

The Board of Trustees of the Southern Virginia Higher Education Center (SVHEC, Center) met at 12:00 p.m. on December 3, 2025, in the Hope Smith Classroom on the campus of the Southern Virginia Higher Education Center. Mr. Jeff Davis, Chairman, presided.

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

Annual Joint Meeting of the Center and Foundation

ATTENDANCE

SVHEC BOARD of TRUSTEE ATTENDEES

Mr. Jeffrey Davis
Mr. Ryland Clark
Dr. Alan Edwards – *Zoom*
Representative of Mr. Scott Fleming, SCHEV
Dr. Angela Hairston
Mr. Stanley Jeffress
Dr. Cornelius Johnson
Dr. Quentin Johnson
Mr. Tom Raab
Mrs. Grey Watson
Mr. Dennis Witt

SVHEF BOARD of DIRECTORS ATTENDEES

Mrs. Monica Hodges
Mrs. Kristy Johnson
Mr. Ted Bennett
Mr. John Cannon
Mrs. Jayne Elliott
Mrs. Dawn Miller
Mrs. Linda Owen
Mrs. Virginia Roberts
Mrs. Rebecca Saunders
Ms. Liza Fulton

REGRETS

Dr. Annie Wimbish
Mr. Scott Fleming
Senator Louise Lucas
Delegate Danny Marshall
Mrs. Sheri McGuire
Delegate Sam Rasoul

SVHEC STAFF MEMBER ATTENDEES

Dr. Charlette T. Woolridge, SVHEC Executive Director
Dr. Nettie Simon-Owens, Senior Chief of Workforce.
Mrs. Brenda Terry, Chief Finance & Operations Officer
Mr. Nelson Stevens, SVHEC IT & Operations Director
Mrs. Hope Gayles, Director of Communications and Outreach
Ms. Bradley Shores, SVHEC IT
Mrs. Susan Wilborn, SVHEC Executive Assistant and Board Clerk
Mrs. LaVerne Taylor, Budget & Finance Administrator
Ms. Sandi Satterfield, ITA Director
Mrs. Catherine Stevens, Institutional Effectiveness & Grants Administrator
Mrs. Virginia Barksdale, Manager, Office of Learner Success & Engagement (OLSE)

AGENDA ITEM: CALL TO ORDER

Mr. Jeffrey Davis, 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 with one member participating virtually.

Dr. Alan Edwards, SCHEV, participated by phone due to his distance from the meeting.

Upon a motion by Mr. Dennis Witt, seconded by Mr. Stanley Jeffress and duly carried, the Board approved the remote participation of Dr. Alan Edwards due to his distance from the meeting.

APPROVAL OF MIINUTES

The September 3, 2025, Board meeting minutes and the September 3, 2025, Executive Committee meeting minutes were approved unanimously upon a motion by Mr. Tom Raab, seconded by Dr. Quentin Johnson, and duly carried.

AGENDA ITEM: Chair Comments, Mr. Stanley Jeffress, SVHEC & Ms. Monica Edmunds, SVHEF

Both Mr. Jeffrey Davis, Chair of SVHEC, and Mrs. Monica Hodges, Chair of SVHEF, gave remarks regarding their respective Boards' roles and emphasizing how collaboration benefits both organizations. Chairman Davis further highlighted the vital role the Foundation plays in supporting the Center, including the provision of student scholarships.

AGENDA ITEMS: REPORT BY EXECUTIVE DIRECTOR, DR. CHARLETTE T. WOOLRIDGE FINANCIAL REVIEW & SUSTAINABILITY

1. FY2026 BUDGET

Refer to the Chief Financial Officer report.

2. PROPOSED FY2026 BUDGET REDUCTION

During the September 3, 2025, SVHEC Board Meeting, Dr. Woolridge and Mrs. Terry informed members that SVHEC may be facing a potential reduction in the FY26 budget. In response, and at the request of the SVHEC Board, Chair Jeffrey Davis submitted a letter to the Virginia Department of Planning and Budget (VDPB) requesting that no reductions be made to our budget allocation in order to preserve critical support for our educational and workforce training programs.

