

Minutes are intended to note: (a) the date, time and place of the meeting; (b) those members of the public body who were present and those who were absent; and (c) the substance of all matters proposed, discussed and/or action was taken on. Minutes are not intended to be a verbatim report of a meeting. An audiotape recording of the meeting is available for inspection by any member of the public interested in a verbatim report of the meeting. These minutes are not final until approved by the Board of Regents at the June 2018 meeting.

**BOARD OF REGENTS and its  
ad hoc WNC PRESIDENT SEARCH COMMITTEE  
NEVADA SYSTEM OF HIGHER EDUCATION**  
Donald E. Reynolds Center for Technology, Room 102  
Western Nevada College, Carson City  
2201 West College Parkway  
Thursday, January 25, 2018

Video Conference Connection from the Meeting Site to:  
Western Nevada College, Fallon  
160 Campus Way, Virgil Getto Hall (VRGH) 313

Members Present:        Regents' Committee  
Mr. Rick Trachok, Chair  
Mr. Cedric Crear  
Mrs. Carol Del Carlo  
Dr. Jason Geddes  
Mr. Sam Lieberman (*via telephone*)  
Mr. John T. Moran (*via telephone*)

Members Present:        Institutional Advisory Members  
Ms. Deb Conrad, Administrator  
Mr. Sean Davison, Community Member  
Dr. Thomas Herring, Faculty  
Mr. Rob Hooper, Community Member/IAC Chair  
Ms. Emily Howarth, Faculty  
Mrs. Collie Hutter, Community Member  
Senator Ben Kieckhefer, Community Member  
Mr. Gil Martin, Faculty  
Ms. Viridiana Miranda, Student Representative  
Dr. Robert Morin, Faculty  
Mr. Scott Morrison, Administrator  
Mr. Frank Perez, Alumnus  
Ms. Susan Priest, Faculty  
Mr. Chris Reilly, Community Member  
Ms. Heather Rikalo, Classified Council  
Ms. Irene Tucker, Affirmative Action (*Ex-officio*)

Members Absent:        Institutional Advisory Members  
Mr. J.W. Lazzari, Administrator  
Mrs. Teri White, Community Member

Others Present: Dr. Thom Reilly, Chancellor  
Mr. Dean J. Gould, Chief of Staff and Special Counsel to the Board of Regents  
Mr. Nate Mackinnon, Vice Chancellor, Community Colleges  
Mr. Michael Flores, Chief of Staff to the Chancellor

*For others present please see the attendance roster on file in the Board Office.*

Chair Rick Trachok called the meeting to order at 1:00 p.m. with all members present except Regent Crear, Mr. Lazzari, Mr. Reilly and Mrs. White.

1. Information Only – Public Comment – None.
2. Approved – Minutes – The Committee recommended approval of the November 21, 2017, meeting minutes. (Ref. WNC PSC-2 on file in the Board Office.)

Regent Del Carlo moved approval of the November 21, 2017, meeting minutes. Regent Geddes seconded. Motion carried. Regent Crear was absent.

3. Information Only – Chair’s Report – Chair Trachok provided a report regarding the search process and related matters. Chancellor Thom Reilly provided a report regarding the process by which the search consultant was selected. Chancellor Reilly introduced Search Consultant Marti J. Cizek from Cizek Associates, Inc.

Regent Crear entered the meeting.

Chancellor Reilly reported he along with Chair Trachok, Chief of Staff (COS) Dean J. Gould and Vice Chancellor for Community Colleges Nate Mackinnon reviewed the search firm proposals. The unanimous decision was to hire western-based firm Cizek Associates because of its extensive community college experience, knowledge of Western Nevada College (WNC) and past work with the Nevada System of Higher Education (NSHE).

4. Approved – President Search Process – The Committee recommended approval to direct the search consultant to narrow the pool of semi-finalists to a pool of one to four finalists.

