

GREAT BASIN COLLEGE  
PRESIDENT'S COUNCIL  
May 24, 2011

PRESENT: Carl Diekhans, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, John Rice, Sarah Negrete, Jolina Adams  
ABSENT: Paulette Batayola

1. Approval of Minutes – The minutes of the President's Council meeting on May 10, 2011, were approved.
2. Graduation Update – Lynn Mahlberg went over the graduation statistics. This year was Marsha Holford's first time coordinating the graduation ceremony and she did an outstanding job. She had a seasoned team and they all did a great job. There will be a recap meeting with the planning committee. The two for one will continue with the callings. Goes with complete college America goals. All graduation parties went well at all the sites.
3. SGA Update – No update.
4. Faculty Senate Update – Sarah Negrete reported at the last senate meeting the senate supported emeritus for Richard Barton, Cyd McMullen, and Margaret Puccinelli. Karen Martin was recommended for emeritus at the senate meeting in April. President Diekhans will take the recommendations under consideration. Sarah reported the evaluation committee has recommended changes to the current faculty evaluation system which includes faculty writing goals with weights that will be completed by October of each year. The addition of the narrative by supervisor based on substantiated information was approved. The faculty narrative box was included to respond back to the supervisor's comments. The proposed ranges for overall faculty score were also approved. President's Council approved changes to the faculty evaluation system with the ranges. Janie Moore will be creating a signature form with a narrative for this process.

Sarah feels we need clarification on the role of the deans. Are they administrators or are they faculty? This needs to be addressed next fall and put into the Faculty Senate bylaws. Carl said last fall he stated that Sonja Sibert and John Rice are administrators and should not be attending senate. He recommended the same for the deans. Carl believes the deans should not be part of faculty senate; therefore, they don't have to serve on a committee unless it is an ex officio status. Another issue that has come up in the past is whether administrative staff should be involved in Faculty Senate. In the fall, Sarah will remind the Faculty Senate committee chairs that they must have written reports that at least document attendance.

5. Classified Council Update – Jolina Adams said there was nothing new to report.
6. Policy & Procedure

- 5.7 Drug and Alcohol Testing – policy was approved by President’s Council.

7. Miscellaneous

No miscellaneous items.

Great Basin College Graduation Numbers 2008-2011

Year	Bachelor Degrees	Associate Degrees	Certificates	Endorsements	Total
2008-2009	47	211	45	3	306
2009-2010	49	238	47	1	335
2010-2011	54	265	84	3	406

Great Basin College Graduates 2008-2011  
% of increase

% of Increase	Bachelor Degrees	Associate Degrees	Certificates	Endorsements
2008-2009 to 2009-2010	4.08%	11.34%	4.25%	-66.67%
2009-2010 to 2010-2011	9.25%	10.19%	44.05%	66.67%

2011 GBC Graduates by location

Type of Degree	Battle Mountain	Ely	Winnemucca	Pahrump	Elko	Total
Bachelors	3	1	9	4	37	54
Associates	20	16	41	27	161	265
Certificates	11	2	7	3	61	84
Post Bac			1		2	3
Total	34	19	58	34	261	406

## Evaluation Committee Action Item

Faculty Senate - May 13, 2011

### DRAFT:

The supervisor of each faculty member shall annually provide a written evaluation of the individual (NSHE, Title 2, Chapter 6, Section 5.12.1). The supervisor's written narrative must be based on substantiated information. The supervisor shall also mark the final evaluation rating for the individual, using rating categories as described in NSHE by-laws (Title 2, Chapter 6, Section 5.12.2). As used here, the "annual faculty evaluation rating" is derived from the form-based evaluation process. The "final rating" is the rating indicated on the final evaluation form and signature page by the supervisor.

Except under limited conditions described below, the evaluation final rating shall be the individual annual faculty evaluation rating established numerically. The following ratings and corresponding values are as given:

Excellent:	4.60 - 5.00
Commendable:	3.80 - 4.59
Satisfactory:	3.00 - 3.79
Unsatisfactory:	< 3.00

The supervisor shall give final ratings different from the numerically determined rating only on the basis of substantiated information of one of two possible types, 1) focused areas of poor or exemplary performance within the individual faculty annual evaluation rating, and 2) disciplinary actions against the individual.

