

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

August 16, 2017

1:30 p.m.

PRESENT: Joyce Helens, Sonja Sibert, Amber Donnelly, Tom Reagan, Bret Murphy, Angie DeBraga, Lisa Frazier, Jonathan Foster, John Rice, Norm Whittaker, Lisa Frazier, Cathy Fulkerson, Greg Brorby, Mardell Wilkins, Jolina Adams, Megan Amerigian, Becky Linville

ABSENT: John Rice, Lynn Mahlberg

GUEST: Nate MacKinnon

1. Approval of Minutes – The minutes of the President's Council meeting on July 18, 2017, were approved.

2. Meet the New Vice Chancellor for Community Colleges –

Nate MacKinnon introduced himself as the new Vice Chancellor for Community Colleges which is a newly created position that reports directly to the new Chancellor, Thom Reilly. He will be looking at streamlining processes among the community colleges and see where there is potential for some shared services.

3. SGA Update – Becky Linville reported an Elko senator has moved so they will appoint a new Elko senator. The newsletter should be out in September.

4. Accessibility Policies – Lynn Mahlberg presented policies that had to be approved to go into catalog. President's Council accepted the policies. (See attached)

- Emotional Support Animal Policy and Agreement
- Service Animal Policy

5. Faculty Senate Update – Jonathan Foster reported the next Faculty Senate meeting is August 26th. Faculty Senate committee assignments have been sent out and are finalizing who the committee chairs will be.

6. Classified Council Update – No report.

7. Institutional Research Update – Cathy Fulkerson reported on institutional data and the increases in the student count.

8. Vice President Reports

- Business Affairs – Sonja Sibert reported on the Workday Project. The anticipated go live date is October 2. There will be training sessions for managers, classified, staff and other specified groups prior to go live.

- Student Services/Academic Affairs – No report.

9. Dean/Director/Assoc. VP Reports

- Continuing Ed – Angie DeBraga reported 3 classes started this week. Paralegal program and CDL programs start next week. The Shoshone Language initiative this summer was a great success.
- Health Science & Human Services – Amber Donnelly reported a 100% pass rate for nursing (5 years in a row) and a 100% pass rate for the Paramedic program. Radiology passed all but one student. She is finalizing the grant application to go out on September 1 for the new building in Winnemucca.
- Arts & Science – Tom Reagan reported on the Teach Nevada scholarships - \$170,000 for teacher ed candidates. They awarded 16 full ride scholarships that pay for 75% and after 5 years they get the 25% back. Tom reported on GBC Jump Start dual enrollment program and efforts being done to reduce the need for remedial classes. GBC will be working on college and career readiness grants. The districts want to do a consortium grant.
- Business & Technology – Bret Murphy reported on his last-minute trip to Peru and Chili with the Governor's Trade Mission on Mining and Education. They visited colleges and universities.
- Distance Education – Lisa Frazier talked about online course retention. Smarter measure placement score in writing and math, but non cognitive skills play into it too. Time management procrastination family issues are factors. 450 students took it this summer. Looking at data to see if we can use the survey as a predictor to get services to students sooner.
- GBC Foundation – Greg Brorby reported there is was a planned giving workshop for estate planning with 40 people attending. The Foundation will be dispersing \$120,000 in scholarships for fall semester.

Great Basin College

Student Housing

Emotional Support Animal Policy and Agreement Policy

GBC recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “Emotional Support Animals” under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. GBC is committed to allowing Service Animals and Emotional Support Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy student housing. This policy explains the specific requirements applicable to an individual’s use of an Emotional Support Animal in student housing. GBC reserves the right to amend this policy as circumstances require. This policy applies solely to “Emotional Support Animals” which may be necessary in student housing. It does not apply to “Service Animals” as defined by the ADAAA. Students with “Service Animals” should refer to the GBC Service Animal Policy. The “Service Animal” is allowed to reside with its Partner/Handler, as well as accompany them to other allowable areas/facilities on the GBC Campus, under the GBC Service Animal policy.

Although it is the policy of GBC that individuals are generally prohibited from having animals of any type in student housing, GBC will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Emotional Support Animal that is necessary because of a disability and reasonable. However, no Emotional Support Animal may be kept in student housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.

