

**President's Council Meeting
September 26, 2019
MINUTES**

PRESENT: Joyce Helens, Mardell Wilkins, Jake Rivera, Mary Doucette, George KleeB, Brian Zeiszler, William Brown, Angie DeBraga, Matt McCarty, Jennifer Sprout, Joe Micke, Melanie Dodson

ABSENT: Sonja Sibert, Bret Murphy, Amber Donnelly, Karl Stevens, Jinho Jung

President Helens had everyone introduce themselves. President Helens wants these President's Council meetings to be more like a conversation.

Faculty Senate Update – George KleeB reported on the first meeting of Faculty Senate on September 20, 2019. The committees are just being confirmed and starting their work. There were no action items. One important item being looked at in the Comp and Benefits committee is the workload and overload policy. President's Council can expect recommendations from the committee in the Spring.

One question for President's Council that came up was regarding the "Administrator in Charge". Former presidents would send out a notice when they were out of the office announcing who was in charge in their absence. Officer in Charge means something totally different within NSHE. President Helens said according to NSHE when the president is out of state there is an Officer in Charge. The Chancellor will be notified and will know who that is as will Mardell Wilkins. Business will still be conducted. For all other instances there is no need to communicate an Administrator in Charge when the president will be out of the office. Business carries on in the same manner for example when the administrators are attending the Board of Regents' meetings. Perhaps more training on who is responsible for the work flow and approvals is more appropriate.

President's Update – President Helens talked about the Snapshot presentation that she did to the Board of Regents meeting which she previewed at the fall Convocation. She provided an explanation to the charts. People have stories that are not correct. People assumed that declining enrollment was the reason for the budget reduction of \$1.4 million and this was not the case. The Snapshot is the history of the past 10 years of enrollments. Even during the recession, we rebounded faster than other colleges. We don't follow the trends as unemployment went down our enrollments went up. This paints a different picture. We had a dip in enrollment of just 3% and that doesn't cause a \$1.4 million budget. There was an error in formula which GBC had nothing to do with. This presentation of data to the Board of Regents showed we are a strong college. We looked at many things such as how many people applied to GBC and not enrolled. We also had a huge backlog of transcripts that needed to be reviewed. We lost 86 positions during recession. We tried to determine how to fix the problems. In delving into the data and asking the questions we have been able to implement a number of things. We now have an Institutional Enrollment Management plan and Communications plan. We filling much needed positions. We are looking also at sustainability and consistent practices.

Onboarding and succession planning has been nonexistent so we will be looking at an onboarding process for all new employees and cleaning up existing policies.

Communications – the practice of no group emails came from Academic Affairs, Mike McFarlane. For better communications and consistency, the Communication's Department will be emailing weekly

update with all pertinent information. You must send your information to Jennifer Sprout for dissemination to all college. This is about efficiency. As a reminder if there is a need to use group email, be sure and use the blind copy. Also, the Communication's Department will be producing a monthly newsletter.

SGA Update – Melanie Dodson reported on the SGA campaigning this week. They had seventeen applicants and twelve gave speeches. There is a new student club that has been reactivated – the Native American Association. There were 11 students interested in joining the club and the 1st meeting is next Friday. The SGA hosted Welcome Back Week events at the beginning of the semester. They conducted a back-pack raffle on Constitution Day. SGA will be recognizing one staff person per month in their newly created Stars for Staff project.

Jake Rivera talked about response time to students and the importance of responding quickly. With online students we have to change how we deal with students on a regular basis. We need to adapt to student issues fast and respond quickly. It is a work in progress. There will be mandatory advisement program starting soon. SGA will be consulted on how to make the process work best for students.

Jennifer Sprout has taken over the chair of the Strategic Communications Committee. She will be giving every committee member a task. The first month the committee is working on the communications expectations from students.

Joe Micke announced Classified Council's annual Chili and Soup Cook off is scheduled for November 5, 2019.

