



Executive / Executive Director Search Committee

820 Bruce Street | South Boston | VA 24592

Phone: (434) 572-5477

Email: ExecutiveDirectorSearch@svhec.org

**SOUTHERN VIRGINIA HIGHER EDUCATION CENTER EXECUTIVE/EXECUTIVE
DIRECTOR SEARCH COMMITTEE MEETING
September 4, 2024**

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Wednesday, September 4, 2024
11:00 a.m.

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

ATTENDANCE

Committee members present:

Mr. Stanley Jeffress, Jr.

Mr. Jeffrey Davis

Ms. Sheri McGuire

Dr. Quentin Johnson

Committee member absent:

Mr. Tom Raab

Others present:

Deborah Love, Senior Assistant Attorney General

Dr. Betty Adams, SVHEC Executive Director

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

Others absent:

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

**AGENDA ITEM 1: CALL TO ORDER & WELCOME FROM THE CHAIR (OPEN
SESSION)**

Mr. Jeffress called the meeting to order at 10:59 a.m. and extended greetings to all. He extended appreciation to committee members and staff for their participation and presence. Mr. Tom Raab sent regrets at not being in attendance due to a scheduling conflict.

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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 JULY 23, 2024, MEETING

July 23, 2024, Executive Director Search Committee meeting minutes were approved unanimously upon a motion by Mr. Jeff Davis, seconded by Dr. Quentin Johnson, and duly carried.

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AGENDA ITEM 4: CLOSED SESSION

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

Motion was made by Mr. Jeff Davis, seconded by Dr. Quentin Johnson, 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, namely the evaluation of the Executive Director;*
- *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 (4-0). The Committee entered closed session at 11:02 a.m.

The Chair requested only executive committee members and legal counsel 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.

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

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



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Motion was approved unanimously (4-0). The Committee returned to open session at 11:45 a.m.

AGENDA ITEM 4.C.: CERTIFICATION OF CLOSED SESSION

The following was read by Ms. Sheri McGuire:

Whereas, the Executive Committee/Search Committee of the Board of Trustees of the Southern Virginia Higher Education Center convened in closed session on September 4, 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.

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



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

Motion was made by Dr. Quentin Johnson, seconded by Ms. Sheri McGuire, and duly carried to recommend to the full Board that Dr. Adams receive a five percent (5%) bonus due to outstanding performance and that the Board acknowledge the number of hours of vacation that Dr. Adams gets so that the Board will have the information on record. Dr. Adams gets six (6) weeks equivalent to 240 hours or 30 days of vacation per year.

Dr. Simon-Owens was directed to work with Executive Search Consultants on implementing the next steps in the search process.

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 11:49 a.m. was approved by consensus.

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

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