Definitions

Emotional Support Animal: An “emotional support animal” (“ESA”) is an animal that provides comfort to an individual with a disability upon the recommendation of a healthcare or mental health professional. An emotional support animal does not assist an individual with a disability with activities of daily living, but rather its role is to live with an individual and alleviate the symptoms of an individual’s disability. Some emotional support animals are professionally trained, but in other cases emotional support animals provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as emotional support animals, but any animal may serve a person with a disability as an emotional support animal.

The question in determining if an emotional support animal will be allowed in student housing is whether or not the emotional support animal is necessary, because of the individual’s disability, to afford the individual an equal opportunity to use and enjoy student housing and its presence in student housing is reasonable. However, even if the individual with a disability establishes necessity for an emotional support animal and it is allowed in student housing, an emotional support animal is not permitted in other areas of the College (e.g. dining facilities, libraries, academic buildings, classrooms, labs, etc.).

Owner: the individual who has requested the accommodation and has received approval to bring an Emotional Support Animal into student housing.

Disability Resource Center: college office which collaborates with individuals, faculty, and staff to ensure that individuals with disabilities have equal access to all GBC programs and activities.

Service Animal: A “service animal” is a dog trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, medical, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act (“ADA”) regulations at 28 CFR35.104. Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as service animal. The work or tasks performed must be directly related to the individual’s disability. Dogs whose sole function is to provide comfort or emotional support do **not** qualify as service animals under the ADA.

Procedures for Requesting Emotional Support Animals in Student Housing

The procedure for requesting Emotional Support Animals follows the general procedures set forth in the Reasonable Accommodation Policy for Great Basin College and the requirements set forth below. However, to the extent the requirements and procedures in this policy conflict with the Reasonable Accommodation Policy, this Policy shall control:

Criteria for Determining If Presence of the Emotional Support Animal is Reasonable

- Student housing is unique in several aspects including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residence halls. To ensure that the presence of emotional support animals is not an undue administrative burden or fundamental alteration of student housing, GBC reserves the right to assign an individual with an emotional support animal to a single room without a roommate (additional fees may apply).
- For all requests for emotional support animals, the DRC shall consult with the Student Housing Coordinator in making a determination on a case-by-case basis of whether the presence of an emotional support animal is reasonable. A request for an emotional support animal may be denied as unreasonable if the presence of the animal:
 - o Imposes an undue financial and/or administrative burden
 - o Fundamentally alters student housing policies; and/or
 - o Poses a direct threat to the health and safety of others or would cause substantial damage to the property of others, including college property.

GBC will consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with emotional support animals:

- The size of the animal is too large for available assigned housing space.
- The animal's presence would force another individual from student housing (e.g. serious allergies).
- The animal's presence otherwise violates individuals' right to peace and quiet enjoyment.
- The animal is not housebroken or is unable to live with other residents in a reasonable manner.
- The animal's vaccinations are not up-to-date.
- The animal poses or has posed in the past a direct threat to an individual or others such as aggressive behavior towards or injuring the individual or others.
- The animal causes or has caused excessive damage to housing beyond reasonable wear-and-tear.

Access to College Facilities by Emotional Support Animals

- An emotional support animal must be contained within the Owner's privately assigned individual living accommodations (e.g., room, suite, or apartment) except to the extent the individual is taking the animal out for natural relief. When an emotional support animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. emotional support animals are not allowed in any college facilities other than college residence halls to which the individual is assigned.
- The emotional support animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from Student Housing.

Owner's Responsibilities for Emotional Support Animal

If the college grants an Owner's request to live with an emotional support animal, the Owner is solely responsible for the custody and care of the emotional support animal and must meet the following requirements:

General Responsibilities –

- The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The college has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The college reserves the right to request documentation showing that the animal has been licensed.
- The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by GBC.