Mary Doucette reported on the accreditation progress. The Self Study draft will be done by 1st of October. Will release it to President's Council and then at large to faculty. Looking at content and not wording at this point. Everything is on track. The document is due on February 15. The site visit is March 30 – April 2, 2020. Bill Brown said it is important that all the web pages be updated for accreditation purposes. Jake Rivera said that the policies are being reviewed for accuracy and the catalog speaks correctly to what we are doing. They are looking at the catalog process and the new class schedule process. March 15, 2020 is the deadline for catalog changes.

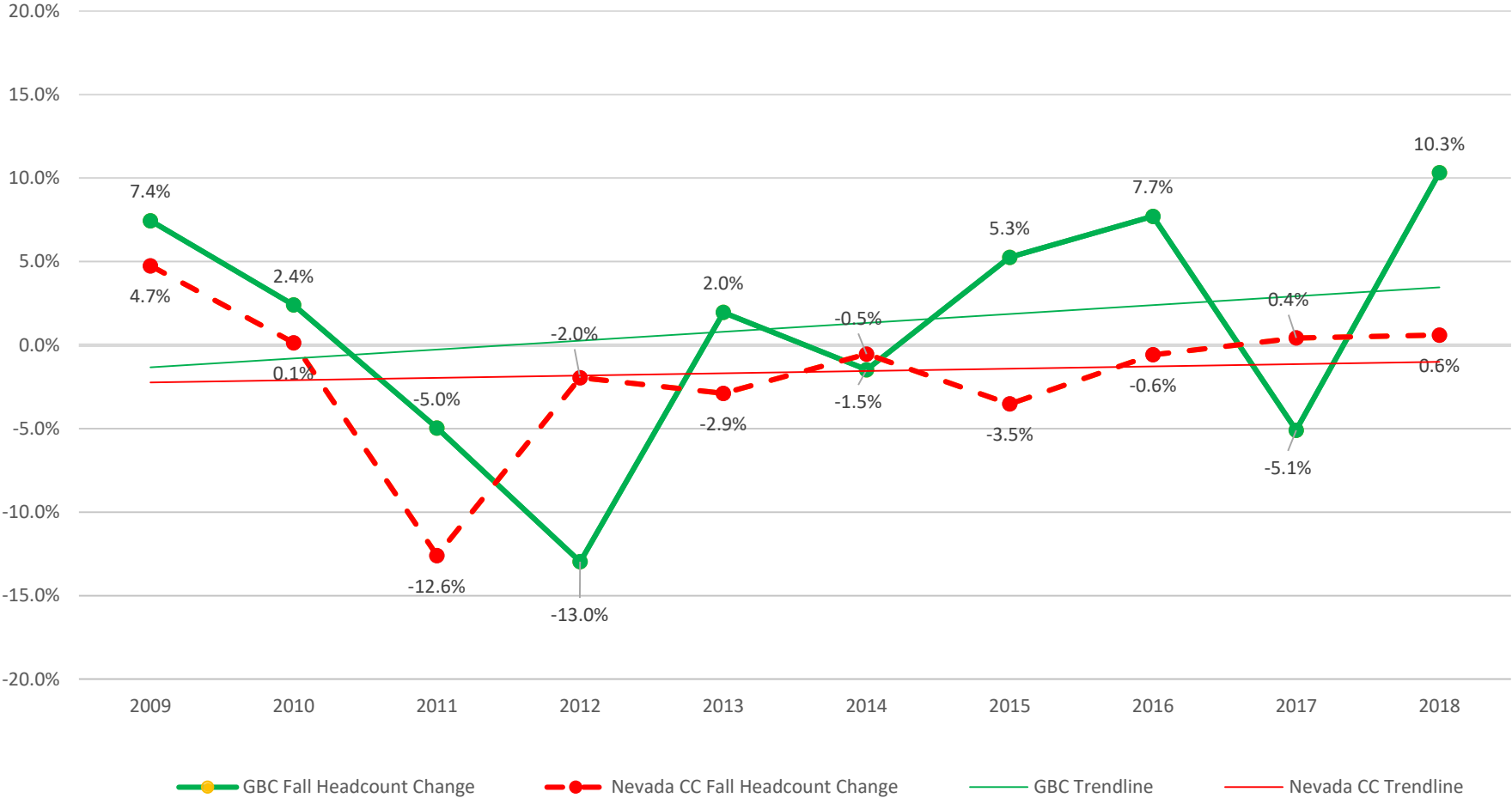
Mary Doucette reported that the Paramedics program received its accreditation.

