

President's Council Meeting
November 21, 2019
Minutes

PRESENT:

Angie DeBraga
Joyce Helens
George Kleeb
Bret Murphy

Jake Rivera
Sonja Sibert
Jennifer Sprout
Karl Stevens

Mardell Wilkins
Brian Zeisler

ABSENT:

Melanie Dodson
Amber Donnelly

Mary Doucette
Jinho Jung

Matt McCarty
Joe Micke

1. Faculty Senate Update - George Kleeb provided the information and action items of the Faculty Senate meeting on November 15, 2019. (see attached FS documents). President's Council accepted FS report.

Faculty Senate wanted to present a statement on the new GBC Communications Plan, "GBC Faculty Senate acknowledges that the GBC Communication Plan and Procedure has been implemented by GBC administration without the due process for adopting GBC policies and procedures as required by GBC Faculty Senate bylaws". There was also concern by at least one faculty member that the plan was taken from another entity and not cited.

President Helens stated that all positions have job descriptions and those we hire to fill those positions are held accountable for carrying out and being responsible for those duties. It is the responsibility of the Director of Communications to develop a communications plan. The plan is not a policy. Research for creating that plan includes working with other communications directors and seeing what the best and most effective plans contain that we may adopt. The Director of Communications was directed to contact a variety of others to do this. No citations are needed in public plans. One of the other institutions we adopted material from mentioned that they were also adopting information from us. This is common business practice. Questioning is healthy if it's for the reason of understanding. Those not familiar with other areas are always free to ask questions, however making assumptions without first asking for clarification leads to misinformation.

2. Policies and Procedures - Sonja Sibert presented the following policies for approval:
 - 4.9 Travel Policy
 - 4.26 Smoking Policy
 - 4.27 Mandatory Reporting and Child Protection Policy

- 4.28 Missing Student Notification Policy (policy number changed from 6.4 to 4.28)
- 4.30 Vehicle Use Policy
- 5.60 Academic and Administrative Faculty Conduct Policy (adopted NSHE's policy)
- 6.10 Student Conduct Policy (adopted NSHE's policy)

Updates to these policies are for clarification and to align us with NSHE Code.

These policies have gone to Classified Council and to Faculty Senate.

These policies were accepted by President's Council and will be put on the Policy and Procedures website.

Some policies will be adopted that have been written by other institutions.

Jake Rivera said we are reviewing a lot of Policies and Procedures as somethings have not been reviewed in a long time. The Faculty Senate Bylaws are quite different. Next year, this group will be called Leadership Council and the makeup will change.

3. SGA Update – No Update
4. Classified Council Update – No Update
5. Academic Affairs Update - Jake Rivera reported on proposal for curricular review. He talked about the importance of the syllabi being accurate. He has asked the deans to review the syllabi to ensure information is there.
6. Student Affairs Update - Jake Rivera reported on the recruitment cycle. Enrollments are up significantly and marketing continues with four big marketing campaigns in the works for recruitment.
7. Business Affairs Update – No Update
8. Foundation Update - Matt McCarty reported on Foundation activities.
9. Communications Update - Jennifer Sprout reiterated that the Communications Department is here to help everyone. The department is keeping up with requests. Jennifer has been working on a leadership series on diversity.
10. President's Update/Topics for Discussion – No Update
11. Miscellaneous -No Update

11/12/2019 Distance Education Committee Report to GBC Faculty Senate

A. Current Committee Members

Chambliss, Jill	Jimenez, Alberto	Rencher, Brian
Cooley, Nick	Koopman, Jennifer	Schwandt, Kathy
Cunningham, Tom (Chair)	Nelson, Veronica	Wang, Ping
Grimes, Sidnie	Owens, Lynne	Stevens, Karl (Ex-Officio)

B. Committee Membership Change

The new IAV Director, Alberto Jimenez, has replaced Bob Hannu (who recently retired from GBC) as a committee member.

C. Developing Strategic Plans for Distance Education and Technology

Vice President Jake Rivera has asked Karl Stevens, the Dean of Online Education, to develop strategic plans for distance education and technology at GBC. During the October 23, 2019, Distance Education Committee meeting, the members recognized that they represent a good cross-sectional sample of stakeholders from different areas of the college that need to be involved in developing such plans, and they agreed to assist in the process.

The committee members will identify aspects of distance education and technology that need attention at GBC and prioritize them into short-term, medium-term, and long-term objectives. They are considering the possibility of conducting a survey of faculty, staff, and students to gather information and perspectives on what those priorities should be.

REPORT OF THE CURRICULUM & ARTICULATION COMMITTEE

GBC Faculty Senate on November 15, 2019

Items for approval

From 10-24-19 C&A meeting:

- Approved by the committee: A new Pattern of Study in Criminal Justice – Corrections within the Associate of Arts degree.
- Approved by the committee: A new Pattern of Study in Criminal Justice – Law Enforcement within the Associate of Arts degree.

Items for Information Purposes Only

From 11-07-19 C&A meeting:

- The title and prerequisites for INT 301 were changed. The new title of the course is Research Skills and Methods, and the prerequisites no longer include AMS 310, which is no longer offered.

Submitted by:

Glen Tenney, Chair

Curriculum and Articulation Committee

Here's another item for discussion in next week's meeting if I can get it added to the agenda.

This request came from Evi Buell - English Department Chair.

Grade Scale Language in the catalog (page 76).

D+ = general definition states **Below Average: Suggests Incompetence.**
Recommended change to **Suggests need for remediation and support.**

F = general definition states **Failure: Demonstrates Incompetence.**
Recommended change to **Demonstrates a need for remediation and support.**

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Melissa Risi

Director of Admissions / Registrar

Great Basin College

Admissions and Records Office

1500 College Parkway

Elko, NV 89801

(ph) 775-753-2361 / gbcnv.edu/admissions

Faculty Senate Report

GBC Academic Standards Committee

11/15/2019

Meeting called by Mike Whitehead, Chair

Dale Griffith dale.griffith@gbcnv.edu
Reme Huttman <reme.huttman@gbcnv.edu>
Daniel Murphree <daniel.murphree@gbcnv.edu>
Susanne Bentley <susanne.bentley@gbcnv.edu>,
Sam Leyba <sam.leyba@gbcnv.edu>,
Ashley King <ashley.king@gbcnv.edu>,
Joseph Cheung <joseph.cheung@gbcnv.edu>

Melissa Risi <melissa.risi@gbcnv.edu>,

Items:

- A) Text Book Policy –Approve , Faculty Senate vote see attached
- B) Grade Scale Language in the catalog (page 76).- Risi, Melissa
See attached notes. Faculty Senate vote Not needed
- c) Syllabus, Ad hoc committee formed / requirements for a syllabus (F/S
Informational)

Student Relations Committee
October 10, 2019
8:30 to 2:30

Present: Julie Byrns, Tawny Crum, Jonica Gonzalez, Mike McGee, Veronica Nelson, Matt McCarty, Chantell Garcia, Stephanie Contreras

Not Present (excused) Lisa Campbell, Adriana Mendez, Fallon Goodwin-Butler

- The Student Relations Committee met on October 10 to re-award scholarship funds that went unused.
- We had 233 applicants with only 30 scholarships to award
- Those students who did not receive a scholarship will receive a fall only award from the Student Financial Services Office.

