

**BOARD OF REGENTS\* and its  
ad hoc CHIEF INTERNAL AUDITOR SEARCH COMMITTEE  
NEVADA SYSTEM OF HIGHER EDUCATION**

System Administration, Las Vegas  
4300 South Maryland Parkway, Board Room  
Friday, July 26, 2024, 10:00 a.m.

Video or Telephone Conference Connection from the Meeting Site to:  
System Administration, Reno  
2601 Enterprise Road, Conference Room  
and  
Great Basin College, Elko  
1500 College Parkway, Berg Hall Conference Room

A video conference connection will be made from the meeting site to the Reno System Administration Building, Conference Room, at 2601 Enterprise Road, Reno, Nevada, and Great Basin College, Berg Hall Conference Room, at 1500 College Parkway, Elko, Nevada. In the event the video conference connection is not functioning, a teleconference connection will be made available.

Members of the public may attend the meeting and provide public comment or testimony at these sites. Public comment may also be offered via telephone by calling (669) 444-9171 and entering Meeting ID 928 4944 5069 and Passcode 555 555 or by completing and submitting the online public comment form (<https://nshe.nevada.edu/regents/public-comment/>). Written comments will no longer be read into the record but will be included in the permanent meeting record.

Members of the public wishing to view the meeting may do so via live stream (<http://nshe.nevada.edu/live/>)

**BOARD**

<b>ROLL CALL:</b>	Mrs. Amy J. Carvalho, Chair	_____
	Dr. Jeffrey S. Downs, Vice Chair	_____
	Mr. Joseph C. Arrascada	_____
	Mr. Patrick J. Boylan	_____
	Mrs. Susan Brager	_____
	Mr. Byron Brooks	_____
	Ms. Heather Brown	_____
	Dr. Michelee Cruz-Crawford	_____
	Mrs. Carol Del Carlo	_____
	Ms. Stephanie Goodman	_____
	Mr. Donald Sylvantee McMichael Sr.	_____
	Ms. Laura E. Perkins	_____
	Dr. Lois Tarkanian	_____

**COMMITTEE**

<b>ROLL CALL:</b>	Mr. Joseph C. Arrascada, Chair	_____
	Mr. Patrick J. Boylan	_____
	Mrs. Susan Brager	_____
	Mrs. Amy J. Carvalho	_____
	Dr. Michelee Cruz-Crawford	_____
	Mrs. Carol Del Carlo	_____

In addition to the ad hoc Chief Internal Auditor Search Committee, this meeting is noticed as a meeting of the Board of Regents to allow other Regents who may wish to attend to participate.

**IMPORTANT INFORMATION ABOUT THE AGENDA AND PUBLIC MEETING**

**NOTE:** Below is an agenda of all items scheduled to be considered. Notification is hereby provided that items on the agenda may be taken out of the order presented, including moving an item to a different day if the meeting is noticed for more than one day, two or more agenda items may be combined for consideration, and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time.

In accordance with the Board of Regents' Bylaws, Title 1, Article V, Section 18, items voted on may be the subject of a motion to reconsider at this meeting. A motion to reconsider an item may be made at any time before adjournment of this meeting. Similarly, if an item is tabled at any time during the meeting, it may, by proper motion and vote, be taken from the table and thereafter be the subject of consideration and action at any time before adjournment of this meeting.

\* The Board's committee meetings take place in accordance with the agendas published for those committees. Regents who are not members of the committee may attend the committee meetings and participate in the discussion of committee agenda items. However, action items will only be voted on by the members of each committee, unless a Regent is temporarily made a member of that committee under the Bylaws of the Board of Regents, Title 1, Article VI, Section 6. The full Board of Regents will consider committee action items in accordance with the Board of Regents agenda published for the current or for a subsequent meeting.

In accordance with the Board of Regents' Bylaws, Title 1, Article V, Section 12, a quorum may be gained by telephonic, video, or electronic transmission provided that notice to that effect has been given.

