

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, April 5, 2016

Members Present: REGENTS' COMMITTEE
Mr. Kevin C. Melcher, Chair
Mr. Cedric Crear (*via telephone*)
Dr. Jason Geddes
Mr. Sam Lieberman
Ms. Allison Stephens

Members Absent: REGENTS' COMMITTEE
Mr. Robert Davidson

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
Mr. Mike Holmes, Faculty Senate
Ms. Collie Hutter, Community Member
Ms. Estella Levario Gutierrez, Administrator
Ms. Michelle Montoya, Faculty Senate
Mr. Jim New, Administrator
Dr. Melanie Purdy, Faculty Senate
Mr. Rod Sanford, Community Member
Mr. Gerald C. Smith, Community Member
Mr. Andrew Stevenson, Community Member
Ms. Grace Tout, Classified Council

Members Absent: Advisory Members
Ms. Robyn Powers, Community Member
Mr. David Turner, Student Representative

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

Chair Kevin C. Melcher called the meeting to order with all members present except Regent Davidson. Advisory members absent were Ms. Michonne Ascuaga, Mr. Mike Holmes, Ms. Robyn Powers and Mr. David Turner. Chair Melcher announced Regent Crear replaced Regent Anderson who will be unable to attend the interviews due to a medical emergency.

1. Information Only – Public Comment – None.
2. Approved – Minutes – The Committee recommended approval of the February 2, 2016, meeting minutes. (*Ref. TMCC PSC-2 on file in the Board Office.*)

Regent Geddes moved approval of the February 2, 2016, meeting minutes. Regent Lieberman seconded. Motion carried. Regent Crear abstained. Regent Davidson was absent.

Mr. Holmes entered the meeting.

3. Information Only – Chair’s Report - Chair Kevin C. Melcher provided a report regarding the search process and related matters.

Chair Melcher reported due to a change in the Nevada Open Meeting Law (OML) the finalists names will be posted on the final agenda and will become public at that time. April 28 and 29, 2016, are being reserved for final candidate interviews.

Ms. Ascuaga entered the meeting.

April 25, 26 and 27, 2016, are being reserved for campus/public forums. Chair Melcher stated it is important to note the Regents and Advisory Members should not participate in those forums because their discussion should happen at a posted open meeting. Advisory Members, who are staff and faculty members of TMCC, are able to attend but are asked to not participate so there are not OML violations.

Dr. John Adlish asked if Advisory Members participated in the interview process, with Chair Melcher answering yes. Dr. Adlish asked if interviews would be open to the public, with Mr. Dean J. Gould, Chief of Staff, responding yes that it was a requirement of the OML.

Mr. Daniel J. Klaich, Chancellor, added Advisory Members will be expected to participate in the interview process.

Chair Melcher reported a Special Board of Regents’ meeting has been scheduled for May 2, 2016, at 1:00 p.m. to potentially approve this Committee’s recommendation for the position of TMCC President.

4. Information Only – Search Process Report - Chancellor Daniel J. Klaich and the search consultant, Ms. Marti J. Cizek, Cizek Associates, provided a report on the search process, including an estimated timeframe for a decision on the finalists for the TMCC President position.

Chancellor Klaich stated he has been thoroughly impressed with Cizek Associates and is excited with how the search is progressing.

Ms. Cizek reported that they are nine weeks into the search and are very optimistic there will be a successful outcome. She reported the following:

- The application deadline was March 18, 2016.
- The position was advertised in a variety of publications.
- Applications were generated from the advertisements, proactive recruitment efforts, nominations, and referrals.
- Cizek Associates has been in contact with over 390 people.
- Fifty-two people expressed an interest in the position.
- Forty-six applications were received by the application deadline.
- Phone interviews were conducted with 17 of the 46 applicants.
- All 17 met minimum qualifications.
- The group of 17 was then narrowed to nine, who will be interviewed by Cizek Associates and Chancellor Klaich.
- Of the nine to be interviewed six were recruited and three applied for the position.
- The nine have been vetted in the following ways, but the vetting process will continue throughout the end of the search:
 - Public domain searches.
 - Reviewed internet and public domain sources of information that cannot be substantiated (blogs and comment sections).
 - Have worked with candidates to vet information that can be potentially viewed as controversial or embarrassing.
- A salary survey has been completed and includes:
 - The current national average salary statistic for community college presidents is \$190,000.
 - Within the context of this search, salaries were in the range of \$150,000-\$230,000.

Regent Stephens asked if the \$190,000 was a peer average. Ms. Cizek stated it was the mean average.

- There were a few people who could not be attracted because they were beyond the compensation range.
- The college's location is attractive to all those being interviewed.
- TMCC is known nationally.
- People are struck by the diversity of TMCC's educational delivery platforms.
- Changing demographics of the student population is interesting to candidates.

4. Information Only – Search Process Report – (Continued)

- Emerging economic changes that create opportunities in workforce development, while continuing to serve transfer education is interesting.
- The challenges and opportunities the position faces are intriguing.

Chancellor Klaich added Ms. Cizek recruited a very diverse pool of candidates who are extremely accomplished.

The meeting recessed at 1:31 p.m. and reconvened at 1:35 p.m.

Chancellor Klaich noted of the nine candidates to be interviewed six are female, two are African American, two are Asian, one is Hispanic and one is Native American. The candidates have experience in complex systems and represent every area of the country. They all have broad academic and fundraising experience.

Regent Lieberman asked if any of the candidates are outside of higher education. Ms. Cizek stated a few of the candidates did have a blend of higher education and the private sector.

