

GBC Presidents Council Meeting Minutes

Date: 12/1/2025

Location: MH102 Room and Zoom

Present:

Amber Donnelly	Stacy Warnert	Oscar Sida	James Kendall
John Evans	Dean Straight	Carrie Meisner	Jennifer Rodriguez
Sarah Negrete	Arysta Sweat	Gail Rappa	Bryan May
Karl Stevens	Jeff Winrod	Sharon Butterfield	Sheymane Pitts
David Stoddard	Mack Robinson	Leslie Maple	Eleanor O'Donnell

Meeting called to order by President Donnelly at 3:00pm

President's Update

Administration will be traveling this week to attend the Board of Regents meeting. During this time, Karl Stevens will serve as the primary on-site contact. If any issues arise, staff are encouraged to contact VP John Evans or the President directly by phone or text as needed. Recent campus activities were highlighted, including a successful accreditation site visit and a positive visit from the Chancellor, who expressed appreciation for the campus and those he met. The institution is now actively preparing for the spring semester, with a focus on enrollment, recruitment, and outreach to additional student populations. Planning is well underway ahead of the holiday season.

Town halls are scheduled for the following week across multiple campuses, including Ely and Winnemucca, with most travel planned as same-day trips, weather permitting. Holiday parties are also approaching, along with continued participation in community events.

Leadership acknowledged the busy period and encouraged employees to take time to rest and spend time with family during the holiday season.

Approval of Minutes - October 20, 2025

A motion to approve the October 20, 2025 minutes was made by Gail seconded by Jeff and passed unanimously.

Vice President Updates and Reports

Academic Affairs Update

Program Development

The 90-credit Project Management degree program has successfully completed internal approval at GBC. The next step is presentation at the Academic Council (AC) meeting in Las Vegas, where it will either advance for a March vote or be considered as an informational item, followed by an off-cycle vote. The goal is to move the program forward for presentation to the Board of Regents in March.

From an NSHE perspective, the Vice Chancellor has recommended that GBC pilot the 90-credit degree at the entry level. This pilot will include data collection over the next year and reporting on outcomes once the program launches. This approach will allow time for any necessary state-level policy changes. GBC is the first institution to bring forward this type of program, and system leadership has expressed strong support.

A Technical Writing Skills Certificate is also in development and is anticipated to move forward in March. This item requires approval through Academic Council only and does not go to the full Board, allowing for a more flexible approval process.

Accreditation (Year 6 Report)

Faculty and staff may have received requests from the Continuous Improvement Committee for information related to Year 6 accreditation standards. Contributors are asked to return requested information by the initial deadline of December 8 to allow time for gap analysis and follow-up. The Deans and Policy Committee continue to make progress on policy-related components of the report.

Credit for Prior Learning (CPL)

Work on Credit for Prior Learning is ongoing. A small task group meets weekly and has completed the initial “understand” phase of the process. The group is now moving into the next module, which involves entering institutional information into the Constellations of Support platform. The platform is NSHE-wide, though each institution maintains its own instance. The system is designed to assist with developing CPL policy and procedures. Faculty will be engaged for review prior to finalization.

Grant Opportunity – AI Professional Learning

GBC submitted a time-sensitive grant application focused on professional learning in artificial intelligence. The proposal, developed by Nicole and Sherry, is a four-year grant designed to support phased professional development for faculty, professional staff, and classified staff. The project includes development of institutional AI policy and tiered training opportunities tailored to different employee groups. Letters of support from leadership and classified staff are being coordinated as part of the submission.

Grant Opportunity – AI Professional Learning (Fitzgerald Funds)

An opportunity arose last week to apply for Fitzgerald (Fitzy) funding, with a submission deadline of the following day. Despite the short timeline during the holiday period, Nicole and Sherry moved quickly to develop a strong proposal based on a high-level project outline.

The grant application, submitted by the deadline, proposes a four-year initiative focused on artificial intelligence professional learning for all employee groups at GBC. If awarded, the project would be implemented in phases over four years, supporting multiple cohorts. The initiative would include development of institutional AI policy and tiered professional learning opportunities tailored to faculty, professional staff, and classified staff, rather than a one-size-fits-all approach.

Participation in the professional learning would include stipends for those who choose to take part. Letters of support from leadership and classified staff have been prepared and coordinated as part of the submission process. If funded, the award is expected to be announced in January, representing an unusually quick turnaround for this type of funding opportunity.

Student Affairs Update

Enrollment Update

Dual credit enrollment is ahead of this time last year and continues to hold strong. However, traditional enrollment is currently behind last year’s pace. As of today, total enrollment stands at 1,465 students, compared to 1,733 at the same time last year, reflecting a decrease of approximately 269 students.

To address this, the college will intensify outreach efforts, including coordinated efforts by advisors and retention specialists to encourage students to meet with advisors and register for spring classes as soon as possible. Additional messaging will be shared with faculty, asking them to remind and encourage students to register prior to finals week. Messaging has also been posted to students via Web Campus.

