



BOARD OF TRUSTEES MEETING MINUTES December 6, 2017

The Board of Trustees of the Southern Virginia Higher Education Center (SVHEC, Center) met, in open session, jointly with the members of the Southern Virginia Higher Education Foundation's (SVHEF, Foundation) Board of Directors, at 12:00 p.m., on December 6, 2017. The meeting was held in the Hope/Smith Classroom at the Southern Virginia Higher Education Center; Ms. Mattie Cowan, Chairman, presided.

ATTENDANCE

SVHEC BOARD of TRUSTEE ATTENDEES

Ms. Mattie Cowan
Dr. Ken Perkins
Mr. Tom Raab
Mr. Jay Burnett
Dr. Charles Lee
Mr. Doug Lee
Mr. Paul Nichols
Senator Frank Ruff
Mr. Dennis Witt
Dr. Charlette Woolridge
Delegate Tommy Wright

SVHEF BOARD of DIRECTORS ATTENDEES

Mr. Ted Bennett
Mr. Logan Young
Mr. Aubrey Houghton
Mr. John Lee, Jr
Mr. John Cannon
Mr. Ryan Garrett
Mr. Doug Bowman
Ms. Monica Edmonds

REGRETS

Mr. Peter Blake
Delegate James Edmunds
Dr. Al Roberts
Dr. Bruce Scism

Other Attendees

Ms. Elizabeth Griffin, Office of the Attorney General
Dr. Shannon Hair, DCC (for Dr. Bruce Scism)
Ms. Shannon Feinman, SVCC (for Dr. Roberts)
Mr. Tommy Nelson, SVHEF Executive Director
Mrs. Deb Halasz, SVHEF Operations Manager
Dr. Tim O'Keefe, Dean, College of Business and Economics, Longwood
Dr. Nancy Leonard, Superintendent,
Charlotte County Public Schools
Dr. Mark Lineburg, Superintendent, Halifax County Public Schools

SVHEC STAFF MEMBER ATTENDEES

Dr. Betty H. Adams, SVHEC Executive Director
Mrs. Patty Nelson, SVHEC Chief Finance & Operations Officer
Dr. Nettie Simon-Owens, Chief Economic Advancement Officer
Mrs. Amy Cole, SVHEC Director, Student & Partner Advancement
Mr. David Kenealy, Director, Industry & Workforce Advancement
Mrs. Susan Wilborn, SVHEC Executive Assistant and Board Clerk
Mrs. Hope Harris-Gayles, Associate Director of Student & Partner Advancement
Mr. Nelson Stevens, SVHEC Technology Manager
Ms. Virginia Byrd, Administrative Support Specialist
Mrs. Catherine Stevens, Grants Mgmt. & Institutional Effectiveness

AGENDA ITEM: CALL TO ORDER

Ms. Mattie Cowan, Chairman, opened the meeting by welcoming everyone, noting it was a joint meeting with the Southern Virginia Higher Education Foundation. She extended a special welcome to our newest Board member, Mr. Paul Nichols.

Ms. Cowan then asked the Board Clerk to call the roll, after which it was determined a quorum was present.

Approval of Minutes

The minutes of the September 6, 2017 Board Meeting were approved unanimously upon a motion by Mr. Dennis Witt and seconded by Mr. Doug Lee and duly carried.

The minutes of the October 31, 2017 Planning & Development Committee meeting were approved unanimously upon a motion by Mr. Dennis Witt and seconded by Senator Frank Ruff and duly carried.

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

Dr. Adams welcomed the members and gave an update on the transportation project, noting Danville Regional Transit has agreed to operate two additional routes, one to South Boston and one into Pittsylvania County. Details are being worked out. Martinsville has also expressed interest in joining the project.

She then informed the Board of Patty Nelson's resignation as of January 31st, but noted that Patty would continue in a part time capacity for a few of months in order to close out several critical projects.

