

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

November 26, 2013

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, John Rice, Kris Miller, Thomas Reagan, Alex Porter, Melinda Dailey
ABSENT: Bret Murphy, Dori Andrepont
GUEST: Tracy Shane, Heather Steel

1. Approval of Minutes – The minutes of the President's Council meeting on November 12, 2013, were approved.
2. Presentation by Tracy Shane – Tracy Shane presented President's Council with some information and concerns about the future of the Ag program at GBC. With the budget cuts Tracy feels there may be some temptation to cut the Ag program and she doesn't want to see that happen. Tracy presented some very creative ideas and President's Council appreciated her candor.
3. SGA Update – Alex Porter reported on November events. All events went well. The food drive is completed. Everything has been sorted. All fifty baskets have been filled. All SGA positions are now filled. The SGA executive board will be attending the Board of Regents' meeting in Las Vegas.
4. Faculty Senate Update – Tom Reagan reported
 - 3.3 Guidelines for Departments' Interactions with Center Directors – Mike provided some minor clarifications. President's Council approved the policy with the editorial changes.
 - Equipment List Request – Sonja had a small change, but the amount awarded is unchanged. The list has been approved by Faculty Senate to be paid for and received by June 30, 2014. Anything not spent doesn't carry forward for next year for the department, but does go back to the college. President's Council approved the list
 - Summer Session Dates – Dates for summer session was approved by President's Council.
 - Nursing Faculty Prioritization – Faculty Senate approved the nursing position prioritization and we are currently recruiting for this position.
5. Classified Council Update – Melinda Dailey reported that Classified Council has voted to have a baked sale for Valentine's Day.
6. President's Report – Mark Curtis reported on the budget shortage. Input has been sought from a variety of sources. We will finalize the plan at the end December. A meeting has been planned with the Chancellor and his budget staff on December 19 to plan the budget for the next biennium. There is a meeting of the ad hoc committee on shared services

scheduled for December 20. Regent Melcher will attend from Reno; however, Regent Anderson will attend from Elko. Happy Thanksgiving to everyone!

7. Miscellaneous



POLICY AND PROCEDURE

Title:	GUIDELINES FOR DEPARTMENTS' INTERACTIONS WITH CENTER DIRECTORS
Policy No.:	3.3
Department:	Academic Affairs
Contact:	Vice President of Academic Affairs

Policy

Consistency is the key to this policy: Curricular consistency across all GBC offerings no matter where the courses are offered and by whom, consistency in outcomes, and consistency in hiring procedures. Each department, through the chair, monitors these efforts. The intent is not to limit the directors' or adjuncts' creativity or initiative, but rather oversee programs covering a very large geographic area.

Procedures

1.0 Course Curriculum

1.1 Curriculum and Instruction

The department follows the GBC process for course creation. The department maintains control over the content of all department courses.

1.2 Syllabi. The department will send adjunct faculty their course syllabi and curriculum. With the approval of the department chair, the syllabi may be modified within limits. All syllabi follow the required format approved by Great Basin College Faculty Senate. New adjuncts are advised to contact the department chair prior to teaching their courses

All faculty and adjuncts send their syllabi in electronic format to the department support staff during the first week of classes each semester.

*****Replace yellow highlighted with:**

1.3 Text books, Supplies and Book Orders. Full-time faculty will order their own books for all classes, delivered by any modality. Adjunct instructors will use textbooks and course materials pre-approved by the department with oversight of the course. If an adjunct instructor is teaching a course without an assigned text or wishes to use an alternate text, the adjunct instructor and the department will select books and supplies together. This process allows for course consistency throughout the service area. Adjunct faculty books for all courses are ordered through the support staff of the department overseeing the course or respective Center (if located away from the main campus). Department support staff may order for a Center adjunct instructor in special circumstances and in mutual agreement with Center director.

2.0 Course Scheduling

2.1 General Procedures. The department will follow the committed schedule published by the vice-president of academic affairs.