- The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the emotional support animal and/or discipline for the responsible individual.
- GBC will not ask for or require an individual with a disability to pay a fee or surcharge for an approved emotional support animal.
- An individual with a disability may be charged for any damage caused by his or her emotional support animal beyond reasonable wear-and-tear to the same extent that it charges other individuals for damages beyond reasonable wear-and-tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests, if necessary, as part of the college's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college shall have the right to bill the Owner's account for unmet obligations under this provision.
- The Owner must fully cooperate with college personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.). Animal waste, such as dog feces, must be immediately be retrieved by the owner, placed in a plastic bag and securely tied before being disposed of in an outside trash dumpster. The Owner is responsible for supplying all clean-up supplies for the emotional support animal. If the emotional support animal is kept solely indoors, animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in an outside trash dumpster. Litter boxes, cages, crates, etc., must be changed on a regular schedule such as daily or every few days. The changing of litter boxes, cages crates etc. must be done on a frequency so as to keep odor to a reasonable minimum. Litter boxes, cages, crates, etc. must be placed on mats so that feces and urine are not tracked onto rugs or carpeted areas.
- Emotional support animals may not be left overnight in Student Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the emotional support animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.
- The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
- The animal is allowed in student housing only as long as it is necessary because of the Owner's disability. The Owner must notify the DRC in writing if the emotional support animal is no longer needed or is no longer in residence. To replace an emotional support animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this policy and the Reasonable Accommodation Policy when requesting a different animal.
- GBC personnel shall not be required to provide care or food for any emotional support animal including, but not limited to, removing the animal during emergency evacuation for events such

as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

- The individual must provide written consent for DRC to disclose information regarding the request for and presence of the emotional support animal to those individuals who may be impacted by the presence of the animal including, but not limited to, residence life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.
- The Owner is solely responsible for any bodily injury to others caused by the emotional support animal and will defend, indemnify and hold the Board of Regents of the Nevada System of Higher Education and GBC harmless for any liability or damages imposed or sought to be imposed as a result of any such bodily injury.

Removal of Emotional Support Animal

GBC may require the individual to remove the animal from student housing if:

- The animal poses a direct threat to the health or safety of others or causes substantial damage to the property of others.
- The animal's presence results in a fundamental alteration of the GBC student housing program.
- The Owner does not comply with the Owner's Responsibilities set forth above.
- The animal or its presence creates an unmanageable disturbance or interference with the college community.

The College will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Director of Disability Support and Related Resources, the Student Housing Coordinator, and the Director of Environmental Health, Safety & Security and may be appealed using the Appeal Protocol procedures set forth in the GBC Reasonable Accommodation Policy. The Owner will be afforded all rights of due process and appeal as outlined in that process. Should the emotional support animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Great Basin College

Student Housing

Emotional Support Animal Policy and Agreement Policy

Acknowledgement and Release of Information

Consent Form

By my signature below, I verify that I have read, understand and will abide by the requirements outlined here and I agree to provide the additional information required to complete my Request for a reasonable accommodation under the GBC Emotional Support Animal Policy for Student Housing. I have read and understand the Emotional Support Animal Policy and Agreement and I agree to abide by the requirements applicable to emotional support animals. I understand that if I fail to meet the requirements set forth in the policy, GBC has the right to enforce removal of the emotional support animal from GBC student housing. However, I will be responsible to fulfill my housing, academic, and all other obligations for the remainder of the housing contract. I give permission to the Disability Resource Center to disclose to others impacted by the presence of my emotional support animal (e.g., residence life staff, potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the emotional support animal and/or resolving any potential issues associated with the presence of the emotional support animal. I further recognize that the presence of the emotional support animal may be noticed by others visiting or residing in student housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances emotional support animals are permitted for persons with disabilities.

Owner's Signature

Date

Director of Disability Support and Related Resources

Date

Student Housing Coordinator

Date

Great Basin College

Reasonable Accommodation Policy

Introduction and Background:

As a member of the Nevada System of Higher Education (NSHE) and pursuant to federal and state laws, no qualified individual with a disability shall unlawfully be denied access to or participation in any services, programs, or activities of Great Basin College (GBC) on the basis of his or her disability. GBC is committed to providing reasonable accommodations to students, employees and visitors with disabilities to afford an opportunity for full participation in educational programs and activities. Accommodations that are unduly burdensome to NSHE or the GBC or that fundamentally alter the nature of the service, program, course, or activity are not required.

