



**Executive Director Search Committee**

820 Bruce Street | South Boston | VA 24592

Phone: (434) 572-5477

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

May 10, 2024, Meeting Minutes

**SOUTHERN VIRGINIA HIGHER EDUCATION CENTER EXECUTIVE DIRECTOR  
SEARCH COMMITTEE MEETING  
MAY 10, 2024**

APPROVED MINUTES – MAY 10, 2024

Page | 1

Mr. Jeffress called the meeting to order at 11:00 a.m. in the Berneche Conference Room of the Southern Virginia Higher Education Center 820 Bruce Street Building in South Boston, Virginia. Search Committee members present: Stanley Jeffress, Jr., Jeffrey Davis, Tom Raab, and Dr. Quentin Johnson.

SVHEC Staff members present: Dr. Nettie Simon-Owens (Chief Strategy Officer), Dr. Betty Adams (Executive Director), and Brenda Terry (Chief Finance & Operations Officer)

Others present: Deborah Love (Office of the Attorney General)

Search Committee member absent: Sheri McGuire

**WELCOME FROM THE CHAIR (OPEN SESSION)**

Mr. Jeffress welcomed members to the committee's first meeting. The chair thanked the members for their participation on the committee as well as staff and legal counsel for assisting with preparations for the meeting.

**SVHEC BOARD CHAIR'S CHARGE TO THE COMMITTEE**

Mr. Jeffress stated the charge to the committee as being responsible for establishing a process that leads to the selection and hiring of a new executive director for the SVHEC. He highlighted the letter from the Board of Trustees chair, Mr. Jeffress. He informed the committee that Dr. Adams provided notification that her last day will be March 31, 2025.

**MEMBER INTRODUCTIONS AND PERSPECTIVES/REMARKS**

**Your Opportunity Lives Here!**



**Executive Director Search Committee**  
820 Bruce Street | South Boston | VA 24592  
Phone: (434) 572-5477  
Email: [ExecutiveDirectorSearch@svhec.org](mailto:ExecutiveDirectorSearch@svhec.org)

May 10, 2024, Meeting Minutes

At the encouragement of the chair, committee members introduced themselves and their roles and backgrounds related to higher education.

### **REMARKS FROM CURRENT EXECUTIVE DIRECTOR**

Dr. Betty Adams reviewed what she considers the Top 11 Agency Priorities and the position's current job description was discussed.

Page | 2

### **SEARCH PREPARATIONS & PLANNING (CLOSED SESSION)**

Mr. Jeffress introduced Ms. Love as a Senior Assistant Attorney General and the Chief of the Education Section of the OAG. He welcomed her to counsel the committee on the *Virginia Freedom of Information Act* (FOIA), other relevant laws and expectations of confidentiality.

### **Closed Session**

MOTION TO GO INTO CLOSED SESSION:

**On a motion by Dr. Johnson, seconded by Mr. Davis, the Committee moved that, it would go into closed session pursuant to Code of Virginia § 2.2-3711**

**(A): subsection 7 for consultation with legal counsel regarding the search and related legal matters and 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. motion was approved unanimously (4-0).**

MOTION TO RETURN TO OPEN SESSION:

**On a motion by Mr. Davis, seconded by Mr. Raab, the Committee moved to return to open session and that each member certify to the best of his or her to the best of each member's knowledge: (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and (2) only the public business matters as were identified in the motion to go into**

**Your Opportunity Lives Here!**



**Executive Director Search Committee**  
 820 Bruce Street | South Boston | VA 24592  
 Phone: (434) 572-5477  
 Email: [ExecutiveDirectorSearch@svhec.org](mailto:ExecutiveDirectorSearch@svhec.org)

May 10, 2024, Meeting Minutes

closed session were heard, discussed or considered by the Committee. Any member of the Committee who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote.

Page | 3

### Certifying Closed Session

A roll call vote was called by Mr. Jeffress and executed by Dr. Simon-Owens, with members certifying unanimously (4-0) that all relevant closed-meeting requirements had been followed and satisfied.

Stanley Jeffress, Jr.	Yes
Jeffrey Davis	Yes
Tom Raab	Yes
Dr. Quentin Johnson	Yes

### ACTION(S) TAKEN ON ITEMS DISCUSSED IN CLOSED MEETING

No action items from closed session.


### NEXT MEETING AND NEXT STEPS

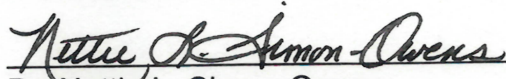
The consensus of the members was that the next steps will be to obtain more information about executive search firms and for the staff to compile relevant search firm contractual information.

The next committee meeting will be Wednesday, June 5, 2024, at 10:30 a.m. The meeting will be held in the Berneche Conference Room.

### ADJOURNMENT

By motion and unanimous vote, the meeting adjourned at 12:44 p.m.

  
 \_\_\_\_\_  
 Stanley L. Jeffress, Jr.  
 Committee Chair

  
 \_\_\_\_\_  
 Dr. Nettie L. Simon-Owens  
 SVHEC Staff