

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 March 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  
Wednesday, December 9, 2015

Members Present: Regents' Committee  
Mr. Kevin C. Melcher, Chair  
Dr. Andrea Anderson  
Mr. Robert Davidson  
Dr. Jason Geddes  
Mr. Sam Lieberman

Members Absent: Regents' Committee  
Ms. Allison Stephens

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

Members Absent: Advisory Members  
Ms. Teresa Benitez-Thompson, Alumnus  
Ms. Collie Hutter, Community Member

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

Also present was Ms. Jill Atkinson, affirmative action ex-officio.

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

Chair Kevin C. Melcher called the meeting to order at 1:03 p.m. with all members present except Regent Allison Stephens. All advisory members were present except Ms. Teresa Benitez-Thompson and Ms. Collie Hutter.

1. Information Only - Public Comment – None.
2. Information Only - Chair’s Report and Introductions - Chair Melcher provided general remarks and updated the Committee members regarding the president search process. The Regents and advisory members of the Truckee Meadows Community College (TMCC) President Search Committee were introduced.
3. Information Only – Organization & Procedure - Mr. Dean J. Gould, Chief of Staff and Special Counsel to the Board of Regents, discussed the essentials of a successful search. (*Ref. TMCC PSC-3 on file in the Board Office.*)

Mr. Gould reported the Board Chairman is tasked with the appointment of the Regents’ President Search Committee comprised of six Regents who have the constitutional duty to select a nominee or nominees to recommend to the full Board of Regents for approval. The Code provides for an Advisory Committee to include five faculty members, three administrators, one classified/technical employee, one undergraduate student, one alumnus, one affirmative action officer, and others as deemed necessary. The Chancellor also serves as an ex-officio nonvoting member and is charged with facilitating Committee interactions. The role of the Advisory Committee is to advise the Regents’ Committee. The Regents’ Committee is tasked with overseeing the details of the search.

Mr. Gould presented the president search process steps, including:

1. The Regents’ President Search Committee and Advisory Committee (the “Committees”) are appointed.
2. Determine if a search consultant will be used and if so make a selection.
3. The Committees will work with search consultant to develop a president leadership profile or position description.
4. The Committees will interview and assess candidates.
5. The Advisory Committee will advise the Regents’ President Search Committee on potential candidates.
6. The Regents’ President Search Committee will recommend nominees for consideration to the full Board of Regents.

3. Information Only – Organization & Procedure – (Continued)

Today's meeting is organizational and informational. If it is determined a search consultant will be obtained, it will occur and the search consultant will come to the Committee for direction on how to proceed. The Committee will interview the semi-finalists for the position of president in order to select the finalists. The finalists will be brought back for campus visits and final Committee interviews. The Committee determines which candidate or candidates will be recommended to the full Board of Regents. The full Board of Regents will select the next TMCC President.

Chair Melcher pointed out if a search consultant is used when candidates apply their names will not become public until the finalists are chosen. If a search consultant is not used all candidate names will be made public as soon as their applications are received. If a search consultant is not used, it does limit or narrow the pool, since most applicants do not want their name made public so early in the process.

Dr. Paul Davis asked what the cost of hiring a search consultant is. Mr. Daniel J. Klaich, Chancellor, reported the search process will cost approximately \$100,000. Some search consultants charge a flat fee while others work on a percentage basis of the first year's salary. Chair Melcher added TMCC will bear the cost of the search.

Chancellor Klaich stated he comes away from a president search with a better knowledge of the institution and ways to help the institution going forward.

4. Information Only - Open Meeting Law – The Committee discussed the Open Meeting Law (OML) as it relates to the president search procedure.

Mr. Gould stated the intent of the OML is that the business of a public body is to be conducted in a properly noticed public meeting. Violations of the OML can result in criminal penalties. Guidelines of the OML include:

1. Applies to all public bodies, which include this Committee.
2. Items on agenda must fairly represent what is going to be discussed and action items are limited to those on the agenda.
3. All materials provided to the Committee are part of the public record and will be made available to the public.
4. All discussions should be done in the open meeting forum, to avoid OML violations.
5. A quorum of the Regents' Committee is four of the six members.
6. The Committee cannot discuss attributes of a candidate without first giving them prior knowledge of the discussion to be had and they must sign a waiver.

Ms. Brooke Nielsen, Vice Chancellor for Legal Affairs, emphasized once the search consultant has a list of names to bring forward to the Committee those people will be asked to sign a waiver. Vice Chancellor Nielsen added for any action to be taken four of the six Regents must vote for or against the item.

4. Information Only - Open Meeting Law – (Continued)

Chair Melcher noted if a prospective candidate does contact any member of the Committee the prospective candidate should be directed to Chief of Staff Gould, who will distribute the information to the proper party.

5. Approved – Search Consultant – The Committee recommended approval to hire a search consultant and to authorize the Chancellor in consultation with the Chair to select a search consultant and bring that person back to the next meeting.

Chair Melcher stated he was interested in sending a request for quotation (RFQ) to those known search firms and then providing direction to the Chancellor, in consultation with himself, to hire a consultant to move the search along in a timelier manner. If the Committee decides to interview the search firms on their own it does lengthen the search process timeframe, and increase the costs.

Dr. Davis asked when the last search occurred when a search consultant was not used. Regent Jason Geddes stated it was prior to the Open Meeting Law change by the Legislature.

