

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 16, 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 (*via telephone*)
 Mr. Michael B. Wixom

Other Regents Present: Dr. Mark W. Doubrava
 Mr. Trevor Hayes

Others Present: Mr. Daniel J. Klaich, Chancellor
 Ms. Christine Casey, Director, Human Resources
 Mr. Nicholas Vaskov, System Counsel
 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
 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 1:02 p.m. with all members present.

1. Information Only-Public Comment – None.
2. Information Only-Chair’s Report – Chair Kevin J. Page and Special Advisor to the Board Scott G. Wasserman provided an overview of the interview schedule and process.

Special Advisor Wasserman indicated the Committee will have one hour to interview each finalist candidate. The candidates will appear in the following order:

2. Information Only-Chair's Report – (continued)

- Dean J. Gould
- Sami Randolph
- Keith E. Kizer
- Tiffany E. Breinig

3. Information Only-Discussion of Interview Questions – The Committee reviewed and considered the proposed questions to be utilized during the interview process.

The Committee selected the following questions:

- You have a great job working with _____, why are you considering leaving that job? And specifically for this position? What attracted you to apply for this position? *(Regent Leavitt will ask this question.)*
- Tell me about a typical work week for you. How do you feel about working long hours or on the weekends? What experience do you have doing so? *(Regent Leavitt will ask this question.)*
- Tell me about your management style. As a supervisor, in what ways do you get others to give you a higher level of performance? *(Regent Leavitt will ask this question.)*
- Talk about your experience drafting and reviewing agendas and the potential impacts based on how you draft an agenda item. *(Vice Chair Geddes will ask this question.)*
- Tell me about your experience working with the Open Meeting Law. *(Vice Chair Geddes will ask this question.)*
- Tell me about your experience working with elected officials. How do you think working with elected officials differs from working with other bosses? *(Vice Chair Geddes will ask this question.)*
- In the context of your role of advising the Board of Regents and its members on policy and/or legal issues, how do you see your role as the Chief of Staff to the Board of Regents? What would you do if the Board disagreed with your position on a policy issue? What would you do if the Board disagreed with your position on a legal issue? *(Regent Lieberman will ask this question.)*
- How do you see the role of the Chief of Staff being similar to the role of the elected officials that the Chief of Staff serves? How do you see those roles differing? *(Regent Lieberman will ask this question.)*

3. Information Only-Discussion of Interview Questions – *(continued)*

- What would you do if the Board or a member of the Board was about to take action at a public meeting that would be in violation of the Open Meeting Law? *(Regent Lieberman will ask this question.)*
- What would you do if a Board member sought your advice on a matter to be heard by the Board, and despite your advice he or she recommended action to the Board that would violate the Open Meeting Law? What if that member was the Chair of the Board? *(Regent Wixom will ask this question.)*
- Dealing with conflict is a part of life and will be a part of this job as well. What are some strategies you use in dealing with conflict at work? How does that answer change if a Regent is involved in the conflict, either with another Regent, with staff or with a policy/procedure? *(Regent Wixom will ask this question.)*
- Have you ever had to tell an elected official “no” on something they wanted? Tell me about that. *(Regent Wixom will ask this question.)*
- There is a social component to the position of Chief of Staff. In that position, you may often represent the Board at institutional events where interpersonal working relationships between the Board and the institutional staff, students and the public are established. How do you see yourself in this environment? Would you enjoy the social aspect of your position? *(Regent Stephens will ask this question.)*
- Based on the job description and what you have learned about the position, what interests you most about the position? What interests you least about the position? *(Regent Stephens will ask this question.)*
- What is your impression of the Board of Regents? *(Regent Stephens will ask this question.)*
- Is there anything that you would like to tell us about yourself that we have not asked? *(Chair Page will ask this question.)*
- Do you have any questions for us about the position, the Board or the NSHE? *(Chair Page will ask this question.)*

Agenda items 4 and 5 were taken together.

4. Information Only-Candidate Interviews – The Committee interviewed the finalist candidates for the position of Chief of Staff and Special Counsel to the Board of Regents.

5. Information Only-Open Session Regarding Candidates for the Position of Chief of Staff and Special Counsel to the Board of Regents – An open session was held to discuss the finalist candidates for the position of Chief of Staff and Special Counsel to the Board of Regents. Staff presented information to the Committee regarding the results of any background or reference checks.

Special Advisor Wasserman provided a brief review of Dean J. Gould's work history and Director of Human Resources Christine Casey summarized the feedback provided by Mr. Gould's references.

Chair Page welcomed Mr. Gould to the meeting and offered introductions of those present. Mr. Gould then responded to the interview questions.

The meeting recessed at 1:54 p.m. and reconvened at 2:09 p.m. with all members present.

Special Advisor Wasserman provided a brief review of Sami Randolph's work history and Director Casey summarized the feedback provided by Ms. Randolph's references.

Chair Page welcomed Ms. Randolph to the meeting and offered introductions of those present. Ms. Randolph then responded to the interview questions.

The meeting recessed at 2:43 p.m. and reconvened at 2:56 p.m. with all members present.

Special Advisor Wasserman provided a brief review of Keith E. Kizer's work history and Director Casey summarized the feedback provided by Mr. Kizer's references.

Chair Page welcomed Mr. Kizer to the meeting and offered introductions of those present. Mr. Kizer then responded to the interview questions.

The meeting recessed at 3:35 p.m. and reconvened at 3:57 p.m. with all members present.

Special Advisor Wasserman provided a brief review of Tiffany E. Breinig's work history and Director Casey summarized the feedback provided by Ms. Breinig's references.

Chair Page welcomed Ms. Breinig to the meeting and offered introductions of those present. Ms. Breinig then responded to the interview questions.

The meeting recessed at 4:25 p.m. and reconvened at 4:27 p.m. with all members present.

The Committee discussed and assessed the finalist candidates for the position of Chief of Staff and Special Counsel to the Board of Regents. The discussion focused on qualifications, experience and organizational fit.

6. Approved-Recommendation of Candidate to the Board by the ad hoc Board of Regents Chief of Staff Search Committee – The Committee recommended Dean J. Gould for the position of Chief of Staff and Special Counsel to the Board of Regents.

Regent Leavitt moved approval of recommending Dean J. Gould for the position of Chief of Staff and Special Counsel to the Board of Regents. Regent Wixom seconded. Upon a roll call vote, the motion carried. Regents Leavitt, Geddes, Wixom, Lieberman and Page voted yes. Regent Stephens voted no.

7. Information Only-New Business – Chair Page indicated the Committee’s recommendation will be presented for consideration by the full Board at its October 23, 2015, meeting.
8. Information Only-Public Comment – None.

The meeting adjourned at 4:56 p.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