



**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  
DECEMBER 4, 2024**

MINUTES – December 4, 2024

Page | 1

**AGENDA**

Wednesday, December 4, 2024

10:00 a.m.

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

**ATTENDANCE**

**Executive Committee Members:**

Stanley Jeffress, Jr., Board of Trustees, *Chair*

Jeffrey Davis, Board of Trustees, *Vice Chair*

Sheri McGuire, Board of Trustees, *Executive Committee Member*

**Committee Counsel:**

Adam Kane, *Assistant Attorney General*

Lauren Coleman, *Assistant Attorney General*

**Other Attendees:**

Ben Davenport, Jr., *Southern Virginia Higher Education Foundation, SVHEF Special Representative to the Executive Search Committee*

Sarah Gobble, *Fahrenheit Advisors, LLC., Managing Director*

**SVHEC Staff present:**

Brenda Terry, *SVHEC Chief Finance & Operations Officer*

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

**Executive Committee Absent:**

Tom Raab, Board of Trustees, *Executive Committee Member*

Dr. Quentin Johnson, Board of Trustees, *Executive Committee Member*

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### 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 present. It was noted that Dr. Quentin Johnson and Mr. Tom Raab were unavailable to attend the meeting.

Page | 2

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

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

### AGENDA ITEM 3: ACTION ON MINUTES OF NOVEMBER 7, 2024, MEETING

November 7, 2024, Executive Director Search Committee meeting minutes were approved unanimously upon motion by Mr. Jeffrey Davis, seconded by Ms. Sheri McGuire, and duly carried.

### AGENDA ITEM 4: AD-HOC COMMITTEE REPORT

The ad-hoc committee comprised of Dr. Quentin Johnson and Ms. Sheri McGuire was appointed at the November 7, 2024, meeting to work to work with Board Clerk, Mrs. Susan Wilborn and the Chair to develop recommendations for how the Board will recognize retiring executive director, Dr. Betty Adams. Mr. Jeffress reported that Mrs. Wilborn will be in touch with the committee ad-hoc members committee members sometime after the Board meeting today to begin working on this assignment.

### AGENDA ITEM 5: CLOSED SESSION

#### AGENDA ITEM 5.A: REQUEST TO ENTER INTO CLOSED SESSION:

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

- *Virginia Code Section 2.2-3711.A subsection 29 to discuss the award of a public contract involving the expenditure of public funds, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body; and*
- *Pursuant to 2.2-3711.A.1 to discuss and consider prospective candidates for employment; and*
- *pursuant to 2.2-3711.A.8 for consultation with legal counsel regarding the same.*

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Motion was approved unanimously (3-0). The Committee entered closed session at 10:05 a.m.

Page | 3

The Chair requested executive committee members, Ben Davenport, Jr., and legal counsel, Mr. Adam Kane and Ms. Lauren Coleman, to remain in the closed session. The committee convened into closed session. Ms. Sarah Gobble, with Fahrenheit Advisors, LLC., Mrs. Brenda Terry, and Dr. Nettie Simon-Owens attended the closed session upon request of the Chair.

### AGENDA ITEM 5.B.: REQUEST TO RETURN TO OPEN SESSION:

Motion was made by Mr. Davis, seconded by Ms. McGuire, and duly carried that the Committee return to open session.

Motion was approved unanimously (3-0). The Committee returned to open session at 11:31 a.m.

### AGENDA ITEM 5.C.: CERTIFICATION OF CLOSED SESSION

The following was read by Dr. Nettie Simon-Owens:

*Whereas, the Executive Director 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 Director 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*

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*(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 Director Search 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.

Mr. Stanley Jeffress, Jr.	Yes
Mr. Jeffrey Davis	Yes
Ms. Sheri McGuire	Yes

**AGENDA ITEM 6: ACTION(S) TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION**

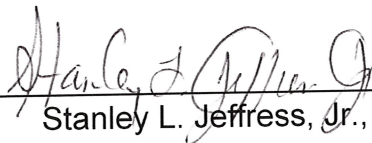
No action was taken after closed session.

**AGENDA ITEM 7: NEXT MEETING AND NEXT STEPS**

The next Executive/Executive Director Search Committee meeting will be determined at a later date.

**AGENDA ITEM 8: ADJOURNMENT**

There being no further discussion or business, and the adjournment of the meeting at 11:33 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