George Kleeb asked about the number of users we have to use the OnBase program. A user creates the form, so we can have "X" number of users to be determined. Once the form is built anyone at the college can use it. OnBase technology can be utilized by the whole college. The focus is on students first and then staff.

President's Council discussed a policy of no Tabaco use (including vaping) on campus. Further research and discussion to follow.

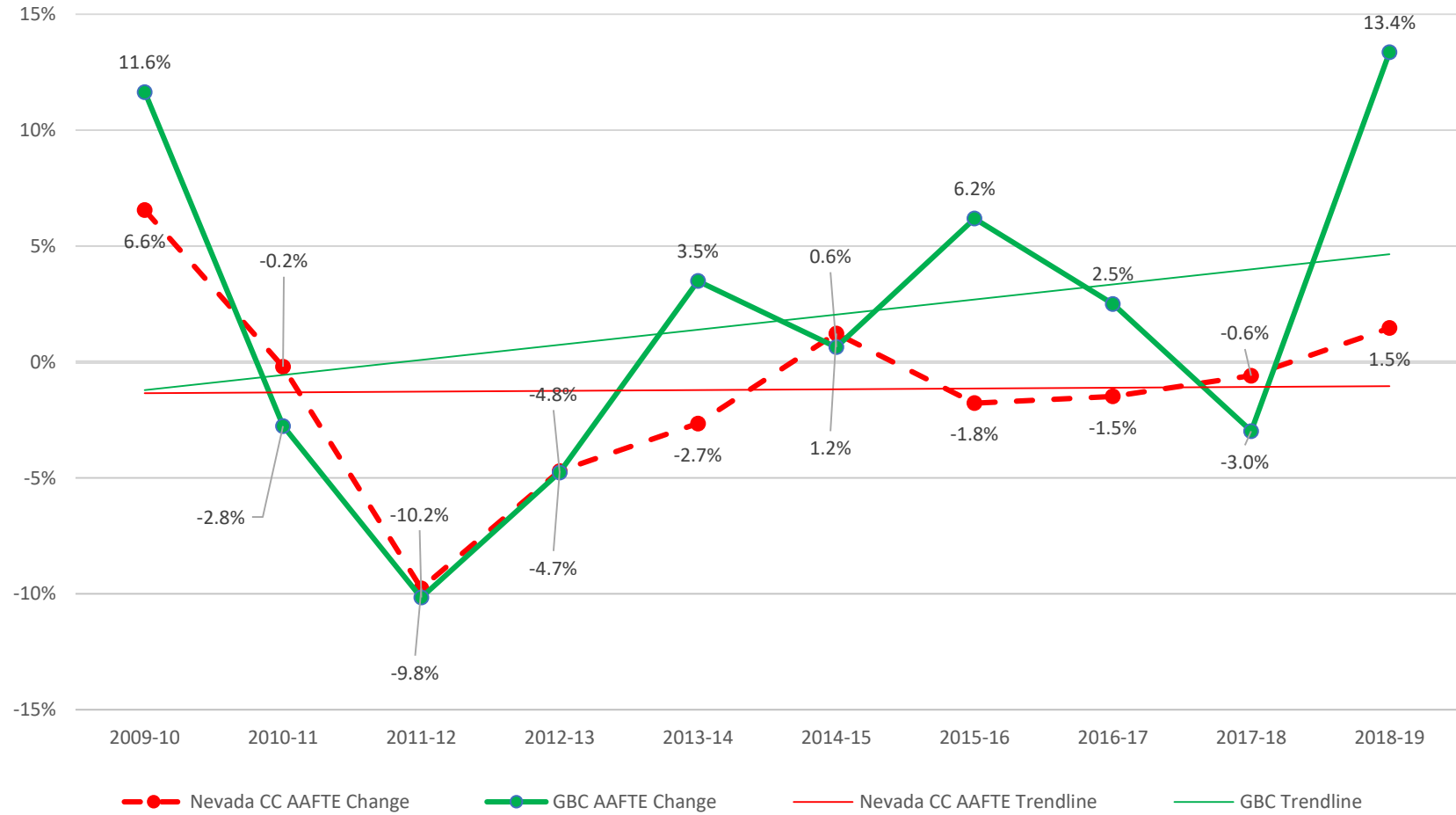
Mary Doucette talked about dual enrollment. She's has met with the districts in Lovelock, Hathorne and Elko and will go to Pahrump next week. We currently do not have an MOU with Hawthorne, but we do have IAV there and there. Mary will be traveling to Pahrump next week and will try to hit Ely on the way back.

