

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 2016 meeting.

**BOARD OF REGENTS\* and its  
ad hoc TMCC PRESIDENT SEARCH COMMITTEE  
NEVADA SYSTEM OF HIGHER EDUCATION**

Red Mountain Building, Room 256  
Truckee Meadows Community College  
7000 Dandini Boulevard, Reno  
Tuesday, February 2, 2016

Members Present:        Regents' Committee  
Mr. Kevin C. Melcher, Chair  
Dr. Andrea Anderson  
Mr. Robert Davidson (*via telephone*)  
Dr. Jason Geddes  
Mr. Sam Lieberman  
Ms. Allison Stephens (*via telephone*)

Members Present:        Advisory Members  
Dr. John Adlish, Faculty Senate  
Ms. Michonne Ascuaga, Community Member  
Ms. Jill Atkinson, Affirmative Action (*Ex-officio*)  
Ms. Teresa Benitez-Thompson, Alumnus  
Ms. Elena Bubnova, Administrator  
Ms. Cheryl Cardoza, Faculty Senate  
Dr. Paul Davis, Faculty Senate  
Mr. Mike Holmes, Faculty Senate  
Ms. Collie Hutter, Community Member  
Ms. Estella Levario Gutierrez, Administrator  
Ms. Michelle Montoya, Faculty Senate  
Mr. Jim New, Administrator  
Ms. Robyn Powers, Community Member  
Mr. Rod Sanford, Community Member  
Mr. Gerald C. Smith, Community Member  
Mr. Andrew Stevenson, Community Member  
Ms. Grace Tout, Classified Council  
Mr. David Turner, Student Representative

Others Present:        Mr. Daniel J. Klaich, Chancellor  
Mr. Dean J. Gould, Chief of Staff and Special Counsel to the Board of Regents  
Ms. Brooke A. Nielsen, Vice Chancellor, Legal Affairs

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

Chair Kevin C. Melcher called the meeting to order at 1:07 p.m. with all members present except Regent Sam Lieberman. All advisory members were present except Ms. Teresa Benitez-Thompson. Chair Melcher announced Mr. Brad Woodring had been replaced by Mr. Rod Sanford.

1. Information Only - Public Comment - None.
  
2. Approved – Minutes - The Committee recommended approval of the December 9, 2015, meeting minutes. (*Ref. TMCC PSC-2 on file in the Board Office.*)

Regent Jason Geddes moved approval of the December 9, 2015, meeting minutes. Regent Andrea Anderson seconded. Motion carried. Regent Lieberman was absent.
  
3. Information Only - Chair’s Report - Chair Melcher provided a report regarding the search process and related matters. Chancellor Daniel J. Klaich provided a report regarding the process by which the search consultant was selected.

Ms. Benitez-Thompson entered the meeting.

Chair Melcher introduced Ms. Marti J. Cizek, President, Cizek Associates, who has been hired to assist the Committee during the search process.

Chair Melcher noted contact information for himself, Chancellor Klaich, Chief of Staff (CoS) Dean J. Gould and Ms. Cizek will be provided to all Committee and advisory members.

CoS Gould reminded the Committee and advisory members it was critical to not have discussions with one another outside of the meeting.

Ms. Kate Kirkpatrick, Director of Marketing and Communications, stated there is a link to the President Search Website on the Truckee Meadows Community College (TMCC) homepage.

Chancellor Klaich reported 46 firms were solicited for the position of TMCC President Search Consultant. Fifteen (15) timely responses were received and one late response which was not considered. Chancellor Klaich used a search matrix to grade the firms for varied levels of experience and fees. Chair Melcher and CoS Gould also scored the firms. Those scores were shared with one another and the top five firms were reviewed. The unanimous decision was to hire western-based firm Cizek Associates because of its extensive community college experience, knowledge of TMCC and past work with the Nevada System of Higher Education (NSHE).

Ms. Cizek stated Cizek Associates is a nationally retained executive and assessment firm and has been operating since 1992. Cizek Associates is headquartered in Arizona but has offices in Chicago and California.