In the first case, the final rating shall not be adjusted during the year in which focused poor performance is noted, but it shall be addressed in the written evaluation narrative. Appropriate written direction for improvement in the next year shall be given. If expected improvement is not achieved in the following year, the final evaluation in the following year may be revised downward by the supervisor. *If focused exemplary performance is noted in any year, the final rating may be adjusted upward by the supervisor in the year in which the evaluation is being made.*

In the second case, the supervisor may adjust the final rating downward as deemed appropriate for the level of disciplinary action taken. This shall be done in the year the evaluation is made. Adjustments to the final rating and the amount of adjustment under this circumstance shall be only with the approval of the President of the College or designee.

# DRAFT!

## Academic Faculty Annual Evaluation

### Reflection/Response

Based on annual performance ratings, goals, and other experiences from the past year, provide a brief written reflection or response. This is due October 15 each year with the designation of percentage weights for the coming year.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

### Goals for Coming Year

Provide a brief description of professional goal(s) for the coming year. These may be drawn from the reflection/response above and/or other activities and needs. This is due October 15 each year with the designation of percentage weights for the coming year.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

### Supervisor's Comments and Evaluation

To be completed by faculty member's direct supervisor (Dean or Vice President). The supervisor's narrative must be based on substantiated information. This is to be completed before July 1 each year.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

#### Tenure-track and Non-tenure Track Faculty Evaluation Rating:

Excellent       Commendable       Satisfactory       Unsatisfactory

#### Tenured Faculty Evaluation Rating:

Satisfactory or higher       Unsatisfactory

Faculty member must sign this evaluation. This acknowledges only that the evaluation was reviewed by the employee, not that the employee is in agreement. A written statement may be attached by the employee.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduation 10 a.m. Saturday, May 21<sup>st</sup>, Rehearsal Friday at 1 p.m.**

**362 people earning degrees, 205 walking, 50 earning multiple degrees / certificates**

**Brent Chamberlain**, Graduation speaker – GBC Advisory Board and Chancellor’s Fresh Look at Community Colleges

**Former Assemblyman John Carpenter** Honorary Bachelors Degree (23 years) his leadership helped facilitate GBC’s rapid growth in the 90’s. Volunteer for GBC Foundation. He was instrumental in the development of TEAM GBC, a group of community leaders who are examining sustainable ways of providing fiscal support for the work of GBC.

**Dan Mahlberg** – Distinguished Alumni – AA, AAS, BAS GBC MBA Golden Gate University. Employed 8 years as a Juvenile Probation Officer. Currently Regional Contracts Administrator for Barrick Gold of North America. On the Elko County School Board of Trustees...

**Al Bernarda** Community Service Award – longtime supporter of GBC and Foundation. Boys & Girls club

**Great Basin College Graduation Numbers of 2008-2011**

Nevada’s Complete College America Goal -- **GBC 374**

Year	Bachelor Degrees	Associate Degrees	Certificates	Endorsements	Total
2008-2009	47	211	45	3	306
2009-2010	49	238	47	1	335
2010-2011	54	265	84	3	406

**18.5% increase (412)**

Great Basin College Graduates 2008-2011

% of increase

% of Increase	Bachelor Degrees	Associate Degrees	Certificates	Endorsements
2008-2009 to 2009-2010	4.08%	11.34%	4.25%	-66.67%
2009-2010 to 2010-2011	9.25%	10.19%	44.05%	66.67%

**2011 GBC Graduates by location**

Type of Degree	Battle Mountain	Ely	Winnemucca	Pahrump	Elko	Total
Bachelors	3	1	9	4	37	54
Associates	20	16	41	27	163	265
Certificates	11	2	7	3	61	84
Post Bac			1		2	3
Total	34	19	58	34	261 (267)	406

Great Basin College Graduation Numbers of Degrees & Certificates 2008-2011

365 students earning degrees 205 walking, 50 earning multiple degrees/certificates...including 30 2-fer's  
(AAS/Certificates) 25 "Stop out students" with 45 Credits > from the past 3 years

Year	Bachelor Degrees	Associate Degrees	Certificates	Endorsements	Total
2008-2009	47	211	45	3	306
2009-2010	49	238	47	1	335
2010-2011	54	270	86	3	413