GBC Fall-to-Fall Headcount Change

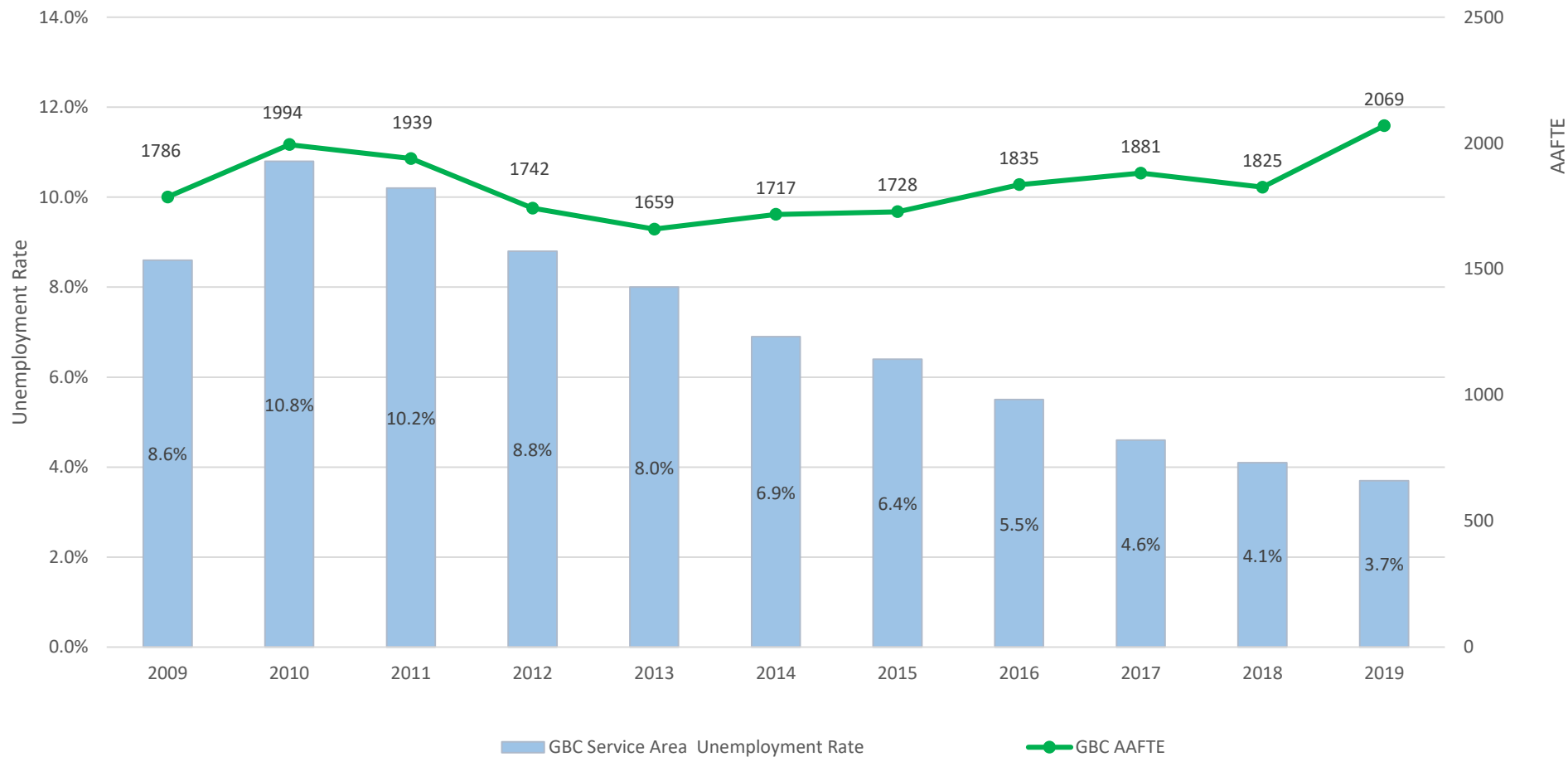


SOURCE: NSHE OFFICIAL ENROLLMENT REPORT

GBC Annual Average Full-time Equivalent (AAFTE) Year-to Year Change
Source: NSHE Official Enrollment Report