3. Information Only - Chair's Report - (Continued)

Cizek Associates has completed searches at the College of Southern Nevada (CSN), Great Basin College (GBC) and the University of Nevada, Las Vegas (UNLV). Ms. Cizek noted because of past experience she has an understanding of the Nevada Open Meeting Law (OML).

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 four to six finalists, in consultation with the Chair and Chancellor to be brought to the Committee.

Ms. Cizek led a discussion on the president search process and summarized the following search procedures 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.
- Assist with content for the President Search Website.
- Identify potential candidates and source universe.
- Treat all candidates with respect and value.
- Screen and evaluate all applications, guided by the leadership profile.
- Candidate phone interviews to recommend a pool of candidates to the Committee and advisory members, at the semi-finalist or finalist level.
- Interview questions based on the leadership profile. Help the Committee and advisory members create their interview questions.
- Help coordinate logistics of interviews and travel arrangements.
- Conduct continuous comprehensive reference checks.
- Conduct public domain background checks.
- Conduct social media checks.
- Finalists are given a workplace behavior survey to identify soft skills and that information becomes a part of the confidential reference report given to the Chancellor.

Chair Melcher requested the last set of TMCC President Search interview questions be utilized as a starting point.

Regent Lieberman entered the meeting.

Ms. Robyn Powers asked if Cizek Associates helps the successful candidate assimilate into the community. Ms. Cizek responded it would depend on the client and if it is requested. Chancellor Klaich added the System has taken an active role in introducing the candidate and family to those critical people in the community that can help with the transition. Ms. Collie Hutter added the trailing spouse is a critical piece of the hiring.

5. Approved – President Leadership Statement and Related Materials - The Committee recommended Ms. Cizek finalize the President Leadership Statement in consultation with Chair Melcher and Chancellor Klaich and once finalized send a copy to the Committee and advisory members. (*Ref. TMCC PSC-5 on file in the Board Office.*)

The Committee and advisory members, along with Ms. Cizek reviewed the proposed leadership profile and requested the following changes:

- Required - Minimum of a master's degree.
- Preferred - Earned doctorate degree.
- Preferred - Post-secondary teaching experience.
- Preferred - Community college administrative experience.
- Preferred - Appropriate knowledge of higher education.
- Change demographics to drop Death Valley and add Great Basin Park.
- Work with TMCC Institutional Research to correct the statistical information within the document.
- Add annual budget to the document.
- Highlight TMCC is preparing qualified students for employment in Nevada.
- Highlight federal funding is a critical element at TMCC.
- Highlight TMCC campaign; Investing in a Working Nevada.
- Highlight comprehensive community college serving multiple missions including Workforce Development.
- Highlight the Truckee Meadows' dynamic economy and how it is changing.
- Highlight Reno's cultural activities, as well as outside activities.
- Highlight new industries moving into the area.
- Highlight TMCC's upcoming baccalaureate programs.
- Highlight importance of TMCC's student success initiatives.
- Demographics of the student population.
- Highlight performance-based budgeting.

Ms. Cizek noted between today's comments and next week's discovery sessions she believed she could build an enticing, concise and comprehensive profile.

Chancellor Klaich asked whether the updated profile could be sent to the Committee and advisory members. Ms. Brooke A. Nielsen, Vice Chancellor for Legal Affairs, responded the updated profile cannot be sent to the Committee and advisory members for comment. Ms. Cizek can receive guidance in the public meeting, but cannot poll the Committee and advisory members outside of the meeting.

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

Regent Geddes moved to authorize Ms. Cizek to finalize the President Leadership Statement in consultation with Chair Melcher and Chancellor Klaich and once finalized send a copy to the Committee and advisory members. Regent Anderson seconded.

Ms. Cheryl Cardoza asked why the final draft could not be brought back to the Committee and advisory members for approval. Chair Melcher stated a professional has been hired and has heard the input of the Committee and advisory members. Another meeting would need to be scheduled to bring the draft back which would lengthen the duration of the search.

Regent Lieberman felt the process would be well represented by including the Chair and Chancellor in the final approval of the President Leadership Statement.

