**Great Basin College**

**Compensation & Benefits Committee**

**November 22, 2019 2:30 - 4:00 pm**

**IAV: Elko HTC 123; Pahrump PVC 115**

1. **Call to Order** – M. Husbands called the meeting to order @ 2:30 pm

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| **Members** | **Present** | **Absent** | **Members** | **Present** | **Absent** |
| **M. Husbands (chair)** | **X** |  | **M. Wilkins** | **X** |  |
| **D. Jones** | **X** |  | **T. Mette** | **X** |  |
| **J. Stuelmayer** |  | **X** | **M. Nichols** |  | **X** |
| **K. Coates** | **X** |  | **E. O’Donnell** | **X** |  |
| **L. Pike** | **X** |  | **S. Sibert (ex-officio)** |  | **X** |
| **B. Grudzinski** | **X** |  |  |  |  |

1. **Approval of Minutes –** approval of 10/22/19 minutes M. Wilkins made a motion to approve the C & B minutes, L. Pike seconded, and the minutes were approved by all members present**.**
2. **Announcements**
   1. **Special Guests:** G. Kleeb, Faculty Senate Chair
3. **Old Business –** 
   1. **Professional Development Funds (PDFs) for 2019-2020**
      1. **$3600.00 for academic year – disbursements/awards** 
         1. The C & B members discussed the pros and cons of disbursing PDFs each semester or once yearly and S. Sibert’s email response “that is fine if the committee awards only one. However, they would need to be awarded by April 30th, so there is adequate time to get everything processed prior to yearend (11/12/19). The C&B members voted with 1 member in favor of a once yearly disbursement; 4 members in favor of a twice a year disbursement; and 3 members abstaining. Therefore, by majority vote, PDFs will be disbursed twice (Fall & Spring) within the 2019 – 2020 academic year. It was voted that the $3600 will be divided into two $1800 amounts and the individual award was set at $300. If any additional money is left over in Spring 2020, the sum would be divided/disbursed among all eligible applicants for the academic year 2019 – 2020
      2. **Review submitted applications – due date 10/31/19** 
         1. the C & B members reviewed and voted on the six (6) applications received for Professional Development Funds (PDFs). Four (4) out of the six (6) applicants were awarded $300; and two (2) applicants were not awarded d/t incomplete application submitted and insufficient documentation outlining the conference topics/program. All applicants have been notified via email regarding the outcomes. The C & B committee chair (M. Husbands) has signed the applications of the individuals receiving PDFs and has forwarded them to the appropriate department for final signature before the funds are disbursed.
4. **New Business**
   1. **Faculty Workload Policy 5.21** 
      1. **Time Frame - reminder**
         1. February 2020: subcommittees present options 1, 2 & 3 to C&B members
         2. March 2020: present to Jake Rivera & Deans
         3. April 2020: Faculty Senate & President Council
      2. **Review/discuss email sent by L. Walsh on 11/14/19** 
         1. “Just wanted to give you and other teaching faculty on C&B a head's up that in this morning's Arts and Sciences department chairs and program supervisor meeting the issue of class size was raised by Mary. Given your committee is addressing this issue, it may be worth you knowing there is a consensus among program supervisors that upper-division course caps need to be very different from those of lower-division. Upper-division numbers need to be lower as the focus and work required is quite different regardless of discipline. Josh mentioned the caps other Nevada institutions are lower than GBC's and that would be worth investigating. We hope this is a consideration as you deliberate.” Laurie, BASS Program Supervisor
         2. The C & B committee members present discussed capping # of students to 20 for online and adding a multiplier for up to 30 students. Currently no standardization on cap sizes is documented and there is some variation noted depending on course schedule, course by course, department by department, and/or the Deans and VPAA/VPSA. G. Kleeb, Faculty Senate Chair, reports he will be attending a Board of Regents meeting in December 2019 and will bring up these issues for discussion.
      3. **Subcommittees – to develop options 1, 2, 3 – Report/present subcommittees’ progress -** The C & B committee members have made some progress in reviewing, editing and revising sections of Policy 5.21
         1. **Policy & Procedures – all C & B members** 
            1. Revise/enhance the overall format of the policy for consistency in appearance/reading
            2. Minor revisions to the initial description/wording of the policy
            3. There was discussion only on revising a core teaching workload of 14 – 16 credits per semester to 15 instructional credits
         2. **1.0 Contract Definition & 2.0 Core Workload Components – M. Wilkins & K. Coates**
            1. Section 1.0 Contract definitions – deleting duplication of wording/sentences
         3. **3.0 Guidelines for Determining Faculty Workload Equivalents – M. Husbands, E. O’Donnell & T. Mette**
            1. Section 3.0 Guidelines for determining Faculty Workload Equivalencies – reviewing descriptions and determining if the types of courses listed and offered at GBC are still relevant (i.e. traditional lecture courses, telecourses)
         4. **4.0 Overload Compensation; 5.0 Underload & 6.0 Exceptions & Substitute Policy – J. Stuelmayer, M. Nicholas & K. Coates**
            1. No report
         5. **7.0 Faculty Incentives Stipends & Appendix; IAV enhance classes vs. online classes with > 30 students – L. Pike, D. Jones & B. Grudzinski**
            1. Appendix - section has been omitted and the guidelines listed have been incorporated into the appropriate descriptions under section 3.0 Guidelines for determining Faculty Workload Equivalencies
5. **Next Meeting –** TBA; to send a doodle poll for early February 2020 meeting. C&B subcommittees agreed to continue reviewing, editing & revising their assigned section, to correspond via emails and to prepare to present to the C&B committee members at February meeting.
6. **Adjournment –** M. Husbands made a motion to adjourn the meeting @ 4:00 pm and T. Mette seconded
7. **Recorder of Minutes –** M. Husbands