

**BOARD OF REGENTS and its
ad hoc CHIEF OF STAFF AND SPECIAL COUNSEL TO THE BOARD
SEARCH COMMITTEE
NEVADA SYSTEM OF HIGHER EDUCATION**
System Administration, Las Vegas
4300 South Maryland Parkway, Board Room
Friday, January 28, 2022

Video 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

Members Present: Mr. John T. Moran, Chair
Dr. Jason Geddes, Vice Chair
Mr. Byron Brooks
Mrs. Cathy McAdoo
Mr. Donald Sylvantee McMichael Sr.

Other Regents Present: Mrs. Carol Del Carlo, Chair Pro Tem
Mr. Joseph C. Arrascada
Mr. Patrick J. Boylan
Dr. Patrick R. Carter
Ms. Laura E. Perkins
Dr. Lois Tarkanian

Others Present: Mr. Caleb Cage, Vice Chancellor, Workforce Development
Ms. Keri Nikolajewski, Interim Chief of Staff to the Board
Ms. Sherry Olson, Director of Human Resources
Ms. Tina Russom, Deputy General Counsel
Mr. Joe Sunbury, Chief Internal Auditor

Chair Moran called the meeting to order at 9:00 a.m. with all members present and then provided the Land Acknowledgement.

1. Information Only – Public Comment – None.
2. Approved – Organization and Search Procedure – The Committee accepted the Director of Human Resources advertising recommendations, including posting on NSHE social media sites, with an application deadline of March 18, 2022. The Committee also directed the Committee Chair, Interim Chief of Staff to the Board, and Chief Internal Auditor to examine the pool of candidates meeting minimum qualifications and select 4-7 qualified finalists to be reviewed by the Committee. *(Ref. COS-2 on file in the Board Office.)*

2. Approved – Organization and Search Procedure – (Continued)

Chair Moran introduced Director of Human Resources Sherry Olson to provide the search timeline.

Director Olson stated the posting of the position announcement and the length of posting are at the Committee's discretion. After the posting closes, the Human Resources Director, Interim Chief of Staff to the Board, and Chief Internal Auditor will meet to narrow the initial applicant pool based on minimum qualifications. Based on the Committee's decisions today, those who meet the minimum qualifications will be reviewed to move forward as semifinalists or finalists.

Chair Moran requested a motion related to advertising components and then a separate one associated with the narrowing of candidates.

Vice Chair Geddes stated he would defer to staff on posting the job announcement and an appropriate timeline considering upcoming meetings.

Vice Chair Geddes recommended 10-12 semifinalists for a paper review before 3-4 finalists are chosen for final interviews.

Regent Brooks stated he has faith in staff to formulate the timeline with realistic expectations of deliverables.

Chair Moran and Regents McMichael and McAdoo agreed with the comments.

Deputy General Counsel Tina Russom suggested consideration of two elements specifically regarding the advertising of the position and then the narrowing of the pool of candidates and who should do that. Staff recommends that the job announcement be open for approximately 45 days. On December 3, 2021, the Board approved that the Human Resources Director, Interim Chief of Staff to the Board, and the Chief Internal Auditor narrow the initial pool for minimum qualifications. Once minimum qualifications are assessed, a second panel will review that pool. The second review is done by the Committee Chair, Interim Chief of Staff to the Board, and a third person at the Committee's discretion.

Director Olson recommended posting the announcement in all previously utilized locations.

Regent Perkins requested that the advertisement be posted to all NSHE social media sites.

Regent Brooks moved approval to follow the Director of Human Resources advertising recommendations, including posting on NSHE social media sites. Regent McAdoo seconded.

Deputy General Counsel Russom reiterated staff recommended that the position be open for approximately 45 days.

2. Approved – Organization and Search Procedure – (Continued)

Chair Moran offered a friendly amendment to add an application deadline of March 18, 2022.

Regents Brooks and McAdoo accepted the friendly amendment.

Motion carried.

Vice Chair Geddes clarified that the job announcement would close on March 18, 2022. The Director of Human Resources, Interim Chief of Staff to the Board, and Chief Internal Auditor will narrow the initial applicant pool based on minimum qualifications. Applicants deemed to have met the minimum qualifications could then be reviewed by the Committee Chair, Interim Chief of Staff to the Board, and a third person yet to be identified to determine 10-12 for a paper cut which could then be narrowed to 3-5 for finalist interviews. Vice Chair Geddes was unsure whether the three-person panel would bring forward semifinalists or finalists for review.

Deputy General Counsel Russom noted that staff recommends that the Director of Human Resources, Interim Chief of Staff to the Board, and Chief Internal Auditor narrow the initial applicant pool based on minimum qualifications. Once minimum qualifications are vetted, those candidates will be forwarded to a second group consisting of the Committee Chair, Interim Chief of Staff to the Board, and a third person still to be determined. Deputy General Counsel Russom responded it is at the pleasure of the Committee whether the vetting of applications is a two-step or three-step process.

Vice Chair Geddes stated he would be comfortable with a two-step process but with a larger finalist pool.

Regent Brooks clarified the Director of Human Resources, Interim Chief of Staff to the Board, and Chief Internal Auditor narrow the initial applicant pool based on minimum qualifications. Those candidates that meet minimum qualifications would then be reviewed by the Committee Chair, Interim Chief of Staff to the Board, and Chief Internal Auditor. He believed a pool of four candidates would be sufficient, while Vice Chair Geddes is looking for 6-7. Chair Moran agreed with Regent Brooks' assessment of the process.

Regent McAdoo believed the Committee needed to select a third person to review the candidates moving forward with minimum qualifications.

Chair Moran agreed that the Committee should determine the third person to help the Committee Chair and Interim Chief of Staff to the Board determine a finalist pool.

Chair Moran stated the Board determined who would review the applicants for minimum qualifications. The applicants meeting minimum qualifications will be sent to the Committee Chair, Interim Chief of Staff to the Board, and Chief Internal Auditor to consider a finalist pool to be brought forward for interview.

2. Approved – Organization and Search Procedure – (Continued)

Regent Brooks moved approval that the Committee Chair, Interim Chief of Staff to the Board, and Chief Internal Auditor examine the pool of candidates to determine six qualified finalists to be reviewed by the Committee. Regent McAdoo seconded.

Regent McAdoo asked if a range of candidates would be beneficial.

Vice Chair Geddes offered a friendly amendment to have a range of 4-7 candidates.

Regents Brooks and McAdoo accepted the friendly amendment.

Chair Moran stated this is an essential hire for the System and the Board of Regents.

In response to a question from Chair Moran related to the number of candidates included in the range, Interim Chief of Staff Nikolajewski stated it is important to have a range of candidates to provide flexibility.

Motion carried.

3. Information Only – New Business – Vice Chair Geddes requested that Committee Chair Moran recommend to the Board Chair Pro Tem that legal counsel immediately be secured on an interim basis until the ad hoc Chief of Staff and Special Counsel to the Board position is filled.

Regent McMichael asked that the Committee be as transparent as possible by providing the Search budget to determine if it is in line with previous searches.

4. Information Only – Public Comment – None.

The meeting adjourned at 9:34 a.m.

Prepared by:

Angela R. Palmer
Special Assistant and Coordinator
to the Board of Regents

Submitted for approval by:

Keri D. Nikolajewski
Interim Chief of Staff
to the Board of Regents

Approved by the Board of Regents at its September 9 & 10, 2022, meeting.