Some agenda items are noted as having accompanying reference material. Reference material may be accessed on the electronic version of the agenda by clicking the reference link associated with a particular item. The agenda and associated reference material may also be accessed on the Internet by visiting the Board of Regents website at: <https://nshe.nevada.edu/regents/upcoming-meetings/>

Many public libraries have publicly accessible computer terminals. Copies of the reference material and any additional support materials that are submitted to the Board of Regents Office and then distributed to the members of the Board of Regents after the posting of this agenda but before the meeting, will be made available as follows: 1. Copies of any such materials are available at the Board of Regents Offices at 2601 Enterprise Road, Reno, Nevada, and 4300 South Maryland Parkway, Las Vegas, Nevada. A copy may be requested by calling Angela Palmer at (775) 784-3465; 2. Copies of any such materials will also be available at the meeting site.

Reasonable efforts will be made to assist and accommodate physically disabled persons to participate in the meeting. Please call the Board Office at (775) 784-4958 in advance so that arrangements may be made.

*Land Acknowledgment*

*Before beginning, we take a moment to recognize that here in Nevada we stand on the land of the Wa She Shu – Washoe; Numu – Northern Paiute; Nuwe – Western Shoshone; and Nuwu – Southern Paiute. We take a moment to recognize and honor their stewardship that continues into today. With this recognition, we state an intention to rightfully include their voice and respect them as the 27 sovereign tribal nations of Nevada.*

**CALL TO ORDER – ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**1. PUBLIC COMMENT**

**INFORMATION ONLY**

Public comment will be taken during this agenda item. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. Comments will be limited to three (3) minutes per person. Persons making comment are asked to begin by stating their name for the record and to spell their last name. The Committee Chair may elect to allow additional public comment on a specific agenda item when that agenda item is being considered.

In accordance with Attorney General Opinion No. 00-047, as restated in the Attorney General's Open Meeting Law Manual, the Committee Chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of, the Board of Regents, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

**2. NSHE CHIEF INTERNAL AUDITOR**

At the June 6-7, 2024, quarterly meeting, the Board of Regents delegated part of its authority set forth in [Title 4, Chapter 9A, Section 4](#) of the *Board of Regents Handbook* to the ad hoc Chief Internal Auditor Search Committee. Specifically, the Board granted authorization to the Search Committee to approve the roles and responsibilities of the Chief Internal Auditor and to identify the necessary qualifications, experience, and competencies to carry out these roles and responsibilities.

**2a. ROLES AND RESPONSIBILITIES**

**FOR POSSIBLE ACTION**

The Committee, aided by Chief Financial Officer Chris Viton, will discuss the current roles and responsibilities of the Chief Internal Auditor as established by the most recent position description. The discussion may include a review of the recently modified [Internal Audit Department Charter](#) and relevant guiding principles set forth in the [Global Internal Audit Standards](#). (*Ref. CIA-2a*)

Based on the discussion, the Committee may take action to 1) affirm and approve the current roles and responsibilities established for the Chief Internal Auditor; or 2) approve revisions to the roles and responsibilities and direct staff to incorporate those revisions into the position description on file with NSHE Human Resources and the position announcement used for recruitment purposes, with final approval of the position announcement by the Committee Chair in accordance with the roles and responsibilities approved by the Committee.

**2. NSHE CHIEF INTERNAL AUDITOR – (continued)**

**2b. QUALIFICATIONS, EXPERIENCE, AND COMPETENCIES; SALARY RANGE FOR POSSIBLE ACTION**

The Committee, aided by Chief Financial Officer Chris Viton, will discuss the necessary qualifications, experience, and competencies required of a Chief Internal Auditor to carry out the roles and responsibilities approved by the Committee under Agenda Item 2a. The discussion may include a review of the qualifications, experience, and competencies detailed in the most recent position announcements for Chief Internal Auditor and Internal Audit Manager. ([Refs. CIA-2a](#) and [CIA-2b](#))

Based on the discussion, the Committee may approve the qualifications, experience, and competencies for the Chief Internal Auditor and direct staff to incorporate said criteria into the position description on file with NSHE Human Resources and the position announcement used for recruitment purposes, with final approval of the position announcement by the Committee Chair in accordance with the qualifications, experience, and competencies approved by the Committee.

