



The Board of Trustees of the Southern Virginia Higher Education Center (SVHEC) met at 12:00 p.m. on September 7, 2022, in the Hope Smith Classroom on the campus of the Southern Virginian Higher Education Center. Mr. Dennis Witt, Chairman, presided.

ATTENDANCE

SVHEC BOARD of TRUSTEE ATTENDEES

Mr. Dennis Witt
Ms. Mattie Cowan
Mr. Jeff Davis
Mr. Stanley Jeffress, Jr.
Dr. Quentin Johnson
Mr. Hubert Pannell
Dr. Ken Perkins
Mr. Tom Raab
Dr. Jerry Wallace

REGRETS

Mr. Peter Blake
Senator Louise Lucas
Mr. Paul Nichols
Delegate Schuyler VanValkenburg
Mrs. Grey Watson

Other Attendees

Ms. Deb Love, Office of the Attorney General
Mrs. Sheri McGuire, Longwood University
Ms. Angela Yancey, SVHEF Director of Operations
Ms. Liza Fulton, SVHEF Associate Director of Philanthropy

SVHEC STAFF MEMBER ATTENDEES

Dr. Betty H. Adams, SVHEC Executive Director
Mrs. Brenda Terry, SVHEC Chief Finance & Operations Officer
Dr. Nettie-Simon Owens, Chief Workforce Development Officer
Mrs. Susan Wilborn, SVHEC Executive Assistant and Board Clerk
Mrs. Hope Harris Gayles, SVHEC Associate Director of Communications & outreach
Mr. Nelson Stevens, SVHEC IT & Operations Director
Mr. Aaron Chandler, SVHEC IT & Operations Manager
Ms. Sandi Ferri, SVHEC IT

This meeting was recorded and streamed on the SVHEC Facebook page for other staff and the public to view.

AGENDA ITEM: CALL TO ORDER

Mr. Dennis Witt, Chairman, opened the meeting by welcoming everyone. He then asked the Board Clerk to call the roll, after which it was determined a quorum was present.

Chairman Witt then recognized Trustee Dr. Ken Perkins, who has represented Longwood University on the SVHEC Board for 10+ years and who is now retiring and no longer be eligible to serve on the Board. Dr. Perkins was presented with a personalized clock made by ProductWorks@SVHEC.

Chairman Witt then recognized the new members of the Board who were recently appointed:

- Dr. Jerry Wallace, President, Danville Community College
- Mr. Stanley Jeffress, President, S. L. Jeffress Co., Inc, Manager, Jeffress Funeral Home
- Mrs. Grey Watson, Executive Director, Sentara Business Operations, West Division
- Mr. Jeff Davis, Director of Human Resources, HCPS, Foundation Board Member
- Mrs. Sheri McGuire, Executive Director, Longwood Small Business Development Center

APPROVAL OF MINUTES

The June 1, 2022, Board meeting minutes were approved unanimously upon a motion by Dr. Quentin Johnson, seconded by Ms. Mattie Cowan and duly carried.

The June 1, 2022, Executive Committee meeting minutes were approved unanimously upon a motion by Mr. Tom Raab, seconded by Ms. Mattie Cowan and duly carried.

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

Dr. Adams informed the Board that the building flags representing our educational partners will be moving to the light poles in the parking lot and should be installed by the end of the month. The flags kept causing roof damage when they were attached to the side of the building.

Dr. Adams gave a short presentation on Workforce Development. Kathy Whitt presented an update to the Board on community college enrollment noting enrollment here at the Center has increased 54% over last year at this time. There are 287 students enrolled here not including EMT students. FTE's have increased by 217%.

AGENDA ITEM: FINANCE & OPERATIONS, Mrs. Brenda Terry

FINANCE REPORT

Mrs. Brenda Terry provided an update on the SVHEC Financial Statement. She explained that the Center finished the fiscal year on budget although some line items were exceeded due to increases in costs.