Search Consultant Cizek led a discussion on the president search process and summarized the following search procedures that Cizek Associates will take:

- Discovery and research process on the campus with a range of stakeholder groups.
- Assist in finalizing the leadership profile, advertisement, and related materials.
- Proactively recruit candidates. Identify candidates doing similar work in similar environments.
- Screen and evaluate all applications, guided by the leadership profile.

4. Approved – President Search Process – (Continued)

- Conduct confidential interviews to recommend a pool of candidates to a screening committee to bring forth the finalists to be interviewed by the Committee.
- Conduct comprehensive reference checks.
- Finalists are given a workplace behavior survey to identify soft skills. The information becomes a part of the confidential reference report given to the Chancellor.

In response to a question from Chair Trachok, Search Consultant Cizek stated recruitment could begin as early as next week. A six-week recruitment window is ideal. During and after the recruitment different levels of interviews will occur. Final candidate interviews could happen as early as the last week in April.

Mr. Hooper asked how long the Committee had to provide comments on the materials. Chair Trachok reported any comments should be directed to the Chancellor so the final documents are ready for distribution in the next week. The next meeting that the Committee will meet as a group will be to interview the final candidates.

Vice Chancellor Mackinnon clarified that bringing in candidates is not about meeting a quota but to ensure that any one of the candidates being brought forward could do the job effectively and in the best interests of WNC.

Regent Crear left the meeting.

After a discussion between the Committee and the Institutional Advisory Members, it was determined to bring forward one to four finalists for final interviews.

Regent Geddes moved approval to direct the search consultant to narrow the pool of semi-finalists to a pool of one to four finalists. Regent Del Carlo seconded. Motion carried. Regent Crear was absent.

5. Approved – President Leadership Statement and Related Materials – The Committee directed the Chancellor, in consultation with the Search Consultant, to finalize the WNC President Leadership Statement, taking into account today's comments and those submitted by Monday, January 29, 2018. (*Ref. WNC PSC-5 on file in the Board Office.*)

Regent Crear entered the meeting.

The Committee and Institutional Advisory Members, along with Search Consultant Cizek, reviewed the proposed President Leadership Statement and requested the following changes:

- Change the word morale to a broader term such as engagement.

5. Approved – President Leadership Statement and Related Materials – (Continued)

- Instead of “support of diversity, equity and inclusion” use “champion of diversity, equity, and inclusion.”
- The document gives the sense that WNC doesn’t do transfer degrees.
- Instead of “regionally accredited” use the word accredited.
- Update the affirmative action statement.
- Remove sentence related to declining enrollment.
- Mention the ability to work with local government officials.
- Carson City is considered suburban and not rural. Use descriptive words of rural and suburban.
- When citing the Career and Technical Education programs expansion, the growth of WNC’s industrial segment was occurring prior to Tesla Motors and Panasonic. Do not name companies.
- The Jack C. Davis Observatory should be mentioned.
- Senior level administrative experience as a qualification.

Regent Geddes moved to direct the Chancellor, in consultation with the Search Consultant, to finalize the WNC President Leadership Statement, taking into account today’s comments and those submitted by Monday, January 29, 2018. Regent Crear seconded. Motion carried.

Mr. Reilly entered the meeting.

6. No Action Taken – Advertising Options – The Committee reviewed and discussed the following options to place the WNC President advertisement. (*Ref. WNC PSC-6 on file in the Board Office.*)

- *Chronicle of Higher Education*
- HigherEdJobs.com
- Community College Jobs
- *Diverse Issues in Higher Education*
- *Hispanics in Higher Education*
- *Asians in Higher Education*
- *Women in Higher Education*

7. Information Only – New Business – None.

8. Information Only – Public Comment – Faculty Senate Chair James Strange thanked the Committee for its transparency during the process.

8. Information Only – Public Comment – *(Continued)*

Director Georgia White, Career and Technical Education, asked if the President Leadership Statement included the move to diversify Nevada's economy.

The meeting adjourned at 2:18 p.m.

Prepared by:

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Submitted for approval by:

Dean J. Gould  
Chief of Staff and Special Counsel  
to the Board of Regents