



Nevada Office of the Western Interstate Commission for Higher Education
<https://hpepnevada.org/>

Notice of Public Meeting
Tuesday, January 4, 2022
2:00 p.m.

Members of the public may attend the meeting via Remote Technology System¹ as follows:

Videoconference https://zoom.us/j/98910289045?pwd=VEwvc0ZoempQTnFNdkV0US9xQVpxdz09 Meeting ID: 989 1028 9045 Passcode: 504941	Teleconference (669) 900-9128 Meeting ID: 989 1028 9045 Passcode: 504941
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<u>AGENDA</u>		
1		Call to order and roll call.
2.	Information Only	Public Comment. Comment will be limited to two minutes per person. Persons making comment are asked to begin by stating their name for the record and to spell their last name. The Executive Commissioner may allow additional public comment on a specific agenda item when that agenda item is being considered. No action may be taken on a matter raised under this agenda item. In accordance with the Attorney General Opinion No. 00-047, as restated in the Attorney General's Open Meeting Law Manual, the Executive Commissioner may prohibit comment if the comment is a topic that is not relevant to, or within the authority of, the Commission, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory,

¹ THIS MEETING WILL BE HELD VIA REMOTE TECHNOLOGY SYSTEM (VIDEO-TELECONFERENCE) ONLY PURSUANT TO NRS 241.023, AS AMENDED BY ASSEMBLY BILL 253 OF THE 81ST LEGISLATIVE SESSION (2021), EFFECTIVE MAY 31, 2021. THERE WILL BE NO PHYSICAL LOCATION FOR THE MEETING.

MEMBERS OF THE PUBLIC MAY HEAR, OBSERVE AND PARTICIPATE IN THE MEETING VIA THE MEETING LINK OR TELEPHONE NUMBER IDENTIFIED ABOVE.

PUBLIC COMMENT MAY ALSO BE SUBMITTED BY PRERECORDED MESSAGE BEFORE 4:00 P.M. ON MONDAY, JANUARY 3, 2022 VIA EMAIL TO JQUIROGA@NSHE.NEVADA.EDU OR VOICEMAIL: (775) 784-3444. MESSAGES RECEIVED BY 4:00 P.M. ON MONDAY, JANUARY 3, 2022 WILL BE ENTERED INTO THE RECORD DURING THE MEETING.

		irrational or amounting to personal attacks or interfering with the rights of other speakers.
3.	For Possible Action	Appointment of Acting Director of the Nevada Office of WICHE. Due to a vacancy in the Director of the Nevada Office of WICHE position effective on December 15, 2021, the Nevada Office of WICHE will appoint Jose Quiroga, Research Analyst, Academic and Student Affairs, Nevada System of Higher Education, as its Acting Director to carry out agency business until a permanent Director is appointed pursuant to NRS 397.030, as amended by Senate Bill 446 of the 2021 Legislative Session, effective on July 1, 2021.
4.	For Possible Action	<p>Commission Delegation to Acting Director. The Commission may temporarily delegate to the Acting Director any of the following duties under NRS Chapter 397, as amended by Assembly Bill 247 of the 2021 Legislative Session, effective on July 1, 2021, that were previously delegated to the Director of the Nevada Office of WICHE on October 28, 2021, until a permanent Director is appointed, including:</p> <ol style="list-style-type: none"> 1) Pursuant to NRS 397.030, authority to transmit proposed language to the Legislative Counsel Bureau pursuant to NRS Chapter 233B for the development of proposed, permanent administrative regulations for future consideration and adoption by the Commission; 2) Pursuant to NRS 397.062 and 397.063, as amended by Sections 15 and 16 of Assembly Bill 247, respectively, of the 2021 Legislative Session, authority to administer and account for the Nevada Office of the Western Interstate Commission for Higher Education’s Account; 3) Pursuant to NRS 397.064, as amended by Section 17 of Assembly Bill 247 of the 2021 Legislative Session and NRS 397.0645, as amended by Section 18 of Assembly Bill 247 of the 2021 Legislative Session, authority to convert a stipend into a loan for failure to satisfy the criteria for a stipend and enter into loan agreements with participants that include the repayment terms, bear the interest rates, and assess default and delinquency charges and attorneys’ fees based upon criteria established in the Commission regulations; 4) Pursuant to NRS 397.068, as amended by Section 19 of Assembly Bill 247 of the 2021 Legislative Session, authority to determine participant infractions for failure to comply with requirements set forth in the Commission’s regulations and impose authorized fines and/or expel participants from the program based upon criteria established in the Commission’s regulations; 5) Pursuant to NRS 397.0685, as amended by Section 20 of Assembly Bill 247 of the 2021 Legislative Session, authority to reduce the period of required professional practice for a stipend based upon the criteria established in the Commission’s regulations; 6) Pursuant to NRS Chapter 397, authority to interpret and enforce any existing participant agreements or contracts.
5.	For Possible Action	Director Vacancy - Job Posting and Search Status; Delegation of Search Process to Executive Commissioner and NSHE Staff. NSHE Academic and Student Affairs staff will provide a summary of the Director of the Nevada Office of WICHE search process, including the position announcement and timeline for the search. The Commission will consider and approve a position announcement for the Director of the Nevada Office of WICHE and authorize the Executive Commissioner, in consultation with NSHE Academic and Student Affairs staff and NSHE Human

