

**BOARD OF REGENTS  
BRIEFING PAPER**

**1. Agenda Item Title: Appointment of Lynn M. Mahlberg as Acting President of Great Basin College: July 1, 2017 to July 31, 2017**

**Meeting Date: June 8-9, 2017**

**2. BACKGROUND & POLICY CONTEXT OF ISSUE:**

On April 27, 2017 the Board of Regents appointed Joyce Helens as the new president of Great Basin College. Mrs. Helens' term as president commences on August 1, 2017. The retirement of the current president, Dr. Marc Curtis, becomes effective June 30, 2017. This leaves a one month vacancy in the office of president of Great Basin College that the Board must fill.

Title 2, Chapter 1, Section 1.5.4 of the Handbook provides that the Chancellor, in consultation with the Chair of the Board, shall recommend to the Board the appointment of an acting president. Based on recent visits to the campus and input from the campus stakeholders - the Chancellor recommends that the Board appoint Lynn M. Mahlberg as Acting President of Great Basin College for the period July 1, 2017 to June 31, 2017. Mrs. Mahlberg currently serves as Vice President of Academic and Student Affairs for Great Basin College and is highest ranking academic officer at the college.

Commensurate with this appointment the Chancellor recommends that the Board approve the attached Amendment No. 1 to the Terms of Employment for Mrs Mahlberg. The Amendment provided Mrs. Mahlberg a stipend of \$3,053.00 as consideration for performing the additional duties of president of the college during the monthly of July.

**3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:**

Chancellor John White requests that the Board appoint Lynn M. Mahlberg as Acting President of Great Basin College for the period of July 1, 2017 to July 31, 2017 and approve the attached Amendment No. 1 Mrs. Mahlberg's Terms of Employment commensurate with that appointment.

**4. IMPETUS (WHY NOW?):**

Current President Marc Curtis' retirement is effective June 30, 2017. Joyce Helens was appointed the new president of Great Basin College but her term is not effective until August 1, 2017. This leaves a one month gap in the office of president that must be filled via appointment of an acting president by the Board of Regents.

**5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:**

- The Board must appoint an acting president for Great Basin College for the period of July 1, 2017 to July 31, 2017 to fill the gap between outgoing and incoming presidents of Great Basin College.
- Lynn M. Mahlberg currently serves as the Vice President for Academic and Student Affairs for Great Basin College and is a natural fit for appointment as acting president.

**6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:**

None.

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

None.

**8. COMPLIANCE WITH BOARD POLICY:**

- Consistent With Current Board Policy: Title 2, Chapter 1, Section 1.5.4
- Amends Current Board Policy: Title #\_\_\_\_\_ Chapter #\_\_\_\_\_ Section #\_\_\_\_\_
- Amends Current Procedures & Guidelines Manual: Chapter #\_\_\_\_\_ Section #\_\_\_\_\_
- Other: \_\_\_\_\_
- Fiscal Impact: Yes  
Explain: Approval of Amendment No. 1 to the Terms of Employment for Mrs. Mahlberg includes payment of \$3,053 as an stipend for performing the additional duties of acting president for the month of July 2017.

**Amendment No. 1 to Terms of Employment**

This Amendment No. 1 to the Terms of Employment for Faculty/Lynn M. Mahlberg (“Amendment”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017 (the “Effective Date”) by and between the Board of Regents of the Nevada System of Higher Education on behalf of Great Basin College (the “the Board of Regents”) and Lynn M. Mahlberg (“Employee”).

**Recitals:**

- A. Employee currently serves as Vice President for Academic and Student Affairs of Great Basin College.
- B. The Board of Regents desires to appoint Employee as Acting President of Great Basin College for the period of July 1, 2017 to July 31, 2017 (the “Transition Period”), upon the terms and conditions set forth in this Amendment, until the newly appointed president of the college, Joyce M. Helens, begins her appointment August 1, 2017.
- C. Employee desires to serve as Acting President of Great Basin College for the Transition Period and agrees to perform the duties of President of Great Basin College during such time upon the terms and conditions set forth herein.

Accordingly, the Board of Regents and Employee agree to amend the Terms of Employment for Faculty for Lynn M. Mahlberg as provided herein.