Nevada Promise Update

There are currently 868 Nevada Promise applicants, including students who transferred their applications to GBC from other institutions. The mandatory training requirement went live today, and notification emails were sent to all applicants and their parents. Participation will be monitored to track completion rates.

Concerns were raised regarding communication issues, including emails being routed to spam folders and phone calls from retention staff appearing as “spam risk” on recipients’ phones. Staff will explore whether these issues can be addressed through IT or the phone service provider.

CRM Update

CRM implementation is currently focused on training smaller user groups. Targeted training sessions are underway for designated departments to complete final reviews prior to broader rollout.

VPFO Evans – Finance & Operations

Zoom Upgrade Update

Zoom has been installed across all campuses. Any Zoom-related issues should be reported to Matt as soon as possible, as the IT team is actively addressing known issues and testing updates in underutilized rooms. Additional updates and system improvements are planned during the holiday break. It is important to report any rooms where Zoom is not functioning properly so issues can be identified and resolved.

The next planning phase is underway, including discussions with USDA to determine whether savings from the previous funding round can be reallocated to address high-need classrooms.

Tuition and Fee Update

Tuition and fee increases will be presented to the Board of Regents in the coming days. As previously communicated:

- Lower-division tuition will increase by a total of 9%.
- Upper-division tuition will increase by a total of 12%, aligning with other four-year institutions.

Proposed fee increases include:

- An increase to the technology fee
- Increases for select CTE lab courses
- A 5% increase in housing rates

Berg Hall Renovation Update

Berg Hall window installation is scheduled for this week, and bathroom renovations are nearing completion. Hallway painting remains, while all other areas have been painted. Flooring installation is expected to begin next week, followed by furniture installation once flooring is complete. Exterior landscaping work is also underway, including the removal of aging vegetation around the building.

Classified Council Update

To boost morale and add some fun this month, Classified Council is planning an “Elf on the Shelf” activity across campus.

The annual Chili and Soup Cook-Off is tentatively scheduled for January 20, which coincides with the first day of the spring semester. The committee is also considering postponing the event to the first week of February.

Classified Council is exploring the possibility of changing its monthly meeting day in response to the new alternative work schedule. A Wednesday meeting is currently being considered, though no final decision has been made.

Student Government Association (SGA) Update

Proposed amendments to the SGA Constitution have been submitted to legal counsel for review. Pending approval, the amendments will then be forwarded to President Donnelly for consideration. Results from the recent EAB Campus Survey indicate that improved internet access is the top student priority. SGA continues its efforts to secure funding for the food pantry and to advance the student organization funding model.

SGA is also collaborating with the Communications team to develop a promotional video in support of the upcoming spring elections. Finally, SGA representatives plan to attend the upcoming Board of Regents meeting and the next Town Hall.

Faculty Senate Update

Faculty Senate brought forward two action items for consideration: the Technical Writing Skills Certificate and the 90-credit Bachelor of Applied Science (BAS) program.

The Technical Writing Skills Certificate was discussed at Faculty Senate but was not intended to be brought forward to President’s Council as an action item.

A motion to approve the 90 credit BAS degree was made by Karl Stevens, seconded by Dave Stoddard and passed unanimously.

Policies for Approval

Three policies were brought forward for approval:

1. **Professional Recruitment Policy** – This policy has been vetted by all relevant stakeholders and is ready for approval.
2. **Excused Withdrawal Policy** – This policy was previously approved by Faculty Senate in February and is now being presented for approval at this level.
3. **Financial Aid Policies and Procedures Manual** – Although titled as a manual due to its length, this document functions as a single policy and reflects federally mandated financial aid regulations.

A question was raised regarding formatting and punctuation in the Financial Aid Policies and Procedures Manual. It was clarified that the document reflects federal regulatory language provided by Financial Aid and is approved for content compliance rather than formatting revisions.

A motion was made to approve the Professional Recruitment Policy, Excused Withdrawal Policy and the Financial Aid Policies and Procedures Manual was made by Carrie Meisner seconded by Dave Stoddard and passed unanimously.

President's Committee Reports

Strategic Resources Committee

The committee reviewed all resource requests submitted over the past month. Requests were categorized as follows: pending (requiring additional information), approved for funding, or not approved. The list being presented to President's Council for approval includes items such as flooring, painting, furniture, lighting, and other previously overlooked needs. Notable items include updates to Health Science classrooms, such as removing old cabinetry and repairing flooring underneath. For Ely and Trunk Hall carpeting, budget numbers are being finalized with contractors; current estimates reflect the cost of materials only, with installation to be covered as additional funding becomes available. The goal is to provide consistent flooring throughout the buildings rather than mixed types.

A question was raised regarding the Elko campus GTA student area. The space near the restrooms currently contains outdated furniture and limited seating for CTE students. A preliminary budget was proposed to create a small student lounge in this area, accommodating space constraints.

It was noted that any ongoing issues with vendors, including mismatched items or incomplete work, must be addressed prior to making further purchases.

