

**Great Basin College  
FACULTY SENATE 2023-2024  
Friday, November 17, 2023  
9:00 am**

***Elko –GTA 130; Ely – GBC 118; Pahump- PVC 122; Winnemucca – GBC 123/124.***

**DRAFT MINUTES**

1. **Roll Call:**  
**Sam Lackey, Dean Straight, Robert Cowan, Steven Scilacci, Norm Whittaker, Christopher Salute, Madison Arbillaga, Jamie Carlson, Laura Debenham (Proxy Jessica Lynch), Eleanor ODonnell, Tami Potter, Eric Walsh, Ping Wang, Rita Pujari, Laurie Walsh, Brenda Gonzales, Kimberly Noah, Tim Beasley**

**Absent Voting Representative:**  
**Jason Brick**

**Other members present:**  
**Dave Sexton (Chair), Dan Bergey (Vice-Chair), Konstantinos Travlos, Karl Stevens, Yvonne Naugayan, Jonathan Foster, John Rice, Jen Stieger, Deanna Hamilton, Tawny Crum, Rebecca Hawkley, Ethan Hawkley, Erica Salazar, Steven Hrdlicka, Arysta Sweat, Lynette Macfarlan, Carrie Meisner, Donald Jones, Xunming Du, Susanne Bentley, Tami Mette, Michelle Husbands, Mardell Dorsa, Krishna Subedi, Amy Smith, Brian Dankowski**

**Others present: President Helens, Vice President Rivera, Mary Doucette, Kimberly Myers, Elizabeth Stanley, Summer Sutter**

2. **Call to Order: 9:04am**
3. **Senate Chair Report – Verbal Report**  
**i. F25 COLA (attached)**

There are two items that are coming up in the Board of Regents meeting that Chair Sexton would like to comment on before we hear from our leaders, so they can comment on them. There was a meeting with the Chancellor with everyone to discuss what was going to happen after President Helens retired. The Chancellor was appreciative of all of the really good input she received. The Chancellor is going to attend a Faculty Senate meeting in the future.

Chair Sexton would like to remind the Senate that we have a room set aside in Elko for the BOR meetings, but unfortunately no one attends. Chair Sexton would like to see more participation, especially with the two items he will discuss with the Senate today.

The first item is regarding the results of the visiting session with the Chancellor in Elko. The theory was that they were going to return to the BOR and give them their recommendation of whether or not we should have an interim or an active or a search. Then the BOR may or may not take their recommendation. Chair Sexton says that isn't going to happen and instead reads from the BOR agenda for the November 30th meeting:

"Interim Chancellor Patricia Carlton in consultation with Chair Byron Brooks will recommend the appointment of Amber Donnelly, Ph.D. to the position of Interim President of Great Basin College (GBC), effective July 1, 2024."

Congratulations, Amber!

The second item is the COLA. There are two proposals, and both have a 5% student fee increase. The difference between the two is the pay increase: one has the full 11% but will not come into effect until October 2024, and the second has a 9% and will take effect in July 2024.

Chair Sexton has not heard of anyone questioning the validity or desire in giving the COLA. The split will be the tuition increase. There are some Regents who are very set against an increase in student fees. There are also some campuses that are also asking for an increase.

Chair Sexton reiterates that if you want to have your input heard on these two important items, join the meeting room available on campus. The Board of Regents meeting is two Fridays from now, Dec 1<sup>st</sup> at 9:30am. Chair Sexton will send out the links.

Questions?

A member asks if the regents gave any reason as to why they chose an interim president.

Chair Sexton says that there is a 10:00am meeting with the Chancellor today, Friday 17th, that might answer the member's questions. If he can't attend the meeting in time, he will search for the answer.

