



The Board of Trustees of the Southern Virginia Higher Education Center (SVHEC) met at 12:00 p.m. on June 1, 2022, in the Hope Smith Classroom on the campus of the Southern Virginian Higher Education Center. Mr. Dennis Witt, Chairman, presided.

ATTENDANCE

SVHEC BOARD of TRUSTEE ATTENDEES

Mr. Dennis Witt
Mr. Doug Lee
Mr. Peter Blake
Ms. Mattie Cowan
Dr. Quentin Johnson
Dr. Muriel Mickles
Mr. Paul Nichols
Mr. Tom Raab
Dr. Charlette Woolridge

REGRETS

Senator Louise Lucas
Delegate Schuyler VanValkenburg
Dr. Ken Perkins
Mr. Hubert Pannell

Other Attendees

Mr. Mike Melis, Office of the Attorney General *via Zoom*
Ms. Katrina Powell, SVHEF Executive Director
Ms. Angela Yancey, SVHEF Director of Operations
Ms. Liza Fulton, SVHEF Associate Director of Philanthropy

SVHEC STAFF MEMBER ATTENDEES

Dr. Betty H. Adams, SVHEC Executive Director
Mrs. Brenda Terry, SVHEC Chief Finance & Operations Officer
Mrs. Susan Wilborn, SVHEC Executive Assistant and Board Clerk
Mrs. Amy Cole, SVHEC Director of Student Services & Partner Advancement
Mrs. Hope Harris Gayles, SVHEC Associate Director of Communications & outreach
Mr. Nelson Stevens, SVHEC IT & Operations Director
Mr. Aaron Chandler, SVHEC IT & Operations Manager

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

AGENDA ITEM: CALL TO ORDER

Mr. Dennis Witt, 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.

APPROVAL OF MINUTES

The March 23, 2022, Board meeting minutes were approved unanimously upon a motion by Dr. Quentin Johnson, seconded by Mr. Paul Nichols and duly carried.

The March 23, 2022, Executive Committee meeting minutes were approved unanimously upon a motion by Ms. Mattie Cowan, seconded by Mr. Doug Lee and duly carried.

The May 3, 2022, Nominating Committee meeting minutes were approved unanimously upon a motion by Dr. Charlette Woolridge, seconded by Dr. Quentin Johnson and duly carried.

The May 9, 2022, Planning & Development Committee meeting minutes were approved unanimously upon a motion by Dr. Quentin Johnson, seconded by Dr. Muriel Mickles and duly carried.

Chairman Witt then recognized Mr. Doug Lee and Dr. Charlette Woolridge, Board members since 2014. Mr. Lee and Dr. Woolridge's terms for serving on the Board expire on June 30th and they are not eligible for reappointment. For their years of service, they were both presented with clocks made by SVHEC ProductWorks. Dr. Muriel Mickles has been serving on the Board as interim President of Danville Community College (DCC) for the past year. DCC has hired a permanent President and Dr. Mickles will no longer be serving. She was presented with a bouquet of flowers.

AGENDA ITEM: REPORT BY EXECUTIVE DIRECTOR, Dr. Betty H. Adams

Dr. Adams informed the Board that Audrey Burgess is leaving the Office of the Attorney General (OAG) and a new Assistant Attorney General will be appointed. She further explained that Mr. Mike Melis was representing the Office today as Audrey was unavailable.

Governor Youngkin announced in May a new Commonwealth telework policy focusing on Virginia state employees returning to the workplace. Dr. Adams informed the Committee that the Center had returned to work months ago but was still using Fridays as a blanket telework day for most employees. Due to increased enrollments and foot traffic, the blanket Friday telework will be stopped but eligible employees can still use two Fridays per month to telework as long as their departments have coverage at all times.

Dr. Adams explained to the Board that the flags on the side of the building have been removed to avoid additional damage to the building and roof. The flags will instead be displayed on the parking lot lamp posts. Flags have been redesigned, and the design has been approved by all partners.

Dr. Adams explained to the Board that it is time to start a new Strategic Plan cycle. She explained that starting a new Plan would take significant staff time and resources. The process would entail hiring a consultant, a part-time note taker, conducting an environmental scan to include stakeholder and personal interviews, focus groups and looking at Strategic Plans of other entities and a data review. The process usually takes about 6 months' time.

Dr. Adams requested the Agency be able to continue to work on the current Plan as the Center has not completed all objectives. The Center has completed 46% of its objectives, 38% are still in process, 8% have been paused and 8% have not been started.

She requested the Center extend the current planning cycle for another year, which will allow the incorporation of the Diversity, Equity and Inclusion plan and position the next plan (2023-2025) to better coincide with the biennial budget process.