A motion was made to approve the strategic resources financial allocations was made by Gail Rappa, seconded by Karl Stevens and passed unanimously.

The resource request process is still evolving and expressed appreciation for the ongoing efforts to refine and improve it. A question was posed regarding whether additional information or a different presentation format would be helpful for future requests. No additional requirements were identified at this time, though it was requested that request lists be shared in advance of future meetings.

Both Capital Improvement Project (CIP) efforts are moving forward, including work related to HVAC and concrete repairs. While timelines remain extended, planning and coordination with engineering firms have begun.

Regarding the Berg Hall renovation timeline, it was noted that most construction is nearing completion. Window installation is underway, with main lobby work scheduled to begin next week. Final completion is expected to be dependent on the arrival and installation of furniture. Occupancy is anticipated shortly thereafter, with some longer-term items (such as door replacements) continuing beyond initial move-in.

The updated restrooms were noted as a significant improvement, with positive feedback shared on the completed work.

Enrollment and Retention Advisory Committee Update

The committee held its first meeting last week with Matt in attendance. The meeting focused on onboarding VP Aschenbrener and reviewing the committee's role in supporting the upcoming curricular review process.

To assist with the curricular review report and related recommendations, a benchmark analysis of student success services is underway. This analysis compares services offered at GBC with those at peer institutions identified in the strategic plan, both regionally and nationally. The goal is to identify areas of strength as well as gaps in services, providing data-informed guidance for

the curricular review team. This approach avoids duplicating efforts and aligns with existing strategic benchmarks.

The committee also plans to incorporate Hanover Research alongside the benchmark analysis to further inform the curricular review. The timing of the next meeting will depend on the availability of the curricular review data, with the goal of convening as soon as the data is ready for analysis.

Events Committee Update

Several upcoming events were highlighted across campuses:

- **Snowflake Festival (Elko – December 13):** The event currently has strong volunteer participation, with approximately 25–30 volunteers signed up, including students, faculty, and staff. Appreciation was expressed to Leslie and her team for designing event sweatshirts for volunteers.
- **Holiday Celebrations:**
 - **Elko:** Holiday party scheduled for Tuesday, December 16, from 5:00–7:00 p.m. An RSVP invitation has been distributed, and attendees are encouraged to respond.
 - **Pahrump:** Holiday celebration scheduled for Friday, December 5. The Pahrump campus will host a creative “duck race” as part of its holiday celebration, featuring small ducks mounted on remote-controlled cars. The event will also include a viewing of *It’s a Wonderful Life*.
 - **Winnemucca and Ely:** Holiday celebrations scheduled for December 9.

A subcommittee in Elko is coordinating catering, beverages, and activities for the December 16 event.

- **New Student Orientation (Spring):** Planning is underway for a fully online spring orientation due to lower spring enrollment. The orientation materials, including the brochure, are nearly complete. Faculty and staff will participate via Zoom, covering academic, advising, and IT-related topics. The committee reported being ahead of schedule and continuing to finalize remaining details.
- **Theatre Production:** The campus theatre will present *A Christmas Story* on December 4–6 and again on December 11–13.

No additional events were identified at this time.

New Business

- **College Convocation / In-Service Planning:**

Sarah announced plans to begin organizing upcoming in-service days and invited suggestions for professional learning topics or identified needs across classified staff, professional staff, and faculty. Participants were encouraged to share ideas, even if they do not wish to present themselves.
- **AI Professional Learning Grant Update:**

An update was provided on the pending four-year AI professional learning grant, with funding decisions expected in January. If awarded, the grant would include:

 - Development of an initial institutional AI policy (Phase 1).
 - Campus-wide professional learning beginning in August, including:
 - Foundational AI literacy for all employees.
 - Targeted implementation for academic faculty and student services staff.

- A spring action-research phase culminating in an “AI Innovation Fair.”
Stipends would be provided for participation at each phase.

Discussion emphasized the growing need for consistent guidance related to AI use in coursework, particularly writing and academic integrity. Participants expressed interest in addressing this topic during in-service training.

- **Website Redesign Update:**

User testing for the new website has been completed. Content migration will begin at the end of this week and continue through the end of the year. Departments were asked to submit any known content updates as soon as possible. A temporary content freeze will occur during migration, with limited updates handled case-by-case. The tentative website go-live date is late January, pending staffing transitions with the vendor.

- **Title IX Training:**

Title IX training was distributed this week and will remain open through late January to allow adequate completion time. A shorter 70-minute training was selected in place of a longer option. Due to email delivery issues, the training notice will be resent. FERPA training completion rates remain low, and additional reminders will be issued.

- **Bookstore Update:**

The new bookstore manager began training this week. The bookstore is expected to operate 40 hours per week once training is complete. Follow-up is ongoing regarding access to online ordering codes. Website hours reflect the updated schedule.

- **Roundtable:**

No additional items were raised.

The next meeting is scheduled for January 26, 2026.

The meeting was adjourned at 3:50 PM.