Textbook and Educational Materials Policy

1. According to NSHE policy, and in keeping with the ethics of academic freedom and the expertise of faculty, textbook and instructional materials selection is the responsibility of the faculty.

NSHE Policy on Instructional Materials. *Textbook selection is the responsibility of faculty. Textbooks should contain current, relevant information for the course, as well as appropriate assignments and supplementary material when applicable. Textbooks should help faculty accomplish the educational objectives of a course. Faculty should exercise their expertise and professional judgment when selecting textbooks, and carefully consider the academic, professional, and ethical implications of criteria used in textbook selections. (B/R 6/04)*

Definitions:

Standard Academic Sources: are those textbooks/instructional materials published and peer-reviewed by academic or technical publishing houses and thus vetted through the disciplinary review process in accordance with standard publishing practice.

Alternative “Self-Published” Sources: self-published textbooks/instructional materials are alternative sources written by an author(s) and published via alternative means (i.e., websites, links, CDs, etc.) that are not vetted through the standard academic/technical peer-review process nor published through standard academic/technical publishing procedures; this category does not include materials created for courses such as lectures, lecture notes, assignments, and the like produced by instructors.

2. Each department is responsible for determining whether part-time instructors may choose their own textbooks and/or instructional materials.
3. An apparent conflict of interest may arise when an instructor desires to use textbooks or other instructional materials authored/edited by the instructor and peer-reviewed in accordance with academic practice, and when the instructor will gain financially due to sales of materials. In such instances, the instructor must inform the appropriate dean of the decision and make that information available to students.
4. The use of “self-published” textbooks/manuals must be approved prior to use. The continued use of such materials in subsequent semesters will likewise be approved.
5. In order to ensure availability across the service area, textbooks and/or supplementary materials must be made available in the Great Basin College bookstore. In consideration of costs to students, instructors may inform students of alternative purchasing options. Instructors may not sell materials to students.
6. The selection of course textbooks/educational materials shall not be influenced by gifts, service, employment, stipends, or other economic opportunities in accordance with Nevada State Law. See Nevada Administrative Code §284.746
7. In accordance with NSHE policy, the cost of course materials shall be a consideration in (but will not determine) the selection process for instructional materials--academic standards and academic freedom have priority.

Procedures

Approved AS Committee 3/7 2019

Standard Adoption

1. Full-time faculty are responsible for ensuring that the GBC bookstore is provided the details for selections by the due date established by GBC in addition to ensuring relevant information (title, author, date, edition, publisher, ISBN) is listed on course syllabi and relevant web pages.
2. If a full-time faculty has not chosen textbooks and/or instructional materials, the appropriate department chair or program coordinator/supervisor shall take on that responsibility and the appropriate dean will be notified as will the instructor.

Self-Published Adoption Approval

1. To provide some quality control, the use of "self-published" textbooks/manuals shall be approved by a review committee comprised of at least three tenured full-time faculty who have the disciplinary expertise to evaluate the self-published textbook/manual. This committee serves as a proxy for academic peer-review publishing standards.

The faculty member seeking approval for the adoption of self-published textbook/educational materials shall notify the appropriate dean the semester prior to sought adoption. The dean will coordinate with department/program to create a committee that will review the material prior to the semester for adoption. In the event there is a lack of appropriate discipline expertise at GBC, outside experts can serve on the review committee.

The review committee shall make a written recommendation to the appropriate dean who will finalize the decision in writing in the semester prior to proposed use. This report will be provided to the review committee, the department chair and/or program lead, and requesting faculty member.

Departments may challenge the use of self-published materials with documented cause. Concerns will be provided in writing to the review committee.

2. If revisions are made (in essence, a new edition) to a self-published source, details of the changes will be provided to the appropriate dean who may approve continued use of the source or will convene a review committee. In general, the continued use of approved self-published material shall be reviewed by the appropriate dean on a yearly basis or in accordance with course rotation.
3. The instructor must inform students the textbook/manual is self-published and approved by the GBC review committee and the dean.
4. The use of self-published materials in either electronic or printed form will not result in profit for the author(s) or other instructors using these materials. Faculty using such materials may not "sell" these materials to other faculty. If printing or producing electronic media is required for approved materials, the only costs to students shall be for printing/binding and/or the costs of CDs, jump drives, etc.



POLICY AND PROCEDURE

Procedure:	TRAVEL Policy
Policy No.:	4.9
Department:	Business Affairs
Contact:	Vice President for Business Affairs

Policy

Great Basin College reserves the right to determine whether and when employees and students may travel for approved college or NSHE related activities. This policy will explain the process for obtaining approval to travel, the best practices for planning and booking travel, and reimbursement for expenses upon return.

All employees must have prior approval, via the Workday system with an approved Spend Authorization-system, for any college or NSHE business related travel, outside of their home campus community. Students must have prior approval for any universitycollege-funded travel. Students will need to verify if they should complete the Workday travel-Spend Authorization, group or team travel documents prior to departure. Depending on the funding source (grants, contract training, etc.) for the travel, there may be additional documentation that must be completed before or after traveling.

In general, employees who travel must seek to use the least expensive mode of transportation available within the constraints of time, safety, and schedule. The college is obligated to advance or reimburse travel expenses permitted in this policy and by NSHE and the State of Nevada. Reimbursement of travel expenses are to include only those expenses incurred by the immediate traveler and does not include expenses paid on behalf of another traveler.

Travelers requesting to travel with family or friends, will only be reimbursed for their expenses; the employee is solely responsible for the expenses of any family traveling with them. The college expects timely submission of travel forms and the employee expects prompt reimbursement of travel expenses. Travel safety is a major concern whether using state or private vehicles or rental cars. Safety, cost, promptness and accuracy are the key concerns of the travel policy.

Anytime an employee uses transportation services such asTaxicabs, Uber or Lyft they must use caution and be aware of the driver and the locations they are being taken. In most locations, taxi drivers are licensed or background checked and registered to provide the service, which is not always true of Uber or Lyft drivers.