		Resources staff, to conduct the preliminary search process, including, without limitation, preliminary review of all applicants and recommendation of not more than 5 applicants for interview by the Commission.
6.	Information Only	Nevada Office of WICHE Status Report. NSHE Academic and Student Affairs staff will provide a report on agency status and operations and program needs, including, without limitation, regulations and procedures, participant account review, program outreach, and staffing.
7.	Information Only	New Business. Items for consideration at future meetings may be suggested. Any discussion of an item under “New Business” is limited to description and clarification of the subject matter of the item, which may include the reasons for the request, and no substantive discussion may occur at this meeting on new business items in accordance with the Nevada Open Meeting Law (NRS 241.010 et seq.)
8.	Information Only	Public Comment. Comment will be limited to two minutes per person. Persons making comment are asked to begin by stating their name for the record and to spell their last name. In accordance with the Attorney General Opinion No. 00-047, as restated in the Attorney General’s Open Meeting Law Manual, the Executive Commissioner may prohibit comment if the comment is a topic that is not relevant to, or within the authority of, the Commission, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.
9.		Adjournment

Items on this agenda may be taken in a different order than listed. Two or more agenda items may be combined for consideration. An item may be removed or delayed at any time.

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- ❖ The Commission is pleased to make reasonable accommodations for any member of the public who has a disability and wishes to attend the meeting. If special arrangements are necessary, please notify us via email at hello@hpepnevada.org or call 775-784-3444 as far in advance as possible.
 - ❖ To request a copy of the supporting materials for this meeting, contact José Quiroga at hello@hpepnevada.org or call 775-784-3444.
 - ❖ This agenda has been sent to all interested persons who have requested an agenda from the commission. Persons who wish to receive an agenda or meeting notice must contact Nevada WICHE at (775) 784-3444 or by email at hello@hpepnevada.org.

This Agenda and Notice of Public Meeting have been posted in compliance with NRS 241.020 before 9:00 a.m. on the third day before the meeting at the following locations:

- Nevada WICHE’s website: <https://hpepnevada.org/>
- Nevada System of Higher Education: 2601 Enterprise Road, Reno, NV 89512
- Nevada System of Higher Education: 4300 S. Maryland Pkwy, Las Vegas, NV 89119
- Nevada Public Notice Website: notice.nv.gov

**The Nevada System of Higher Education
Position Announcement
for
Director of the Nevada Office of WICHE
(NSHE Department of Academic and Student Affairs)**

The Nevada Office of the Western Interstate Commission for Higher Education (Nevada WICHE) and the Nevada System of Higher Education (NSHE) invite applications and nominations for the position of Director of Nevada WICHE (NSHE Department of Academic and Student Affairs). This is a renewable, full-time, non-tenured, administrative position within NSHE which is appointed by and serves at the pleasure of the three Commissioners who govern the Nevada Office of WICHE and reports to the Vice Chancellor for Academic and Student Affairs and Community Colleges. The position will be located in Reno, 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 opportunities in serving over 105,000 students and 12,000 employees.

