

REVISED

Correction highlighted on page 7

**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
Wednesday, June 30 2021

Video Conference Connection from the meeting site
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Members Present

Dr. Patrick R. Carter, Chair
Dr. Jason Geddes, Vice Chair
Mr. Byron Brooks
Mrs. Carol Del Carlo
Mr. John T. Moran
Ms. Laura E. Perkins

Other Regents Present

Dr. Mark W. Doubrava, Chair
Mr. Joseph C. Arrascada
Mr. Patrick J. Boylan
Ms. Amy J. Carvalho
Mrs. Cathy McAdoo
Mr. Donald Sylvantee McMichael Sr

Others Present:

Ms. Yvonne Nevar Goodson, Deputy General Counsel
Ms. Keri Nikolajewski, Interim Chief of Staff to the Board
Ms. Sherry Olson, Director of Human Resources

2. Approved Position Announcement, Chief of Staff and Special Counsel to the Board of Regents (Continued)

Chair Carter noted there are two versions of the draft position announcement. The Search Committee should choose to move forward with the version that would need to be stricken and replaced with "If the Committee prefers the version posted as Supplemental Material, he suggested the following amendments:

Change: This is a renewable, full-time, nontenured, administrative position and reports to the Board of Regents.

To read: This is a full-time, nontenured, administrative position and reports to the Board of Regents.

Change: In addition to the duties described above, the Chief of Staff and Special Counsel is also responsible for providing certain legal advice to the Board as a public body and to individual Regents when acting in their official capacity.

To read: In addition to the duties described above, the Chief of Staff and Special Counsel is also responsible for providing legal advice to the Board as a public body and to individual Regents when acting in their official capacity.

Reword the third paragraph to read: The Chief of Staff and Special Counsel will work with the Chair of the Board and Board Staff, and may consult with the Chancellor and the Cabinet, on procedural issues including the development and posting of Board agendas and meeting preparation. The Chief of Staff and Special Counsel will be responsible for various legal matters directly relating to the Board, including responding to Open Meeting complaints and public records requests.

Regent Perkins suggested a minimum of five years progressive experience instead of seven years.

Regent Brooks did not have an issue with the change if it would broaden the pool of applicants.

Regent Perkins also requested the wording "sufficient number of applicants received" be added after the application deadline.

Regent Perkins moved approval of Re2 COS changing "even years progressive experience" to "five years progressive experience" and adding "or

2. Approved Position Announcement, Chief of Staff and Special Counsel to the Board of Regents (Continued)

Regent Perkins clarified her motion to read: approval of Ref. COS adding to strike the word "renewable" and add "at will," change the approximate start date to September 20, change "seven years progressive experience" to "five years progressive experience" and add "a sufficient number of applicants" after the application deadline date.

In response to a question from Regent Moran related to the renewable versus at will, Chair Carter stated it was a mistake in the position announcement because the position is at will and not renewable.

Regent Moran did not understand why the Board wanted to change dates when many people are currently looking for positions.

Interim Chief of Staff Keri D. Nikolajewski asked for clarification on whether the application deadline was extended to August 15 as part of the motion. Regent Perkins responded that the date would stay on July 30, with the additional language added.

Regent Brooks asked if there was precedent with five years versus seven years of experience. Chair Carter believed it was at the discretion of the Board, but the advice from Human Resources is to have seven years of experience.

2. Approved Position Announcement, Chief of Staff, Special Counsel to the Board of Regents (Continued)

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3. Approved Organization and Search Process (Continued)

Chair Carter requested a motion to charge the Committee Chair, in consultation with Committee staff, to narrow the initial pool of applicants meeting minimum qualifications to semifinalist candidates, ideally seven to 10, for review and consideration by the Committee at its next meeting.

Regent Perkins moved approval to charge the Committee Chair, in consultation with Committee staff, to narrow the initial pool of applicants meeting minimum qualifications to semifinalist candidates, ideally seven to 10, for review and consideration by the Committee at its next meeting.