Procedures

1.0 Method of Travel

Travel should be by the least expensive method available when total travel time, salary of traveler, availability of college motor pool cars, and estimated cost of transportation are considered. Careful planning and the use of internet booking will often allow for the purchase of airline tickets at discounted rates. However, such rates usually involve a penalty in the event the trip is not taken or the schedule is changed. Employees may be held responsible for a penalty incurred if a trip is not taken or the schedule changed as a result of their own actions. When the ~~claim~~ Expense Report ~~for payment~~ is submitted, the college will determine whether the penalty was incurred as a result of

employee action or of circumstances beyond the employee's control. Please refer to the purchasing card policy and procedures for the restrictions on using your purchasing card for travel. Normally, policy only permits Vice President and President executive assistants to use their cards for travel. No other purchasing cards are permitted to be used for travel.

2.0 Travel Authorizations & Advances

2.1 Travel Authorization. ~~The Employee Travel Request Authorization~~ The Workday Spend Authorization including ~~signature~~ electronic approvals, must be completed **prior** to ~~travel arrangements being made and/or~~ travel occurring. All travel must have approval by the Department Head, Dean or Vice President/President (out-of-state and foreign travel only). ~~One exception to the rule for Vice President/President approval is for out-of-state trips lasting 24 hours or less. In such cases it is not necessary to obtain approval. An example would be a one-day trip to Salt Lake City, UT.~~ In the absence of the appropriate signer for approval, substitutions may be made by the next higher level supervisor ~~when delegated or~~ delegation in the Workday system. The administrator-in-charge may sign in place of the president. However, "Administrator-In-Charge" must be placed next to the signature.

2.22 Travel Advances. The ~~Employee Travel Request Authorization~~ Workday Spend Authorization is also used to request a travel advance. The completed authorization must be received in the Controller's Office Workday inbox a minimum of ~~seven- fourteen~~ working days prior to departure to allow time for processing. Procedures for advances include the following:

- All advances will be based on current GSA Per Diem Rates for the travel destination location. The rates are listed on the Controller's website under the GSA Federal Lodging and Per Diem rates.
- Advances will not be made for less than \$50 or for more than 80% of the estimated out-of-pocket expenses.
- ~~Student Government Association officers may receive an advance of up to 100% of the estimated out-of-pocket expenses.~~
- Advances are not issued for meals.
- An advance will not be made if a previous advance has not been cleared.
- Receipts provided for prepaid airfare, hotel or conference fees can be claimed for 100% of the reimbursement as part of the travel advance.
- Advances must be cleared within fifteen (15) working days after completion of the trip by electronic submission of an Expense Report in Workday filing a Claim for Employee Travel form.
- All travel in June must have the employee's Workday Expense Report sent to the Controller's Workday inbox by June 30th of each year.
- No advances will be issued during the month of June.

3.0 Use of GBC Motor Pool Vehicles & Personal Vehicles

3.1 Use of GBC Motor Pool Vehicles. Unless specifically authorized in writing or email by the employee's supervisor ~~Dean or Vice President~~ for the employer's convenience, an employee who makes a single-trip greater than 200 miles (round trip) shall use a GBC motor pool vehicle or a rental car, ~~instead of a personal vehicle for such travel if either option is less expensive than use of a personal vehicle.~~ If a vehicle is used for personal convenience, the employee will be reimbursed at one-half the standard mileage reimbursement rate, as listed in the State Mileage Reimbursement rates section of the Controller's office website. ~~for which a deduction is allowed for travel under federal income tax laws.~~

▪ Vehicle reservations at the Elko Campus may ~~can~~ be made in advance, by contacting using the Google Calendar event booking and then reserving a vehicle under the room tab. ~~the Controller's Office in Elko or To reserve a room-vehicle at a Center contact~~ the administrative staff at the Center locations.

- In Elko only, a ~~A~~ Vehicle Non-Availability Slip notice or email will be issued when a GBC motor pool vehicle is unavailable. The traveler will then be required to contact both Hertz and Enterprise rental car agencies for rental availability. If a rental vehicle is not available, mileage rates will be reimbursed at the full federal rate.

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- Employees must attend the defensive driver training provided by the Director of Environmental Health, Safety & Security and complete the quiz at the end. They shall then complete A Driver's Acknowledgement Form which must be turned into the Controller's office must be completed prior to reserving a vehicle. Forms can be found at the following website: www.gbcnv.edu/controller/.
- Your personal driver's license must be shown each time a vehicle is checked out for travel.
- Vehicle gas cards will be issued for GBC motor pool and rental agency vehicles only.
- Drivers of state-owned (College/NSHE) vehicles are restricted to GBC employees approved by the applicable appointing authority. Each driver must have and maintain a valid Nevada driver's license unless they are a student employee who retains his home address in another state or an employee whose primary residence is in another state and who have and maintain a valid driver's license in said state.

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3.2 Personal Vehicle Use for Employee's Convenience. Reimbursement for an employee using his/her own personal vehicle for the employee's convenience shall be one-half of the convenience-mileage rate as established by the State of Nevada. One exception to this rule, is to permit personal vehicle use with full mileage allowance only during hazardous or potentially hazardous road/weather conditions upon pre-approval by a Vice President or the President. Unless otherwise agreed upon, the employee's regular work station-campus/center will be used as the reference for determining private vehicle mileage.

- In-state mileage charts can be found at the following link: www.gbcnv.edu/controller/does/mileage-chart.pdf <https://www.gbcnv.edu/controller/>
- Out-of-state mileage charts can be found online at websites such as MapQuest, Google or Yahoo. Include a copy of the map used for traveler's calculations with Employee Travel Claim Form as an attachment to the Workday Spend Authorization and expense report.
- If two employees travel in the same personal vehicle on college business, only one employee, who owns the vehicle, is entitled to mileage reimbursement.
- If traveling by private vehicle from a departure city to an arrival city served by a commercial airline, the mileage reimbursement shall not exceed the airfare equivalent.
- An employee who wishes to drive a personal vehicle rather than fly must be on annual leave or compensatory leave (classified employees) for the extra travel time involved. Meals and/or expenses enroute will not be reimbursed under these conditions. The travel claim should indicate that the employee was on annual or compensatory time or include a statement from the department head or supervisor justifying why the employee was not on annual or compensatory leave. For example, if an employee is going to an approved conference in Washington, D.C. and wishes to drive a personal vehicle, the employee should not expect per diem for the extra days of travel, or travel days counting as work days.

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3.3 Personal Vehicle Use for College's Convenience. Reimbursement for an employee using his/her own personal vehicle for the State's convenience shall be the full convenience-mileage rate as established by the State of Nevada.

3.4 Personal Vehicle Use with Student Passengers. Employees shall ~~not~~ **NOT** use a personal vehicle for transportation of students on official trips ~~without verifying with their insurance company that the vehicle and student passengers are properly covered.~~ When driving a personal vehicle on college business, the employee's personal insurance is primary in the event of an accident or loss. Students who are not employees of the college are not permitted to drive college, state, or rental vehicles.

