

GREAT BASIN COLLEGE  
PRESIDENT'S COUNCIL

May 10, 2016

1:30 p.m.

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

ABSENT: John Rice, Tom Reagan

1. Approval of Minutes – The minutes of the President's Council meeting on April 26, 2016, were approved.
2. SGA Update – Chelsey Fox was introduced as the new SGA president. Chelsey reported she went through training with DeMarynee on Friday of last week.
3. Faculty Senate Update – Mary Doucette thanked President Curtis and Vice President McFarlane for attending the last Faculty Senate meeting. Mary reported the nominees for the Chair-Elect position are Pat Anderson and Jonathan Foster. The Faculty Evaluation process will be presented for a seconded time on Friday and possibly approved. Faculty Senate will be reinstating the Bylaws committee next year. The committees have been asked to supply the final report for the year and the attendance. Mary brought up the security of the faculty web pages and the concern that faculty cannot update their own web pages. Mary reported the radiology conference that GBC hosted was a success.
4. Classified Council Update – Michelle Phay reported that she and Joe Micke will be the co-chairs for the Classified Council for the upcoming academic year.
5. Institutional Research Update – Cathy Fulkerson reported the Administrator Evaluation is closed. There was a 30% response rated with 141 employees participating. The results will be sent to President Curtis for his review. Another survey that has been completed is on student outcomes and how satisfied the student is with what they learned. Cathy reported attending a webinar on sexual assault that had very good information and she will work with Lynn Mahlberg to get the information out to the students.
6. Vice President Reports
  - Business Affairs – Sonja Sibert had no report.
  - Student Services – Lynn Mahlberg reported a record number of 609 degrees will be awarded at the end of the semester
  - Academic Affairs – Mike McFarlane reported the new academic faculty evaluation form has been sent out and should be completed by May 27<sup>th</sup>.
7. Dean/Director/Assoc. VP Reports

- Continuing Ed – Angie DeBraga reported there will be a Paralegal graduation on June 4<sup>th</sup>. There will be 15 students graduating from the Paralegal Certificate Program. Angie reported that she and Amber Donnelly are working with the school district to create a pathway with the tech prep credit for a Community Health Worker program. Amber added that there is a Community Health Work program in Vegas that is hugely popular. It creates a field where an employer will hire someone with a certification.
  - Health Science & Human Services – Amber Donnelly reported they are gearing up for graduation and the nursing and radiology pinnings. Amber reported all 13 spots are filled for the nursing program.
  - Business & Technology – Bret Murphy reported they have hired Jonica Gonzalez as the at last meeting interviewing for the College Credit Coordinator and she will start on August 1<sup>st</sup>. The Stan Popeck BBQ is on Thursday, May 12<sup>th</sup> at 11:30 a.m. in the Electrical Shop.
  - Distance Education – Lisa Frazier reported the annual survey to gage the implementation of Cranium Café is now closed. It is the second year for annual survey for Student Services. Almost 30% of students use Cranium Café. The students seem more satisfied with the help desk, financial aid, and the library. Many comments were received. There were 538 students who participated in the survey. Tomorrow she will send out a survey to students who used Smart Thinking to make sure the quality and rigor is being met. Cathy Fulkerson requested the results of Lisa's survey on accessibility an availability of services and she will put it on the IR website.
  - GBC Foundation – Greg Brorby reported that interviews are scheduled this week for the Administrative Assistant for the Foundation. The Alumni Association will launch on May 21<sup>st</sup> at graduation. There will be a booth at graduation and information packets will be available for the graduates who are walking. The packets will contain information on benefits, dues and a gift certificate from the GBC bookstore. The website will be launched the same day. Greg reported he is working on certifying the next \$296,000 for the NEH grant to get the next installment of the grant.
8. 4.4 Accounting Regulations and Procedures – Sonja Sibert reported that because of the TAACCCT grant review we needed to update our audit procedures. Section 4.6 was added to state that GBC will comply with the NSHE section on audits. President's Council approved the policy change.
9. President's Report – Mark Curtis reported he met with the Budget & Facilities committee yesterday to advocate for a policy for which there will be no taped posters or brochures on windows anywhere on campus with the exception of faculty offices and doors. President Curtis has instructed Buildings & Grounds to purchase additional bulletin boards that will be placed at strategic locations for such postings. B&G will be instructed to remove anything that is posted anywhere other than the bulletin boards excluding faculty offices. President Curtis will make an announcement at the Welcome Back about this issue. He has the full support of B&G and from the Budget & Facilities committee.

President Curtis will be in Pahrump on Monday for the graduation celebration. While he down there he will have lunch with community leaders to talk about next steps with the

Pahrump land. The MOU is with the BLM and with luck we may be able to put it on the August Board of Regents' agenda for approval.

President Curtis will be attending the Board of Regents' Agenda Review from Pahrump. GBC's materials for state college consideration have been submitted. President Curtis is hopeful for state college status by one year from now or possibly sooner.

President Curtis reported there is an article in the Nevada Appeal that suggested we would get \$5 million if the weighted student credit hours passed. This is not true. If we get an additional 2 points for the weighted credit hour we would bring in an additional \$4 million. That would keep us exactly where we are at now because we will not be receiving any bridge funding anymore.

President Curtis reported an organizational meeting for the 50<sup>th</sup> Anniversary has been done and the planning committee has been sent away with some ideas and things to think about. The planning committee will meet in early Fall to start the real planning.

President Curtis reported there is a Special Board of Regents' meeting on May 12<sup>th</sup> to discuss the Chancellor's hiring of a consulting firm to establish a new formula funding system and the Chancellor's actions in getting the report changed to his liking. President Curtis said it will be a long day for the Chancellor.

10. Miscellaneous  
None.

requiring that balances be paid in full within 30 days to avoid being sent to collections. All payments made from this point must be paid directly to the collection agency.

In addition to affecting a students' credit, a service indicator will also be placed on your account and access will be denied to transcripts, diplomas, viewing grades, registering for future classes, receiving refunds and qualifying for financial aid across all NSHE institutions until the balance is paid in full.

**4.6 Audits.** Due to the size of Great Basin College, the institution does not have its own internal audit department. The NSHE level internal audit department conducts internal audits on various department, procedures, etc. at GBC.

External auditors audit the consolidated financial statements of the Nevada System of Higher Education, its eight institutions and other component units that have a significant relationship with the institutions. They also audit the schedule of expenditures of federal awards for the year as required by the U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

Great Basin College will comply with NSHE Procedures and Guidelines manual, Chapter 5, Section 14, Audit Related Procedures. The Vice President for Business Affairs is the institutions Business Officer and will facilitate and ensure compliance.

All internal and external audit recommendations, findings, etc. will be addressed and resolved in accordance to those entities and/or state/federal guidelines.

Date adopted: October 28, 1997

Date last revised by President's Council: January 22, 2008, April 23, 2013, October 27, 2015, May 10, 2016

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