

**BOARD OF REGENTS
BRIEFING PAPER**

1. AGENDA ITEM TITLE: Academic Partnerships and Shared Business Services between Great Basin College and the University of Nevada, Reno

MEETING DATE: June 6/7, 2019_____

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

In an effort to leverage institution size and course offerings, Great Basin College and the University of Nevada, Reno have identified and developed several academic, student, and business/service collaborations over the course of this fiscal year. The two institutions have entered into a master Memorandum of Understanding and Agreement (MOUA) that provides the framework for a successful partnership. Exhibit 1. Initial areas of academic focus include streamlined pathways for rural students to augment their educational opportunities through facilitated access to upper division biology and health science graduate studies. The two institutions have also identified ways to leverage the common processes in Workday to share back-office services (resulting in cost savings), and are utilizing University Police Services to enhance campus safety coordination.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

President Helens and President Johnson will provide an update of partnerships in place and being developed between Great Basin College and the University of Nevada, Reno.

4. IMPETUS (WHY NOW?):

As many of these partnerships come online, an update is being provided for the Board of Regents' information.

5. CHECK THE NSHE STRATEGIC PLAN GOAL THAT IS SUPPORTED BY THIS REQUEST:

- Access (Increase participation in post-secondary education)
- Success (Increase student success)
- Close the Achievement Gap (Close the achievement gap among underserved student populations)
- Workforce (Collaboratively address the challenges of the workforce and industry education needs of Nevada)
- Research (Co-develop solutions to the critical issues facing 21st century Nevada and raise the overall research profile)
- Not Applicable to NSHE Strategic Plan Goals

INDICATE HOW THE PROPOSAL SUPPORTS THE SPECIFIC STRATEGIC PLAN GOAL

The seamless student pathway outlined in this MOUA will expand course availability to students in rural Nevada, increase advising resources, and allow opportunities for hands-on research that didn't formerly exist. It also provides a model for future activities. This initiative will contribute to progress in all five areas. Any financial efficiencies gained through sharing of back office functions and services are retained and reinvested into those institutions, including the funding of a new dedicated staff member at Great Basin College who will focus on co-admissions, academic advising, joint recruitments and other student assistance activities.

6. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

N/A – Information Item

7. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

N/A – Information Item

8. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

N/A – Information Item

9. RECOMMENDATION FROM THE CHANCELLOR’S OFFICE:

10. COMPLIANCE WITH BOARD POLICY:

Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
 Amends Current Board Policy: Title # _____ Chapter # _____ Section # _____
 Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
 Other: _____
 Fiscal Impact: Yes _____ No X _____
Explain: _____

Exhibit 1

Memorandum of Understanding and Agreement
for Academic Partnerships and Shared Business Services
between
the University of Nevada, Reno
and Great Basin College

This Memorandum of Understanding and Agreement (MOUA) is made and entered into by the University of Nevada, Reno (UNR) and Great Basin College (GBC).

WHEREAS, These two institutions of the Nevada System of Higher Education, UNR and GBC, utilize this MOUA as a vehicle to memorialize their joint desire to partner in academic and business service areas in fulfillment of their educational missions, progress towards the Nevada System of Higher Education Strategic Goals of Access, Success, Closing the Achievement Gap, Workforce Development, and Research, as well as financial stewardship obligations to the residents of Nevada;

WHEREAS, both institutions desire to provide a seamless pathway for students of GBC to enrich their educational experience, both in the classroom and research lab settings, through enhanced access to certain UNR upper division courses and faculty;

WHEREAS, both institutions have identified opportunities for creation of integrated pipeline programs to support rural students in preparing for admission to post-baccalaureate studies including admission to medical school, the Physician Assistant program, and other graduate studies by sharing resources such as the IDeA Network of Biomedical Research Excellence (INBRE) and similar programs;

WHEREAS, both institutions desire to realize efficiencies and economies of scale through the provision of certain business shared services by UNR to GBC; and

WHEREAS, both institutions share common areas of focus in many areas important to Nevada, including mining and agriculture, and desire to deepen their relationship through the creation of joint centers of excellence in these and other areas;

NOW THEREFORE, the parties hereto agree as follows:

Areas of Partnerships/Shared Services: Attachments to this document, both now and future additions, outline specific areas of partnership and shared services as well as the related obligations of both institutions. When approved in writing by the Presidents of both institutions, each current and future attachment is effective as of that date and becomes part of this document subject to same general provisions of this MOUA, unless otherwise specified in that attachment. Initial areas of partnership at the time of execution of this MOUA are as follows:

- Attachment 1 – Upper Division Biology
- Attachment 2 – Business Shared Services
- Attachment 3 – Police Services Coordination

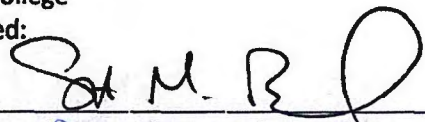
Compensation and Consideration: UNR and GBC agree that this partnership represents approximately 1.0 FTE of services provided to GBC. It is assumed that the cost of this is \$92,000 per year (FY 2020), including benefits. In exchange for these partnership services, GBC will provide funding for 1.0 FTE state funded position from its Institutional Support budget to support a professional staff member who will function as an on-site coordinator for this partnership, focusing on co-admissions, academic advising, joint recruitments, and otherwise assisting students in accessing UNR resources early on to support a healthy transition from GBC to UNR. This position will be a GBC employee with a dotted reporting line to UNR.