3.5 Insurance Coverage on Personal Vehicles. NSHE does not provide insurance coverage on the personal vehicles of employees. Persons using personal vehicles for official business are required to maintain liability insurance coverage in accordance with the laws of the State of Nevada. Transporting students in a personal vehicle is not ~~recommended~~ approved, as there is no liability protection from the State for the use of personal vehicles. In the event of an accident in a personal vehicle while on official business, the employee's personal vehicle insurance will apply to bodily injuries, property damage and physical damage to the employee's vehicle.

4.0 Rental Vehicles

4.1 Car Rental. The State of Nevada Purchasing Department has multiple contracts for vehicle rentals that may be used by all State Agencies, including the Nevada System of Higher Education. Information regarding these contracts is available on their website at: <http://purchasing.nv.gov/Contracts/Documents/VehicleRentals/>. Vendor and contract

numbers are listed on this link along with instructions on reserving vehicles through Hertz Corporation, Enterprise Rent-A-Car and National Car Rental.

To reserve with Enterprise locally by phone, call 775-738-2899. You will be required to provide your name, department, travel dates, vehicle type and a purchase order number. Submit the purchase order and invoice together with your ~~travel claim~~ Workday Expense Report electronically to the Controller's Office once your trip has been completed. Students are never permitted to use this contract.

4.2 Exclusions for Rental Contracts.

- Vehicles considered luxury to exotic will not be covered for damages or liability;
- Driving under the influence of alcohol or drugs;
- Driving off road (operator will be personally liable for all damage charges);
- Vehicles rented principally for personal use;
- Vehicles driven by non-employees such as family members or students (which means students cannot drive unless they are also paid employees and acting as such at the time they are driving); and
- Anyone under the age of 21.
- 15 Passenger Vans are not allowed and are excluded from all contracts.

4.3 Accidents Involving Rental Vehicles. Damages to rental cars should be reported to local law enforcement ~~(if applicable)~~; the rental agency, and to the Safety and Security Department. Informational packets can also be found in the glove box of each vehicle.

5.0 Travel Expense Guidelines

5.1 Per Diem Time Limitations. Time limitations for meal reimbursements when in travel status (both in-state and out-of-state travel) for NSHE employees, students, volunteers, and candidates are as follows:

- Breakfast: Leave **before** 7:00 a.m. or return **after** 10:00 a.m.
- Lunch: Leave **before** 11:00 a.m. or return **after** 3:00 p.m.
- Dinner: Leave **before** 5:00 p.m. or return **after** 7:00 p.m.

5.2 Per Diem Meal Rates. The per diem rates for meal reimbursement varies based on the federal rate table for a specific location. To view the per diem rate for your primary destination and to determine which rates apply, visit www.gsa.gov/perdiem. All daily meal reimbursements will be paid at the rate of the primary business destination.

5.3 Per Diem Lodging Rates. The per diem rates for lodging reimbursement varies based on the federal rate table for a specific location. To view the per diem rate for your primary destination and to determine which rates apply, visit www.gsa.gov/perdiem. Exceptions ~~may~~ must be granted by pre-approval of your Workday Spend Authorization, for lodging reimbursement when one or more of the following conditions apply:

- Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
- Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. If the condition(s) above exist, an employee may apply the following rules to the rate of reimbursement for travel:
 - 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites.
 - 175% of the federal per diem rate for surveyed out-of-state sites or;
 - 300% of the standard CONUS federal per diem rate for non-surveyed out-of-state sites.
- A request for exemption must be noted on the ~~travel claim~~ Workday Expense Report.
- A copy of the GSA allowance for lodging and meals must be included for out-of-state travel.
- A copy of the signed and pre-approved excess lodging rate must be attached as backup to the Workday spend authorization and expense report.
- The Request for Prior Approval of Lodging Expense in Excess of the Per Diem Rate form is located, at https://www.gbcnv.edu/controller/admin/docs/Req_for_Prior_Approval_Lodging_ext.pdf

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Lodging taxes and other mandatory fees (such as resort fees) may be reimbursed in addition to the lodging rates. It should be noted that if you choose to stay in a hotel which exceeds the lodging rate limits, you will only be reimbursed for the taxes on the authorized amount. Room upgrades are not reimbursable.

5.4 Duplication of Per Diem Items. Claims for per diem allowance must take into consideration meals or lodging included in the conference registration fees and for meals that are provided on public transportation without additional cost to the traveler. Conference information or a meeting agenda must be attached to the ~~Employee Travel Claim Form~~ [Workday Expense Report](#) to verify which meals were provided.

5.5 Incidental Expenses. Up to \$5 per day can be reimbursed for incidental expenses (receipts not required). Reimbursement for incidentals will occur only when travel consists of an overnight stay.

- Luggage carts
- Metered parking
- Subway/bus use
- Toll charges
- Tips
- ~~Housekeeping Gratuities~~

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Receipts [that are required](#) Required for Reimbursement [include:](#)

- Expenses for parking or vehicle storage
- Car rental
- Airline ticket stub (passenger receipt), airline ticket invoice or ticketless itinerary
- In- and out-of-state lodging
- Taxi fare or airport shuttle

5.6 Overnight Lodging within 50 Miles of Principal Station. Reimbursement for overnight lodging in areas less than 50 miles from the principal station must be justified in writing, approved by a Vice President or President, and included with the ~~Workday Expense Report Claim for Employee Travel~~ form. These expenses will not be allowed unless:

- Inclement weather conditions make travel difficult
- [Early or Late](#) official meetings are required
- Individuals involved are conference hosts responsible for meeting arrangements

5.7 Travel Guidelines for Distances 75 Miles or Less (one way). When an employee travels 75 miles or less (one way) for a period of less than 24 hours, the employee is not entitled to receive reimbursement for meals for the day. The employee is entitled to reimbursement for mileage as established by the State of Nevada when a personal vehicle is used.

5.8 Conference Registration Fees. Conference registration fees may be paid in advance. For payment, submit a [supplies invoice](#) request [in Workday request for check](#) to the Controller's Office with attached information pertaining to the conference. A completed and approved ~~Travel Request Authorization~~ [Workday Spend Authorization](#) must also be approved for processing. When a meal is provided at an event and is listed as an optional item on the registration form at a cost exceeding the state reimbursement rate, the excess amount will not be allowed as part of the registration fee. The employee will be personally responsible to pay the excess amount. Staff members attending conferences or meetings may be reimbursed less than the amounts listed if so specified by the vice president or president before the trip is undertaken. [If an individual directly pays for the conference registration fee, they will be reimbursed through an advance on a spend authorization or through the expense report.](#)

5.9 Airline Fees. When flying, additional fees such as an upgrade to the Business Select level, early bird check-in, flight insurance, etc. will not be reimbursed to the traveler. TSA pre-check or similar fees will not be reimbursed. An employee whose travel is funded by a federal grant or contract shall comply with the provisions of the Fly America Act, 49 U.S.C. § 40118, and the requirements of 41 CFR Part 301-10.