This Policy explains the specific requirements and guidelines which govern requests for reasonable accommodations within GBC's educational/degree programs, departments, and student housing. GBC reserves the right to amend this policy at any time as circumstances require.

Procedure for Requesting Reasonable Accommodations:

The Disability Resource Center (DRC) is responsible for evaluating whether to grant or deny requests for reasonable accommodations in GBC educational/degree and student housing programs. The DRC will assist in evaluating and responding to accommodation requests involving GBC faculty/employees. The Human Resources Office is responsible for making all decisions concerning personnel issues. The DRC will offer support and consultation in these instances. In evaluating all requests for reasonable accommodations, the DRC will consult with the Vice President for Academic and Student Affairs, Director of Environmental Health, Safety & Security, Student Housing Coordinator, and Human Resources Office as necessary, to determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in student housing who believe they need a reasonable accommodation must contact the DRC and follow the procedures set forth for all other student accommodation requests.

Process for Requesting a Reasonable Accommodation:

1. Complete the "Request for Accommodations and Intake Form" and Return it to the DRC (Note: Employees should complete the Request for Employee Accommodations Form). The form can be found online at <http://www.gbcnv.edu/disabilities/>. The form can be mailed to GBC, DRC, 1500 College Parkway, Elko, NV 89801. It can be faxed to phone (775)753-2311, attention Director of Disability Support and Related Resources. If an individual requires assistance in completing the form because of his/her disability, the DRC will provide assistance in completing the form. Please call (775)753-2271 or email Julie.byernes@gbcnv.edu for an appointment.
2. GBC will accept and consider requests for reasonable accommodation at any time. However, it is important to understand that implementing accommodations takes time. Requests for accommodations received less than 30 days prior to the start of instruction, or move-in (for student housing requests) will not be in time to have accommodations in place for the first day

of class (or first day of residence for housing requests). Accommodations are not retroactive. Additionally, Students that are receiving accommodations are expected to register for their classes at least 30 days in advance of the first day of instruction, so accommodations can be coordinated. Students that make changes to their schedule or register after this deadline may not have accommodations in place at the beginning of the semester. Accommodations which are approved and sent out after the start of the semester are not retroactive.

3. Great Basin College Strives to comply with every aspect of the Americans with Disabilities Act and in doing so it reviews each individual application for accommodations individually and on a case by case basis. The GBC DRC asks that each individual submit documentation of the presence of a disability and documentation that supports the need for requested accommodations. However, it is our goal to ensure that the burden of providing documentation of a disability not be unnecessarily burdensome or unnecessarily discourage individuals with disabilities from establishing the need for a reasonable accommodation. GBC asks that individuals provide documentation that contains the following information, prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician. The required documentation should include the following:
 - a. A diagnosis of your current disability and supporting information concerning the diagnosis, including the date of the diagnosis and the diagnostic criteria or tests used in making the diagnosis.
 - b. A description of how the disability affects the individual and if it disrupts any major life activities.
 - c. A description of how the disability may affect the individual's academic performance.
 - d. The credential and signature of the diagnosing professional.
 - e. Individuals that cannot provide documentation should contact the Director of Disability Support and Related Resources ([775.753.2271](tel:775.753.2271)) for an individual review.

All documentation is reviewed on a case by case basis. The student/employee shall provide the verification documentation to the Director of Disability Support and Related Resources. The cost of obtaining the professional verification shall be paid by the student/employee. If the initial verification is incomplete or inadequate to determine the presence of a disability and support the need for requested accommodations, the College shall have the discretion, in rare circumstances, to require supplemental assessment of a disability. The cost of the supplemental assessment shall be paid by the student/employee. Documentation should be submitted to the DRC (see contact information above).

4. Dual Enrollment Students (students enrolled concurrently in high school and GBC college courses) should note that IEPs and 504 accommodations are not transferred directly from the high school to the college class room. High school students are advised to submit a current IEP and documentation or report from the school psychologist or diagnosing physician (in the case of 504 Accommodations). All documentation submitted by dual enrollment students will be evaluated based on the above guidelines.

