

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 BOARD OF REGENTS CHIEF OF STAFF SEARCH COMMITTEE
NEVADA SYSTEM OF HIGHER EDUCATION**

System Administration, Las Vegas
4300 South Maryland Parkway, Board Room
Friday, October 9, 2015

Video Conference Connection from the meeting site to:
System Administration, Reno
2601 Enterprise Road, Conference Room
and
Great Basin College, Elko
1500 College Parkway, Berg Hall Conference Room

Members Present: Mr. Kevin J. Page, Chair
Dr. Jason Geddes, Vice Chair
Mr. James Dean Leavitt
Mr. Sam Lieberman
Ms. Allison Stephens
Mr. Michael B. Wixom

Other Regents Present: Mr. Robert Davidson
Mr. Trevor Hayes
Mr. Kevin C. Melcher

Others Present: Ms. Brooke Nielsen, Vice Chancellor, Legal Affairs
Ms. Christine Casey, Director, Human Resources
Ms. Lori Mandracchio, Search Coordinator
Ms. Angela Palmer, Special Assistant and Coordinator to the Board
Ms. Patty Rogers, Special Assistant and Coordinator to the Board
Ms. Nancy Stone, Special Assistant and Coordinator to the Board
Mr. Scott G. Wasserman, Special Advisor to the Board

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

Chair Kevin J. Page called the meeting to order at 9:00 a.m. with all members present except Regent Leavitt.

1. Information Only-Public Comment – None.
2. Information Only-Overview of Applicant Pool (Agenda Item #4) – Director of Human Resources Christine Casey provided a general summary of the applicants for the position of Chief of Staff and Special Counsel to the Board of Regents.

2. Information Only-Overview of Applicant Pool (Agenda Item #4) – (continued)

Ms. Casey detailed the various organizations and publications where the position was advertised (*on file in the Board office*) and described the process for reviewing the applications received. A total of 59 individuals expressed interest in the position through the online application process used by the NSHE. Of those, 21 were simple inquiries where the individual left their name and address but did not complete the application. An additional 15 were incomplete submissions.

Twenty-three applicants met the minimum qualifications and submitted complete application materials. In accordance with action taken by the Committee at its September 18, 2015, meeting, those application materials were provided to Committee Chair Page who, in consultation with Committee staff, narrowed the pool to 10 semi-finalist candidates for review and consideration by the Committee.

3. Approved-Minutes (Agenda Item #2) – The Committee recommended approval of the minutes from the September 18, 2015, meeting (Ref. COS-2 on file in the Board office).

Regent Geddes moved approval of the minutes from the September 18, 2015, meeting. Regent Stephens seconded. Motion carried. Regent Leavitt was absent.

4. Information Only-Chair's Report (Agenda Item #3) – Chair Kevin J. Page updated the Committee regarding the Chief of Staff and Special Counsel to the Board search process.

Chair Page expressed his thanks to Ms. Casey for ensuring the position was widely advertised and for conducting a thorough review of the application materials received.

5. Approved-Candidates for the Position of Chief of Staff and Special Counsel to the Board of Regents – At the September 18, 2015, meeting, the Committee charged Committee Chair Kevin J. Page, in consultation with Committee staff, with bringing at least three and not more than 10 semi-finalist candidates, and ideally seven to 10 semi-finalist candidates, to the Committee for review and consideration.

The following semi-finalist candidates were identified:

Tiffany E. Breinig	Kate Marshall
Michael D. Davidson	Edward R. Miley
Dean J. Gould	Michael J. Oh
Christine Guerci-Nyhus	Sami Randolph
Keith E. Kizer	J. Daniel Yu

5. Approved-Candidates for the Position of Chief of Staff and Special Counsel to the Board of Regents – (continued)

Regent Leavitt entered the meeting.

Resumes and related materials of the candidates were presented for review and consideration by the Committee (*on file in the Board office*).

Regent Hayes entered the meeting.

The Committee discussed and assessed the semi-finalist candidates for the position of Chief of Staff and Special Counsel to the Board of Regents. The Committee also discussed the desired number of candidates to interview at the next meeting of the Committee.

Regent Leavitt moved approval of naming Dean J. Gould, Keith E. Kizer, Sami Randolph and Tiffany E. Breinig as finalists for the position of Chief of Staff and Special Counsel to the Board and inviting these candidates to appear for an interview at the October 16, 2015, meeting of the Committee. Regent Wixom seconded. Motion carried.

Special Advisor to the Board Scott G. Wasserman indicated Ms. Casey and her staff will contact the references submitted by each finalist candidate and a report will be provided to the Committee at its next meeting.

Chair Page requested a thorough background check be conducted on each finalist.

6. Information Only-Interview Questions and Schedule – The Committee discussed the questions and/or topics to be covered during the interview process.

Special Advisor Wasserman indicated at the next meeting of the Committee he will provide a set of suggested interview questions that address the knowledge, skills, abilities, functions and responsibilities applicable to the position. The Committee will then determine which questions to ask the candidates.

Regent Melcher recommended including a question that focuses on staff relations and managing a team located in two separate areas of the state.

Regent Lieberman stressed the importance of addressing the balance of the responsibilities required by the position.

7. Information Only-New Business – None.

8. Information Only-Public Comment – None.

The meeting adjourned at 10:46 a.m.

Prepared by: Keri D. Nikolajewski
Manager of Board Operations

Submitted for approval by: Dean J. Gould
Chief of Staff and Special Counsel to the Board of Regents