For domestic travel a maximum of one checked bag will be reimbursed, in addition to the carry-on policy of the airlines, plus personal items such as briefcases, laptops and purses. In the case of domestic travel of five consecutive

nights or longer, a maximum of two checked bags, in addition to the carry-on policy of the airlines, plus personal items such as briefcases, laptops, and purses will be reimbursed.

Southwest Airlines offers a 3% discount to all NSHE institutions. In order to take advantage of the discount simply book your travel through www.swabiz.com (the discount will not apply if you book at Southwest.com). Enter the following information:

Corporate ID: 99881810

Account No: Your individual Rapid Rewards #

Password: Your individual Rapid Rewards password

5.10 Combining College Business and Personal Travel. Separating college and personal travel expenses poses certain auditing problems for the controller's office. Employees who incorporate private and college travel must demonstrate the costs borne by the college are not increased by the personal travel. The employee must clearly delineate the private and college charges when submitting a ~~claim for travel~~ Workday Expense Report. ~~It is the employee's responsibility to include all required receipts to assist in determining reimbursement.~~ When college and private travel is not clearly delineated, the travel processor will determine the reimbursement due the employee. If in doubt about the calculation of reimbursement, contact the controller's office.

6.0 Travel Expense Reimbursement Procedures

Within fifteen (15) working days after completion of a trip, the ~~Claim for Employee Travel~~ Workday Expense Report shall be filed ~~in the to~~ Controller's Office Workday inbox. If an advance has been received, the traveler will indicate the total cost of the trip, amount of advance received, and the amount either due traveler or due the college. ~~The Claim for Employee Travel must be routed through the proper administrative channels for final approval and signatures.~~

7.0 Team or Group Travel

Team travel is defined as any student group travel whose group is a team, class or other organization directly affiliated with and sponsored by the college. Team travel may include travel expense of college employees who are required to accompany the student group and is appropriately chargeable to team travel expense.

~~Cash advances for team travel may be secured by submission of a departmental purchase order at least 72 hours prior to the time the check is required. Within 15 working days after the completion of the trip, a special expense form must be filed with the controller's office. The employee who accompanies a team or student group is responsible for paying all reimbursable expenses for the team's travel.~~ GIM PLEASE HELP UPDATE, I AM NOT SURE OF THE WORKDAY PROCESS FOR THIS.

Please see the team travel procedures for additional information on the Controller's webpage;

<https://www.gbcnv.edu/controller/>.

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All items on the expense report must be supported by either a vendor's receipt or receipt for team travel expenses list. The group will be reimbursed on actual expenditures, not to exceed the state per diem and lodging rates.

Team travel signature, class waiver and expense forms are available on the controller's office website at www.gbcnv.edu/controller. All students must complete a Class Waiver, Release & Indemnification Agreement prior to the trip.

8.0 International Travel

~~All international travel must be reviewed through the Environmental Health, Safety and Security office to ensure that appropriate insurance has been obtained and assumption of risk and waiver of liability documents are executed.~~ International Travel Authorization. Employees who may be asked to travel internationally for work purposes, without any students, must follow these procedures:

- Check the Department of State website (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>) to determine the current level of advisory set for the country and region you will be traveling.
- Determine if your destination will be a level 1 or 2 or will be a level 3 or 4. Based on the level, go to the Business Center North website and complete the correct form. (<https://www.unr.edu/hr/employee-resources/international-travel>)
- You must contact the Director of Environmental Health, Safety and Security, who is the GBC Risk Manager for international travel, to receive any required approval and to set up a travel safety plan.

Employees who wish to travel with students for an international field trip must meet with the Director of Environmental Health, Safety & Security early in the planning stages to determine the risk factors, correct approvals and additional documents that must be completed.

The institutional review consists of a travel registry and communications plan, insurance requirements, travel restrictions, travel warnings, codes of conduct, and post trip review.

Per diem for international travel will be reimbursed at Federal per diem rates. Foreign per diem rates and other detailed information on international travel can be found at the U.S. Department of State website located at https://aoprals.state.gov/content.asp?content_id=184&menu_id=78. Additional information may also be found at <http://www.bcn-nshe.org/hr/wcrm/intltravel/> or the NSHE website located at <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/> Title 4, Chapter 23 NSHE International Travel Policy.

Standard travel claim documentation including original receipts is required for all foreign travel. In addition, documentation must:

- show the exchange rate for the time period/expenses to be reimbursed;
- be converted into US dollars based on that exchange rate; and
- be translated to provide as much detail as possible to assist in understanding the nature of the expense.

9.0 Travel Reimbursement for Professional Applicants

Applicants for professional positions may be reimbursed for travel, lodging, and per diem expenses incurred when interviewing for professional positions. The reimbursement is based upon actual expenses with a maximum limit of \$750.

Revision Date: October 2, 2012

Approved by PC: April 10, 2007, February 9, 2010, March 23, 2010, May 10, 2011, October 2, 2012, June 10, 2014, January 13, 2015, April 4, 2017

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

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POLICY AND PROCEDURE

Procedure:	Smoking Policy
Policy No.:	4.26
Department:	Safety & Security
Contact:	Director Environmental Health, Safety & Security

Policy

Great Basin College has made an academic commitment to wellness. Part of that commitment is manifest in our compliance with the Nevada System of Higher Education and State of Nevada policy prohibiting smoking inside any building owned or leased by the State of Nevada or GBC/NSHE. State law prohibits smoking in public buildings. (NRS 202.2491). This includes all GBC campus and center locations, all GBC, NSHE or State vehicles, all NSHE properties when traveling to other NSHE member institutions.

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

Procedures

Smoking is prohibited in, near, or adjacent to any entrance or exit of any public building. The “no smoking zone” is a minimum of 30 feet, and a smoking location must be far enough away from the entrance or exit of any public building so that no smoke will drift or travel into the building or be smelled by any person entering or exiting the building. Authorized smoking locations must be outdoors in an area that is safe and free from any hazardous chemicals, materials, or conditions. This means there should be no smoking in locations such as the Buildings & Grounds outside storage area or the Welding-Diesel compound. (Nevada State Employee Handbook, revised July 2014) Smokers may also choose to use a sheltered area such as the one to the side of McMullen Hall.

Respect for non-smokers must include common courtesy. Great Basin College had decided that the use of tobacco alternative smoking items such as natural cigarettes, electronic cigarettes (e-cigarettes), Juuls, hookah pipes, hookah pens, or illegal substances will be included within the no smoking policy.