Ms. Estella Levario-Gutierrez asked how many of the nine have community college experience. Ms. Cizek responded all have community college experience. Chancellor Klaich added they all have community college experience at a very senior level.

5. No Action Taken – Campus Forums and Candidate Interviews - The Committee discussed the process to be followed for the final candidates' campus forums and for interviewing the final candidates.

April 25 - 27, 2016, has been reserved for campus forums/visits and final candidate interviews will be held on April 28 - 29, 2016. During that week, various forums will be held and all members of the TMCC community will be invited to participate in these forums. Forums will allow for various groups to meet with the individual final candidates as they visit the campus. Group forums will include opportunities for students, faculty, staff, administrators, alumni, community supporters and the general public to meet the final candidates.

Chancellor Klaich stated the goal is to give the candidates a comprehensive view of TMCC and the Reno/Sparks area, as well as, give as many people as possible the opportunity to meet and interact with them.

Chair Melcher asked Ms. Cizek to touch on how she will summarize all the comments/information she will receive from the forums. Ms. Cizek recommended each group have an opportunity to complete a brief feedback form and have it sent online. She will compile the information and present the feedback to the Committee prior to the interviews.

5. No Action Taken – Campus Forums and Candidate Interviews – (Continued)

Dr. Melanie Purdy noted the feedback is important but felt there needed to be a way to let the person know their feedback is meaningful and important. Ms. Cizek believed the feedback would show common threads and trends. She hoped everyone would feel feedback is valuable whether they are able to make one meeting or all of the meetings. Chancellor Klaich added all major groups will meet with every candidate.

Mr. Jim New asked if there were specific sets of questions for each constituency. Ms. Cizek stated the questions are the same for each group and are designed to not be so prescriptive.

Ms. Cheryl Cardoza asked if the specific constituency groups should have the same questions for each candidate. Ms. Cizek stated consistency is important, but being so prescriptive prevents the group from providing valuable opinions.

Ms. Brooke Nielsen, Vice Chancellor for Legal Affairs, stated it was not a legal requirement for all the candidates to be asked the same questions but there is something to be said for consistency.

Regent Stephens felt it was important to distinguish between the campus forums and interviews. She felt it was important to have an organic process during the campus forums so people can get a feel for the candidates and whether they will be a good fit for TMCC.

Mr. New asked what kind of feedback Ms. Cizek wanted from the different constituencies. After discussion, it was determined a combination of group and individual responses would be needed. Ms. Kate Kirkpatrick, Director of Marketing, stated TMCC had two options; use the institutional Survey Monkey or create an online form that will put the information into a spreadsheet that is not overseen by a survey tool. Chancellor Klaich stated he and Chief of Staff Gould can work with TMCC to determine the best way to obtain the information. Chair Melcher was concerned with the information being provided to Ms. Cizek in a timely manner.

Ms. Levario Gutierrez asked if an Advisory Member is a part of a constituency group should they be concerned. Chief of Staff Gould stated because of the OML he would discourage the Advisory Members to pursue a discussion during the forums. The Advisory Members should use the forums as an opportunity to observe and take notes. Ms. Levario Gutierrez clarified she was talking about those that directly report to the president. Chancellor Klaich stated the candidates will want to know the quality of the team which will be reporting to him/her. Chancellor Klaich felt a direct report and a candidate can have an exchange of information related to the college and his/her duties which would not constitute deliberation related to the quality of the candidate. Vice Chancellor Nielsen agreed with the Chancellor's assessment.

Ms. Teresa Benitez-Thompson left the meeting.

5. No Action Taken – Campus Forums and Candidate Interviews – (Continued)

Chief of Staff Gould stated the members do not want to poll or have discussions outside of the public meeting because if enough people do it, it may be a serial communication, which is an OML violation and the whole process will be tainted.

6. No Action Taken – Discussion of Interview Questions – The Committee discussed the questions and/or topics to be covered during the interview process.

Chancellor Klaich believed a few broad questions intended to elicit the candidates' views on the critical areas of the presidential profile are better than a larger number of questions.

Ms. Cizek reported she had reviewed the questions used during the last president search and the presidential profile. She recommended overarching topics such as vision and leadership, student success, fundraising and development of alternative revenue streams, decision making, shared governance, internal and external communication, diversity, advocacy, partnerships with business and industry, budget and strategic planning, infusion of technology in programmatic delivery, and student safety. The Regents and Advisory Members made the following suggestions:

- Collaboration and shared services.
- The candidate's experience with a governance board that manages multiple institutions.
- Creation of a complex case study for the candidate to solve.
- Communication.
- The college's role as a catalyst for workforce development.
- Ideal campus climate.
- How to achieve and create diversity where students feel welcomed, supported and successful.
- Comprehensive mission of the college.
- Performance-based budgeting.

Mr. Andrew Stevenson stated the questions should not be asked in a way that leads the candidate to the topics the Committee wants to hear about.

5. No Action Taken – Campus Forums and Candidate Interviews – (Continued)

Ms. Cardoza asked if candidates would be making presentations during the campus forums. Chancellor Klaich stated the candidates will take the time to introduce himself/herself.

6. No Action Taken – Discussion of Interview Questions – (Continued)

Dr. Adlish recommended that any question related to how the candidate will institute campus safety not be asked because there have recently been discussions and decisions on the campus related to campus safety and it will just be something the new president will inherit.

7. Information Only – New Business – None.
8. Information Only – Public Comment – None.

The meeting adjourned at 2:39 p.m.

Prepared by:

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Submitted for approval by:

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