



BOARD OF TRUSTEES MEETING MINUTES September 4, 2019

The Board of Trustees of the Southern Virginia Higher Education Center (SVHEC, Center) met, in open session at 12:00 p.m., on September 4, 2019. The meeting was held in the Hope/Smith Classroom at the Southern Virginia Higher Education Center; Ms. Mattie Cowan, Chairman, presided.

ATTENDANCE

SVHEC BOARD of TRUSTEE ATTENDEES

Ms. Mattie Cowan
Mr. Doug Lee *via phone*
Mr. Tom Raab
Mr. Peter Blake
Mr. Jay Burnett
Dr. Quentin Johnson
Mr. John Lee
Mr. Paul Nichols
Dr. Jackie Gill-Powell
Senator Frank Ruff
Mr. Dennis Witt
Dr. Charlette Woolridge
Delegate Tommy Wright

REGRETS

Delegate James Edmunds
Dr. Ken Perkins

Other Attendees

Dr. Lara Smith, Longwood (sitting in for Dr. Ken Perkins)
Ms. Audrey Burges, Office of the Attorney General

SVHEC STAFF MEMBER ATTENDEES

Dr. Betty H. Adams, SVHEC Executive Director
Dr. Nettie Simon-Owens, Chief Workforce Development Officer
Mrs. Brenda Terry, Chief Financial and Operations Officer
Mrs. Amy Cole, Student & Partner Development
Mrs. Susan Wilborn, SVHEC Executive Assistant and Board Clerk
Mrs. Hope Harris-Gayles, Associate Director of Student & Partner Development
Mr. Nelson Stevens, SVHEC Technology Manager
Ms. Virginia Byrd, Administrative Support Specialist
Mrs. Robin Mardre-Garrett, HR, Operations & Maintenance Administrator
Mrs. Catherine Stevens, Grants Mgmt. & Institutional Effectiveness
Dr. Brian Jackson, Director of Workforce Training Programs
Mrs. Meagan Owen, Workforce Training Resource Specialist

SVHEF BOARD of TRUSTEES & STAFF ATTENDEES

Mr. Ryan Garrett
Ms. Katrina Powell
Mr. Doug Bowman
Mr. John Cannon
Mr. Ben Davenport
Ms. Monica Edmonds
Mr. Sterling Edmunds
Dr. Joe Ferguson
Mr. JR Griffin
Dr. Mark Lineburg
Mr. Darden Smith
Mr. Larry Snead
Ms. Lauren Felton
Ms. Sahrash Akram
Mrs. Deb Halasz

AGENDA ITEM: CALL TO ORDER

Ms. Mattie Cowan, Chairman, opened the meeting by welcoming everyone and thanking them for attending. Madam Chair then asked the Board Clerk to call the roll, after which it was determined a quorum was present.

Mr. Doug Lee was ill and joined the meeting by phone from Lynchburg, VA.

APPROVAL OF MINUTES

The minutes of the May 2, 2019 Board Meeting were approved unanimously upon a motion by Mr. John Lee, seconded by Mr. Dennis Witt and duly carried.

The minutes of the August 12, 2019 Planning & Development Committee meeting were approved unanimously upon a motion by Mr. John Lee, seconded by Mr. Dennis Witt and duly carried.

The minutes of the August 20, 2019 Programs & Partnerships Committee meeting were approved unanimously upon a motion by Mr. John Lee, seconded by Mr. Dennis Witt and duly carried.

Agenda Item: Southern Virginia Higher Education Foundation, Ms. Katrina Powell

Ms. Katrina Powell, Executive Director of the Southern Virginia Higher Education Foundation (SVHEF) gave an update on how the Fundraising Campaign has gone since its kickoff at the Board Retreat in May and the direction it needs to go in the future. She noted a Fund Development Plan is being created as well as plans for a sustainable Annual Fund and a Capital Campaign fundraiser. She asked for 100% Staff and Board participation from both Boards.

AGENDA ITEM: REPORT BY EXECUTIVE DIRECTOR, Dr. Betty H. Adams

Dr. Adams informed the Board the Capital Project – roof replacement and water tower painting - will begin on September 9th. This will take several months.

The R&D Center move to Imperial Lofts has been completed and an Open House will be planned soon.

The CTA has started its second year. Last year there was an enrollment of 31, 30 completed, 97% retention rate and 26 Career Study Certificates and 67 Industry Credentials. This year the enrollment is about the same, but a work-based learning component for last year's juniors has been added and they are coming back to learn project management and employability skills and are being paired up with employers to get hands-on experience in IT or mechatronics.

The 2018 -2020 Strategic Plan is coming to a close with 83% of the objectives achieved. Those not achieved will be rolled into the next Plan which work has begun on.

The results of the Branding & Marketing Study will be rolled out on September 26 at noon.

Dr. Adams then introduced Bob Bailey, a Board member of the Commonwealth Graduate Engineering Program (CGEP) who gave the Board an overview of CGEP. She informed they Board they will be asked to approve a Resolution of Support.