Dr. Adams then introduced George Still, Director of Institutional Planning, Effectiveness and Research and Amanda Hylton, Program Administration Technician, both with Danville Community College. The Center, along with DCC, has joined with SVCC, PHCC, IALR, and NCI to submit a GO Virginia Grant. Dr. Adams then asked Mr. Still to explain the grant in more detail. Mr. Still presented a PowerPoint which further explained the GO Virginia Grant, which is titled GO-TEC for "Great Opportunities in Technical & Engineering Careers."

Agenda Item: Financials, Mrs. Patty Nelson

Mrs. Patty Nelson offered to take any questions about the financial statements included in the Board packet. Regarding GO-TEC funds requested for the Career Tech Academy, she reminded trustees that the Center's biennial budget request also included new monies for the Career Tech Academy. If awarded, the additional state appropriation will be used to help fund the additional equipment and personnel required to operate the Career Tech Academy.

Mrs. Nelson also reminded trustees that financial disclosure forms are due by February 1st and that details from the Board Clerk will be forthcoming after January 1.

Agenda Item: Economic Advancement, Dr. Nettie Simon-Owens

Dr. Simon-Owens gave a brief overview of the "Train the Technical Trainer" project, which is a collaboration between the SVHEC, Averett University, and New College Institute. The purpose of the project is to develop and implement a non-credit, modular based program for technical instructors—full-time and adjunct—to build all levels of classroom competencies.

Agenda Item: Standing Committee Reports

Executive Committee

Ms. Mattie Cowan, Chairman of the Executive Committee reported that a meeting had been scheduled for October, but due to the lack of a quorum, she spoke with available members individually by phone regarding fundraising. The committee did meet on December 6 to further discuss the primary fundraising responsibility issue. She noted that while more discussion was needed Executive Committee members were in agreement that the Center should have the primary responsibility.

Upon a motion by Dr. Charlette Woolridge and seconded by Mr. Tom Raab and duly carried, the Board agreed that primary fundraising should be done by the SVHEC dependent on an agreement with the Foundation.

Mr. Dennis Witt reported that the Foundation had a Board meeting that morning and discussed the fundraising responsibilities as well. He noted the Foundation was in stable condition and had committed to giving the Center \$200,000 annually for three years. The Foundation had attempted to hire someone to do fundraising but could not find a suitable candidate for the job. Dr. Adams approached the Foundation Board with the idea that the Center may be more successful in this role. The Foundation agreed to explore this possibility with a co-committee from each side to review options. It was in agreement a MOU would be needed.

Mr. Witt noted he would offer a motion to the SVHEC Board to approve individuals from the Center and the Foundation to re-examine the Fundraising MOU for presentation to both Boards in February and March 2018.

Upon a motion by Mr. Dennis Witt and seconded by Mr. Tom Raab and duly carried, the Board agreed that an Ad-Hoc Group be developed to review the Fundraising MOU between the Center and the Foundation.

Planning & Development Committee

The Planning & Development Committee met on October 31 to review new and revised policies developed over the past year. After being presented the policies by staff and discussing them, the committee is recommending the full Board approve these policies.

Upon a motion by Dr. Ken Perkins and seconded by Mr. Jay Burnett and duly carried, the Board approved all new and revised policies and supplements as presented by the Planning & Development Committee.

Programs & Partnerships Committee

Dr. Woolridge reported that a meeting will be held in January to discuss the Partnership 2.0 initiative.

Agenda Item: Halifax Educational Foundation, Dennis Witt

Mr. Dennis Witt noted he had nothing to add to his report given earlier.

Agenda Item: Unfinished Business

None presented

Agenda Item: New Business

None presented

Agenda Item: Public/Additional Comments

Dr. Charles Lee announced his resignation and that this would be his last meeting on this Board.

Adjournment

There being no further discussion or business, the meeting was adjourned at 1:21 P.M.

Mattie M Cowan

Ms. Mattie Cowan, Chairman

Susan C. Wilborn

Mrs. Susan Wilborn, Board Clerk