Subsequently, Dr. Woolridge and Mrs. Terry met with representatives from VDPB to further discuss the matter. They clarified that while the general fund portion of our FY2026 budget will not be reduced, adjustments are being made to align SVHEC's overall budget with actual decreases in non-general fund revenues, specifically related to grant funding.

3. WELDING PROGRAM EXPANSION GRANT – VIRGINIA TOBACCO REGION REVITALIZATION COMMISSION

In July 2022, the SVHEC was awarded a Welding Program Expansion Grant from the Virginia Tobacco Region Revitalization Commission (VTRRC) in the amount of \$236,222.50, with a 1:1 match requirement. Of the required match, SVHEF contributed \$99,000, and SVHEC provided the remainder through in-kind contributions.

The grant was established to:

- Expand SVHEC's welding training program, with an emphasis on specialty metals such as aluminum.
- Develop new laboratory space and curriculum aligned with NCCER Level 4 welding standards.
- Address regional workforce needs identified through employer studies showing strong demand for welders skilled in specialty metals.

A recent VTRRC audit of the program determined that certain grant requirements were not fully met. One key finding was the failure to hire one full-time welding instructor and one lab assistant as required during Year 2 of the grant period.

As a result, SVHEC is required to refund \$15,392.94 to the VTRRC. Although the original overage totaled \$110,113.94, VTRRC permitted SVHEC to apply in-kind contributions from Hitachi Energy, along with additional SVHEC contributions, toward the balance, which significantly reduced the reimbursement amount.

Due to SVHEC's current financial constraints, Dr. Woolridge submitted a formal request to the Southern Virginia Higher Education Foundation (SVHEF) to provide funding to cover the \$15,392.94 reimbursement. The SVHEF met on December 3, 2025, and approved this request.

4. MASTER EQUIPMENT LEASING PROGRAM (MELP)

In Fiscal Year 2021, SVHEC received funding through the Commonwealth's Master Equipment Leasing Program (MELP) to support the acquisition of automation and robotics equipment for its technical training programs. The total equipment cost was \$572,760, funded through a combination of MELP financing (\$254,110) and a Virginia Tobacco Region Revitalization Commission (VTRRC) grant (\$318,650).

The following language from the Appropriation Act (Chapter 725) authorized MELP funding for this initiative:

"E. Out of this appropriation, \$127,055 the first year and \$127,055 the second year from the general fund is designated for debt service costs under the Master Equipment Leasing Program (MELP) for the acquisition of technical training equipment."

MELP funding operates as a lease-purchase mechanism and must be repaid over time. SVHEC has been making annual payments of approximately \$55,000 for the past four fiscal years. The final payment is scheduled for June 2026, at which point the debt obligation will be fully satisfied and the equipment will be owned outright by the agency.

GRANTS

1. SHELTON HARDAWAY SHORT, JR. TRUST

Kristy Johnson, SVHEF Executive Director, identified and shared a potential grant opportunity through the Shelton Hardaway Short, Jr. Trust, administered by Wells Fargo. The Trust provides funding to charitable and educational organizations primarily located in Virginia.

The SVHEF is serving as the applicant, and a grant request in the amount of \$50,000 has been submitted. The proposed funding will support the following initiatives:

- A. Healthcare Training Hub: Purchase of two Plumb 360 Medical Infusion Pumps to enhance hands-on training for students in healthcare-related programs.
- B. Campus Security Enhancements: Installation of additional Verkada surveillance cameras to further strengthen safety and security across SVHEC's facilities.
- C. Leggett Learning Resource Center (LLRC): Acquisition of the TEAS test preparation workshop, a critical resource for students preparing for entry into Associate Degree in Nursing (ADN) programs.

2. GRANT UPDATES

See Grant Report in the Reports to Board of Trustees document.

SVHEC 40TH ANNIVERSARY CELEBRATION

On December 4, 1986, the Southern Virginia Higher Education Foundation (SVHEF) established the Halifax

County–South Boston Continuing Education Center, known today as the Southern Virginia Higher Education Center (SVHEC).