Great Basin College Degrees and Certificates 2008-2011  
% of increase

% of Increase	Bachelor Degrees	Associate Degrees	Certificates	Endorsements
2008-2009 to 2009-2010	4.08%	11.34%	4.25%	-66.67%
2009-2010 to 2010-2011	9.25%	11.85%	45.35%	66.67%

Total increase from 2009-2010 to 2010-11 .....18.89%

2011 GBC Degrees and Certificates by location

Type of Degree	Battle Mountain	Ely	Winnemucca	Pahrump	Elko	Total
Bachelors	3	1	9	4	37	54
Associates	20	16	41	27	166	270
Certificates	11	2	7	3	63	86
Post Bac			1		2	3
Total	34	19	58	34	268	413



## POLICY AND PROCEDURE

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<b>Procedure:</b>	<b>DRUG AND ALCOHOL TESTING</b>
<b>Policy No.:</b>	<b>5.7</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Contact:</b>	<b>Chief Business Officer</b>

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### Policy

Great Basin College is committed to a work environment that is free of illegal controlled substances and alcohol. The institution has zero tolerance for employees or students under the influence of illegal controlled substances and alcohol in the workplace. The use of illegal controlled substances and alcohol are prohibited in the workplace.

### Procedures

If you are a witness or a supervisor and you find yourself in a situation where you suspect an employee or student is under the influence of an illegal controlled substance or alcohol in the workplace; immediately alert your supervisor or the next person in your chain of command. Also, immediately call Sonja Sibert, Chief Business Officer, at 753-2181. If she is unavailable, please call Pat Anderson, Director of Safety and Security, at 934-4923. One of these individuals will immediately assist you in managing the situation.

Great Basin College Security should be contacted before 8:00 a.m. or after 5:00 p.m. or on holidays and weekends at 934-4923.

Witnesses or supervisors at off-campus centers should immediately contact their center director or designee, who will then notify the appropriate personnel in Elko and guide the supervisor and employee through the process.

#### **1.0 What to Look For**

Signs and symptoms of being under the influence of alcohol and/or a controlled substance are wide and varied. For example, an employee may slur their speech, speak incoherently, have difficulty keeping their balance, use profane language, or engage in horseplay or other activity that leads to the injury of another employee. If the employee exhibits behavior or judgment that is unusual, it may indicate they are under the influence and should be tested.

**The following are the guidelines for testing published by the State of Nevada. Behaviors and actions of concern include but are not limited to the following:**

- The operation of a motor vehicle by the employee in any manner that causes bodily harm;
- Abnormal conduct or erratic behavior by the employee that is not otherwise normally explainable;
- The odor of the breath of the employee and a decline in job performance that is not otherwise normally explainable;

- Observation of the employee consuming alcohol and a resulting decline in job performance that is not otherwise normally explainable;
- Observation of the employee possessing a controlled substance or using a controlled substance that is reported by a credible source;
- The operation of a motor vehicle in such a manner as to cause more than \$500 worth of property damage; or
- The operation of a motor vehicle in such a manner as to cause two property accidents within a one-year period.

As long as you are not harassing an employee by subjecting them to repeated testing without documented reasonable suspicion, you should not hesitate to send an employee in for testing. You should not fear having an employee test negative if you have done a good job of documenting and validating your reasons for requesting that they submit to testing.

## **2.0 For Cause Drug and Alcohol Testing for Classified Employees**

If you engage in a “For Cause” drug test with one of your employees, the process will typically unfold in the following manner:

1. The supervisor observes unusual behavior and is concerned that there may be alcohol and/or a controlled substance involved.
2. The concerned supervisor contacts *their* supervisor or manager. If at all possible, it is preferable to have a second supervisor or manager observe the behavior of concern. If you cannot locate anyone in your chain of command, try to find another supervisor or manager to confirm your concerns. If another supervisor is not available, proceed to next step (#3).
3. The supervisor or manager contacts GBC Human Resources at 753-2181, explains they have an emergency and asks to speak with one of the individuals listed above. The GBC HR representative or designee will begin preparing the Administrative Leave Letter for number 9.
4. The GBC HR representative or designee discusses signs and symptoms of concern with the supervisor and a decision is jointly made about how to proceed.
5. The witness and/or supervisor needs to complete a “**Report Form for Suspected Alcohol/Drug Impairment.**”
6. The supervisor immediately has the employee cease the work detail they are engaged in and the employee will not be permitted to operate a motor vehicle or any heavy machinery. The GBC HR representative or designee who is assisting you will help you strategize how to move an employee to a safer environment.
7. The supervisor continues to observe and monitor the employee while the GBC HR representative or designee arranges for a private meeting room for the employee to wait for GBC Security. It is essential that you remain aware of the employee’s whereabouts.
8. The GBC HR representative or designee notifies GBC Security of the location of the private meeting room. The GBC HR representative or designee also provides all of the required forms for this meeting.
9. When GBC Security has been notified and there is a private meeting room arranged, the supervisor escorts the employee to the meeting room where GBC Security and the GBC HR representative or designee will be waiting. **THE ADMINISTRATIVE LEAVE LETTER IS GIVEN TO THE EMPLOYEE.**
10. GBC Security or designee transports the employee to an off-site testing facility.

11. Following testing at the off-site testing facility, GBC Security or designee transports the employee to the employee's personal residence. If the employee prefers to take a taxi, any expense incurred is the responsibility of the employee.
12. The employee is placed on **PAID** administrative leave beginning at the time of GBC Security or designee transport to the off-site testing facility and remains on **PAID** administrative leave at least until the results of the drug test are provided by the testing facility to Business Center North Human Resources.
13. If the test results are negative, the employee is returned to work. If the results are positive, the employee is provided with a mandatory referral for a professional alcohol and drug assessment for an evaluation and recommendations.

Business Center North Human Resources coordinates the results of the drug test, the assessment referral, the treatment recommendations, and the employee's return to work. They will also be involved in assisting the employee in obtaining leave under the Family and Medical Leave Act if appropriate. BCN HR will also be assisting with disciplinary action if called for.

## **2.1 Mandatory Supervisory Training**

All supervisors must complete the mandatory training program entitled "*Alcohol and Drug Testing.*"

Visit <http://campus.extension.org>

- Click on the "Nevada" link under "Organizational Training". The list of classes will appear.
- Click on the course you wish to take. You will be asked to establish an account with extension.org. After you establish your account, you may take any course listed above. You will be asked for an "enrollment key" (a one-time password) by campus: they are GBC, NSHE, TMCC, UNR, and WNC.
- There will be an opportunity to print your certificate of completion if you wish.
- On a quarterly basis, your campus Human Resources office will receive notification that you have completed the course

The testing procedures outlined in this course will differ from the GBC policy because this is a State training course, but the basic information is applicable.

## **3.0 For Cause Drug and Alcohol Testing for Professional Employees**

If you engage in a "For Cause" drug test with one of your employees, the process will typically unfold in the following manner:

1. The supervisor observes unusual behavior and is concerned that there may be alcohol and/or a controlled substance involved.
2. The concerned supervisor contacts *their* supervisor or manager. If at all possible, it is preferable to have a second supervisor or manager observe the behavior of concern. If you cannot locate anyone in your chain of command, try to find another supervisor or manager to confirm your concerns. If another supervisor is not available, proceed to next step (#3).
3. The supervisor or manager contacts GBC Human Resources at 753-2181, explains they have an emergency and asks to speak with one of the individuals listed above. The president or administrator in charge will begin preparing the Paid Status Letter for number 9.
4. The GBC HR representative or designee discusses signs and symptoms of concern with the supervisor and a decision is jointly made about how to proceed.