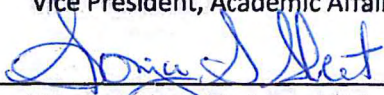
Other financial relationships may be included in individual attachments.

Terms of MOUA: The terms of the Agreement shall start on July 1, 2019, and continue through June 30, 2024, at which time this MOUA will be reevaluated. Either entity may terminate this agreement with not less than 180 days notice.

Great Basin College

Recommended:

BY:  / Date: 5/2/19
Vice President, Academic Affairs

BY:  / Date: 5/2/2019
Vice President, Business Affairs

BY:  / Date: 5/2/2019
Vice President, Student Services

Approved:
BY:  / Date: 5/2/19
President

University of Nevada, Reno

Recommended:
BY:  / Date: MAY 2 2019
Vice President, Student Services

Recommended:
BY:  / Date: 5-2-19
Vice President, Administration & Finance

Recommended:
BY:  / Date: 5/3/19
Executive Vice President and Provost

Approved:
BY:  / Date: 5-3-19
President

Attachment A – Upper Division Biology

Topic: an agreement between Great Basin College (GBC) and the University of Nevada, Reno (UNR) to accommodate GBC students who wish to spend a semester on the UNR campus taking upper-division biology classes. This attachment is established in order to allow and encourage GBC biology majors to enrich their GBC degree with classes and research experiences that would not otherwise be available to them.

UNR Obligations: UNR will assign GBC students to College of Science academic advisor to assist them with course selection. If GBC students are interested in a research experience during their semester at UNR, UNR will actively assist students in finding a faculty member who will accommodate them in their laboratory. UNR will guarantee dormitory housing for GBC students who attend UNR in the spring semester. UNR will make every effort to accommodate dormitory housing for GBC students who wish to attend UNR in the fall semester.

GBC Obligations: GBC will provide advising and on campus coordination, including administering deadlines for applications in order for GBC students to secure enrollment in desired biology classes, preferred dormitory space, and to identify potential mentors for research experiences.

Consideration, Fees and Weighted Student Credit Hours: GBC students will pay standard UNR registration fees and other associated course fees for the courses they take. GBC students will pay standard UNR rates for dormitory housing.

UNR will count the completed Weighted Student Credit Hours, as appropriate, in its funding formula count.

Academic Credit: UNR will award academic credit earned, and GBC will allow credits earned at UNR to count toward a GBC biology degree or an Associate's degree with reverse transfer.

Points of Contact for Attachment:

GBC – Sonja Brown
UNR – Kevin Carman

Attachment B – Business Shared Services

Topic: an agreement between Great Basin College (GBC) and the University of Nevada, Reno (UNR) to provide back office financial and sponsored project services at UNR to GBC. The UNR Finance and Administration and UNR Research and Innovation divisions will provide the following services under this agreement to GBC.

Obligations – UNR: Services to be provided for GBC units by UNR include those services normally associated with the Controller's Office and Office of Sponsored Projects processing including, but not limited to:

1. Administration of:
 - a. P-card – final audit and verification of backup; verifying institution account number and work-tags; notify GBC point of contact of issues/concerns. Provide a primary and back-up P-card administrator with appropriate security roles. Trend analysis and post-transaction audit.
 - b. Travel/Travel Advances – approve spend authorizations associated with advances; expense reporting validation/audit/review ensuring compliance with policies and procedures; proper documentation. UNR to provide 'Expense Partner' assigned to GBC transactions. Utilize UNR integrations for document retention when implemented (On-Base or similar – note a small license fee may apply for 3rd party software, to be addressed separately from this agreement.)
 - c. Financial Statement Accounting & Preparation: UNR will assist in the preparation of financial statement information for GBC in a format similar to other institutions, for the System consolidated financial statements prepared by NSHE-SA. UNR will coordinate capital asset reconciliation.
 - d. Month end/year-end activities – UNR to assist in allocations and closing transactions as requested by GBC.
 - e. Non-resident alien taxation – document review and preparation; reporting on an as-requested basis.
 - f. International travel – GBC may utilize UNR's international travel review structure and UNR will provide guidance for review, approval, tracking, monitoring and approval.
 - g. Workday Support
 - i. Tier 1 help desk support as needed to GBC designated points of contact
 - ii. Access to all training/ Knowledge Base materials for designated campus users; remote video participation in general scheduled training sessions as needed. UNR will issue GBC points of contact (up to 8) Net ID's to facilitate access.
 - iii. Assist with new account set-up as requested
 - h. Sponsored Projects assistance, as requested:
 - i. Pre-award proposal review and submission, budget review
 - ii. Contract negotiation and review
 - iii. SF-425s
 - iv. Cost Share Tracking
 - v. Award setup and review in Workday
 - vi. Compliance
 - vii. Effort reporting
 - viii. SEFA and annual report preparation/review
2. Facilities services – construction project review and consultation as requested