Branch campus and satellite center directors should contact the department prior to each semester's schedule deadline to coordinate and confirm the classes that will be offered "live" at the campus. Dates and times must

conform to the GBC schedule, but otherwise may be selected by the campus director so that the needs of the students are best served. Directors can request prior approval for a live course by requesting this by telephone or through email.

If a course overseen by the departments is sent out from one site to other sites by Interactive Video, the scheduling of the transmitting site is done by the department and the course instructor, in conjunction with directors and the IAV coordinator. Unless determined otherwise, any campus may choose to “pick up” a transmission as a receiving site – subject to approval by the department chair or the faculty teaching the course.

Department chairs have the final authority to approve course offerings, instructors, and course times.

2.2 Course Enrollment Caps for IAV Courses. The course cap at each site is determined by the campus director and department chair, based on the safe room capacity, the needs of the students, and the anticipated enrollment at that site.

The class instructor must give his/her consent in order to set or change enrollment caps. If a section “fills up,” the instructor is empowered to decide whether to raise the cap for that section.

3.0 Hiring and Oversight of Adjuncts

Although directors and the department chair will collaborate on the hiring of adjuncts, final recommendation for hiring rests with the department chair. Any instructor teaching at GBC must have the appropriate qualifications as determined by the department chair. The department chair will oversee the evaluation of adjuncts according to the adjunct evaluation policy. A complete résumé, official transcripts, and the GBC application must be on file with human resources in Elko. The employee file in the Elko human resources office is the official file for all GBC employees.

Approved by President's Council: December 12, 2006, November 26, 2013
Contact the assistant to the president for any questions, corrections, or additions.

DEPARTMENT	ITEM	QTY	PRICE	AMOUNT	Awarded	Quantity
Social Science Department	Political Science Videos Request 21 + Shipping	1	1400	1400	0	Library
Social Science Department	History Videos + Shipping	1	150	150	0	Library
Social Science Department	Integrative Seminar Video Requests + Shipping	1	750	750	0	Library
IAV	50" LED TVs with speakers, tuner, wall mounts	10	1250	12500	7500	6
IAV	Polycom HDX 8002 systems w/camera, mics, cables	2	7175	14350	7175	1
IAV	Mobile Telepresence TV and Equipment stand	2	1200	2400	0	
Mathematics Department	TI-84 Plus Silver Edition graphing calculator	10	127	1270	0	
PEX	Inflight Fitness FT1000 Functional Trainer	1	2519	2519	2519	
Computer Services	HP Procurve 2910 al 24 Network Switch	3	1245.31	3735.93	3735.93	
Computer Services	HP Procurve 2910 al 48 Network Switch	1	2070.27	2070.27	2070.27	
Computer Services	HP Procurve 2915 G8 Network Switch	2	883.69	1767.38	1767.38	
Computer Services	GBIC	4	89	356	356	
millwright	Rotalign-Ultra Lite	4	19,530	76000	19530	1
millwright	3196 Gould Pumps	4	4859	19436	0	
millwright	Electro-Fusion Central Processor	1	3400	3400	0	
millwright	Seal Sample Case	1	950	950	0	
millwright	Wemco D3K-S-DOS Pump	1	8317	8317	0	
millwright	Gould Vertical Pump	4	1635	6540	0	
millwright	618 Fusion Machine for High Density Plastic Pipe	1	45387	45387	0	
Health Science Human Serv	1 year Sim Man Essential Warranty	1	3150	3150	3150	
Health Science Human Serv	Laerdal Drug/Airway Tag Kit	1	1999	1999	1999	
Health Science Human Serv	Electro-Harmonix Voice Box and converters	1	235	235	235	
Health Science Human Serv	Manikin Genitalia for Catheterization	1 male	300	300	600	2
Health Science Human Serv	Obesity Suit	1	900	900	900	
Health Science Human Serv	Pyxis Medstation 4000	1	19,500.00	19,500.00	0	
Humanities	4 Light Directional Track Lighting Kit	1	846.72	846.72	846.72	
Humanities	Omni-directional Head-Worn Mic	4	159	636	636	
Humanities	Halogen Bulbs	2	125	250	0	
Humanities	Music performance instruments & accoutrements	12-Jan	varies	0	0	
Pahrump Valley Center	BIOPAC, Pinch eads, Vinyl electrodes, Abrating Pads, and require	1	4650	4650	4650	
Pahrump Valley Center	3B COMPREHENSIVE URINARY SYSTEM MODEL	1	487.1	487.1	487.1	
Pahrump Valley Center	3B FUNCTIONAL ELBOW JOINT MODEL	1	88.9	88.9	88.9	
Pahrump Valley Center	3B FUNCTIONAL HIP JOINT MODEL	1	88.9	88.9	88.9	

