

Nevada System of Higher Education

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System Administration
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CONTRACT ADDENDUM SUMMARY OF TERMS BOARD OF REGENTS INTERIM CHIEF INTERNAL AUDITOR LAUREN TRIPP

- 1) **Base salary:** \$130,000 per fiscal year, unchanged from current interim appointment. Employee is eligible for any merit and COLA that may be awarded during the Interim Chief Internal Auditor appointment.
- 2) **Benefits:** Ms. Lauren Tripp shall be entitled to all healthcare, leave, and other customary fringe benefits enjoyed by NSHE administrative faculty.
- 3) **Interim Appointment:** The contract is on an interim basis. Pursuant to Title 2, Chapter 1, Section 1.5.3, the Board shall appoint a Chief Internal Auditor and Title 4, Chapter 9, Section 4, further provides that the Board shall authorize the appointment and removal of the Chief Internal Auditor.
- 4) **At-will Basis:** Notwithstanding provisions of Title 2 of the NSHE Code, this position is at-will and serves at the sole pleasure and discretion of the Board and may be terminated with or without cause or advanced notice for any reason whatsoever at any time. If Ms. Tripp's employment in this interim role is terminated, if she is not appointed to the position permanently, or if she voluntarily resigns, she may return to her administrative faculty position as Internal Audit Manager and be returned to her salary held in that capacity immediately prior to the approval of this interim appointment, plus any applicable COLA's awarded during the interim appointment.
- 5) **Contract Period:** Ms. Tripp's original contract for this position was approved by the Board on June 30, 2023 and has been in effect from August 1, 2023 and will expire on July 31, 2024. The contract addendum extends the contract period for an unspecified period of time and will expire when a permanent Chief Internal Auditor is appointed by the Board in accordance with Title 4, Chapter 9, Section 4, and that individual starts their first day of employment.

**BOARD OF REGENTS
ADDENDUM TO EMPLOYMENT AGREEMENT
INTERIM CHIEF INTERNAL AUDITOR
LAUREN TRIPP**

This is an addendum to the Employment Agreement (Attachment 1 and hereinafter referred to as "Employment Agreement") approved by the Board of Regents on June 30, 2023, and in effect from August 1, 2023, between Board of Regents of the Nevada System of Higher Education ("Board") and Lauren Tripp ("Employee"). All terms and conditions contained in the Employment Agreement shall remain unchanged and in full force and effect, except as modified by the following:

1. The term of Employee's appointment as Chief Internal Auditor shall continue beyond July 31, 2024 and expire upon the close of business on the day preceding first day of employment of a permanent Chief Internal Auditor appointed by the Board of Regents, in accordance with Title 4, Chapter 9, Section 4.
2. Ms. Tripp's annual base salary pursuant to the Employment Agreement shall be \$130,000 per fiscal year beginning August 1, 2024, and Employee is eligible for merit in the same manner as administrative faculty. Employee is eligible for Cost of Living (COLA) increases approved by the Nevada State Legislature during the Interim Chief Internal Auditor appointment, including COLA effective October 1, 2024.
3. Employee's base salary pursuant to the Employment Agreement shall continue until the final month as Interim Chief Internal Auditor at which time, her salary will be prorated for the final month based on the new Chief Internal Auditor's first day of employment. Thereafter, Employee shall return to her prior Internal Audit Manager position with all accrued annual and sick leave, seniority, and fringe benefits. Upon returning to the Internal Audit Manager position, Employee shall be paid the annual base salary previously received in the Internal Audit Manager position plus any applicable merit and COLA adjustments.
4. If the terms of this Addendum conflict with any provision of Title 2 of the NSHE **Code**, the Board of Regents *Handbook*, the *Procedures and Guidelines Manual*, or any other verbal or written agreement or promise, this Addendum shall govern and control.
5. A copy of this Addendum shall be retained by the NSHE Department of Human Resources.

EMPLOYEE:

Lauren Tripp

Date: _____

ON BEHALF OF THE BOARD OF REGENTS
OF THE NEVADA SYSTEM OF HIGHER EDUCATION

Amy J. Carvalho, Chair of the Board

Date: _____

**BOARD OF REGENTS EMPLOYMENT AGREEMENT AS INTERIM CHIEF INTERNAL
AUDITOR FOR LAUREN TRIPP**


This Employment Agreement is entered into between the Board of Regents of the Nevada System of Higher Education (the Board) and Lauren Tripp (Employee). Pursuant to Title 2, Chapter 1, Section 1.5.3 of the Board of Regents *Code*, Employee shall be appointed on an interim basis to be employed and serve as Interim Chief Internal Auditor pursuant to the following terms and conditions:

1. Employee is currently employed as Internal Audit Manager in System Administration.
2. Upon mutual agreement and consent, Employee is appointed on an interim basis to serve as Interim Chief Internal Auditor and shall be responsible for all duties of that position.
3. Notwithstanding any other provision of Title 2 of the NSHE Code and the Board of Regents Handbook, Employee shall serve as Interim Chief Internal Auditor in an at-will capacity and at the sole pleasure of the Board and may be removed from this position at any time by a simple majority vote of the Board, with or without cause, and for any reason whatsoever, without any additional notice or hearing, except as required by the Nevada Open Meeting Law as set forth in NRS Chapter 241.
4. In accepting this position, and pursuant to this Agreement, Employee understands that the Board may at any time elect to establish a search committee pursuant to Title 4, Ch. 9, Section 4 of the Board of Regents' *Handbook* and conduct a public search for a permanent Chief Internal Auditor. At the time such a search for the permanent position is conducted, Employee may apply as a candidate for consideration. Notwithstanding any other provision of this Agreement, this Agreement shall automatically terminate, without notice, upon the appointment of a permanent Chief Internal Auditor.
5. If Employee is removed from or voluntarily resigns from the position of Interim Chief Internal Auditor, or upon expiration or automatic termination of this Agreement, Employee may return to Employee's administrative faculty position as Internal Audit Manager and be returned to Employee's salary held in that capacity immediately prior to the approval of this Agreement, plus any applicable COLA's awarded during Employee's term as Interim Chief Internal Auditor.
6. While serving as Interim Chief Internal Auditor, Employee's annual base salary shall be \$130,000.00. Employee shall be entitled to all leave, health care and insurance, and retirement benefits, and any other customary fringe benefits afforded to administrative faculty and applicable to Employee's administrative faculty position as Internal Audit Manager.
7. Employee shall be required to take furlough leave if enacted by the Board, and the salary set forth in this Agreement shall be subject to any furlough leave or salary reduction that may be enacted by the Board.
8. The Term of this Agreement shall be effective for one-year commencing August 1, 2023 and, unless extended, amended, or terminated by further Board action, shall expire on July 31, 2024.
9. If the terms of this Agreement conflict with any provision of Title 2 of the NSHE Code, the Board of Regents Handbook, the Procedures and Guidelines Manual, or any other verbal or written agreement, this Agreement shall govern and control.

Chief Internal Auditor
EMPLOYMENT AGREEMENT
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10. A copy of this Agreement shall be retained by the NSHE Department of Human Resources.

EMPLOYEE:



Lauren Tripp

Date: 9-6-23

ON BEHALF OF THE BOARD OF REGENTS
OF THE NEVADA SYSTEM OF HIGHER EDUCATION



Byron Brooks, Chair of the Board

Date: September 14, 2023