

## Questions and Comments About Items in PC Minutes

### March 20, 2020 Faculty Senate Meeting

**Guests:** President Joyce Helens and VPSAA Jake Rivera

President Joyce Helens and VPSAA Jake Rivera are attending the 3/20/20 Faculty Senate meeting as guests to discuss some items from President's Council (PC) meeting minutes that are in this document. Faculty-related questions and comments are enclosed in brackets and italicized. Further questions may arise when 11/21/19 and 12/19/19 PC minutes are posted.

It is stated in NSHE Code, in the GBC Bylaws, and in the Faculty Senate Bylaws that the President is the final authority on all actions and all matters relating to the operations of GBC, with some Presidential decisions requiring Board of Regents approval. Faculty understand this. However, before final decisions are made by the President, it is important to faculty that the President has meaningful, ongoing communication with all relevant parties. With this communication, we can work together to continually improve GBC for the benefit of students.

[Response: A faculty had questions/comments on multiple PC minutes going back to 5/1/19. Questions were not result of a faculty senate action, therefore was presented to president and not formally at PC. President emailed faculty about specific questions and faculty member said it was for all faculty and wanted it addressed through faculty senate.](#)

### Items from 5/1/19 PC minutes

*The first two excerpts below from these minutes relate to policy and procedures.*

4. ... A firm statement on DFW outcomes should be above the standard. GBC currently does not have a policy on this. George Kleeb said the committee to look at this would be the Academic Standards. He will make sure there is a strong chair. Dr. Brown mentioned the Co-req policy webinar that occurred last week. Discussions will go on as policy gets approved.

*[What is the status of this policy discussion? **This could relate to the Academic Standards, Assessment, Department Chairs, Distance Education, and Faculty and Administrative Evaluation Committees.**]*

[Response: Question regarding discussion on DFW outcomes policy \(Dr Brown brought it up at faculty senate who is no longer at GBC\). Says Senate chair states academic standards can discuss. Discussion and no action taken. Current status: DFW outcomes were discussed in the Curricular Review including documentation. "Deans should review DFW, headcount, low yield and completion rates each semester. This should include a 2-year target plan for program areas with less than 15 students awarded that identifies target rates for completion, enrollment, and DFW metrics." On several occasions, including the beginning of the Spring term at Welcome Back, we discussed with all college employees that the DFW will be reviewed by deans to work with faculty in an ongoing effort to ensure we are taking the best approaches to build on student success.](#)

5. Student Affairs Update – Jake Rivera reported the student affairs area is focused on preparing for accreditation. They are reviewing policies and procedures and evaluating web pages. They are looking at department assessments. The policy and procedure review has been eye-opening. Some things are included in the P&P that are not policies or procedures. The P&P will be updated to be

clear and succinct. Seeing examples from other institutions will help. The web pages are another area which affects every area of the college. A schedule needs to be created on when to review and update web pages. ...

*[Which policies, procedures, and web pages are being reviewed and evaluated? **This could relate to multiple Faculty Senate committees.]***

**Response:** Question on VP Rivera reported saying we would be reviewing policies and procedure and evaluating webpages in preparation for accreditation visit. Discussion. No action. Status: Faculty teams were created led by faculty member and then dean, Mary Doucette. Multiple policies were updated. Most were regarding student services. If there is a policy of concern, please let someone know. Each Faculty Senate committee should be looking at their policies routinely. For accreditation purposes, many policies were not reviewed, so this was taken on by members of the accreditation committee to meet a timely need which is made up of faculty, administrative faculty, and student services. Also many policies were updated to reflect changes in federal, state, local regulations, and NSHE code, policies and procedures. These changes had to be made before accreditation to be in alignment with governing standards..

9. Miscellaneous – President’s Council minutes are being posted to the website and will be completed soon. Minutes will be posted after the meetings in a timelier manner.

*[PC met on 11/21/19 and will meet on 12/19/19; could those minutes be posted by 2/14/19 for the Executive Committee? **Timely posting of these minutes enables effective communication from PC (LC) to the GBC community, including administrative and academic faculty. All administrative and academic faculty members serve on at least one Faculty Senate committee.]***

**Response:** Comment that not all minutes were posted. All minutes are now posted.

### Items from 9/26/19 PC minutes

President Helens had everyone introduce themselves. President Helens wants these President’s Council meetings to be more like a conversation.

*[What does this mean? **The second paragraph of the 3.2.1 President’s Council section in GBC Bylaws states, “The President’s Council serves as both an information gathering and a decision making group. It receives recommendations from all the College groups. It also acts as a forum for debate and discussion on policies, procedures, issues, and concerns. Final decisions on matters of policy and procedure are reserved to the president.” This description seems more meaningful and in-depth than a conversation.]***

**Response:** Question regarding what does it mean when President said PC to be more like a conversation? Answer: It means good conversation requires balance between simplicity and detail, requiring staying on topic, a healthy exchange of ideas to seek understanding, education, improvement, or needed compromise. It is a dialogue that is more deeply engaging than just simply reporting out and it enriches and improves overall meeting quality.

The three excerpts below from these minutes relate to policy and procedures.

Onboarding and succession planning has been nonexistent so we will be looking at an onboarding process for all new employees and cleaning up existing policies.

*[Which policies? **This could relate to responsibilities of the Personnel Committee.**]*

[Response: Question on discussion regarding creating onboarding and succession planning. Status :In November 2019 Communications Department started an onboarding process for new hires after orientation with Human Resources for a full review of Great Basin College. This includes setting up a tour, showing the use of their phone, use of the website, key request form, and introductions around campus to name a few. This was created to assist new employees feeling welcomed and know how to access resources.](#)

Jake Rivera said that the policies are being reviewed for accuracy and the catalog speaks correctly to what we are doing. They are looking at the catalog process and the new class schedule process.

