

BOARD OF REGENTS
BRIEFING PAPER

1. **Agenda Item Title:** Initial Salary; Vice Chancellor for Community Colleges
Meeting Date: June 8-9, 2017

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

The Board of Regents' *Handbook* requires that the appointments of vice chancellors be reported to the Board of Regents and that the Board approve the initial salary for such appointments.

Title 4, Chapter 2, Section 3 of the *Handbook* provides that the Chancellor may appoint executive staff to assist in the operation of NSHE including vice chancellors and other administrative positions that report directly to the Chancellor. Title 2, Chapter 1, Section 1.6.1(d) of the *Handbook* likewise provides that administrators reporting directly to the Chancellor, including interim or acting appointments, shall be approved by the Chancellor and reported to the Board of Regents. Title 4, Chapter 3, Section 26(3) of the *Handbook* provides that the initial salary for vice chancellors shall be recommended by the Chancellor and approved by the Board of Regents.

Chancellor White requests that the Board approve an initial salary of \$175,000 for Nathan R. Mackinnon as Vice Chancellor for Community Colleges. The terms of the appointment are summarized in the attached. The initial salary is within the salary schedule range set forth in Chapter 3, Section 1 of the *Procedures and Guidelines Manual*, a copy of which is also attached. Finally, for reference purposes, a copy of the position announcement for the Vice Chancellor for Community Colleges is also attached.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Chancellor John White requests that the Board approve an initial salary of \$175,000 for Nathan R. Mackinnon as Vice Chancellor for Community Colleges.

4. IMPETUS (WHY NOW?):

Earlier this year the Chancellor began a search for the position of Vice Chancellor for Community Colleges. In May the Chancellor made an offer to Mr. Mackinnon who accepted the offer. The Handbook requires that appointments of vice chancellors be reported to the Board and that the Board approve the initial salary for such appointments.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

N/A

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

N/A

7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

None.

8. COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title 4, Chapter, Section 3, Title 2, Chapter 1, Section 1.6.1(d) and Title 4, Chapter 3. Section 26(3)
- Amends Current Board Policy: Title # _____ Chapter # _____ Section # _____
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
- Other: _____
- Fiscal Impact: Yes _____ No _____
Explain: _____

Title 4 - Codification of Board Policy Statements

Chapter 2

ADMINISTRATIVE OFFICERS

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Section 3. Duties and Responsibilities of System Administration Executive Staff

The Chancellor may, as provided in Title 2, Chapter 1 of the Code, appoint certain executive staff to assist with the effective operation of the NSHE, to include Vice Chancellors, Vice Chancellor of Legal Affairs, and any other administrative positions that may report directly to the Chancellor. The duties, responsibilities, job descriptions, and annual evaluation guidelines for System Administration executive staff shall be stated in writing and maintained on file in the Chancellor's Office.

In the event a professional conflict of interest arises with respect to the reporting line between the Vice Chancellor of Legal Affairs and the Chancellor, the Vice Chancellor of Legal Affairs shall report directly to the Board Chair until such time as the conflict of interest is removed.

Title 4 - Codification of Board Policy Statements
Chapter 3
PROFESSIONAL STAFF

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Section 26. Executive Salary Schedule

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3. System Executive Staff: The initial salary for the vice chancellors shall be recommended by the Chancellor and approved by the Board of Regents.

**NEVADA SYSTEM OF HIGHER EDUCATION
PROCEDURES AND GUIDELINES MANUAL**

**CHAPTER 3
SALARY SCHEDULES**

Section 1. Salary Schedules

The following salary schedules are reviewed and approved by the Board of Regents:

NSHE EXECUTIVE SALARY SCHEDULE

	<u>MINIMUM</u>	<u>MEDIAN</u>	<u>MAXIMUM</u>
<u>GRADE 1</u>	\$312,546	\$421,790	\$531,454
Chancellor University President DRI President NSC - Henderson President			
<u>GRADE 2</u>	\$153,040	\$206,533	\$260,231
Community College President Vice Chancellor			
<u>GRADE 3</u>	\$134,253	\$181,179	\$228,284
Associate Vice Chancellor			

**Nevada System of Higher Education
Position Announcement
For
Vice Chancellor for Community Colleges**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Vice Chancellor for Community Colleges. This is a renewable, full-time, non-tenured, administrative position that reports to the Chancellor. The position may be located in either Reno or Las Vegas, Nevada. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges and a research institute. The public system of higher education in Nevada continues to experience growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

The Vice Chancellor for Community Colleges serves as an executive officer for system administration, working closely with the Chancellor and the Board of Regents to provide leadership, coordination and advocacy for the four community colleges. Working collaboratively with the four college presidents and using statewide data, the Vice Chancellor coordinates the planning, organizing, reviewing and evaluating of system-wide academic and student services programs; identifies and influences policy alignment to support community college student success; and participates in the development and implementation of policies and procedures of the NSHE system. The Vice Chancellor serves as a public voice promoting Nevada community colleges as critically important to the future of Nevada and its citizens.

SALARY: NSHE Executive 2

APPROXIMATE STARTING DATE: July 1, 2017

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Master's degree from an accredited institution; a Doctorate is preferred. A minimum of five (5) years progressive experience directly applicable to the position is required, including three (3) years of senior administrative leadership in higher education, preferably at community colleges with diverse demographics similar to Nevada. Five (5) years of supervisory experience required. Experience using data analysis to determine student success and an understanding of and being conversant in various community college administrative structures, such as multi-campus districts, is preferred.

KNOWLEDGE, SKILL, AND ABILITIES: Successful candidates need to possess the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in a letter of application:

- Demonstrated abilities as a team player and team builder
- Demonstrated understanding of promoting and enhancing diversity with faculty and students
- Excellent oral and written communication abilities that meet the needs of a diverse faculty and student body
- Personnel and budget management experience, especially in the public sector

RESPONSIBILITIES:

Work in close alignment with the Vice Chancellor for Workforce Development and the Vice Chancellor for Government and Community Affairs to address the needs, demands and responsibilities of Nevada's community colleges in those relevant areas.

Coordinate with the Vice Chancellor for Workforce Development on the application for, and execution of, grants to the community colleges for the growth of workforce training programs.

Work closely with the Vice Chancellors for Academic and Student Affairs, Finance and Administration, and Information Technology to implement system-wide policies and programs pertinent to the operations of community colleges.

Work collaboratively with the four college presidents to achieve improved efficiency and effectiveness in the delivery of administrative support functions.

Serve as system liaison/staff support for the NSHE Board of Regents Community College Committee, providing leadership and guidance to the Committee, as well as the larger NSHE Board of Regents with regards to community college activities and progress.

Serve as the lead advocate and implementer of programs that enhance pathways to post-secondary education, working with local school districts and the State Board of Education, and utilizing dual enrollment programs, community college high schools, and outreach to secondary school students to enhance enrollment in NSHE community colleges.

Serve as a leading voice for the community colleges, advocating their critical position as a vital component of Nevada's system of higher education.

TO APPLY: The application process will be handled through the Consensus Search on-line search process. Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at <http://system.nevada.edu/Careers/index.htm>. For assistance with NSHE's on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

Application Deadline: Applications may be submitted until the position is filled; however, to ensure full consideration, applications should be submitted by March 31, 2017. For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu.

The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.