Chancellor Klaich strongly recommended the hiring of a search consultant. If a search consultant is not hired the search will not attract as many candidates if they know they are one of forty applying. Good candidates simply will not apply in those circumstances. Chancellor Klaich also noted it will be his role to interact with the search consultant on the Committee's behalf.

Regent Geddes moved to hire a search consultant, and in doing so, authorize the Chancellor in consultation with the Chair to select a search consultant and bring that person back to the next meeting. Regent Sam Lieberman seconded.

Dr. Davis clarified a single search consultant would be brought back to the Committee. He asked if it would be wise to bring back two to three consultants. Chair Melcher stated they are trying to move the process along. They have had several successful quality search consultants in the past. The Chancellor will look at qualities such as those with an understanding of Nevada and the Nevada System of Higher Education (NSHE). Dr. Davis was worried the institution and public will think they have someone already chosen for the search consultant position.

Regent Geddes felt there was more value in looking at the candidates, rather than spending time interviewing search consultants.

Regent Lieberman believed it was important for the Committee to discuss and interview as many candidates as is deemed appropriate, but allow the Chancellor to bring forward a recommendation for the search consultant.

Chancellor Klaich understood how important process was in Higher Education, but he felt interviewing of search consultants by this Committee was a waste of time and money with very little to be gained from it.

5. Approved – Search Consultant – (Continued)

Dr. John Adlish supported a search firm helping with the search process. He added TMCC has used a search firm that did not result in the desired outcome. He recommended this particular search firm not be used at TMCC. He stated they did have a good outcome with a search firm that is closer and was cheaper in price. Vice Chancellor Nielsen asked the Committee to not talk about specific search firms. Chair Melcher encouraged Chancellor Klaich to reach out to the institutions and find out what search firms they have used that were successful and those that were not.

Mr. Brad Woodring believed writing the most proficient and effective president leadership profile and providing that to the search consultant will bring in the most qualified candidates for TMCC.

Regent Robert Davidson appreciated the comments but he asked that the NSHE professionals be allowed to select the best search firm to be used in the TMCC President Search.

Mr. Gerald C. Smith noted the Regents have a wealth of experience in connection with this process and believed it was best for the Committee to work with a firm to hire a president for TMCC.

Motion carried. Regent Stephens was absent.

6. No Action Taken – President Leadership Profile - The Committee began its discussion on the current status of TMCC, its aspirations for the future and the desired characteristics of candidates for the president position. (*Ref. TMCC PSC-6 on file in the Board Office.*)

The Committee members offered the following comments and revisions to the draft president leadership profile.

- Dates and figures must be updated.
- Emphasize fundraising successes and development.
- Create comments on the new industries coming to the area and their impact on curriculum.
- Add quality student engagement skills.
- Add communication skills.
- Mention the Institutional Advisory Council, the Community College Committee and the Community College Collaborative and the valuable service they are providing.
- Emphasis on the Foundation.
- Community college visionary.
- Experience with performance based budgets and funding.
- Grant experience.
- External relations and the ability to work with the community.
- Ability to collaborate with other NSHE institutions.
- High accessibility and visibility to the college community.
- Innovator and visionary.

6. No Action Taken – President Leadership Profile – (Continued)

- Understanding of alternative educational programs.
- Relationships with K12 and universities.
- Methods of communication, including social media.
- Experience in developmental and community growth.
- Recent experience in transition and the funding realities TMCC is experiencing.
- Senior leadership ability to facilitate processes but knowledgeable enough to know how to get the right people to help.
- Need a leader that understands and can speak to the transfer mission.
- The ability to maximize and expand access.
- Demonstrated track record in fostering diversity with faculty, staff and students.
- Firm background in the community college academic environment, with a minimum number of full-time years.
- Add students to the relationships section.
- Ability to lead and delegate in good times and times of crisis.
- Demonstrated experience in shared governance.
- Demonstrated collective bargaining experience.
- Exhibit and possess leadership qualities and virtues.
- Balanced managerial skills.
- Knowledge on student retention.
- Knowledge of workforce development mission.
- Has the ability to support and sustain an inclusive and diverse environment where civility and respect are fostered among the faculty, staff and students.

Ms. Elena Bubnova asked if it was the consultant's role to showcase the college and the area because this is a great opportunity. Chair Melcher stated they want a consultant who is as excited as this Committee to find a president for this outstanding opportunity.

Chair Melcher asked everyone to bring additional comments and ideas to the next Committee meeting to incorporate into the draft document.

7. Information Only – New Business – Regent Geddes asked for the Committee to be notified as soon as is possible of the next meeting date so it can be calendared.

Mr. Mike Holmes requested Mr. Gould's contact information.

Ms. Robyn Powers asked Chancellor Klaich to provide as much information as possible on the RFP process to the Committee so there is a certain comfort level with the process.

8. Information Only – Public Comment – Ms. Jeannette Smith, TMCC employee and part-time instructor, thanked the Committee in advance for all the work it is going to spend on this search. She stated she was saddened and disappointed there was not more time spent on the search consultant discussion. She stated there had been great dialogue the week before why it is important to address budget concerns, shared services, and consolidation. Then today within several minutes the Committee decided to spend \$100,000 on the search process out of the TMCC budget. She hoped as the search continued there would be better sensitivity.
  
7. Information Only – New Business – *(Continued)*  
Chancellor Klaich asked for there to be a TMCC President Search website where information can be posted and provided out to the campus.
  
8. Information Only – Public Comment – *(Continued)*  
Nothing further.

The meeting adjourned at 2:51 p.m.

Prepared by:

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

Submitted for approval by:

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