

The Executive Committee of Board of Trustees of the Southern Virginia Higher Education Center (SVHEC) met at 11:00 a.m. on September 7, 2022, in the Berneche Conference room on the campus of the Southern Virginian Higher Education Center. Mr. Dennis Witt, Committee Chair presided.

#### ATTENDANCE

##### Present:

Mr. Dennis Witt  
Mr. Tom Raab  
Ms. Mattie Cowan  
Dr. Ken Perkins

##### Regrets:

Mr. Peter Blake  
Mr. Paul Nichols

##### Other Attendees:

Ms. Deb Love (Attorney General's Office)

##### SVHEC Staff Members in Attendance:

Dr. Betty H. Adams  
Mrs. Brenda Terry  
Mrs. Hope Gayles

#### Call to Order

Mr. Witt called the meeting to order, thanked everyone for attending, noted there was a quorum and asked that the meeting go into Closed Session.

#### CLOSED SESSION

*Motion to go into closed session pursuant to Code of Virginia pursuant to Virginia Code Section 2.2-3711.A.1 to discuss personnel matters, namely the evaluation of the Executive Director.*

*Upon motion by Mr. Tom Raab, seconded by Ms. Mattie Cowan, and approved unanimously, the Board entered closed session at 11:01 a.m.*

*Upon motion by Dr. Ken Perkins, seconded by Ms. Mattie Cowan, and approved unanimously, the Board returned to open session at 11:22 a.m.*

*Whereas, the Executive Committee of the Board of Trustees of the Southern Virginia Higher Education Center convened in closed meeting on September 7, 2022 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 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.

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>	
Dennis Witt	Yes	No
Dr. Ken Perkins	Yes	No
Tom Raab	Yes	No
Mattie Cowan	Yes	No

*Upon motion by Dr. Ken Perkins, seconded by Mr. Tom Raab, and approved unanimously, the Committee agreed that in accordance with state law, the Executive Committee will recommend to the Board that the Board authorize a one-time bonus to the Center's Executive Director in an amount of \$8,000.00 (75% paid by state funds, 25% paid from non-general funds) in recognition of her performance.*

### ORGANIZATIONAL DEVELOPMENT PROJECT

Dr. Adams noted that between and among groups that serve workforce training students (CTA, WF Training, OSLE and Finance), there have been, over the last 8 months repeated situations of missed communication and lack of collaboration. Based on some research and a recommendation from Peter Blake, the Center has contracted with *FORVIS* to assess what may be causing these problems and offer some recommendations on how to resolve them. Survey data is being gathered now and then one-on-one interviews with about 20 key staff members will be held in mid-October. Recommendations are anticipated by early November.

### FINANCIAL REPORT

Mrs. Brenda Terry provided an update on the SVHEC Financial Statement. She explained that the Center finished the fiscal year on budget although some line items were exceeded due to increases in costs. The decision was also made to retain the custodial contractor. While this was an added expense, it was much needed and beneficial as both full-time custodians went out on extended medical leave in 2022. There were also increases in software license fees & utility costs, but the Center remained within the budget for the fiscal year.

### FACILITIES MASTER PLAN UPDATE

Mrs. Brenda Terry shared an update on the Facilities Master Plan, explaining there is a final draft that includes recommendations to continue growing community/business partnerships, online learning investment, to have a more campus-like environment, and to add workforce training programs in construction & building trades. Once the final draft is reviewed, it will be presented to the Board, recommendations will be prioritized, and a budget developed. After a brief discussion on the problematic seats in the tiered classroom, it was agreed that Brenda Terry and Dr. Adams would look into the issue, get an estimate on the cost and try to find a solution.

The Center also had their 3-year audit which did slow the progression of the Facilities Master Plan a bit. The audit has now been completed and the Center did very well. Mrs. Terry will have that report in December.

### SVHEC/SVHEF MOU UPDATE

Mr. Witt explained that after the resignation of its Executive Director, the Foundation is in the process of regrouping, which has led to better relations between the Foundation and SVHEC. A recent meeting with Foundation and SVHEC representatives was very positive and productive. Dr. Adams added that in the last Foundation Board meeting it was agreed the Foundation would take about six months to regroup and asked that the Center wait until after that to re-start the MOU review process.

Dr. Adams also stated that she has been approached by Jayne Elliott who's working with a Foundation planning committee to do a spring fundraising event that will benefit the Foundation, the Prizery, and the SVHEC. There is a meeting scheduled for next week to discuss and Dr. Adams will be attending.

It was also noted the Foundation is still paying 10% of Dr. Adams salary.

### Questions and Comments

Ms. Mattie Cowan stated she had been approached recently on more than one occasion by people looking for housing and rental properties. The question was asked if there is anything that could be offered to get people into the building trades? Dr. Adams stated that training for building trades is a request she is receiving on a regular basis. The Community Strategic Plan Implementation Team is looking at childcare, transportation, hospitality as well as building trades. She further explained the high school is doing more with building trades adding that this may be a program that could be added to the Career Tech Academy through DCC.

### Adjournment

With no further discussion or comments, the meeting was adjourned at 11:46 a.m.



Mr. Dennis Witt, Committee Chair  
Executive Committee



Mrs. Hope Harris-Gayles, Recorder