AGENDA ITEM: FINANCE & OPERATIONS, Mrs. Brenda Terry

FINANCE REPORT

SVHEC Chief Finance & Operations Officer Brenda Terry asked the Board if they had any questions on the financial statements found in their Board packet. She informed them the Agency was on track with the budget having expended 74% in the first six-months of the fiscal year. The Center is experiencing the impact of inflation like everyone else, but the budget is being watched carefully to ensure it stays on track.

Mrs. Terry then gave an update on the most recent capital management project: the IC Door Controls. The software for the doors has not been updated since 2010 and several failures have occurred. This software update provides several new features including the ability to lock and unlock doors remotely, controls that work with the camera system, which increases building security. The Ops Team also is pilot testing the assignment of key fobs to students in addition to staff. The students' fobs will only work at a predetermined time and date set up by the Ops Team and will only work on exterior doors. If students come to the building outside of their set time, their fobs will not work. If students prefer not to use a fob, they can use an app on their phone. If this project is successful, the plan is to install the same system in the Bruce Street building.

Agenda Item: Standing Committee Reports

EXECUTIVE COMMITTEE – MR. DOUG LEE, VICE-CHAIR

Mr. Witt, Chairman of the Executive Committee, stated Dr. Adams reviewed with the Committee what she had shared with the Board in her report, so there was no report from the Committee.

PLANNING & DEVELOPMENT COMMITTEE – DR. KEN PERKINS, CHAIR

The Committee met on May 9 to review several staff policies. Dr. Perkins could not be at the meeting today to give an update, but appropriate actions on the meeting will be taken up under "new business."

PROGRAMS & PARTNERSHIPS COMMITTEE – MR. TOM RAAB, CHAIR

The Committee did not meet this quarter.

Agenda Item: Halifax Educational Foundation, Katrina Powell

Southern VA Higher Education Foundation Executive Director Katrina Powell informed the Board the Hats & Horses event was a success. She showed a short video of the event and informed the Board the venue will be back at Cloverdale Quarters next year. A short survey was sent out to get feedback on the event.

Agenda Item: New Business

APPROVAL OF POLICIES

- #3102 - Dress Code and Personal Appearance Policy
- #3103 – Background Check Policy
- #3201 – Facilities Use and Scheduling Policy
- #3202 – Key Security Policy
- #5101 – Student and Visitor Code of Conduct Policy

Dr. Adams explained that the Center reviews all policies every five years. This group of policies are from the five-year review – no changes have been made and the Planning & Development Committee is recommending approval of the policies.

*Policies #3102, #3103, #3201, #3202 and #5101 were accepted and approved unanimously by the Board. **

**A recommendation from a Committee to the Board does not require a motion and a second.*

APPROVAL OF RECOMMENDED STRATEGIC PLANNING CYCLE CHANGE

Approval to extend the Strategic Plan Cycle for another year was approved unanimously upon a motion by Dr. Charlette Woolridge, seconded by Dr. Quentin Johnson and duly carried.

DISTRIBUTION OF MATERIALS FOR ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR

Chairman Witt reminded the Board to fill out and return their evaluations of the Executive Director to the Board Clerk by June 30. Dr. Adams will be sending a self-evaluation in the next five days.

Agenda Item: Unfinished Business

CENTER/FOUNDATION MOU UPDATE

The MOU discussion is still in progress.

ELECTIONS TO FILL CHAIR/VICE CHAIR AND TWO AT LARGE EXECUTIVE COMMITTEE SEATS

Chairman Witt appointed a three-person nominating committee consisting of Mr. Doug Lee, Dr. Charlette Woolridge and Dr. Quentin Johnson and tasked them with bringing to the June meeting nominations for:

- Chairman (*Current Chair is eligible to serve another one-year term*)
- Vice-Chairman
- Two At-Large members for the Executive Committee

Doug Lee, Chair of the Committee shared the Committee's recommendation that Mr. Dennis Witt be elected to serve an additional year as Chairman, Mr. Paul Nichols be elected to serve a two-year term as Vice Chairman, and Mr. Peter Blake and Ms. Mattie Cowan be elected to serve another two-year term as At-Large members of the Executive Committee.

Chairman Witt opened the floor to other nominations to which there were none.

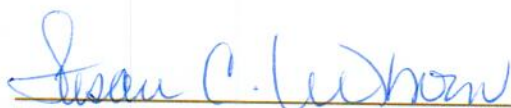
Upon a motion by Dr. Quentin Johnson, seconded by Mr. Tom Raab, and approved unanimously, the Board voted to elect Mr. Dennis Witt to serve an additional year as Chairman, Mr. Paul Nichols to serve a two-year term as Vice Chairman and Mr. Peter Blake and Ms. Mattie Cowan to serve another two years as At-Large members of the Executive Committee as allowed by the Bylaws.

Agenda Item: Adjournment

There being no further discussion or business, the meeting was adjourned at 1:23 P.M.



Mr. Dennis Witt, Chairman



Mrs. Susan Wilborn, Board Clerk