**Amendment:**

- 1. Employee is hereby appointed as Acting President of Great Basin College for the Transition Period. During the Transition Period Employee agrees to undertake and perform properly, efficiently, to the best of Employee’s ability, and consistent with the standard of the Board of Regents, all duties and responsibilities attendant to the position of president, including the specific duties and responsibilities set forth in the Board of Regents Bylaws, Article 7, Section 4. Employee agrees to perform the duties and responsibilities of Acting President in addition and supplementary to the duties of Vice President for Academic and Student Affairs.
- 2. In consideration for serving as Acting President for the Transition Period the Board of Regents shall pay Employee a stipend in the amount of \$3,053.00 (“Acting President Stipend”). The Acting President Stipend shall be paid to Employee as part of and in addition to any pay and other compensation employee shall receive for the month of July 2017 pursuant to the *Term of Employment for Faculty/Lynn M. Mahlberg* attached as **Exhibit A**. The Acting President Stipend is subject to normal deductions and withholdings for applicable state, local and federal taxes, and for retirement and other benefits.
- 3. During the Transition Period Employee shall report to the Chancellor. Employee serves as Acting President at the pleasure of the Board of Regents and Employees appointment as Acting President may be revoked at any time by the Board of Regents in its sole and absolute discretion, with or without cause.

[SIGNATURE PAGE TO FOLLOW]

The parties hereto have executed this Amendment No. 1 to the Terms of Employment for Faculty/Lynn M. Mahlberg as of the Effective Date.

**BOARD OF REGENTS OF THE NEVADA SYSTEM  
OF HIGHER EDUCATION**

**EMPLOYEE**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Lynn M. Mahlberg**  
**E-mail: lynn.mahlberg@gbcnv.edu**  
**Office 775.753.2282**

**Professional Experience**

**August 1991-Present**

*Great Basin College (formerly Northern Nevada Community College)  
1500 College Parkway, Elko, Nevada 89801*

**Positions:**

*Vice President for Academic & Student Affairs – July 1, 2016 -  
President, November 1, 2011 - June, 30, 2012*

*(National Search for permanent President)*

*Vice President for Student Services, 2001-Present*

*Dean of Enrollment Management, 1997-2001*

*Title IX Coordinator, Administrative & Student Conduct Officer–  
1992-Present*

*Affirmative Action Officer 1992-2004*

*Assistant Vice President for Student Services, 1994-2001*

*Co-Interim Vice President for Academic Affairs, 1995-1996*

*Director of Admissions & Records, 1991-1999*

*Acting Vice President for Student Services, Summer 1994 for Vice  
President's Sabbatical*

**Vice President of Academic & Student Affairs Responsibilities:**

*Serve as academic affairs officer for the College with direct oversight -  
Dean of Business and Technology, Dean of Health Science and Human  
Services and Dean of Arts and Sciences; four GBC centers and their  
directors within the 86,514 square mile service area as well as the  
Associate Vice President of Distance Education, Director of Interactive  
Video and Classroom Technology, Director of Continuing Education,  
Director of ABE/ESL/Workplace Literacy, Library Circulation Manager and  
Reverence Librarian. Serve as primary investigator for specific grants.*

*Serve as chief student affairs officer for the College with direct oversight -  
Director of Admissions and Registrar, Director of Disability Support and  
Related Resources, Director of Student Financial Services and Veteran's  
Affairs, Director of Environmental Health, Safety, and Security,  
Recruitment Coordinator, Admission Advising and Career Center, Student  
System Analyst. The overall student services includes: recruitment,*

*admission/registration/student records; student information system operations; degree audit reporting; student financial services; residential housing; admission advising and career services encompassing traditional and non-traditional students and special population services, career counseling and job placement; disability services, retention and student development; security; and facilitate the interaction of the college with the Student Government Association.*

*Collaborate and provide leadership for the integration of academic and student services functions with all areas of the institution.*

*Provide leadership and support for the development of programs and services that assist students to clarify and achieve their educational objectives, as well as talents, which contribute to a constructive campus learning environment.*

*Provided direct supervision of marketing and media services from 2014-16.*

Title IX Coordinator, Administrative Officer and Student Conduct Officer for receiving, investigating and assuring that institutional and Board of Regents' policies and procedures are followed for various student and employee allegations; e.g., sexual harassment allegations, misconduct, etc. Provide appropriate awareness training for sexual harassment awareness, behavioral intervention, campus security authorities, etc.

Serve as a member of the President's Council, Behavioral Intervention Team, as an ad hoc member of the college Advisory Board and Faculty Senate committees as requested, e.g. Curriculum and Articulation. Member of appropriate Nevada System of Higher Education (NSHE) committees, e.g., Vice Presidents of Academic Affairs Council , Vice Presidents – Student Affairs Council serving as Chair a number of times since 2001; Equity Diversity and Inclusion Council, NSHE Status of Women Committee, Millennium Scholarship Advisory, Tech Prep Steering Committee, 2004 Chair and member of the statewide GEAR UP Advisory Council. NSHE Title IX Task Force, NSHE Articulation Board, etc. Presenter for the UCCSN (NSHE) Community College Consortium, 2002 and 2004 as well as the Student Services Symposium and various clubs and organizations.