The Director administers the operations of Nevada WICHE under Chapter 397 of Nevada Revised Statutes, including staffing for the Nevada WICHE Commission; administration of the Professional Student Exchange Program (PSEP) and Health Professions Education Program (HPEP); outreach; development and administration of program/agency budget; reporting on programs and activities; and policy development. The Director also supports the duties and functions of the NSHE Department of Academic and Student Affairs.

SALARY GRADE: C (starting salary range approximately \$75,000 to \$85,000, depending on experience and a benefits package that includes medical, dental, vision, life, and retirement).

APPROXIMATE STARTING DATE: March 1, 2022

MINIMUM QUALIFICATIONS: A successful candidate will have a Master's or professional degree from a regionally accredited institution with five years of higher education experience in academic or student affairs. Preference will be given to candidates who have experience managing programs and/or working with boards or commissions of higher education.

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

- Knowledge and experience with public policy making, including knowledge of higher education and the legislative process;
- Knowledge and experience in drafting policies, procedures and guidelines;
- Knowledge of NSHE Board policy, state and federal laws relating to higher education;
- Knowledge and institutional experience in student services—financial aid experience preferred;
- Knowledge of basic program-level accounting (e.g., reconciliations, revenue, expense projections)—experience with Workday preferred;
- Ability to exercise judgment to solve administrative problems where the answer is not apparent;
- Ability to communicate effectively in both an oral and written manner;
- Ability to present information in a public setting to various constituencies, including the Nevada WICHE Commission, Board of Regents and the Legislature,
- Ability to establish and maintain cooperative working relationships with staff members, and administrators;
- Ability to process large amounts of information and break it down into critical elements;

- Ability to determine the most appropriate format for conveying information to a specific audience;
- Ability to make appropriate judgments with processing information as it relates to other critical processes within the Nevada System of Higher Education;
- Ability to analyze and apply laws, regulations, theories and methodology;
- Ability to carry out program specifications, plan and evaluate activities, and articulate results;
- Ability to build consensus with stakeholders, including institutional faculty, staff and administrators;
- Ability to prioritize and complete multiple tasks in an efficient and timely manner while strictly adhering to deadlines;
- Ability to work independently under minimal supervision demonstrating effective problem solving, decision-making, and judgment;
- Ability to interact effectively with internal and external constituencies and work collaboratively as a team member;
- Skill in project management (tracking, analysis, metrics and reporting), with experience in managing multiple projects simultaneously;
- Skill in the use of a variety of computer applications, accounting systems, and database information, including Microsoft 365 (Word, Excel, PowerPoint, etc.)—intermediate level in Excel preferred;
- Skill in setting priorities which accurately reflect the relative importance of job responsibilities;
- Skill in working independently and following through on assignments with minimal direction;
- Skill in working collaboratively as part of a team and building consensus and/or a shared work product; and
- Skill in analyzing information, problems, situations, practices or procedures to define a problem or objective, identify relevant concerns or factors, identify patterns, tendencies and relationships, formulate logical and objective conclusions, and recognize alternatives and their implications.

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility:

Program Administration, Outreach and Maintenance of the Nevada WICHE Office

- Provide staff support for the Nevada WICHE Commission pursuant to Chapter 397 of Nevada Revised Statutes, including working with Executive Commissioner on agenda development, adherence to Nevada Open Meeting Law (OML), and keeping minutes;
- Formalize Nevada WICHE policies, procedures and internal controls;
- Administer Nevada Office of WICHE programs, including the Professional Student Exchange Program (PSEP), Health Professions Education Program (HPEP), and Nevada Psychology Internship Consortium (NV-PIC) ;
- Conduct student outreach and build public awareness of the programs;
- Select new applicants for funding, prepare contracts and discuss contract terms and future obligations;
- Perform routine account maintenance, including verifying student records for accuracy, ensuring compliance with individual contract terms;
- Interact with students, conduct account payoff calculations and adjustments, and resolve questions and concerns;
- Develop and administer program/agency budgets, including grants and contracts, to produce accurate forecasts that facilitate agency decision-making;
- Respond to requests from the Nevada Legislature and represent the Nevada Office of WICHE at legislative hearings.