In 2026, the SVHEC and the SVHEF will proudly celebrate 40 years of providing educational opportunity and workforce training programs that have strengthened Southern Virginia’s economy and community. To commemorate this milestone, a 40th Anniversary Planning Committee has been established to coordinate a series of special events and activities throughout 2026.

The 40th Anniversary Tagline is 40 Years of Opportunity] Vision: “Celebrating the Past - Charting the Future.”

The 40th Anniversary Celebration Kickoff will be held on Tuesday, January 27, 2026, at 4:00 p.m. The event will be held at SVHEC, 820 Bruce Street (Lobby), South Boston.

Guests will enjoy a festive atmosphere, displays of historic photos, music, heavy hors d’oeuvres, and more. During the event, SVHEC will recognize its founders, members of the Southern Virginia Higher Education Foundation, and past Executive Directors who have contributed to the Center’s enduring success.

Join us as we honor our history and look ahead to the next chapter of growth and innovation in Southern Virginia.

ECONOMIC IMPACT STUDY & STRATEGIC PLAN

Dr. Woolridge submitted a formal request to the SVHEF requesting funding in the amount of \$80,254 in support of two critical initiatives currently being undertaken by SVHEC: Economic Impact Study and Strategic Plan. The SVHEF will meet on December 3, 2025, as approved this request as follows:

1. Economic Impact Study – \$30,802

This study, last conducted in January 2019, will provide updated and essential data to quantify the value and influence of SVHEC’s programs on the regional economy.

2. Strategic Plan – \$49,452

The Strategic Plan will serve as a forward-looking roadmap to guide the organization’s goals, initiatives, and investments over the coming years.

Both initiatives represent a significant step forward in advancing SVHEC’s mission and shaping its long-term vision.

Chmura Economics & Analytics, a highly respected firm with extensive experience in economic research and strategic planning, has been engaged to carry out these efforts.

Copies of both the Economic Impact Study and Strategic Plan proposals are included in your packet.

STRATEGIC GROWTH OF EDUCATIONAL AND WORKFORCE DEVELOPMENT PROGRAMS

Dr. Woolridge and her staff are working collaboratively with partners to implement strategies that support increased enrollment and expanded workforce opportunities. Several key initiatives are currently underway to support this goal:

1. **INDUSTRY COLLABORATION**

A. Hitachi Energy – Dr. Woolridge and Dr. Simon-Owens met with Ryland Clark and Rebecca Sanders of Hitachi Energy to discuss training opportunities for their workforce. As a result, SVHEC launched a Control Wiring class for Hitachi Energy employees, which began on Monday, October 20, 2025, and was held Monday through Thursday, through November 13, 2025. Additional training is forthcoming.

B. Microsoft - SVHEC staff hosted eight Microsoft employees and a representative from TekSystems, a

Microsoft partner specializing in talent placement, during the A+ class. The guests provided students with an informative overview of career opportunities and the various pathways available within Microsoft.

2. HIGHER EDUCATION PARTNERS

- A. Danville Community College and Southside Virginia Community College - Dr. Nettie Simon-Owens and Sandi Satterfield, Director of the IT Academy, are collaborating with Danville Community College and Southside Virginia Community College to strengthen workforce training programs.
- B. Longwood University – Dr. Woolridge and Sandi Satterfield met with representatives from Longwood University and Jeremy Satterfield, TechSpark Community Engagement Manager for Southern Virginia Microsoft, to explore opportunities to bring Longwood academic programs to SVHEC. These discussions are in the early exploratory phase, with a follow-up meeting planned to continue collaboration.

2. K-12 PARTNERS

- A. Meeting with Career and Technical Education (CTE) Directors - Dr. Nettie Simon-Owens and Sandi Satterfield, Director of Information Technology Academy, met with the CTE Directors for Halifax, Charlotte, and Mecklenburg Counties to discuss opportunities to increase student enrollment in SVHEC programs.
- B. Meeting with Superintendents - Dr. Woolridge met with Dr. Scott C. Worner, Superintendent of Mecklenburg County Public Schools, and subsequently, she and Dr. Simon-Owens met with Dr. Robbie W. Mason, Superintendent of Charlotte County Public Schools, along with members of their team, to explore opportunities for increasing student participation in SVHEC programs.

