



**Executive / Executive Director Search Committee**

820 Bruce Street | South Boston | VA 24592

Phone: (434) 572-5477

Email: [ExecutiveDirectorSearch@svhec.org](mailto:ExecutiveDirectorSearch@svhec.org)

**SOUTHERN VIRGINIA HIGHER EDUCATION CENTER EXECUTIVE/EXECUTIVE  
DIRECTOR SEARCH COMMITTEE MEETING**  
September 30, 2024

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**AGENDA**

Monday, September 30, 2024  
10:00 a.m.

**Virtual Meeting via Zoom  
Join Zoom Meeting**

<https://us02web.zoom.us/j/86965048777>

**Meeting ID: 869 6504 8777**

**Passcode: 500648**

Onsite in SVHEC Berneche Conference Room, 820 Bruce Street, South Boston, VA 24592

**ATTENDANCE**

Committee members present:

Mr. Stanley Jeffress, Jr.

Mr. Jeffrey Davis

Dr. Quentin Johnson

Ms. Sheri McGuire

Mr. Tom Raab

Others present:

Deborah Love, Senior Assistant Attorney General

Ben Davenport, Jr., SVHEF Special Representative to the Executive Search Committee

Dr. Annie Wimbish, SVHEC Board of Trustees member

Dr. Angela Hairston, SVHEC Board of Trustees member

Ms. Sarah Gobble, Fahrenheit Advisors, LLC., Managing Director, Executive Search & Recruiting

Dr. Nettie Simon-Owens, Committee Liaison & Chief Strategy Officer

AGENDA ITEM 1: CALL TO ORDER (OPEN SESSION)

Mr. Jeffress called the meeting to order at 10:00 a.m. and extended greetings to all. He recognized and thanked all attendees for being present. The chair informed SVHEC Board

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of Trustees members in attendance who were not members of the Executive Committee that they could participate in the meeting in listen only mode to ensure compliance with committee meeting guidelines and guidance from Ms. Deb Love. Specifically, the meeting was scheduled as a committee meeting, not a Board of Trustees meeting.

**AGENDA ITEMS 2: DETERMINATION OF A QUORUM AND APPROVAL OF AGENDA**

A quorum was confirmed, and the agenda approved by consensus.

**AGENDA ITEM 3: ACTION ON MINUTES OF SEPTEMBER 4, 2024, MEETING**

September 4, 2024, Executive Director Search Committee meeting minutes were approved unanimously upon motion by Dr. Quentin Johnson, seconded by Ms. Sheri McGuire, and duly carried.

**AGENDA ITEM 4: CLOSED SESSION**

**AGENDA ITEM 4.A: REQUEST TO ENTER INTO CLOSED SESSION:**

Motion was made by Mr. Tom Raab, seconded by Mr. Jeffrey Davis, and duly carried that the Committee move into closed session pursuant to

- *Virginia Code Section 2.2-3711.A subsection 1 to discuss personnel matters;*
- *pursuant to subsection 29 for discussion of the scope and terms of a public contract involving the expenditure of public funds because a discussion in open session would adversely affect the Committee's bargaining position or negotiating strategy; and*
- *pursuant to 2.2-3711.A.8 for consultation with legal counsel regarding the same.*

Motion was approved unanimously (5-0). The Committee entered closed session at 10:04 a.m.

The Chair requested executive committee members, legal counsel, Mr. Ben Davenport, Jr., Ms. Sarah Gobble, and other SVHEC Board of Trustees members in attendance remain at the beginning of the closed session. The committee convened into closed session. Dr. Nettie Simon-Owens attended the closed session upon request of the Chair.

The following attendees left the closed session at 10:35 a.m.: Ms. Sarah Gobble, Dr. Angela Hariston, and Dr. Annie Wimbish.

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**AGENDA ITEM 4.B.: REQUEST TO RETURN TO OPEN SESSION:**

Motion was made by Dr. Quentin Johnson, seconded by Mr. Jeff Davis, and duly carried that the Committee return to open session.

Motion was approved unanimously (5-0). The Committee returned to open session at 10:51 a.m.

**AGENDA ITEM 4.C.: CERTIFICATION OF CLOSED SESSION**

The following was read by Mr. Jeff Davis:

*Whereas, the Executive Committee/Search Committee of the Board of Trustees of the Southern Virginia Higher Education Center convened in closed session on September 30, 2024 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 Committee that such closed meeting was conducted in conformity with Virginia law;*

*NOW, BE IT RESOLVED that the Executive Committee/Search 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.*

**i. Roll Call Vote of All Members**

A roll call vote was called by Mr. Jeffress and executed by Dr. Simon-Owens, with members certifying that all relevant closed-meeting requirements had been followed and satisfied.



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Mr. Stanley Jeffress, Jr.	Yes
Mr. Jeffrey Davis	Yes
Ms. Sheri McGuire	Yes
Mr. Tom Raab	Yes
Dr. Quentin Johnson	Yes

**AGENDA ITEM 5: ACTION(S) TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION**

Motion was made by Mr. Tom Raab, seconded by Mr. Jeff Davis, and duly carried to establish the hiring salary range for the new Executive Director.

Mr. Jeffress will meet with Mrs. Brenda Terry, SVHEC CFOO, to get information on the current executive director's salary and anticipated cost of benefits for the new executive director.

Mrs. Gobble will update the search timeline to reflect a hire date of March 25, 2025, for the new executive director.

**AGENDA ITEM 6: NEXT MEETING AND NEXT STEPS**

The next committee meeting will be scheduled at a later date.

**AGENDA ITEM 7: ADJOURNMENT**

There being no further discussion or business, adjournment of the meeting at 11:01 a.m. was approved by consensus.

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Stanley L. Jeffress, Jr., *Committee Chair*

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Dr. Nettie L. Simon-Owens, *SVHEC Staff*