Pahrump Valley Center	3B FUNCTIONAL KNEE JOINT MODEL	1	84.5	84.5	84.5
Pahrump Valley Center	3B FUNCTIONAL SHOULDER JOINT MODEL	1	87.7	87.7	87.7
Pahrump Valley Center	ANIMAL MEIOSIS MODEL	1	525.2	525.2	525.2
Pahrump Valley Center	COMPREHENSIVE SKIN MODEL	1	511.5	511.5	511.5
Pahrump Valley Center	FUNCTIONAL LUNG APPARATUS	1	68.85	68.85	68.85
Pahrump Valley Center	HUMAN DEVELOPMENT ACT. MODEL ST/ 4	1	561.25	561.25	561.25
Pahrump Valley Center	KIDNEY NEPHRONS/BLOOD VESSELS	1	367	367	367
Pahrump Valley Center	MDL INTERNAL FM REPRODUCTIVE ORGANS	1	111.45	111.45	111.45
Pahrump Valley Center	MDL INTERNAL ORGANS 12 PRTS	1	453.45	453.45	453.45
Pahrump Valley Center	MENSTRUAL CYCLE ACTIVITY MODEL	1	152.75	152.75	152.75
Pahrump Valley Center	MODEL ALTAY HUMAN RESPIRATORY SYSTEM	1	300.6	300.6	300.6
Pahrump Valley Center	MODEL CLEAR HUMAN JAW GPI	1	124.5	124.5	124.5
Pahrump Valley Center	MODEL TMJ	1	111.45	111.45	111.45
Pahrump Valley Center	SOMSO SKIN MODEL	1	615.75	615.75	615.75
Pahrump Valley Center	SOMSO STRIATED MUSCLE FIBER MODEL	1	702.3	702.3	702.3
Pahrump Valley Center	WARD'S MUSCLE TYPES MODEL SET	1	648.2	648.2	648.2
Pahrump Valley Center	Cubicle Partitions, straight connectors, T-legs	20	135.12	2702.4	2702.4
Pahrump Valley Center	Swingline™ DX20-19 Jam Free Departmental Cross-cut Shredder	1	756.82	756.82	0
Pahrump Valley Center	LG 42LD452B 42" EzSign w/Software and Wall mount	2	574.13	1148.26	574.13
Ely Center	Classroom chairs	50	138	6900	6900
Ely Center	TI 84 Calculators	3	130	390	0
Ely Center	Scientific calculators	5	22	110	110
Safety Security	Honeywell Model # HD70 Indoor Cameras installed in mini dome	5	1100 total i	5500	5500
Test	TEST	0	0	0	0
Test	TEST	0	0	0	0
Computer Technologies	Nine (9) Dell M620 blade servers	9	2151.67	19365.03	19365.03
FA	printing press stand	1	\$429.00	429	429
science	Hach Hydromet 008145	1	2112	2112	2112
science	Hach Hydromet 011780	1	153.6	153.6	153.6
science	Hach Hydromet 013640HY	1	28.8	28.8	28.8
science	Hach Hydromet 013660HY	1	14.4	14.4	14.4
science	Hach Hydromet 013670HY	1	14.4	14.4	14.4
science	Hach Hydromet 013680HY	1	14.4	14.4	14.4
science	Hach Hydromet 013910	1	91.2	91.2	91.2