The Committee may also discuss and approve a salary range reflective of the approved qualifications, experience, and competencies to be included in the position announcement.

*ESTIMATED TIME: 60 mins.*

**3. CHIEF INTERNAL AUDITOR SEARCH PROCESS FOR POSSIBLE ACTION**

The Committee will discuss the process for conducting a search for Chief Internal Auditor. The discussion may include, without limitation, recruitment and advertising strategies, initial and secondary screenings of applicants, selection of finalists for the Committee to interview, and recommendation of a candidate or candidates to the full Board of Regents for consideration of appointment.

Based on the discussion, the Committee may take action to 1) approve a recruitment strategy and advertising plan; 2) determine the individuals responsible for conducting the initial screening of applicant materials for minimum qualifications; and 3) determine the individuals responsible for conducting the secondary review of applicant materials and selecting finalists for interview by the Committee.

*ESTIMATED TIME: 45 mins.*

**4. NEW BUSINESS**

**INFORMATION ONLY**

Items for consideration at future meetings may be suggested. Any discussion of an item under “New Business” is limited to description and clarification of the subject matter of the item, which may include the reasons for the request, and no substantive discussion may occur at this meeting on new business items in accordance with the Nevada Open Meeting Law (NRS 241.010 and NRS 241.020(3)(d) *et seq.*).

*ESTIMATED TIME: 5 mins.*

**5. PUBLIC COMMENT**

**INFORMATION ONLY**

Public comment will be taken during this agenda item. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. Comments will be limited to three (3) minutes per person. Persons making comment are asked to begin by stating their name for the record and to spell their last name. The Board Chair may elect to allow additional public comment on a specific agenda item when that agenda item is being considered.

In accordance with Attorney General Opinion No. 00-047, as restated in the Attorney General’s Open Meeting Law Manual, the Board Chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of, the Board of Regents, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

POSTED ON THE NEVADA SYSTEM OF HIGHER EDUCATION WEBSITE (<https://nshe.nevada.edu>) AND ON THE NEVADA PUBLIC NOTICE WEBSITE PURSUANT TO NRS 232.2175 (<https://notice.nv.gov/>), AT THE SYSTEM ADMINISTRATION BUILDINGS AND E-MAILED FOR POSTING AT THE EIGHT NSHE INSTITUTIONS:

- CSN, Building D, 1<sup>st</sup> Floor, 6375 W. Charleston Boulevard, Las Vegas, NV 89146
- DRI, Maxey Building, 2215 Raggio Parkway, Reno, NV 89512
- DRI, Southern Nevada Science Center, 755 E. Flamingo Road, Las Vegas, NV 89119
- GBC, Berg Hall, 1500 College Parkway, Elko, NV 89801
- NSU, Rogers Student Center, 1<sup>st</sup> Floor, 1300 Nevada State Drive, Henderson, NV 89002
- TMCC, Red Mountain Building (RDMT 200), 7000 Dandini Boulevard, Reno, NV 89512
- UNLV, Flora Dungan Humanities Building (FDH), 4505 Maryland Pkwy, Las Vegas, NV 89154
- UNR, Clark Administration, University of Nevada, Reno, Reno, NV 89557
- WNC, Bristlecone Building Lobby, 2201 W. College Parkway, Carson City, NV 89703
- System Administration, 4300 S. Maryland Parkway, Las Vegas, NV 89119
- System Administration, 2601 Enterprise Road, Reno, NV 89512