Mr. Bailey explained that The Commonwealth Graduate Engineering Program (CGEP) is a distance learning graduate program of six universities in the State of Virginia: George Mason University (GMU), Old Dominion University (ODU), University of Virginia (UVA), Virginia Commonwealth University (VCU), Virginia State University (VSU), and Virginia Tech (VT). CGEP offers qualified individuals the opportunity to earn a master's degree part time through onsite and televised graduate classes. A student can earn their degree from one University while taking 51% of their classes from one or more of the other Universities.

The Resolution to enter into an agreement with the Commonwealth Graduate Engineering Program (CGEP) for the Center to locate and provide office space for CGEP centralized operational staff on the campus of the SVHEC or at a location designated locally; and to provide other needed program support for CGEP as long as funding is approved and appropriated by the Virginia General Assembly for the Commonwealth Graduate Engineering Program was approved unanimously upon a motion by Mr. Dennis Witt, seconded by Senator Frank Ruff and duly carried.

Agenda Item: Financials, Mrs. Brenda Terry

Mrs. Terry reported the Consolidated Statement of Activities for the period ending June 30, 2019 was in the Board packet. She informed the Board that the VASS revenue would be going away since they are no longer affiliated with the Center. She also let them know that the Agency would be looking at new software options for the Board packet due to the current software expiring.

The Financials as of June 30, 2019 as presented in the Board Packet were approved unanimously upon a motion by Mr. Paul Nichols, seconded by Mr. Jay Burnett and duly carried.

Dr. Adams then gave a brief overview of what the Center would be asking for in the next budget and why it was needed. She also noted the Planning & Development Committee did approve the budget ask in their meeting on August 12th. Last year's request was at \$1.37M. This year's request is right at \$1.2M – about half is for one-time equipment purchases and the remainder is for personnel. The hope is what the Center doesn't receive in the Budget, the Foundation's Fundraising Campaign can offset.

The Biennial Budget for FY2021 – FY2022 as presented was approved unanimously upon a motion by Senator Frank Ruff, seconded by Mr. John Lee and duly carried.

Agenda Item: Standing Committee Reports

EXECUTIVE COMMITTEE

Ms. Mattie Cowan, Chairman of the Executive Committee, noted they did meet earlier that morning, but all business that was discussed during the meeting has been attended to earlier in this meeting.

PLANNING & DEVELOPMENT COMMITTEE

The Planning & Development Committee met on August 12, 2019 and received an update on the expiring FY 2018 -2020 Strategic Plan and an overview of the upcoming FY2021 – FY2022 Biennial Budget which was approved by the Committee.

PROGRAMS & PARTNERSHIPS COMMITTEE

Mr. Tom Raab, Chairman of the Planning & Development Committee noted they had met on August 20, 2019 and were updated on the Partner 2.0 Initiative and the Career Tech Academy.

Agenda Item: Unfinished Business

There was no unfinished business to address.

Agenda Item: Closed Session

I move to go into a closed meeting pursuant to Section 2.2-3711(A)(1) of the Code of Virginia to discuss the performance and salary of specific employees, related to the evaluation and compensation of the executive director, and to consult with legal counsel on matters requiring the provision of legal advice by such counsel, also related to the performance and salary of the executive director.

Upon motion by Mr. Tom Raab, seconded by Mr. John Lee, and approved unanimously, the Board entered closed session at 1:38 p.m.

Upon motion by Mr. Tom Raab, seconded by Mr. Dennis Witt, and approved unanimously, the Board returned to open session at 2:45 p.m.

Whereas, the Executive Committee of the Executive Committee of the Board of Trustees of the Southern Virginia Higher Education Center convened in closed meeting on September 4, 2019 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and;

Whereas, Virginia Code §2.2-3712 requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, BE IT RESOLVED that the Executive Committee of the Board of Trustees of the Southern Virginia Higher Education Center hereby certifies that, to the best of each member's knowledge:

(1) only public business matters lawfully exempted from open meeting requirements under Virginia law; and

(2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting of the Executive Committee of the Board of Trustees of the Southern Virginia Higher Education Center.

Trustee Members:

Mattie Cowan

Doug Lee

Tom Raab

Peter Blake

Jay Burnett

Dr. Quentin Johnson

John Lee

Paul Nichols

Dr. Jackie Gill-Powell

Senator Frank Ruff

Dennis Witt

Dr. Charlette Woolridge

Certification:

Yes No

Yes No *via phone*

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Trustee members who left meeting early before vote:

Delegate Tommy Wright

Trustee members absent during vote and during the meeting:

Dr. Ken Perkins

Delegate James Edmunds

Upon motion by Mr. Dennis Witt, and approved unanimously, the Board approved a 5% one-time bonus as recommended by the Executive Committee.

Agenda Item: Public Comments

No public comments were presented.

Adjournment

Upon motion by Mr. Dennis Witt, seconded by Mr. John Lee, and approved unanimously, the Board adjourned at 2:53 p.m.



Ms. Mattie Cowan, Chairman



Mrs. Susan Wilborn, Board Clerk