant writer/manager will prepare and forward a completed project data sheet and notice-of-award to the controller's office, which will set up an account in the appropriate restricted fund. In addition to the normal college procedures and practices for personnel, travel, purchasing, etc., any restrictions from the granting source also govern expenditures for a grant or contract.

2.1 Indirect Cost Rates. Indirect cost rates to be used in the submission of proposals for grants and contracts to outside agencies are computed at 8% or lower and the amount of indirect cost is calculated by the Principal Investigator. Traditionally federal grants limit training grants' indirect cost rates, as opposed to research program grants, to 8%, unless the institution has a lower computed rate. Higher indirect cost rates are only acceptable if approved by the funding agency.

Indirect cost allocations are recorded in fund 263 with separate accounts to reflect these distributions and any further allocations of college indirect cost recovery directed by the college. All indirect cost recovery and expenditure of the same shall be recorded in these funds.

3.0 Personnel Activity Reports

The principal investigator of each grant-funded program will ensure that an “A Personnel Activity Report” is completed for all individuals employed from grant funds.

3.1 Personnel Activity Reports for Sponsored Agreements (Professional Employees). Federal and college regulations require an after-the-fact certification of 100% of the effort of the professional personnel who devote effort either directly or indirectly to all direct federal sponsored agreements. The GBC Personnel Activity Report meets this regulation.

Any professional employee who devotes effort on a sponsored agreement or whose activities encompass more than one functional category or expense (e.g., instruction, departmental administration) must complete a Personnel Activity Report, and send to the grant manager’s office.

“A” contract employees must file at least semi-yearly, within thirty (30) days, respectively, after the end of December and the end of June). All other professional employees must file within three months after the end of each academic term, fall semester, spring semester, or summer session.

It is the responsibility of the department chair or the director to ensure that Personnel Activity/Grant Matching Reports are completed by professional employees to which this policy is applicable. Forms and instructions may be obtained from the controller's office or the Grant Writer/Manager’s Office.

Difference between effort reflected on personnel activity reports and effort reflected in payroll charges will need to be adjusted through submission of form PR 45, Request for Change of Payroll Charge, if the difference is determined to be material (see Section 1,114).

3.2 Personnel Activity Reports for Sponsored Agreements (Classified Employees). Federal and college regulations require monthly “after-the-fact” certification of non-professionals who have devoted effort to any direct federal sponsored agreements. The Personnel Activity Report meets this regulation.

These forms should be signed by a responsible official who has direct knowledge of the work performed, and submitted monthly to the Controller's Office. It is the responsibility of the project director or principal investigator to ensure that these forms are completed for all applicable non-professional employees.

Differences between effort reflected on these certifications and effort reflected in payroll charges must be adjusted through submission of a PR 45, Request for Change of Payroll Charge, if it is determined that the difference is material .

4.0 Expenditures

Prior to initiating any purchases, the principal investigator will verify that the expense is allowable and meets the objectives of the grant.

The granting agency will be invoiced on a quarterly basis or as specified by the granting agency. The controller will submit all invoices, unless a narrative report is required for payment. In this case, the grant writer/manager will submit the report and request for payment with coordination from the controller’s office.

5.0 Grant Revisions

Grant revisions are submitted to the granting authority for approval, as necessary and as required. The most common is the no-cost budget revision. Occasionally, the college will request permission from the granting agency to alter the scope of work if the project is not working out as originally planned.

6.0 Supplies/Equipment Inventory

Within two weeks of the close of each grant, the grant writer/manager will document the value of any remaining supplies and other expendable property purchased with federal grant funds. If the aggregate value exceeds \$5,000, a plan will be developed to utilize the inventory on other federally-funded projects or compensate the Federal government.

Documentation of the supplies will be maintained with the grant's program files. This documentation will be maintained regardless if the value exceeds \$5,000.

7.0 Close- Out Process

7.1 Grant Expenses. At the end of each grant the controller will provide the grant writer/manager with a detailed listing of all grant expenses, sorted by sub-object. The grant writer/manager will ensure that all expenses are allowable.

The grant writer/manager and controller will use this report to complete any expenditure reports required by the grantor. All expenditure reports will be reviewed by the controller's office and submitted by the controller's office via the grant writer/manager.

All programmatic reports will be submitted to the grant writer/manager by the principal investigator, in accordance with standards set by the grantor. The grant writer/manager will then submit the completed financial and programmatic reports to the grantor.

7.2 Receipts, Expenses, Excess Monies. To ensure that all grant funds have been requested, the grant close-out process includes the controller preparing a schedule summarizing all receipts and expenses incurred by each grant. All accounts receivable will be invoiced and any excess funds in grants will be returned to the grantor.

7.3 Indirect Costs. The controller will maintain a master schedule of the indirect costs earned from each grant. Indirect costs posted to the general ledger will be balanced to the master schedule. Final reports sent to the grantor will also be balanced to the master schedule of indirect costs.

7.4 Record Retention. In accordance with Federal guidance all records pertaining to grant activities must be maintained for a period of not less than three years from the final grant closeout. In addition, following grant closeout at the end of the grant period, if the grant is audited, the three year period begins upon the final closeout/resolution of the audit.

7.5 Equipment Disposal. In the case of disposition of equipment purchased with grant funds, the granting agency will be consulted regarding the proper method of disposition.

PC Approved: July 14, 2009, October 13, 2015

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