Academic and Student Affairs (ASA) Duties

- Research NSHE, state, and federal policy to support policy development and implementation efforts;
- Collect, extract, and compile data for reports from multiple sources including but not limited to the NSHE data warehouse, Peoplesoft, NCES IPEDS data center, U.S. Census, state demographer data, etc.;
- Conduct research as assigned in support of the Board of Regents, Nevada Legislature, Governor's Office and other higher education stakeholders;
- Support the development, publication, and dissemination of reports and presentations for a variety of purposes and audiences, including creating charts and tables, designing reports, ensuring document accessibility, and working with stakeholders;
- Create presentations, handouts, summaries, etc. for a variety of audiences;
- Engage in cross training with Academic and Student Affairs staff, providing support as needed for ASA programs and functions, including state supported financial aid programs; and
- Perform other duties as assigned.

TO APPLY: The application process will be handled through the Workday 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. Applications will be considered incomplete without all requested materials. References will only be contacted for those who advance to the final phase of the search and with prior consent of the applicant. The review of materials will begin immediately. Materials should be addressed to Sherry Olson, Human Resources, and are to be submitted via on-line application at <https://nshe.nevada.edu/administration/human-resources/>. For assistance with NSHE's on-line applicant portal, contact Sherry Olson at (775) 784-4901.

INTERNAL APPLICANTS: Current employees within the Nevada System of Higher Education MUST use the "Find Jobs" process within Workday to find and apply for jobs at NSHE institutions. Once you log into Workday and type "Find Jobs" in the search box which will navigate to the internal job posting site. Locate the specific job posting by typing the requisition number (e.g. R0000000) in the search box

APPLICATION DEADLINE: Applications may be submitted until the position is filled. The review of materials will begin immediately, however, for full consideration applications should be submitted by **January 15, 2022.**

Required Attachment(s): Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted.

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.



Preliminary Program Review of Nevada Office of WICHE

At departure of the previous Director, NSHE Academic and Student Affairs Department staff began an exploratory review of the Nevada Office of WICHE programs. Below are the major findings:

- **Policy and Procedures**

Assembly Bill 247 removed several program guidelines from statute. It is critical to draft new regulations. Furthermore, previous audits have recommended stronger internal controls and creating procedures. Recommended actions:

- Draft Regulations due to changes in statute (AB 247)
- Draft procedures (needed per latest audit findings)
- Create Professional Student Exchange Program (PSEP) application and awarding timeline. Current protocol is likely ineffective in influencing student decision-making
- Schedule regular reporting to the Commission on program metrics

- **Fiscal/Accounting/Records**

Assembly Bill 247 removed the loans awarded to students. This will cause a reduction in revenue beginning in 2023. Further, a preliminary review of open accounts revealed some incorrect or outdated data. Recommended actions:

- Project financial impact of diminishing loan repayments and impacts to programs
- Conduct manual review of all open accounts to resolve inaccurate data
- Convert grants to loans for non-compliance. 13 accounts currently flagged with graduation dates 5-18 years past. Will require future action from commission

- **Outreach**

There are currently no active student recruitment efforts. Recommended actions:

- Create recruitment strategy including virtual and in-person visits with key institutional programs
- Survey current students in key fields to determine actions that would impact students' decision to work in Nevada after graduation
- Update website. Content is currently information-poor

- **Staffing**

Carrying out effective administration of current programs and implementing the recommended actions will take substantial effort of all available staff members.

Recommended actions:

- Develop training and oversight of current student workers
- Carry out a search for the vacant accounting support position