Mecklenburg County was eager to build upon its successful partnership with the SVHEC to further advance shared educational and workforce development goals. Subsequently, on Friday, November 21, 2025, staff provided a tour of the SVHEC and its programs to 128 seventh graders from Mecklenburg County Middle School.

Charlotte County is also eager to expand our partnership. However, they expressed concerns about the ongoing cost of transporting a small group of students to SVHEC and indicated a preference for SVHEC to provide on-site training at their high school (Randolph-Henry High School). At this time, SVHEC does not have the instructional staffing capacity to deploy an instructor to their high school. All existing instructional resources are fully allocated, and expanding to off-site delivery would require additional funding and personnel, which are not currently available.

While these efforts represent meaningful steps toward increasing enrollment, a core challenge remains: the lack of staffing capacity to fully scale and sustain these initiatives. Current funding does not support the addition of front-end staff, which limits SVHEC's ability to expand instructional offerings at the pace required for optimal growth. Alternative approaches are being considered to address this constraint, ensuring that SVHEC can continue to pursue enrollment growth strategically and sustainably.

STRATEGIC PARTNERSHIP & COMMUNITY ENGAGEMENT

Dr. Woolridge and staff are continuing their community engagement efforts by meeting with stakeholders, participating in community events, and attending conferences to promote awareness of SVHEC's programs and impact.

- 1. **MEETINGS WITH LOCAL, STATE, FEDERAL, AND REGIONAL STAKEHOLDERS**
 - A. Capital Results, Rob Shinn

- B. Cardinal Education, presentation to SCHEV in Williamsburg, VA and quarterly meeting
- C. Charlotte County Public Schools, Dr. Robbie Mason
- D. C. H. Friend School, Dana Jones
- E. Go Virginia Region 3 Growth & Diversity Plan Focus Group
- F. Halifax County Public Schools, Melanie Hastings, HCPS Director of CTE, M. Brizendine, HCPS Director of Special Education, and SVHEC staff
- G. Institute for Advance Learning and Research – GOTEK Region 3 Advisory Council and Accelerate 2030
- H. Industrial Development Authority, Business Roundtable and Board Meeting
- I. Longwood University, Dr. Larissa Smith, Provost and Vice-President for Academic Affairs and members of the leadership team
- J. Mecklenburg County Public Schools, Dr. Scott Warner & Kristy Pepper
- K. Office of the State Inspector General, John Sutherland
- L. Southern Virginia Higher Education Foundation – Board Meeting and Kristy Johnson & Rob Shinn
- M. Tobacco Region Revitalization Commission Meeting at Virginia International Raceway (staff attended)
- N. Virginia Ed Strategies, Jennifer Stevens

2. MEETINGS WITH BUSINESS/INDUSTRY PARTNERS

- A. Chmura Economics & Analytics, Dr. Xiaobing Shuai., VP of Research, regarding Economic Impact Study and Francesco Renna regarding Strategic Plan
- B. Hitachi, Ryland Clark and Rebecca Saunders
- C. Sentara Halifax Regional Hospital, David Masterson
- D. Southside Outreach Group, Earl Howerton

3. APPOINTMENT TO BOARD OF DIRECTORS

On November 17, 2025, the Executive Director was elected to serve on the Halifax County Community Federal Credit Union Board of Directors.

4. COMMUNITY ENGAGEMENT

- A. Career and Technical (CTE) Showcase - On Thursday, October 23, 2025, SVHEC Executive Director and staff participated in the CTE Showcase hosted by Halifax County High School (HCHS). The event shined a spotlight on the remarkable talent, skill, and dedication of both students and educators.
- B. Coffee & Commerce/Manufacturing Day - On Friday, October 3, 2025, SVHEC and SVHEF partnered to host the Chamber's Coffee & Commerce networking event in celebration of Manufacturing Day. During this event, staff highlighted our hands-on workforce training programs and customized training opportunities. This is a wonderful opportunity to tell SVHEC's story and educate guests about the many opportunities available at SVHEC.
- C. Great Opportunities in Technology and Engineering Careers (GO TEC) Program - SVHEC Executive Director was invited to serve on the Region 3 GO TEC Advisory Council, administered by the Institute for Advanced Learning and Research. GO TEC focuses on the alignment of talent pathways, starting in middle school, with requisite exposure and skill development training to provide students with critical technical and 21st century skills.
- D. Southside Outreach Group Banquet - The Executive Director served as Keynote Speaker for Southside Outreach Group, Inc's. 13th Annual Banquet on Friday, October 10, 2025, at the Washington Coleman Community Center.
- E. Traveler's Protective Association Meeting - The Executive Director served as Guest Speaker during the Traveler's Protective Association meeting.