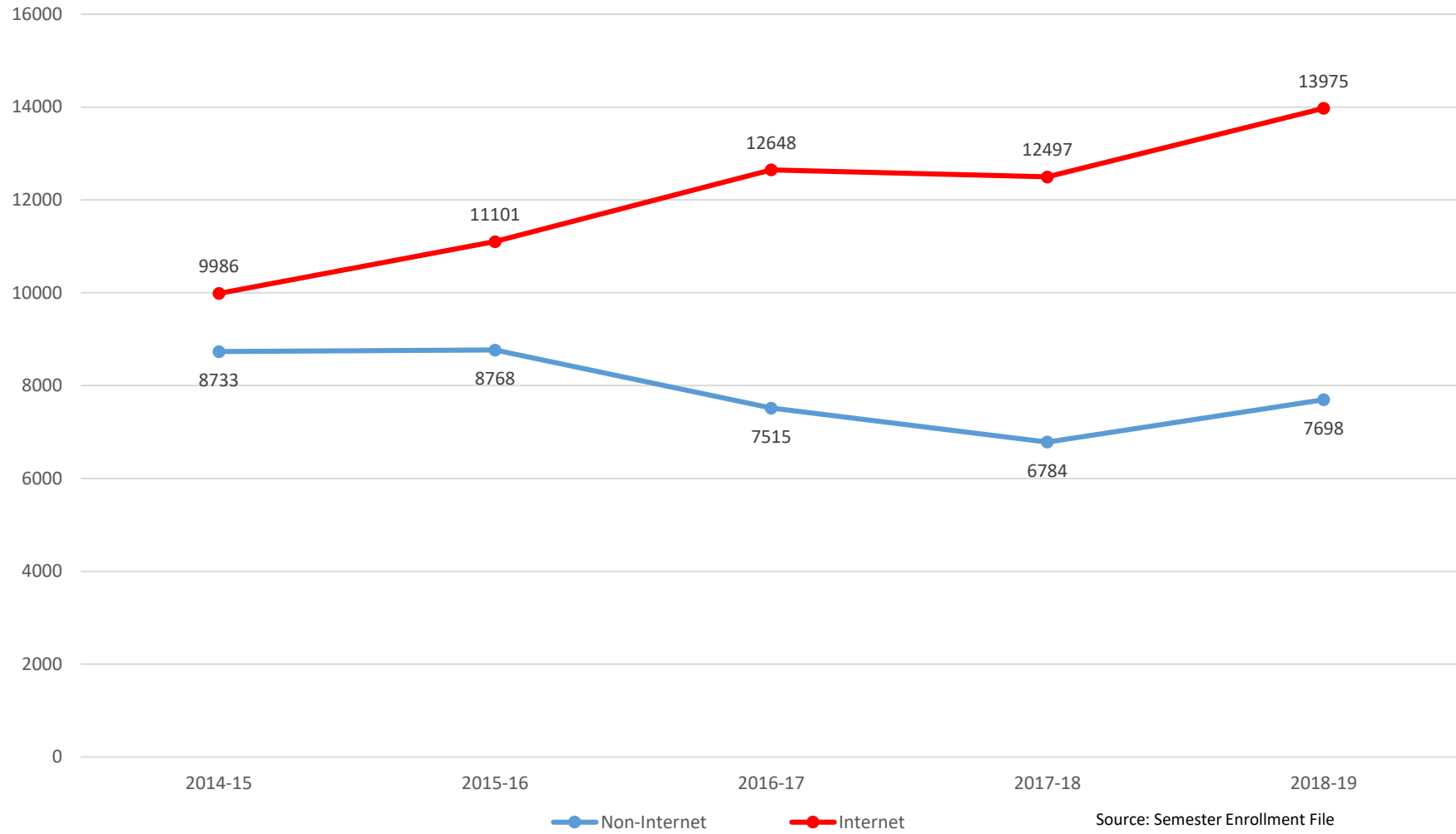


GBC Service Area Unemployment Rate & GBC Annual Average Full-Time