#### **4. Updates from Vice President of AA/SA, Jake Hinton-Rivera –**

VP Rivera would like to first touch on fall enrollment. GBC was down about 4% overall. A closer look reveals that Ely, Winnemucca, and Pahrump were in the positive. There were three areas, however, that were in the negative: Elko, dual enrollment, and out of state internet. A factor for this decline is when the job market is doing well, college enrollments decline. Nevada Gold Mines has 140 positions that they are needing to fill. We lost 200 Las Vegas NV State high school students, because CSN was able to offer those classes in person. We are working on several initiatives to improve dual enrollment, and now that we have a director for dual enrollment, it should be more productive. Some of those initiatives include earlier contact with high school students, direct parent communication, surveying high school students as to what their interests are rather than telling them what options we have for them, congratulating high school students on their academic successes, looking for more scholarship options for dual enrollment, and ensuring that our dual enrollment students stay with GBC to be degree seeking students.

VP Rivera says that we need to expand enrollment outside of our limited-service area. We can't expect to increase enrollment if our variable population growth doesn't increase significantly. This means marketing all over Nevada but also to surrounding states.

The need to increase marketing funding becomes more important as we have to be able to advertise in a variety of spaces. Spring 2024 enrollment is underway, so we have an opportunity to end the year in the positive.

VP Rivera did identify a committee to discuss the GBC Elko Career Fair. The estimated date is April 17th.

A member wants to appreciate VP Rivera's aggressive marketing.

#### **Updates from President Helens –**

President Helens states that our enrollment is what we should be focused on. Our business runs on enrollment and with support from our community. It's important to understand how enrollment works. She is interested in facts, not the rumors about so much up or down. She is tired of rumors. Recently President Helens was contacted by a reporter that said our health programs being sanctioned. President Helens says, no, our nursing program is still number one in the state. In fact, we have created a dual enrollment CNA in Battle Mountain, so they can come under our umbrella and be successful. President Helens says the health sciences program is not just number one in the state but in the nation. She said that CSN was having problems with their nursing program, but that is not us. We have continued to create programs in each of our major locations even in difficult times.

President Helens says that as we continue to cut, we had less opportunity to fund unfunded mandates. COLA was one of those unfunded mandates. For smaller institutions, we need to figure out where we can cut so we can afford the COLA increases. She's hoping that there still are conversations that ask, are there ways to fund this where we can get help? She has said before that it's the same pie. There is no extra money; it's just how it's distributed.

President Helens says that Pahrump may even be bigger than Elko now with the population growth and the new lithium mine. That campus is still apart of our greater Nevada college. Our job is to make sure that access to our college continues.

President Helens and VP Rivera are pleased to see that Amber Donnelly is being considered for the interim position. When President Helens retires, VP Rivera will allow himself to be recruited. There will be a lot of change happening, and she hopes that the focus will be on enrollment and sustainability. She says we have to work together to be successful.

**5. Approval of October 20, 2023 minutes - For Possible Action**

**A motion to approve the minutes for October 20, 2023 was by Laurie Walsh, seconded by Dean Straight. Motion passed unanimously.**

**6. Standing Committee Reports:**

a. Academic Standards & Assessment..... **Written Report**

**i. Report – Information Only**

b. Bylaws..... **Verbal Report**

**i. Proposed Changes to Bylaws – For Possible Action**

Bylaws Chair Walsh states that there was a last-minute change to the Action Items for the Bylaws. Action 4 needs to be pulled from the table to be reconstructed.

**A motion to pull from the table the Action Item 4 of the Proposed Changes to the Bylaws was from Dean Straight, seconded by Laurie Walsh. Motion passed with Sam Lackey abstaining.**

Action Item 1

A member brought up that Computer Services needs to be a member of the Instructional Technology Committee, not just ex-officio. It does no good for them to be ex-officio. They need to be able to vote on matters in the committee.

Another member said that the wording for the Computer Services ex-officio was already in the Bylaws, and the current Action Item to change the Bylaws is unrelated to Computer Services; it's about the Director of IAV.