5. CONFERENCES/SUMMITS

- A. Virginia Chamber 2025 Education and Workforce Conference - The Executive Director attended the 2025 Virginia Education and Workforce Conference, on October 14, 2025, at the Greater Richmond Convention Center. This event offered an opportunity to hear directly from leaders shaping Virginia's future, including an opportunity to hear remarks from gubernatorial candidates. The conference also highlighted critical topics including internships and talent pathways, the evolving role of higher education, and navigating education in the age of AI.
- B. Governor's Summit on Rural Prosperity - The Executive Director attended the 2025 Governor's Summit on Rural Prosperity, held October 28–29, 2025. Day 1 featured a welcome reception at Meadow Hall in Caroline County, while Hanover County hosted Day 2 of the event. During his remarks, Governor Glenn Youngkin stated, "We've invested deeply in rural Virginia's people, economy, and future," and added, "Virginia's fastest-growing areas are in rural Virginia, and we're seeing a renaissance of economic opportunities." Several sessions were held to explore strategies for promoting economic development, workforce growth, and community revitalization in rural regions.
- C. Hire Ed Conference 2025 - The Executive Director attended the Hire Ed Conference hosted by the Virginia Community College System on November 13-14, 2025, sponsored by Hitachi Energy. This conference brought together educators, employers, policymakers, and workforce professionals to exchange strategies, share best practices, and collaborate on positioning Virginia as a national leader in workforce excellence.

INTELLECTUAL PROPERTY

Robert Jordan, Healthcare Training Hub Simulation Technologist, developed a method and apparatus for pressurizing the IV Task Training used in simulation exercises. With the approval of the Secretary of Education and the Secretary of Administration, staff were authorized to proceed with Maier & Maier for a provisional patent filing.

LEGGETT LEARNING RESOURCE CENTER (LLRC)

Renovation of the Leggett Learning Resource Center is underway. A formal ribbon-cutting ceremony is planned for March 2026.

AGENDA ITEM: FINANCE & OPERATIONS, Mrs. Brenda Terry

FINANCE REPORT

Mrs. Brenda Terry, Chief Finance and Operations Officer, provided the Board with an update on the agency's financials as of September 30, 2025. Mrs. Terry stated that the financial statements along with the following additional reports were included in the board packet for board members to review. The additional reports included:

- Detailed Explanation of Costs for the Consolidated Statement of Activities
- Revenue and Expenses by Training Program
- Enrollment Reports (For Credit, Workforce, Literacy)
- Grant Report
- Turnover Report

Mrs. Terry reported that as of June 30, 2025, the agency had a Non-General Fund cash balance of \$17,239. As of September 30, 2025, the Non-General Fund cash balance had increased to \$107,814.

Mrs. Terry asked the board members to direct their attention to an email from the Virginia Department of Planning and Budget (DPB) Analyst, Lucy Mungle, that is included in the finance section of the board packet. The email discusses information pertinent to the end of the Master Equipment Leasing Program (MELP)

agreement from which the SVHEC received funding to purchase the Automation and Robotics equipment. SVHEC entered into this five-year agreement in 2021. The agreement will expire on June 30, 2026.

Mrs. Terry advised the board members that they would soon be receiving an email pertaining to the annual Statement of Economic Interest filing. She asked that they respond accordingly. Board members may contact Mrs. Susan Wilborn if they have questions concerning the annual filing.

Mrs. Terry asked if there were any questions concerning the financial report. There being none, the report was concluded.

AGENDA ITEM: COMMITTEE REPORTS

EXECUTIVE COMMITTEE – MR. JEFF DAVIS, CHAIR

The Committee did not meet this quarter.