**Previous Responsibilities:**

*In the 90's, provided day-to-day leadership to coordinate the enrollment management function, process, and plan. Supervised and directed offices of Admissions & Records and Computer Operations; developing, implementing, and communicating policies and procedures throughout the service area. Security Coordinator for the computerized student system. Served as the institutional Affirmative Action/Equal Employment Officer until a full-time Human Resources Director was hired. Supervised marketing and media services/graphic design until a full-time*

*Public Information Officer was hired. Supervision of the Fitness Center until more academic programs were offered and supervision of the Adult Basic Education and English as a Second Language reorganized into the academic area. Served as co-Interim Vice President for Academic Affairs, responsible for Elko campus (Dr. Cliff Ferry responsible for other sites).*

**Other Administrative Experience**

**November 1987- August 1991**

*Yuba College Lake County Campus in Clearlake, California  
Assistant to the Dean – Oversight of admission and records functions, registration, matriculation, placement testing program, articulation of certificate program with local high schools, fee course development, course schedules, facility maintenance, public relations.*

*Acting Dean Summer 1990*

*Project Manager for Employer Based Training, part-time  
Coordinator for GAIN (Greater Avenues to Independence)*

**September 1981-June 1984**

*Administrative Assistant/Office Manager (worked with Bureau of Alcohol, Tobacco, and Firearms to set up business for multi-million dollar winery/vineyards as well as met with distributors, etc., for promotion; on a daily basis worked in conjunction with winemaker and viticulturist) for Chateau Magoon-Lambert, dba Guenoc Winery, Guenoc Vineyards and Langtry House, Middletown, California*

**Instructional Experience**

Great Basin College – Instruct courses and seminars as requested on business management topics. Tenured Spring 2001, Professor of Business Administration

Yuba College- Adjunct business faculty with an average teaching load for three years equal to approximately 35% of a full-time load

**Professional Political Experience**

***May 1973 – January 1975***

Appointment and Legislative Secretary to Assemblyman Daniel Boatwright, State Assembly, State Capitol, Sacramento, California

***January 1973 – May 1973***

Assistant to the Secretary of the Senate Rules Committee, State Capitol, Sacramento, California

**Self-Employed**

***January 1975 –September 1981***

Real Estate Agent  
Earle W. Wrieden Real Estate & Insurance, Middletown, California

**Education**

Doctoral Program Ed.D course work – six credits, University of Nevada, Reno began January 1996, Reno Nevada. Accepted into the Colorado State University, Ed.D. Program, Fort Collins Colorado, August 2000 (*Did not attend due to critical health/death in family and work commitments.*)

Masters of Business Administration in Management, Golden Gate University, in Sacramento, California granted April 7, 1990.

Bachelors of Science in Business Administration, Management, California State University – Chico, granted September 1, 1972 in Chico, California

Associate of Arts, Yuba College, granted June 12, 1970 in Marysville, California.



**Credentials & Licenses**

atIXa Association of Title IX Coordinators certified 2014 Advanced Coordinator I & II; ASIST (Applied Suicide Intervention Skills Training

California Community College Supervisor Credential #352178, Valid for Life, May 14, 1990

California Community College Instructor Credential #364355, Valid for Life, May 14, 1990--Subject Matter Areas of (1) Business and Industrial Management (2) Office Services and Related Technologies

State of California Real Estate Salesperson's License 1974-1990, with Earle W. Wrieden Real Estate, Middletown, California

**Honors**

*University and Community College System of Nevada  
Board of Regents Outstanding Administrator 1999-2000*

**Professional Memberships & Community Service Affiliations**

**2001 – Present**

*Member of the Student Affairs Administrators in Higher Education (NASPA)*

**1991-Present**

*Member of the national American Association of Collegiate Registrars and Admissions Officers (AACRAO)—Served as Hospitality Chairperson and Local Arrangements Committee for the 86<sup>th</sup> Annual AACRAO Conference.*

*Member of the regional Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)—Served as Exhibit Chairperson and on the Local Arrangements Committee for the 67<sup>th</sup> Annual Conference. Session presenter. Hosted first bi-annual meeting of the Nevada Association of Collegiate Registrars and Admissions Officers (NVACRAO) in November 1995*

**2012 – Present**

*Advisory Board member for Elko's Senior & Active Lifestyle Center*

**2005-2010**

*Advisory Board member of the Nevada Geriatric Education Center  
(program of the University of Nevada, Reno School of Medicine)*

**2004 – 2012**

*Board Trustee for Bright Path Adult Enrichment Center*

**2003- 2004**

*Advisory Board Member of Highland Manor –Rehabilitation and Skilled  
Nursing Center*

**1998-2003**

*Member of the American Association of University Women (AAUW)*

**1994-2000**

*Board Director for the Vitality Center to 1998  
Advisory Board member 1998-2000*

**2002-2004**

*Member of the Elko Lions Club*

**1993-1998**

*Member of the Elko Kiwanis Club*