*[Are these the same policies as item 5 in the 5/1/19 PC minutes? **If so, this could relate to multiple Faculty Senate committees.**]*

[Response: Question regarding meaning of "policy review so catalog is correct". Answer: Many of the policies have not been updated. Everyone should review their area and policies to make sure they reflect what is actually done. We always want students to have correct information in our publications.](#)

President's Council discussed a policy of no Tabaco [sic] use (including vaping) on campus. Further research and discussion to follow.

*[What is the status of this 4.26 policy? **This relates to the Faculty/Staff Safety Committee.**]*

[Response: Question on discussion regarding adding no vaping to current tobacco policy. SGA brought up topic. Discussion and no action. Status: Vaping should be added to the policy. FS Safety Committee.](#)

### Items from 10/24/19 PC minutes

George Kleeb presented the Faculty Position Priority List for 2019-2020. The department chairs meet on more than one occasion to prioritize this list. Sonja Sibert stated that prioritizing the list should be at the dean level. Department Chairs should not be spending so much time on prioritizing positions. It is all subject to the budget and is just a recommendation.

*[This would require a change to Faculty Senate Bylaws. **This relates to the Department Chairs and Bylaws Committees.**]*

[Response: Senate Chair presented faculty positions priority list 19/20. Dept chairs prioritize. VP Sibert said deans need to be involved as dept chairs make recommendations but this is subject to budget requiring dean input and action. Question on whether this Requires bylaws change? No. This is a managerial responsibility of deans, who need to be in decision loop with faculty consultation and recommendations.](#)

The two excerpts below from these minutes relate to policy and procedures.

There was a discussion on Faculty Evaluations and a question on whether full time tenured faculty are evaluated. Full time tenured faculty do an annual evaluation with the dean. They also have a more intense evaluation with the dean every 5 years. We are looking into training sessions on the

tenure process to help people understand the process and for consistency on the tenure committees.

*[GBC Policy 5.23 addresses the five-year review for tenured teaching faculty, which isn't "a more intense evaluation with the dean." **Any change to this policy should involve the Faculty and Administrative Evaluation Committee.***

*Training sessions on the tenure process is a great idea. **Discussion and development of this should involve the Personnel Committee.]***

**Response: Current policy on faculty evaluations discussed. No action. Discussion on assisting faculty on tenure processes thru consistent training sessions. No action.**

Because of the accreditation process we are looking at all policies and procedures and bylaws. The GBC Bylaws have not been updated since 2007 or 2009. Bylaws and policies and procedures need to be updated consistently. President Helens will be working on updating the GBC Bylaws. She will be changing the President's Council to Leadership Council and changing the membership of this group. This particular change will then have to be changed in the Faculty Senate Bylaws. We must all be looking at our webpages and make sure they are updated too.

*[Will President Helens be working on updating the GBC Bylaws with the College Bylaws Committee as described in Section 2.0 of the GBC Bylaws? Section 2.0 of the GBC Bylaws is copied below.*

**Other GBC Bylaws.** The Board of Regents delegates to the faculty of GBC the authority and responsibility for organizing itself in accordance with GBC Bylaws and for recommending policy on matters of faculty welfare, on the rights of faculty under the Nevada System of Higher Education Code, and on their involvement in the College's primary missions as stated in the NSHE Code. Classified staff are also awarded the authority and responsibility for organizing themselves into a representative body in accordance with the NSHE Code.

The **College Bylaws Committee** is formed by recommendations from the Faculty Senate, Classified Council, President's Council, and appointed by the president. The Committee deals with questions of GBC Bylaws interpretation, possible revisions, and amendments. This is an ad hoc committee. Any college person or group requesting interpretation, revision, or amendments should contact the president's assistant.

**Questions of interpretation** of GBC Bylaws shall be directed to an ad hoc College Bylaws Committee recommended by the faculty senate, classified council, president's council, and appointed by the president. The committee shall rule on the questions, and any appeal of the decision shall be made to the president. **To the extent that any provision of these Bylaws conflicts with a provision of the NSHE Code, the provision of the NSHE Code shall be controlling.**

**Amendments** to the GBC Bylaws may be made in two ways:

- Any employee or college body may propose an amendment. Such proposed amendment shall be presented to the College Bylaws Committee for review and validation with federal and state laws as well as NSHE Code and Policies. Such proposed amendment must be forwarded to the President's Council with appropriate notes from the College Bylaws Committee. If the proposed

amendment is rejected by the president, then the president shall notify all parties, in writing, of the decision and the reason(s) for rejection within twenty (20) working days after receiving the proposed amendment.

- Any amendment must be reviewed and accepted by the President's Council. Final approval must be given by the president and Board of Regents.

*The current version of the GBC Bylaws was approved by Faculty Senate on 4/27/07, by President's Council on 5/1/07, and by the Board of Regents on 8/16-17/07.]*

Response: Question regarding accreditation requires review of policies, procedures, bylaws. GBC bylaws have not been updated since 2007 or 2009. Who does this? Status: Multiple policies were updated. Most were regarding student services. If there is a policy of concern, please let someone know. Each Faculty Senate committee should be looking at their policies routinely. For accreditation purposes, many policies were not reviewed, so this was taken on by members of the accreditation committee to meet a timely need which is made up of faculty, administrative faculty, and student services. Also, many policies were updated to reflect changes in federal, state, local regulations, and NSHE code, policies and procedures. These changes had to be made before accreditation to be in alignment with governing standards.

President changing name of Presidents Council to Leadership Council. FS needs to update bylaws to reflect new name. Review of bylaw regarding this had additional incorrect information.