The issue concerning the membership of Computer Services for the Instructional Technology Committee will be charged to the Bylaws for a future meeting.

**A motion to approve Action Item 1 of the Proposed Changes to the Bylaws was by Jamie Carlson, seconded by Dean Straight. Motion passed unanimously.**

Action Item 2

A member asks if this will make it more difficult to embed courses that are already in the program.

Gen Ed Chair Hawkley answers by saying that this process for embedments to go through all affected departments before it reaches Gen Ed takes the responsibility off of the Gen Ed Chair to make sure that everyone has seen it.

**A motion to approve Action Item 2 of the Proposed Changes to the Bylaws was by Dean Straight, seconded by Jamie Carlson. Motion passed unanimously.**

Action Item 3

**A motion to approve Action Item 3 of the Proposed Changes to the Bylaws was by Jamie Carlson, seconded by Dean Straight. Motion passed unanimously.**

c. Compensation & Benefits..... **Written Report**

**i. Report – Information Only**

d. Curriculum Review..... **Written Report**

**i. Report – Information Only**

A member has a concern about a new course that she was told is required to be approved by Faculty Senate before it can be offered in the Spring Catalog. There are students needing to take it.

It is under general assumption that if the course is listed in the Curriculum Committee report and no one has any questions, then we don't need to vote on it.

A member recommends that it be brought back in December for formal approval.

Chair Sexton mentions that this issue of courses approved through Curriculum Review has been brought up before, so we should make these Action Items in future meetings.

**A motion to get a sense of the senate to move Curriculum Review course approvals forward to the meeting in December for formal approval was by Norm, seconded by Dean Straight. Motion approved unanimously.**

- e. Instructional Technology..... **Written Report**
  - i. **Report – Information Only**
- f. Gen Ed Committee..... **Written/ Verbal Report**
  - i. **Proposed Changes to Gen Ed – For Possible Action**
  - ii. **Report – With Items Requesting Review for Action in December**

Gen Ed Chair Hawkley urges members to look at the two proposals made by Gen Ed for possible action for December. Please reach out to him if there are any questions regarding those items.

**A motion to approve the new Embedment Process and Form was by Laurie Walsh, seconded by Jamie Carlson. Motion passed unanimously.**

**A motion to approve the Proposed Changes to General Education Courses of the three PHIL courses – two added one removed – was by Laurie Walsh, seconded by Jamie Carlson. Motion passed unanimously.**

- g. Personnel..... **Written Report**
  - i. **Report – Information Only**
- h. Equipment Awards Advisory Group..... **Written/ Verbal Report**
  - i. **Equipment Request Awards – For Possible Action**

**A motion to approve the Equipment Awards was by Dean Straight, seconded by Jamie Carlson. Motion passed unanimously.**

- i. AI Committee, ad hoc..... **Written/ Verbal Report**
  - i. **Report – With Item Requesting Review for Action in December**

**Madison Arbillaga is the new Chair of the AI Committee.**

- j. Emeritas Recognition, ad hoc ..... **Written Report**
  - i. **Report – Information Only**
- k. Presidential Position Description, ad hoc ..... **No Report**

**In lieu of the Board of Regents appointing Amber Donnelly as the interim president, the Presidential Position Description, ad hoc committee will be dissolved.**

**7. Unfinished Business: None.**

**8. New Business: None.**

**9. Information Items:**

- i. **Personnel Committee Procedures – Arysta Sweat**

One of the things the Personnel Committee is focusing on is clarity. There has been some confusion as far as processes go, so Personnel Chair Sweat provided a presentation:

- When you are on a search committee, the final rating is what you need to send your committee chair. HR has requested that important documents need to be shredded.
- Administration is only reviewing the search committee’s consensus of strengths and weaknesses. Do not send recommendations or rankings to administration.
- All requests for a member of the Personnel Committee to serve on a search committee need to go through the GBC Faculty Senate Personnel Chair.