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

Original Approved by PC: January 13, 2015

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



POLICY AND PROCEDURE

Procedure:	Mandatory Reporting and Child Protection Policy
Policy No.:	4.27
Department:	Business Affairs
Contact:	Director of Environmental Health, Safety, and Security

Policy

Great Basin College is committed to maintaining a supportive and safe educational environment, one which seeks to enhance the well-being of all members of the GBC community, which includes creating a secure environment for children who may participate in GBC programs or activities, or be present at GBC facilities or events. The GBC procedures for the protection of children are intended for the protection of all children who participate in GBC events or activities for children, or who are GBC students. Great Basin College performs due diligence by requiring a comprehensive background check for all new employees hired into administrative and teaching faculty positions and current administrative and teaching faculty who through the normal course of their employment work in a Level 2 children's program. The State of Nevada requires that all new classified employees have a background check post offer.

Procedures

1.0 Public Events and Venues

Children are permitted at events and venues open to the public on GBC property. GBC reserves the right to determine whether selected events or venues are appropriate for unescorted or unsupervised children.

2.0 Definitions

"Children's program or activity involving children" means any activity or program sponsored by GBC that ~~are is~~ specifically intended to involve children, ~~regardless of where it takes place and a program or activity for children~~ sponsored by outside persons or entities which is permitted to take place at university facilities, including entire buildings or parts of buildings, which children are encouraged to use. The GBC's credit or non-credit ~~classes which are not marketed or promoted for children~~ classes, which are not marketed or promoted for children, are not children's programs. ~~Also, buildings or parts of buildings which the entire college community is encouraged to use and children are not specifically encouraged to use are not children's programs. Program or Activity does not include events (such as concerts, plays, sporting events) or facilities (such as the café or bookstore) that are open to the public. Programs or Activities also does not include academic classes in which GBC college students are enrolled, residence dorms or university college activities in which enrolled students engage.~~

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"Level 1 children's program" means a children's program which is less than 1 day and does not occur on a reoccurring basis within one year or where the parent of the child or person designated by a parent accompanies a child for substantially the entire time. Examples of such programs are "Bring your son/daughter to work day" and campus tours.

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"Level 2 children's program" is any children's program that does not meet the criteria of a Level 1 children's program. Examples of such programs are classes designated as dual enrollment credit classes, Kids College,

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Shosone Language summer camp, Youth Karate or other seasonal summer programs designed for children, and specific computer laboratories which children are encouraged to use rather than other laboratories.

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“Child” or “Children” means is any person under the age of 18, or, if in high school, until graduation from high school. This includes children under the age of 18 who are registered as students at GBC. The terms “child”, “minor” and “children” are used synonymously in this policy.

“Volunteer” means any individual who is working at an institution pursuant to a volunteer agreement approved by the institution’s general counsel. Volunteer does not include a parent or guardian of a child under this policy. Parents or guardians shall be supervised by the appropriate GBC personnel, or the person(s) directing the program, during their participation in the GBC sponsored or approved programs and activities.

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“Faculty” means any individual, whether compensated or not, who teaches any class or program, both for credit or through continuing education.

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“Employee” means any person, including faculty, classified staff, letter of appointment or students student employee, who are employed at GBC or by NSHE. It also includes employees of companies, agencies, and other entities formally housed in GBC buildings and employees of companies contracted to provide food services and other services.

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Child Abuse or Neglect is defined in accordance with the provisions of NRS 432.020 – NRS 432.150, including but not limited to:

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1. Physical injury of a non-accidental nature;
2. Mental injury;
3. Sexual abuse,
4. Sexual exploitation, and
5. Negligent treatment or maltreatment

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of a child caused or allowed by a person responsible for the welfare of the child under circumstances which indicate that the child’s health or welfare is harmed or threatened with harm.

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Reasonable Cause means those facts and circumstances which would cause a reasonable person to suspect that child abuse or neglect may have occurred.

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3.0 Inventory all Children’s Programs

In January-March of every year, the Vice President for Business Affairs and Vice President for Student Services (VPBA & VPSS) shall inventory all children’s programs intended to be held in the calendar year and determine the level of each program. The VPBA & VPSS shall provide the President and Director of Environmental HHealth, Ssafety & Ssecurity a list of all children’s programs and the designated level of that program.

After that inventory has occurred, any GBC employee proposing to establish a children’s program shall notify the VPBA & VPSS at least 60 days before the children’s program begins. The VPBA & VPSS may shorten this period of time upon request of the GBC employee. The VPBA & VPSS shall review the program to determine if it meets the criteria of a children’s program and, if it does, designate the level of the program and require the procedures applicable to that level. The VPBA & VPSS shall notify the President and Director of Environmental HHealth, Ssafety & Ssecurity of any additional children’s program designated after March January 31st.

Upon completion of the yearly inventory, the Director of Environmental Health, Safety and Security will forward a copy of the report to the AVP and Chief of University Police Services for the northern campuses.

SONJA please look at UNR Admin Manual 7.002 part 8 and compare, which do you prefer? PLA.

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4.0 Background Checks

Any employee, volunteer, or faculty of the institution who works in any Level 2 children's program shall complete a comprehensive background check. . The institution shall receive the results of the background check, which should be submitted to the Human Resources office and shall apply the same criteria for working in a Level 2 children's program as is used for working in the institution's Mark H. Dawson Child and Family Center. ~~They shall provide a written statement of reasons and an opportunity to be heard before any employee may be excluded from working in a level 2 children's program.~~ GBC shall pay the cost of the comprehensive background check.

At least one person who has completed and passed a comprehensive background check of shall supervise a Level 1 children's program.

GBC shall conduct a comprehensive background check every five years on any employee working in a level 2 children's program or supervising a level 1 program and review it in the same manner as initially required. This includes all Faculty, both Academic and Administrative.

The VPBA or VPSS may identify any program, activity or facility that incidentally involves children and does not meet the definition of a children's program of this procedure and establish written procedures for the protection of children participating in that program which may include a background check for one or more employees working in that program.

The comprehensive background checks will be reviewed for convictions of the crimes listed below. Following the guidelines of the Nevada Department of Health and Human Services and, Child Care Licensing Program, and NRS 432A.170, sShould a conviction appear on the background check in one of the following eight categories an employee, "may be suspended, terminated or disqualified from employment/FFN participation, and/or licensure based on the finding of the criminal review consistent with applicable laws and regulations or on the findings of the Child Abuse and Neglect System." The employee may review and challenge the accuracy of any and all criminal history records. All requests for a challenge shall be submitted, in writing, will be required to meet with to the Director of Environmental Health, Safety and Security, the Vice President for their respective division and the Vice President of either for Bbusiness Affairs or student services. The comprehensive background checks will be reviewed for convictions of the crimes listed below and for the time period noted, if applicable.