5. Absent exceptional circumstances, the DRC will attempt to provide a written response to a reasonable accommodation request within fifteen (15) business days of receiving appropriate documentation from the individual requesting accommodations. The response may include a request for additional information, clarification of request, explanation of denial, alternative accommodation, approval of accommodation, and or request to meet to discuss any necessary arrangements necessary for the implementation of accommodations.

Determination of Reasonableness:

The DRC Shall Carefully consider all accommodation requests and consult with federal, and state law, NSHE policy, legal counsel, GBC administration, and may in rare circumstances find cause to deny a requested accommodation, if it is unreasonable. An accommodation may be considered to be unreasonable if it:

- (1) Imposes an undue financial and/or administrative burden
- (2) Fundamentally alters college programs, degrees, or policies
- (3) Causes a direct threat to the health and safety of others or would cause substantial damage to the property of others, including college property.

If the DRC determines an accommodation is not reasonable every effort will be made to negotiate reasonable accommodations with the individual making the request. The individual will be informed of the decision to deny the accommodation and alternative accommodations will be suggested or a meeting arranged to discuss possible solutions. Any person with concerns about a denial of an accommodation request may follow the appeal protocol:

1. If an individual believes he/she was denied equal access, the individual must inform the Director of Disability Support and Related Resources in writing, consisting of a single concise document, about the concern or problem, within 30 days of the alleged infraction.
2. The Director of Disability Support and Related Resources will investigate the allegation to determine if equal access was denied within 30 days of receiving the complaint.
3. The Director of Disability Support and Related Resources will serve as the advocate to resolve the problem/situation.
4. If resolution cannot be reached, the Director of Disability Support and Related Resources will file a report with the Vice President for Academic and Student Affairs (VPASA). The VPASA will review the facts of the allegation and consult with the appropriate college departments, administration, and faculty. Recommendations will then be made with the goal of resolving the conflict.
5. If the above steps do not bring about a satisfactory resolution, the individual may contact the Affirmative Action Officer of GBC and follow the established procedures of that office.

Contact Information for Director of Disability Support and Related Resources:

Great Basin College, Att: Julie G. Byrnes
1500 College Parkway
Elko, Nevada 89801

Email: julie.byrnes@gbcnv.edu

Phone #: (775)753-2271

Fax #: (775)753-2311

Great Basin College

Service Animal Policy

Introduction to Policy:

Nevada System of Higher Education (NSHE) and Great Basin College (GBC) are committed to reasonably accommodating individuals with disabilities who require the assistance of service animals. However, NSHE/GBC is also mindful of the health and safety concerns of the campus community. Thus GBC strives to balance the need of the individual with the disability with the potential impact of the service animal on others within the campus community.

Service animals are trained to assist people with disabilities in the activities of normal living. If an animal meets the definition of a service animal (see below), it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program.

The ADA and Great Basin College, policy allows service animals to accompany persons with disabilities while on the Great Basin College campus. A service animal must be permitted to accompany a person with a disability to nearly all locations on campus.

This policy differentiates "service animals" from "emotional support animals" and "pets." Additionally, this policy denotes campus locations that are off-limits to service animals, and sets behavioral guidelines for service animals.

Service Animal Terminology

Partner/handler: A person with a service animal.

Pet: A domestic animal kept for pleasure or companionship. Pets are not permitted in college facilities.

Service Animal: A "service animal" is a dog trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, medical, psychiatric, intellectual, or other mental disability and meets the definition of "service animal" under the Americans with Disabilities Act ("ADA") regulations at 28 CFR 35.104. Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as service animal. The work or tasks performed must be directly related to the individual's disability. Dogs whose sole function is to provide comfort or emotional support do **not** qualify as service animals under the ADA. If there is a question about whether an animal is a service animal, The Director of Disability Support and Related Resources (775-753-2271 or Julie.byrnes@gbcnv.edu) should be contacted for clarification.

Therapy/Companion Animal: An animal with good temperament and disposition, and who has reliable, predictable behavior, selected to visit people with disabilities or people who are experiencing the frailties of aging as a therapy tool. The animal may be incorporated as an integral part of a treatment process. A therapy/companion animal does not assist an individual with a disability in the activities of daily living. The therapy/companion animal does not accompany a person with a disability all the time, unlike a service animal that is almost always with its partner. *Thus, a therapy/companion animal is not covered by laws protecting service animals and governing their activities.*

Emotional Support Animal: An emotional support animal is an animal that is necessary to afford a person with a disability an equal opportunity to enjoy a dwelling unit and is permitted only in dwelling units after approval by the Director of Disability Support and Related Resources.