Mr. Andrew Stevenson left the meeting.

Chair Melcher asked Ms. Cizek how she would normally handle the revision of this document. Ms. Cizek stated she has seen the Committee approve the final document and other times when they do not because of the trust Cizek has built with them. She stated it was her preference to take today's information and the information from the discovery sessions and build the final profile that best fits TMCC.

Ms. Michonne Ascuaga asked if it was a violation of the OML to send the draft to the Committee and advisory members for comment. CoS Gould stated the only way for the Committee and advisory members to comment would be to make it a public document and all comments must take place in a properly noticed public meeting.

Motion carried.

4. Approved – President Search Process - (Continued)

Chancellor Klaich noted the Committee must decide if it wants to review semi-finalists in some way and reduce the pool to finalists or does the Committee want the search consultant to reduce the pool of semi-finalists and bring forward just finalists for interviews and campus visits. The OML requires public disclosure of candidate's names when brought forward to the Committee. The longer candidates are able to maintain confidentiality the more likely Cizek Associates will be able to entice high-quality candidates.

4. Approved – President Search Process - (Continued)

Regent Geddes stated in the last search he participated in, the Committee directed the search consultant to bring a pool of seven to twelve candidates to the Chancellor and Chair to determine a finalist pool of three to five to be interviewed and participate in campus visits.

Regent Anderson moved to direct the search consultant to narrow the pool of semi-finalists to a pool of three to six finalists, in consultation with the Chair and Chancellor, to be brought to the Committee. Regent Lieberman seconded.

Mr. Jim New requested a friendly amendment to increase the minimum to four candidates.

Regents Anderson and Lieberman accepted the friendly amendment to direct the search consultant to narrow the pool of semi-finalists to a pool of four to six finalists, in consultation with the Chair and Chancellor, to be brought to the Committee. Motion carried.

6. Information Only – New Business (Agenda Item #7)

Dr. Paul Davis asked for the final cost for Cizek Associates with Ms. Cizek stating the final fee is \$55,000.

Regent Geddes asked how the campus visits and interviews will happen. Chair Melcher stated the finalists will come for campus visits and then be interviewed on a separate day.

Ms. Michonne Ascuaga left the meeting.

Chancellor Klaich suggested the search move quickly between the finalist pool announcement and final decision. The candidates are more likely to drop out if the process is drawn out.

Ms. Benitez-Thompson left the meeting.

Chair Melcher stated after the campus visits Ms. Cizek will give a summary of each candidate to the Committee and advisory members.

Mr. New asked for the timeframe for bringing candidates to the campus. Ms. Cizek believed late April would be when final candidates are brought to campus.

6. Information Only – New Business (Agenda Item #7) - (Continued)

After Committee discussion the following dates were determined as tentative meeting dates:

- April 5, 2016 (develop interview questions and structure of candidate interviews)
- April 25-27, 2016 (final candidate campus forums)
- April 27, 2016 (tentative interview date **only** if more than 4 final candidates)
- April 28, 2016 (final candidate interviews)

Regent Anderson left the meeting.

Ms. Cizek stated Cizek Associates likes to provide a candidate survey at the campus forums. The survey comments are summarized and provided to the Committee and advisory members prior to each candidate interview.

7. Approved – Advertising Options (Agenda Item #6) - The Committee recommended approval of the following options to place the TMCC President advertisement:

- *Chronicle of Higher Education*
- *Hispanic Outlook*
- *AsianWeek*
- *Women in Higher Education*
- *Diverse Issues in Higher Education*
- HigherEdJobs.com, Diversejobs.net and other Internet sources

Dr. John Adlish left the meeting.

Chancellor Klaich suggested the least amount of money be spent on advertising. Ms. Cizek stated the advertisement should be short and direct candidates to the TMCC Website.

Regent Lieberman moved to approve the suggested advertising options. Regent Geddes seconded. Motion carried. Regent Anderson was absent.

6. Information Only – New Business (Agenda Item #7) - (Continued) - None.

8. Information Only – Public Comment - None.

The meeting adjourned at 3:29 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