5. The witness and/or supervisor needs to complete a **“Report Form for Suspected Alcohol/Drug Impairment.”**
6. The supervisor immediately has the employee cease the work detail they are engaged in and the employee will not be permitted to operate a motor vehicle or any heavy machinery. The GBC HR representative or designee who is assisting you will help you strategize how to move an employee to a safer environment.
7. The supervisor continues to observe and monitor the employee while the GBC HR representative or designee arranges for a private meeting room for the employee to wait for GBC Security. It is essential that you remain aware of the employee’s whereabouts.
8. The GBC HR representative or designee notifies GBC Security of the location of the private meeting room. The GBC HR representative or designee also provides all of the required forms for this meeting.
9. When GBC Security has been notified and there is a private meeting room arranged, the supervisor escorts the employee to the meeting room where GBC Security and the GBC HR representative or designee will be waiting. **THE PAID STATUS LETTER IS GIVEN TO THE EMPLOYEE.**
10. GBC Security or designee transports the employee to an off-site testing facility.
11. Following testing at the off-site testing facility, GBC Security or designee transports the employee to the employee’s personal residence. If the employee prefers to take a taxi, any expense incurred is the responsibility of the employee.
12. The employee is placed in **PAID STATUS** beginning at the time of GBC Security or designee transport to the off-site testing facility and remains in **PAID STATUS** at least until the results of the drug test are provided by the testing facility to GBC Human Resources.
13. If the test results are negative, the employee is returned to work. If the results are positive, the employee is provided with a mandatory referral for a professional alcohol and drug assessment for an evaluation and recommendations.

Sonja Sibert, Chief Business Officer, or designee will coordinate the results of the drug test, the assessment referral, the treatment recommendations, and the employee’s return to work. She will also be involved in assisting the employee in obtaining leave under the Family and Medical Leave Act if appropriate. Sonja Sibert or designee will also be assisting with disciplinary action if called for.

#### **4.0 For Cause Drug and Alcohol Testing for Employees on Letter of Appointment and for Student Workers**

If you engage in a “For Cause” drug test with one of your employees, the process will typically unfold in the following manner:

1. The supervisor observes unusual behavior and is concerned that there may be alcohol and/or a controlled substance involved.
2. The concerned supervisor contacts *their* supervisor or manager. If at all possible, it is preferable to have a second supervisor or manager observe the behavior of concern. If you cannot locate anyone in your chain of command, try to find another supervisor or manager to confirm your concerns. If another supervisor is not available, proceed to next step (#3).
3. The supervisor or manager contacts GBC Human Resources at 753-2181, explains they have an emergency and asks to speak with one of the individuals listed above. The GBC HR representative or designee will begin preparing the Unpaid Status Letter for number 9.
4. The GBC HR representative or designee discusses signs and symptoms of concern with the supervisor and a decision is jointly made about how to proceed.

5. The witness and/or supervisor needs to complete a ***“Report Form for Suspected Alcohol/Drug Impairment.”***
6. The supervisor immediately has the employee cease the work detail they are engaged in and the employee will not be permitted to operate a motor vehicle or any heavy machinery. The GBC HR representative or designee who is assisting you will help you strategize how to move an employee to a safer environment.
7. The supervisor continues to observe and monitor the employee while the GBC HR representative or designee arranges for a private meeting room for the employee to wait for GBC Security. It is essential that you remain aware of the employee’s whereabouts.
8. The GBC HR representative or designee notifies GBC Security of the location of the private meeting room. The GBC HR representative or designee also provides all of the required forms for this meeting.
9. When GBC Security has been notified and there is a private meeting room arranged, the supervisor escorts the employee to the meeting room where GBC Security and the GBC HR representative or designee will be waiting. **THE UNPAID STATUS LETTER IS GIVEN TO THE EMPLOYEE.**
10. GBC Security or designee transports the employee to an off-site testing facility.
11. Following testing at the off-site testing facility, GBC Security or designee transports the employee to the employee’s personal residence. If the employee prefers to take a taxi, any expense incurred is the responsibility of the employee.
12. The employee is placed in **UNPAID STATUS** beginning at the time of GBC Security or designee transport to the off-site testing facility and remains in **UNPAID STATUS** at least until the results of the drug test are provided by the testing facility to GBC Human Resources.
13. If the test results are negative, the employee is returned to work. If the results are positive, the employee is provided with a mandatory referral for a professional alcohol and drug assessment for an evaluation and recommendations.

Sonja Sibert, Chief Business Officer, or designee will coordinate the results of the drug test, the assessment referral, the treatment recommendations, and the employee’s return to work. She will also be involved in assisting the employee in obtaining leave under the Family and Medical Leave Act if appropriate. Sonja Sibert or designee will also be assisting with disciplinary action if called for.

**Approved by PC: May 24, 2011**

**Contact the assistant to the president for any questions, corrections, or additions.**