Trainee: A dog undergoing training to become a service animal. A trainee will be housebroken and fully socialized. To be fully socialized means the animal will not, except under rare occasions, bark, yip, growl or make disruptive noises; will have a good temperament and disposition; will not be aggressive. A trainee will be under control of the handler, who may or may not have a disability. If the trainee begins to show improper behavior, the handler will act immediately to correct the animal or will remove the animal from the premises. To request permission to bring a trainee on to the GBC campus or in to the student housing program, the request should be made to the DRC. The Handler should follow the same process as outlined in this GBC Service Animal Policy.

Requirements of Faculty, Staff, General Campus Students

1. Allow a service animal to accompany the partner at all times and everywhere on campus except where service animals are prohibited (explained below).
2. Do not pet a service animal; petting a service animal when the animal is working distracts the animal from the task at hand.
3. Do not feed a service animal.
4. Do not deliberately startle a service animal.
5. Do not separate or attempt to separate a partner from his or her service animal.
6. Do not ask the partner/handler to have the service animal demonstrate its services.
7. Do not ask for certification or proof of training as a service animal.
8. Please suggest the partner/handler of a service animal meet with the GBC Director of Disability Support and Related Resources, if they have not already done so. The partner/handler and service animal are allowed be on campus and enter campus facilities even though they have not yet met with the Director of Disability Support and Related Resources.

Concerns: If a faculty member is concerned about the presence or behavior of a service animal on campus, he/she should contact the Disability Resource Center or the GBC Security Office to discuss the issue. Any behavior of concern by the partner/handler and/or the service animal should be carefully documented.

Requirements of Service Animals and Their Partners/Handlers

1. The partner/Handler and service animal should meet with the Director of Disability Support and Related Resources prior to the first day of class. Please call or email (775-753-2271 or Julie.byernes@gbcnv.edu) for an appointment. It is recommended the partner/handler bring vaccination records, city licensing verification, and the service animal to the appointment.
2. Licensing and Vaccination: The animal must be licensed and immunized in accordance with the laws, regulations, and ordinances of the City of Elko, Elko County, and the State of Nevada.

3. **Health:** The animal must be in good health. Service animals that are ill should not be taken into public areas. A partner/handler with an ill animal may be asked to remove the service animal from college facilities until it is well.
4. **Leash:** The animal must be on a leash or otherwise under the full control of the partner/handler at all times. The care and supervision of the service animal is solely the responsibility of its partner/handler.
5. **Partners/handlers** are required to ensure their service animal is house broken. In the event of an isolated incident, of a service animal failing to control its bodily eliminations due to illness or accident, the partner/handler is responsible for immediately and properly cleaning up and disposing of any bodily fluids or solid waste. If due to the partner/handlers disability, he/she has made arrangements with the Disability Resource Center for clean-up assistance, the partner/handler must immediately follow previously outlined steps for requesting clean-up.
6. **Clean-up:** The partner must immediately clean up after the animal defecates. The feces must be disposed of properly by being placed in a plastic bag and put in an outdoor waste receptacle. Partners/handlers are required to have in their possession, at all times when accompanied by their service animal, appropriate and sufficient cleaning materials and disposal bags. Individuals with disabilities who physically cannot clean up after their own service animal are required to notify the Disability Resource Center so that other arrangements can be made.

When a Service Animal Can Be Asked to Leave

Disruption: the partner, of an animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself), may be asked to remove the animal from college facilities. If the improper behavior happens repeatedly, the partner may be told not to bring the animal into any college facility until the partner takes significant steps to mitigate the behavior. Mitigation can include muzzling a barking animal or refresher training for both the animal and the partner.