Equivalent (AAFTE) Trends



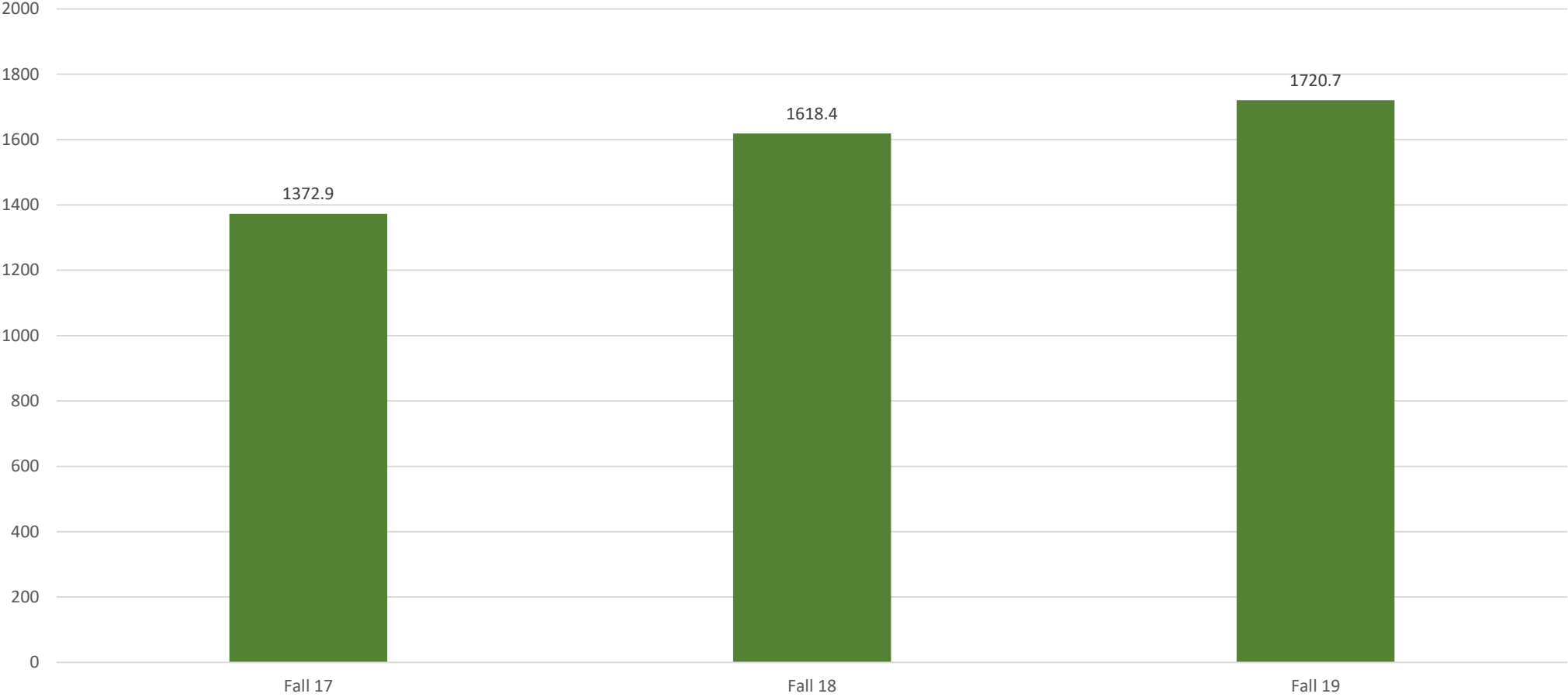
Source: US Department of Labor & NSHE IR Office