3. Budget – technical assistance, review, and reporting as requested

Obligations – GBC:

1. For the business processes noted above, GBC will utilize UNR’s policies, thresholds and procedures
2. P-cards – monitor payable and clearing account; point of contact to interact with campus card users. Issue/cancel cards. Prepare and review the Credit Card Outstanding Charges Report and follow-up with card-holders.
3. Travel Authorizations/Advances – GBC will provide a point of contact to respond to any issues.
4. Financial Statements – GBC will retain responsibility for acceptance of year-end adjustments and statements. Coordinate Capital Asset reconciliation. Coordinate component entity financials.
5. Non-resident alien taxation – GBC will designate a point of contact to provide physical verification of applications and documents
6. Workday Support
 - a. Provide initial Tier 1 help desk support on campus to campus community
 - b. Provide coordinator for GBC staff to access training/remote video participation in general scheduled training sessions as needed
7. GBC will deliver to UNR completed and process-ready transaction forms and documents, with appropriate approvals indicated.
8. Sponsored Projects
 - a. Contract execution
 - b. Grants coordination for upload; PI coordination
 - c. Budget set up and revisions
 - d. Invoicing
9. Budget
 - a. Preparation and reporting

GBC will also designate individuals responsible for approving all transactions covered under this agreement prior to submission to UNR.

Services not addressed under this agreement: This MOUA is not intended to impact or address Business Center North functions including purchasing, payroll, classified personnel or benefits.

Points of Contact:

GBC Contacts:

- General Topics not identified below – Sonja Sibert
- Help Desk Access (up to 8 NetIds): Tami Potter, Sonja Sibert, Lora McCarty, Sheri Baker, Jeannie Bailey
- P-cards: Gim Quong
- Travel Authorizations/ Advances: Yvonne Webb
- Non-resident alien taxation: Sonja Sibert
- Workday Support (Campus to Campus): Sonja Sibert
- Workday Support (Training Coordinator): Sonja Sibert
- Sponsored Projects: Jeannie Bailey and Tami Potter
- Budget: Sonja Sibert

UNR Contacts:

- **General Topics not identified below – Vic Redding**
- **Finance: Primary Kara Griffin / backup Pradeep Gandhi**
- **P-cards (primary/back up): Primary Dirk Tewes / backup Sara Kilgore**
- **Travel / Travel Advances “Expense Partner”: Primary Dirk Tewes / backup Sara Kilgore**
- **Help Desk: Monday - Friday 9:00 am - 1:00 pm; (775) 784-6086**
- **Sponsored Projects: Primary Tom Landis/backup Susan Poore**
- **Facilities Services – Sean McGoldrick**
- **Budget – Shawn Norman**

Attachment C – Police Services Coordination

Topic: an agreement between Great Basin College (GBC) and the University of Nevada, Reno (UNR) for Police Services Coordination

Obligations – UNR: UNR University Police Services will be responsible for providing assistance as described below.

Coordination with Local Jurisdictions: UNR University Police Services will be the primary liaison with Elko Police Department, Elko County Sheriff's Office, Humboldt County Sheriff's Office, Winnemucca Police Department, White Pine County Sheriff's Office, Nye County Sheriff's Office and the Department of Public Safety. UNR University Police Services will enter into MOU's with these agencies and coordinate any law enforcement needs or response to GBC campuses/sites.

Investigative Services: UNR University Police Services will provide investigative/law enforcement services including sworn officers or detective response to a critical event, investigate/follow-up suspected/reported criminal activity, miscellaneous non-criminal activities, and potential liability incidents when in the best interest of NSHE and GBC. Investigative Services shall include, but are not limited to performing or directing scene investigation, forensic science, polygraph or CVSA, and evidence control.

Special Services: UNR University Police Services will provide special services that include, but are not limited to, threat assessment, emergency planning, response and coordination, canine patrol/explosive detection, as available.

Support Services and Reporting: UNR University Police Services will provide Support Services that include, but not limited to, related U.S. Department of Education requirements to include CLERY and related tasks, working cooperatively with the GBC Title IX Coordinator on issues of sexual misconduct to provide appropriate law enforcement support, and providing expertise and support to various GBC committees as requested. Additionally, provide support and expertise in standardizing policy and appropriate training to public safety staff and expand grant funding opportunities for public safety functions.

Faculty, Staff and Student Outreach: UNR University Police Services will provide public Service presentations to enhance student, faculty and staff safety and resources as requested.

Obligations – GBC: GBC will be responsible for providing support for this program as described below.

Jeanne Clery Act Compliance: GBC will provide accurate and complete data to Police Services for reporting requirements.

Grant Opportunities: GBC, upon request from Police Services, will provide data and information for grant proposals.

Policies and Procedures: GBC will review related institutional security policies and procedures for changes and alignment with UNR.

Points of Contact:

GBC Contacts:

UNR Contacts:

Todd Renwick