PLANNING & DEVELOPMENT COMMITTEE – MS. SHERI MCGUIRE, CHAIR

The Committee did not meet this quarter.

PROGRAMS & PARTNERSHIPS COMMITTEE – MR. TOM RAAB, CHAIR

The Committee did not meet this quarter.

Agenda Item: Southern Virginia Higher Education Foundation, Mrs. Kristy Johnson

Mrs. Johnson reported the following:

1. The joint outreach efforts to promote SVHEC and SVHEF continued.
2. Fiscal year to date, the Foundation has awarded over \$50,000.00 in scholarships to over 50 students.
3. The Foundation recently updated its Scholarship Policy, reaffirming its commitment to prioritizing scholarships for students enrolled in programs at the Center, including its community college partners. She noted that the Policy also includes a new provision allowing any employee of the Center, regardless of the college they attend, to be eligible for Foundation scholarship funding.
4. Mrs. Johnson gave the following breakdown of funds committed to support the Center:
 - \$190,000 - discretionary funding requested by Dr. Woolridge of the Board of Trustees
 - \$200,000 - building and grounds, marketing & outreach and legislative assistance
 - \$100,000 - scholarships
 - \$490,000 Total

Dr. Q Johnson thanked the Foundation for all their contributions to the students.

Agenda Item: New Business

There was no new business to discuss.

Agenda Item: Unfinished Business

There was no unfinished business to discuss.

Comments

On behalf of the SVCC Board of Trustees, Dr. Q. Johnson presented Dr. Woolridge with a gift in appreciation of her dedicated service to the SVHEC Board.

Mr. Stanley Jeffress commended the SVHEC and Foundation Boards for their hard work and collaboration in making a difference in the lives of our citizens and the community.

Closed Session

Motion to go into closed session pursuant to Virginia Code Section 2.2-3711 (A)(1) for discussion and consideration of assignment, performance, or salaries of specific public officers, appointees, or employees of the public body

And that the following SVHEC staff members remain in closed session, whose presence will aid the Board in its discussion: Brenda Terry.

Upon motion by Mr. Tom Raab, seconded by Dr. Quentin Johnson, and approved unanimously, the Board entered closed session at 12:48 p.m.

Upon motion by Mr. Tom Raab, seconded by Mr. Dennis Witt, and approved unanimously, the Board returned to open session at 12:57 p.m.

Whereas, the Board of Trustees of the Southern Virginia Higher Education Center convened in closed meeting on December 3, 2025 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;

(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 Board of Trustees of the Southern Virginia Higher Education Center.

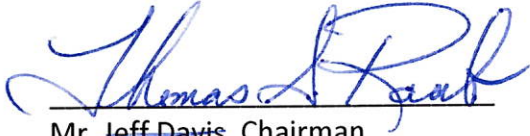
Upon returning to open session, it was certified by vote that only matters identified in the motion were discussed:

<u>Trustee Members:</u>	<u>Certification:</u>
Jeff Davis	Yes
Annie Wimbish	Absent
Ryland Clark	Yes
Scott Fleming	Absent
Angela Hairston	Yes
Stanley Jeffress	Yes
Cornelius Johnson	Yes
Quentin Johnson	Yes
Louise Lucas	Absent
Danny Marshall	Absent
Sheri McGuire	Absent
Tom Raab	Yes
Sam Rasoul	Absent
Grey Watson	Yes
Dennis Witt	Yes

Upon a motion by Dr. Quentin Johnson and seconded by Mr. Dennis Witt and approved unanimously, the Board gave approval for the Chairman to sign the agreement as presented and discussed in closed session.

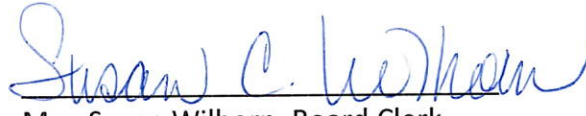
Adjournment

There being no further discussion or business, the meeting was adjourned at 1:01 P.M.



Mr. Jeff Davis, Chairman

Tom RAAB



Mrs. Susan Wilborn, Board Clerk