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science	Hach Hydromet 015005HY	1	470.4	470.4	470.4	
science	Hach Hydromet S5PH	1	460.8	460.8	460.8	
science	Hach Hydromet MS5BASE	1	2928	2928	2928	
science	Hach Hydromet MS5IBP	1	595.2	595.2	595.2	
science	Hach Hydromet S5COND	1	364.8	364.8	364.8	
science	Hach Hydromet S5LDO	1	1416	1416	1416	
science	VWR Scientific 1535 Incubator with stand	1	1295	1295	1295	
Electrical Systems Technolo	Lab Volt Equipment Upgrade	8	8200	65600	65600	
Electrical Systems Technolo	Laboratory Test Equipment	1	14300	14300	0	
Electrical Systems Technolo	Computer Software Upgrade	1	24000	24000	0	
Electrical Systems Technolo	Conduit Bending Equipment	1	18330	18330	0	
CTE Department	Automation Studio Work Station License	8	1500	12000	12000	
CTE Department	Truck	0	0	0	0	
CTE Department	skid steer	0	0	0	0	
Welding	Miller PipeWorx System	1	14165	14165	14165	
Welding	Mitutoyo Hardness tester	1	8530	8530	0	
Welding	Miller SSW	1	6430	6430	0	
Winnemucca Center	SmartBoard - Modular 202	1	4100	4100	4100	6
Winnemucca Center	Portable Sink- CNA	1	1850	1850	1850	
Winnemucca Center	Leica DM Microscopes	11	1809	19899	10854	
Winnemucca Center	Weather Station	1	595	595	0	
Winnemucca Electrical	Automation Studios Software	16	652.5	10440	0	
Winnemucca Electrical	Laptop Computers	17	1030	17510	0	
Diesel	Truck	1	15000	15000	15000	
Diesel	Skid Steer	1	15000	15000	0	
instrumentation Elko	Temperature Control Process Lab	1	101858	101858	0	
instrumentation Elko	Process control lab without temperature control	1	88500	88500	0	
instrumentation Elko	Rosemount/Emerson Process Instruments	1	38350	38350	38350	
instrumentation Elko	SS Tube Fittings and Tubing	1	3000	3000	0	
instrumentation Elko	Lab Chairs	1	1950	1950	1950	
instrumentation Elko	Misc. Thermocouples and Extension Wire for Lab.	1	1800	1800	1800	

TOTAL	\$771,688.16	\$274,970.21
TOTAL Allocation		\$275,000.00
Allocation minus Award		\$29.79

WRITTEN REPORT WITH ACTION ITEMS
DEPARTMENT CHAIRS
From meeting on Monday, November 4, 2013

Summer Session Dates

After careful consideration of financial aid regulations and input from director, Scott Nielsen, GBC summer session 2014 dates have been set as follows:

Summer Session 1: May 28 - July 9 (7 weeks) (Students may take a maximum of 6 credits)

Summer Session 2: July 10- August 21 (6 weeks) (Students may take a maximum of 6 credits)

These dates were selected in accordance with what other NSHE institutions are doing and what should work best for GBC students, as well as departments such as student services, bookstore, etc. There is no overlap of session dates this year.

Action Item: Department Chairs request Faculty Senate to approve the "Summer Session 2014 Dates".

Prioritization of Faculty Positions for 2014

The Health Science and Human Services department is requesting approval to fill a nursing tenure-track instructor position. The instructor in the current position recently resigned. Student enrollment continues to increase and the position is needed for accreditation. The recruitment process is expected to begin during the spring semester with the successful candidate starting employment in fall 2014.

Action Item: Department Chairs requests Faculty Senate approve the recruitment of a "Tenure-track Nursing Instructor Position" and to place the position as a high priority position on the prioritization list.