



Executive/Executive Director Search Committee

820 Bruce Street | South Boston | VA 24592

Phone: (434) 572-5477

Email: ExecutiveDirectorSearch@svhec.org

THE SOUTHERN VIRGINIA HIGHER EDUCATION CENTER
Search Committee for the Next SVHEC Executive Director

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*

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

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

SVHEC Staff Liaison:

Dr. Nettie Simon-Owens, *Chief Strategy Officer*

Committee Counsel:

Deborah Love, *Senior Assistant Attorney General*

SVHEF Special Representative to the Executive Search Committee:

Ben Davenport, Jr., Southern Virginia Higher Education Foundation, *Member*

AGENDA

Monday, September 30, 2024

10:00 a.m. – 11:30 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

1. **CALL TO ORDER** (Open Session)
2. **DETERMINATION OF A QUORUM AND APPROVAL OF AGENDA**
3. **ACTION ON MINUTES OF SEPTEMBER 4, 2024, MEETING**
4. **CLOSED SESSION**
 - A. **REQUEST TO ENTER INTO CLOSED SESSION**
 - B. **REQUEST TO RETURN TO OPEN SESSION**
 - C. **CERTIFICATION OF CLOSED SESSION**
 - i. **Roll Call Vote of All Members**
5. **ACTION TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION** (Open Session)
6. **NEXT MEETING AND NEXT STEPS**
7. **ADJOURNMENT**

ATTACHMENTS



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- Attachment # 1.** Minutes from September 4, 2024, Meeting
- Attachment # 2.** Report from Fahrenheit Advisors, LLC., *Sarah Gobble, Managing Director, Executive Search & Recruiting*
 - a. Stakeholder Input Summary
 - b. Confidential comments (unfiltered) from Stakeholder Interviews
 - c. Revised Job Description Based on Stakeholder Input
- Attachment # 3.** Itemized Fees for ED Departure, Search and New Hire
- Attachment # 4.** COVA Executive Leave Policy



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CLOSED SESSION LANGUAGE

MOTION TO GO INTO CLOSED SESSION:

MOTION to go into closed session:

I move that we into closed session pursuant to

- *Virginia Code Section 2.2-3711.A subsection1 to discuss personnel matters; and*
- *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.*

a. MOTION REQUIRES a second and a vote.

i. **Motion** _____

ii. **2nd** _____

| |
|------------------------|
| Time went in: _____ |
|------------------------|

b. Chair requests any necessary staff and other individuals to remain; board convenes into closed session.

2. MOTION to return to open session:

I move that the Board enter open session.

MOTION REQUIRES a second and a vote.

i. **Motion** _____

ii. **2nd** _____

| |
|-------------------------|
| Time came out: _____ |
|-------------------------|

After everyone is back in the room together, someone needs to read the following:

3. Certification Motion (designate someone to read):

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,



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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.

Nettie will now take the vote by roll call.

To Certify, please answer yes or no when your name is called.

| <u>Executive Committee Members</u> | <u>Certification</u> |
|------------------------------------|----------------------|
| Stanley Jeffress | Yes No |
| Jeff Davis | Yes No |
| Quentin Johnson | Yes No |
| Sheri McGuire | Yes No |
| Tom Raab | ABSENT |

Action by the Committee:

Discussion and/or motion in open session:

Motion made by _____

2nd _____



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