A member has a question in regard to not sending recommendations or rankings. Is there a good HR reason for this?

Personnel Chair Sweat answers that pointing out strengths and weaknesses does require a little bit more of a consensus if you're trying to drive out the outliers. You do have to submit your rating sheet, but that may be if concern arises. This is the current process. This is what administration has requested; it is not a policy.

A member was a part of a search committee last year, and he was specifically told that he could not recommend anyone, so it was impossible for him and the chair to make sure they got the right person. He had to try and manipulate the strengths and weaknesses for the person they would prefer to fill the position. A member suggests researching other institutions on their processes. He states that one of the reasons they are asked to be on these search committees is for their expertise, so we should find out more about why recommendations aren't allowed.

Personnel Committee will investigate this concern further and encourage everyone if they have any other questions to reach out. If anything changes, she will reach out.

**ii. GBC Strategic Plan/ Institutional Effectiveness Assessment Report for 2022-2023 (attached) – Dean Mary Doucette & Dean Stevens**

Dean Doucette begins by stating that basically we have a strategic plan, and we have to have an institutional assessment of that strategic plan. The report included in the Senate packet is the result of many months of compiling data for 2022 – 2023. It explains what we did, what we're doing, and the action plan for this year.

When Accreditation was here, they wanted the data, but we didn't have it, since it was our first year. They will be coming back in the Fall of 2024 for an ad hoc report, which we will have to write June 1st. We will be using this Institutional Assessment Report, and now the next step is to form a program assessment.

Dean Doucette passes the conversation to Dean Stevens.

Dean Stevens says that we must have a logistical mechanism in place to help gather the data for the program assessment, and Dean Stevens has a plan. Canvas has an outcomes tool imbedded within that allows us to tie the outcomes that we've identified as important to the course level that is relevant to determine how well the students are achieving the mastery of those outcomes. Yvonne Naugayan has been working very diligently in taking some training of the Canvas outcomes tool, and they are close to implement the tool soon. Dean Stevens' team will be offering training on the Canvas tool in the Spring 2024 with the anticipated full implementation of the tool in the Fall 2024. It's important to understand that the Canvas outcomes tool is separate from the course evaluations that are completed at the end of the year.

Dean Stevens says that this will require the effort of all departments and of all faculty, because the process is implemented in the grading steps in the assignments that are chosen to tie-in with those outcomes. So, in addition to providing a student with a score of their assignment, there will be a question of how well the student achieved levels of mastery of the outcomes. It doesn't have to be for all assignments; only the ones that are relevant within your course. This will be an ongoing effort.

A member asks why they can't take the data from the work that the instructors are already doing, instead of requiring another process.

Dean Doucette say that the process the member is speaking of is manual. This process will be digital, and the intent will be to hopefully drop down the amount of work for the instructors.

Dean Stevens states that the intent over the Spring is to see how well it works. They are not committing to anything yet. This is a trial process. Right now, we are seeking a mechanism that will hopefully be manageable to everybody and also meets the accreditation standards.

Dean Doucette says that the big thing is extracting program outcomes from the tool that are current, because we are lacking in program outcome evaluations. The program review policy doesn't have outcomes.

It was discussed that perhaps the learning outcomes tool and its reporting functionality may replace the manual reporting. One mechanism may serve both purposes.

**10. Announcements:**

GBC Winter Festival. Wednesday December 6<sup>th</sup> from 5:00 – 8:00pm. There will be vendors and Santa and Mrs. Claus pictures. Phi Beta Kappa will sponsor a Community College recruitment booth to target potential students, so if anyone would like us to hand out your program brochures or recruitment information, they would be happy to do so.

**11. Good of the Order:**

- i. **Foundation** – Seeking volunteers for a focus group to discuss a potential creation of an alumni network. If interested, contact Hillary Baker ([hillary.fruge@gbcnv.edu](mailto:hillary.fruge@gbcnv.edu)).

**12. Adjournment: 10:30**