She also gave an update on the Facilities Master Plan, explaining the Center also had their 3-year audit which just ended in August and that took precedence over the Facilities Master Plan. The audit has now been completed and the Center did very well. A final draft of the Facilities Master Plan is being reviewed by a committee made up of people from the Foundation and the Agency. Once the review is complete, recommendations will be prioritized, a budget developed and presented to the Board.

Mrs. Terry noted one of the recommendations in the Facilities Master Plan calls for updating building security systems. She informed the Board that the IC door controllers have been updated and a pilot program put in place. Students are now issued key cards to gain building entry, allowing the doors to remain locked which allows better control of building access. This program has been well received and more cards will be issued to Welding, CTA and HVAC students. Operations and Communications has also been working on a confidential way for employees to report safety or security issues. There is a new email address: ALERT@svhec.org for

employees to use to send a confidential email if they see, hear, or know something that might impact the safety and security of the Agency.

Agenda Item: Standing Committee Reports

EXECUTIVE COMMITTEE – MR. DENNIS WITT, CHAIR

Mr. Witt, Chairman of the Executive Committee, stated the committee did meet before the Board meeting and discussed the SVHEC/SVHEF MOU. The Foundation is in a transitional state, thus, leaving the MOU in the same state. The current MOU will be followed until it can be reviewed. The committee also discussed the evaluation of Dr. Adams, and the Board will go into closed session shortly to continue the discussion.

PLANNING & DEVELOPMENT COMMITTEE – DR. KEN PERKINS, CHAIR

The Committee did not meet this quarter.

PROGRAMS & PARTNERSHIPS COMMITTEE – MR. TOM RAAB, CHAIR

The Committee did not meet this quarter.

Agenda Item: Halifax Educational Foundation, Angela Yancey

Southern VA Higher Education Foundation staff member Angela Yancey thanked Dr. Adams and her staff for partnering with the Foundation in the efforts to support the community and region. The Foundation has awarded grants in FY22 totaling \$46,838.83.

Agenda Item: Unfinished Business

CENTER/FOUNDATION MOU UPDATE

As previously stated, the Foundation is in a transitional state, thus, leaving the MOU in the same state. The current MOU will be followed until it can be reviewed.

Agenda Item: New Business

There was no new business to discuss.

Agenda Item: Closed Session

Motion to go into closed session pursuant to Code of Virginia pursuant to Virginia Code Section 2.2-3711.A.1 to discuss personnel matters, namely the evaluation of the Executive Director.

Upon motion by Mr. Tom Raab, seconded by Dr. Quentin Johnson, and approved unanimously, the Board entered closed session at 12:45 p.m.

Upon motion by Dr. Ken Perkins, seconded by Mr. Stanley Jeffress, and approved unanimously, the Board returned to open session at 1:05 p.m.

Whereas, the Board of Trustees of the Southern Virginia Higher Education Center convened in closed meeting on September 7, 2022 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 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.

Upon returning to open session, it was certified by vote that only matters identified in the motion were discussed:

Trustee Members:

Dennis Witt

Mattie Cowan

Jeff Davis

Stanley Jeffress

Quentin Johnson

Hubert Pannell

Dr. Ken Perkins

Tom Raab

Jerry Wallace

Certification:

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Absent from closed session and Board meeting:

Peter Blake

Senator Louise Lucas

Paul Nichols

Delegate Schuyler VanValkenburg

Grey Watson

Upon a motion by Mr. Hubert Pannell and approved unanimously, the Board agreed to take the recommendation of the Executive Committee, in accordance with the state appropriation act and authorize a one-time bonus to the Center's Executive Director in the amount of \$8000 (\$6000 from state, \$2000 from non-general funds) in recognition of her performance.

**No second is needed if it is a recommendation from a committee*

Agenda Item: Public Comments

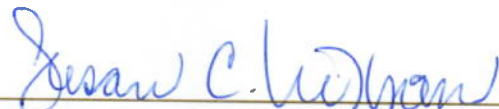
There were no public comments.

Agenda Item: Adjournment

There being no further discussion or business, the meeting was adjourned at 1:10 P.M.



Mr. Dennis Witt, Chairman



Mrs. Susan Wilborn, Board Clerk