**GBC Internet vs Non Internet Enrollment
Duplicated Headcount**



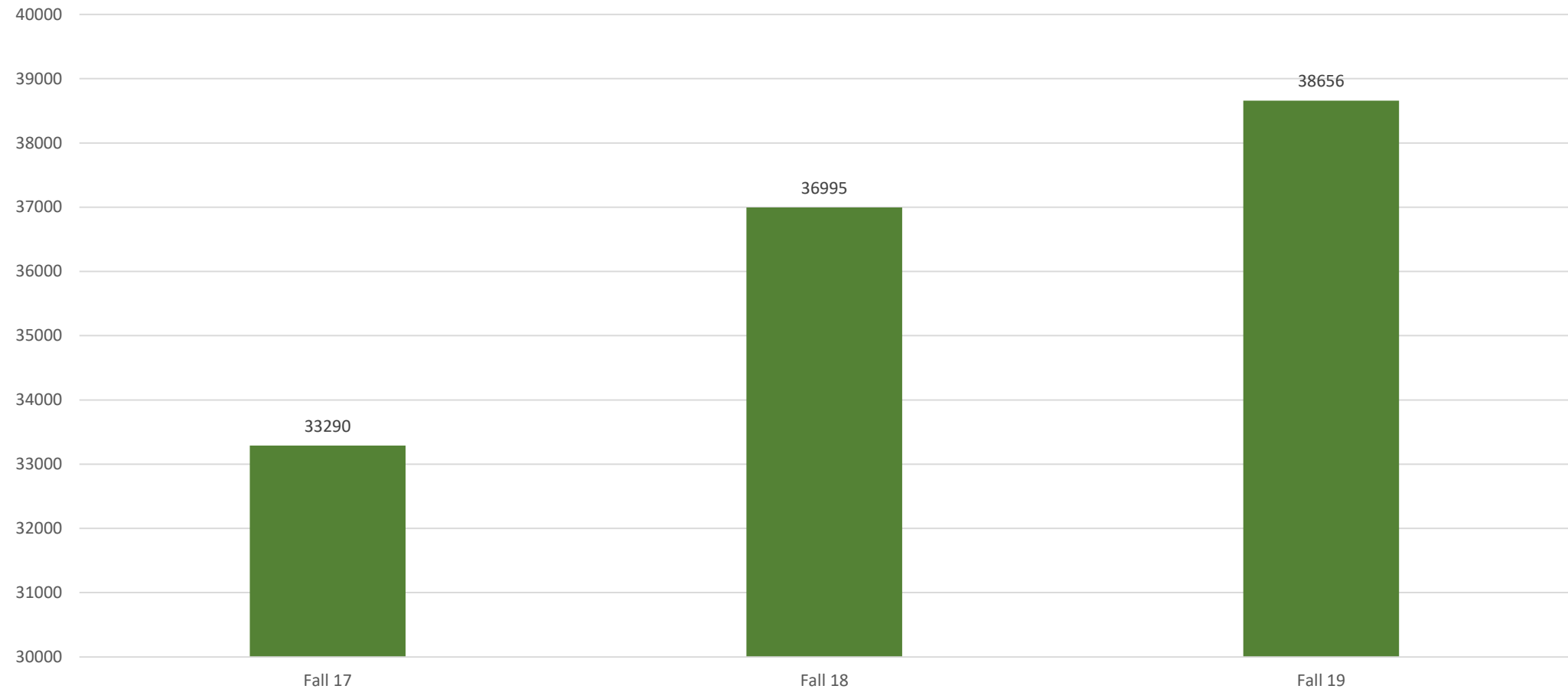
GBC FTE Comparison - 25 Days Before Start of Semester

Sour



Source: Daily Enrollment Snapshots

GBC Weighted Student Credit Hours Comparison - 25 Days Before Start of Semester



Source: Daily Enrollment Snapshots