- (a) Murder, voluntary manslaughter or mayhem;
- (b) Any other felony involving the use of a firearm or other deadly weapon;
- (c) Assault with intent to kill or to commit sexual assault or mayhem;
- (d) Sexual assault, statutory sexual seduction, incest, lewdness, indecent exposure or any other sexually related crime;
- (e) Abuse or neglect of a child or contributory delinquency;
- (f) A violation of any federal or state law regulating the possession, distribution or use of any controlled substance or any dangerous drug as defined in chapter 454 of NRS;
- (g) Abuse, neglect, exploitation or isolation of older persons or vulnerable persons, including, without limitation, a violation of any provision of NRS 200.5091 to 200.50995, inclusive, or a law of any other jurisdiction that prohibits the same or similar conduct; or
- (h) Any offense involving fraud, theft, embezzlement, burglary, robbery, fraudulent conversion or misappropriation of property within the immediately preceding 7 years.

4.1 Registered Sex Offenders. No registered sex offender may participate in any children's program in any way. An individual registering as a sex offender with the GBC security department or office of the VPSS shall disclose the name and address of the agency responsible for supervision of the sex offender, if there is one, to GBC at the time of registering. All registered sex offenders must maintain a current registration with the law enforcement agency serving that campus or center within 48 hours of arrival to the campus. Within 30 days of a person registering as a sex offender with GBC, the GBC security department shall mail written notice to the agency supervising any person registered with GBC as a sex offender of all of the institution's level 2 children's programs and the approximate locations of those programs within the institution.

The GBC Director of Environmental Health, Ssafety & Ssecurity shall review the class schedule of every registered sex offender to determine if the classes are held near any level 2 children's program. If the classes are held near any level 2 children's program, GBC Director of Environmental Health, Ssafety & Ssecurity shall

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notify the VPSS of that fact and the VPSS shall take reasonable steps to reassign the registered sex offender to other classes or sections of the same class.

5.0 GBC Mandatory Reporting

Annually, and no later than October 15th of each year, the Director of Environmental Health, Safety and Security shall send to every full and part time employee of GBC an e-mail with a link to the college's procedure regarding mandatory reporting of child abuse for all college programs and activities that children under the age of 18 may be participating in. The Director of Environmental Health, Safety & Security will provide training for all persons designated as Campus Security Authorities.

It is the policy of Great Basin College, that with limited exceptions for some custodial and grounds employees, all employees, student employees and student government officers are defined as "Campus Security Authorities" (CSA). A CSA who becomes aware of any crime ~~to~~ must promptly report those crimes to College Security.

All GBC employees who have reasonable cause to believe that child abuse or neglect has occurred at a GBC facility or during GBC programs or activities, must report the suspected abuse or neglect to law enforcement or a child welfare agency as soon as possible and within 24 hours. There is no requirement that the reporting person have actual evidence of abuse, nor should any individual seek to investigate the matter for him/herself. When in doubt, always error on the side of the child's safety and make the report.

Retaliation against any individual who makes a report of child abuse or neglect is prohibited.

All children who participate in GBC programs and activities involving children must be appropriately supervised at all times. A child must be immediately removed from a dangerous situation involving suspected child abuse or neglect or other inappropriate conduct, or conduct which presents a threat to the child's health and safety.

Before the institution approves the use of a GBC facility by any outside person or entity ("applicant"), the applicant shall state, in writing, whether or not the program or activity is a children's program and the level of the children's program, as defined in this policy. If it is a children's program, GBC shall provide a copy of this procedure and the NSHE policy regarding the protection of children and the applicant shall state in writing the person or entity's procedures for the protection of children. The VPBA or Designee shall review the information provided and may deny the applicant the use of a GBC facility if the policies or procedures are inadequate. No approval of any room use request will be issued until after the VPBA or designee has reviewed all documents.

GBC shall identify all GBC mandatory reporters of child abuse pursuant to NRS 432B.220-NRS 432B.250 and shall provide training materials regarding the mandatory reporter requirements upon initial hiring and at least every two years.

GBC shall provide a copy of the NSHE Child Protection Policies and the GBC procedure to all employees who supervise or work in programs or activities involving children upon initial hiring and at least every two years.

The NSHE Child Protection Policies and GBC's procedures shall be posted on the GBC website with the Division of Child and Family Services toll-free number and/or other law enforcement telephone numbers to receive reports of child abuse or neglect.

In the event of a report or complaint of child abuse or neglect, the President shall appoint an investigator who shall conduct an appropriate investigation of the incident(s) giving rise to the report or complaint and shall provide a confidential notice of such incident(s) to the eChancellor and Chair of the Board of Regents. Such investigation may be postponed by the President if it would interfere with any investigation by law enforcement or child protection agency.

6.0 Federal and Nevada Mandatory Reporting Statutes

The State of Nevada statute states, persons within their named professional or occupational capacities are required to be mandatory reporters of child abuse or neglect when identified within NRS 432B.220. Each person who knows or has reasonable cause to believe that a child has been abused or neglected shall report the abuse or neglect to an agency which provides child welfare services or to a law enforcement agency.

NRS 432B.220, 4, defines mandatory reporters as

- (e) A social worker and an administrator, teacher, librarian or counselor of a school,
- (f) Any person who maintains or is employed by a facility or establishment that provides care for children, children's camp or other public or private facility, institution or agency furnishing care to a child.
- (l) Any adult person who is employed by an entity that provides organized activities for children.

If any person; faculty, staff, student or member of the campus community, has knowledge of a child (anyone under the age of 18 yrs.) who appears to be the victim of abuse or neglect, that has occurred at a GBC facility or during GBC programs or activities, the center director or ~~D~~irector of ~~E~~nvironmental ~~H~~health, ~~S~~safety & ~~S~~security should be notified immediately. Once the director has determined the basic facts of the situation they will notify the ~~V~~ice ~~P~~resident ~~of for~~ Student ~~S~~services, ~~V~~ice ~~P~~resident ~~of for~~ Academic ~~A~~ffairs or the ~~V~~ice ~~P~~resident ~~of for~~ ~~B~~usiness ~~A~~ffairs and the ~~P~~resident. Notification must be made to the local police agency or the Division of Child and Family Services as soon as reasonably practicable but not later than twenty-four (24) hours after the person knows or has reasonable cause to believe that the child has been abused or neglected (NRS 432B.220,1, (b).