Cleanliness: partners with animals that are unclean, noisome and or bedraggled may be asked to leave college facilities. An animal that becomes wet from walking in the rain or mud or from being splashed on by a passing automobile, but is otherwise clean, should be considered a clean animal. Animals that shed in the spring sometimes look bedraggled. If the animal in question is usually well groomed, consider the animal tidy even though its spring coat is uneven and messy appearing or it has become wet from weather or weather related incidents.

Areas Off Limits to Service Animals:

Science Laboratory areas or classrooms where chemicals and/or organisms are used in research or to teach

science subjects: the natural organisms carried by dogs and other animals may negatively affect the outcome of

the laboratory experiments. Additionally, chemicals and/or organisms used in these science laboratories may be harmful to service animals.

Areas where there is a danger to the service animal: any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor; where there is a high level of dust; or where there is moving machinery is off-limits to service animals**. (e.g., mechanical rooms, custodial closets, Career and Technical education area/classrooms for live experience, metal/machine shops)

Clinical Experiences or practical/clinical training areas for educational programs in the health fields and training programs:** If having an animal in an area will pose a significant risk to the health of another individual, it may not be allowed to enter. This would include an area of isolation or where sterile materials are stored or used, an area where surgical instruments may be dropped, an area where the service animal might inhibit or prevent medical responders from reacting to an emergency or attending to a patient (when the patient is the partner/handler the guidelines may be different and the policy of the health facility should be followed), or where patients, who have allergies to pet dander, are located.

Food preparation areas: service animals are allowed in food service areas, but are not to be in the areas where food is being cooked or prepared.

***Partners/handlers planning to pursue a degree or certificate in one of GBC's programs in Career and Technical Education or health related fields, will be evaluated and advised on a case by case basis to ensure that equal access to educational programs is met while meeting the safety and health needs of the student, service animal, and practical experience aspects of the educational programs.*

Grievances:

Any partner dissatisfied with a decision made concerning a service animal should contact the Director of Disability Support and Related Resources and follow the GBC Disability Resource Center Appeal Protocol found at <http://www.gbcnv.edu/disabilities/> . The GBC Equal Opportunity/Affirmative Action Officer may also be contacted by calling 775-753-2184.

GBC First-time, Full-time Certificate, Associate's, and Bachelor's Degree-seekers

Entering Semester	Total First-time Students	Previously Enrolled HS Students	First-term Retention Rate	First-year Retention Rate	On-time Graduation Rate	Three-year Graduation Rate	Six-year Graduation Rate
Fall 2007	153	0	77%	50%	14%	22%	24%
Fall 2008	178	4	77%	57%	19%	23%	25%
Fall 2009	273	9	76%	52%	15%	19%	21%
Fall 2010	206	4	76%	53%	16%	22%	25%
Fall 2011	216	19	79%	53%	18%	27%	
Fall 2012	224	50	82%	60%	26%	33%	
Fall 2013	226	45	79%	62%	32%	42%	
Fall 2014	264	69	84%	65%			
Fall 2015	290	81	87%	69%			
Fall 2016	231	60	89%				

Notes:

Retention rates include those students who complete a skills certificate, certificate or degree before the next spring or fall as well as those who are enrolled the next spring or fall semester. On-time graduation rates are based on students who complete an award within 100% of normal time -- an industry skills certificate of achievement the first semester, a certificate within one year, an associate's degree within two years or a bachelor's degree within four years. Three-year and six-year graduation rates are completions within 150% of normal time -- an industry skills certificate within one year, a certificate of achievement within 1 1/2 years, an associate's degree within three years or a bachelor's degree within six years. Students who successfully complete the GBC social work (3+1) program in three years (100% of normal time) and 4 1/2 years (150% of normal time) are counted as three-year and six-year graduates, respectively (as per IPEDS). Industry skills certificates were not available until fall 2013.

Students who graduate quickly enroll in college classes during high school, bring in AP and/or TechPrep credits, take 12 or more credits per semester, take classes during the summer, and/or take classes elsewhere and transfer in the credits to GBC. Students enrolling in developmental classes do so their first semester and stick with it until they fulfill those requirements. In addition, PeopleSoft implementation in fall 2011 allowed for the identification of first-time students who were previously enrolled while in high school and in fall 2012, compressed Career and Technical Education programs increased their enrollments, thanks to the TAACCCT grant.