No second.

Regent Moran recommended three to five candidates be brought for the Committee consideration.

Chair Carter clarified that the semifinalists would come to the Committee. The Committee would conduct a paper review of semifinalists and select finalists to be interviewed by the Committee.

Regent Moran reiterated his recommendation that three to five candidates be brought for the Committee consideration.

Regent Perkins clarified that the Committee would review seven to 10 applicant resumes and that pool would be narrowed down to three to five to be interviewed by the Committee.

Regent Perkins moved approval to charge the Committee Chair, in consultation with Committee staff, to narrow the initial pool of applicants meeting minimum qualifications to semifinalist candidates, ideally seven to 10, for review and consideration by the Committee at its next meeting.
Vice Chair Geddes seconded.

Interim Chief of Staff Nikolajewski clarified that because the candidate materials will be reviewed in a public meeting, they will need to agree and sign an Open Meeting Law waiver for their materials to be made public.

Regent Moran believed that it would be an overwhelming burden without a lot of added value for the Committee to review seven to 10 semifinalists.

Regent Del Carlo agreed with Regent Moran. She preferred the Committee Chair and staff review semifinalists and bring forward three to five finalists for the Committee consideration.

3. Approved Organization and Search Process (Continued)

Interim Chief of Staff Nikolajewski stated during the previous meeting that a wide range of finalists, three to 10, and ideally seven to 10, was identified for review because it is hard to tell how many applicants will meet the minimum qualifications. The Committee reviewed 10 semifinalists on paper in 2015 and narrowed the pool down to four finalists.

Regent Del Carlo acknowledged Interim Chief of Staff Nikolajewski's clarification that the Committee reviewed the semifinalist applications in 2015. Chief of Staff Nikolajewski noted the Committee Chair and staff reviewed the initial pool and selected the semifinalists and then the Committee reviewed the semifinalist applications. In 2015, arrangements were made with the semifinalists to be available by phone should the Committee have questions.

Regent Perkins repeated her motion.

Motion carried.

Deputy General Counsel Nevarez-Goodson clarified the motion charged the Committee Chair, in consultation with Committee staff, to narrow the initial pool of applicants meeting minimum qualifications to semifinalist candidates, ideally seven to 10, for review and consideration by the Committee at its next meeting.

Chair Carter asked if the Committee wanted to offer any additional places where the position announcement would be posted.

Regent Perkins requested social media and LinkedIn be added to the list. She also asked if there are fees for the announcement to be placed.

Director Olson stated NSHE has a membership with HigherEdJobs.com. However, some of the others may have additional fees. She will share with the Committee Chair once the posting is prepared.

In response to a question from Chair Carter as to whether a motion was needed, Deputy General Counsel Nevarez-Goodson responded if the list is not inclusive, she suggested a motion.

Regent Brooks suggested leaving the list open just in case other areas were decided and the process moved forward.

Deputy General Counsel Nevarez-Goodson recommended advertising the position announcement in the places listed and that the Committee Chair authorize staff to post at any other available locations as staff see fit.

3. Approved Organization and Search Process (Continued)

Regent Brooks moved to advertise the position announcement in the places listed and that the Committee Chair can authorize staff to post in any other available locations as staff request. Regent Del Carlo seconded.

Regent Del Carlo agreed with Regent Perkins about posting on social media and LinkedIn. Director Olson stated NSHE typically posts positions on LinkedIn.

Regent Del Carlo offered a friendly amendment to include social media, LinkedIn, and Indeed.

Regent Brooks accepted the friendly amendment.

Motion carried.

4. Information Only New Business None.

Regent Moran stated it was his experience that the best candidates come from referrals. He hopes that if anyone hears about someone who would be a good fit for the position they will take the extra step to encourage them to apply.

Director Olson stated the position would be posted in Workday with a link made available for referrals.

Deputy General Counsel Alvarez Goodson cautioned the Regents that they do not want to create a conflict by making referrals as the appointing authority for the position.

5. Information Only Public Comment None.