7.0 DCFS Rural Region Child Welfare Service Locations

Administrative and Field Office

1677 Old Hot Springs Road,
Suite B
Carson City, NV 89706
Phone: (775) 687-4943

Elko District Office

1010 Ruby Vista Drive, Suite 101
Elko, NV 89801
Phone: (775) 753-1300
Fax: (775) 753-1301

Ely Field Office

740 Park Avenue
Ely, NV 89301
Phone: (775) 289-1640
Fax: (775) 289-1652

Pahrump Field Office

2280 Calvada, Suite 302
Pahrump, NV 89408-3161
Phone: (775) 727-8497
Fax: (775) 727-7072

Tonopah Field Office

500 Frankee Street,
Old Court House Building
P.O. Box 1491
Tonopah, NV 89049-1491
Phone: (775) 482-6626
Fax: (775) 482-3429

Winnemucca Field Office

475 W. Haskell Street, Box 7
Winnemucca, NV 89445-3781
Phone: (775) 623-6555
Fax: (775) 623-6559

Approved by PC: February 11, 2014

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



POLICY AND PROCEDURE

Procedure: Missing Student Notification Policy
Policy No.: ~~6.4~~ 4.28
Department: ~~Student Services~~ Business Affairs/Environmental Health,
Safety and Security
Contact: Vice Presidents for Business Affairs and Student Services
~~Services~~

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Policy

Great Basin College is committed to the safety and security of all students attending each campus and center. A student will be determined to be missing if they are absent from their GBC college residence, ~~or campus or center~~ for more than twenty-four (24) hours without any known reason. This policy has been developed in order to assist in locating any student determined by the College to be missing upon completion of the investigative procedures listed below. This policy complies with Section 488 of the Higher Education Act of 2008.

Procedures

If a College Campus Security Authority receives information that a student may be missing, or Anyone else who believes a student is missing they should report their concern immediately. On the Elko campus reports should be made to the Director of Environmental Health, Safety and Security, a Security Officer, the Housing Coordinator or the Vice President ~~of for~~ Student Services. Concerns at all Centers should be reported to the Campus-Center Director ~~or Manager~~, the Director of Environmental Health, Safety and Security or the Vice President ~~of for~~ Student Services. Upon receipt of a report of concern that a student may be missing, if the report was not directly to them, both the Vice President ~~of for~~ Student Services and the Director of Environmental Health, Safety and Security shall be notified so an investigation may be conducted. If the Vice President for Student Services is unable to be contacted, the Vice President for Business Affairs will be notified.

Office of the Vice President ~~of for~~ Student Services: 775-753-2184

Office of the Vice President for Business Affairs: 775-753-2181

Office of the Director of Environmental Health, Safety & Security: 775-753-2115

Elko Campus Security: 775-934-4923

Emergency at all Centers & Campuses: 911

All housing students at the beginning of each semester will be requested to provide the Housing Coordinator with current emergency contact information. In the event a student is determined to be missing the designated person will be notified within 24 hours. All non-housing students have the option of providing their emergency contact information at the Great Basin College main website under the MyGBC link or in person at the Elko Campus Admissions office or their Center's main desk. Students are advised that their emergency contact information will be kept confidential and only used in the event of an emergency or if they are reported missing.

1.0 Notification

Any member of the Great Basin College community that believes a student is missing shall immediately report their information to the Elko Campus Security Department or their Center's Director. Included in the reported information shall be:

1. The student's full name, if known, plus any nicknames.
2. Any known contact information such as cell phone number, home phone, class schedule, residence address.
3. The date, time and location the student was last seen.
4. The name and contact information of the person making the missing student report.
5. General information about the suspected missing student (e.g. appearance, clothing, employment, friends, etc.)
6. Any concerns about changes in behavior or mental health or substance abuse.

Upon obtaining as much information as possible the Security Officer or Campus Director will notify the Vice President ~~of~~for Student Services and the Director of Environmental Health, Safety & Security who will oversee the investigation of the missing student report.

2.0 Investigation

The Director of Environmental Health, Safety & Security will immediately begin an investigation into the report of a missing student. The investigation will include:

- Inspection of the student's residence if they live in on-campus housing.
- Attempts to contact the student via any known cell or home numbers.
- The student will be sent an email to contact the college immediately.
- ~~If a Dorm Resident,~~ interviews of the student's Resident Advisor, roommate(s) and friends will be conducted, to see if they may be aware of the student's activities, location or plans.
- The student's class schedule will be reviewed and a Security Officer will meet the class to determine if the student attends or if anyone in the class may know their whereabouts.
- ~~Professors-Instructors~~ will be contacted to attempt to determine when the last class attendance or web campus entry occurred.
- If the student has a vehicle registered with the Housing Coordinator, or it can be identified by friends, Security will search all college properties for the vehicle.

All results of the investigation will be reported to the Vice President ~~of~~for Student Services.

3.0 Action

Upon completion of the investigation, if the location of the missing student has not been determined and the student has been missing 24 hours or if there appears to be a reason to believe foul play has occurred the Vice President ~~of~~for Student Services will authorize a report being filed with the local police agency.

All Great Basin College locations have a good working relationship with their local Police and Sheriff agency. Each campus will normally request that those agencies respond for any criminal complaints. The same Police agency will be contacted in the event a missing student report should need to be filed.

The Vice President ~~of~~for Student Services or ~~her-their~~ designee will notify the individual listed as emergency contact. "If a student is under 18 years of age, and not an emancipated individual, the institution is to immediately contact the custodial parent or legal guardian of such student" [cited from Section 488 (j)(1)(A)(i)(II)].

The Vice President ~~of~~for Student Services will determine when the College President should be notified as well as other campus executives and the PIO. Should the Vice President ~~of~~for Student Services be absent from the campus the ~~person designated as the Administrator in Charge~~ Vice President for Business Affairs will assume ~~her-the~~ responsibilities.

Policy number change from 4.28 to 6.4 on January 10, 2011
Original Approved by PC: November 9, 2010, February 12, 2013
Contact the assistant to the president for any questions, corrections, or additions.

Proposed policy 5.60 in the Human Resources section of the GBC policy and procedures.

Great Basin College has accepted the Board of Regents CODE, Title 2 Chapter 6, Rules and Disciplinary Procedures for Faculty, except DRI and degree Revocations as the governing policy and procedures for all faculty conduct. Academic and Administrative Faculty conduct information for Great Basin College is provided to all faculty and college members as this code of conduct and accompanying policies and guidelines present the specific regulations, policies, procedures, and guidelines that are in place for all faculty, full and part time employed at GBC.

The full policy is available for review and reference at <https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/board-of-regents-handbook-subchapters/>

Proposed policy 6.10 in the Student Affairs section of the GBC policy and procedures.

Great Basin College has accepted the Board of Regents CODE, Title 2 Chapter 10, Rules of Conduct and Procedures for Students of the NSHE as the governing policy and procedures for all student conduct. Student conduct information for Great Basin College is provided to all students and college members as this code of conduct and accompanying policies and guidelines present the specific regulations, policies, procedures, and guidelines that are in place for all students, full and part time at GBC regardless of the method of educational learning a student may use (in person, online, interactive video or some combination of those).

The full policy is available for review and reference at <https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/board-of-regents-handbook-subchapters/>