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**BOARD OF TRUSTEES  
MEETING MINUTES  
September 07, 2011**

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The Board of Trustees of the Southern Virginia Higher Education Center (SVHEC) met, in open session, at 12:00 p.m., on September 07, 2011. The meeting was held in the Hope Classroom at the Southern Virginia Higher Education Center; Mr. William E. Coleman, Chairman presided.

**ATTENDANCE**

**PRESENT**

Mr. William E. Coleman  
Mr. Paul Stapleton  
Mr. John Cannon  
Dr. John Cavan  
Delegate James Edmunds, II  
Mr. Tom Raab  
Delegate Donald Merricks  
Mr. Peter Blake  
Ms. Patricia Thomas  
Mr. Paul Krysiak  
Dr. Carlyle Ramsey  
Ms. Nancy Talley  
Mr. William Abbott  
President Patrick Finnegan

**Regrets**

Dr. Ken Perkins

**OTHER ATTENDEES**

Mr. Tommy Nelson, HEF Director of Development  
Ms. Brenda Yancey, HEF Executive Director  
Mr. Patrick Kellogg – PDK Fundraising  
Ms. Shemar Pucel – PDK Fundraising  
Dr. Al Roberts  
Mr. Jake Belue, Assistant Attorney General  
Dr. Earle W. Moore  
Mr. Kevin Chrystie  
Ms. Ann Switzer

***SVHEC Staff Members:***

Dr. Betty H. Adams  
Mrs. Hope Gayles  
Ms. Amy Cole  
Mrs. Patty Nelson  
Mrs. Susan Wilborn  
Mr. David Kenealy  
Dr. Nettie Simon-Owens

## **AGENDA ITEM: CALL TO ORDER**

Mr. Coleman opened the meeting by welcoming everyone and having the Board Clerk call roll. After roll call, Mr. Coleman noted that a quorum was present.

He then recognized the new Board members present, Mr. Peter Blake with SCHEV and Mr. Paul Krysiak, who was appointed to replace Dr. Earle W. Moore. He also announced the Governor's re-appointments of himself for another four year term through June 30, 2015 and for Mr. Tom Raab who represents the Halifax Educational Foundation, Inc. whose term runs through December 2011. He then recognized the presence of Mr. Jake Belue, Assistant Attorney General who has been assigned to work with the Board.

*The Minutes of the June 01, 2011 Board Meeting was approved unanimously upon a motion by Mr. Paul Stapleton and seconded by Mr. William Abbott and duly carried.*

*The Minutes for the August 11, 2011 Executive Committee Meeting were approved unanimously by the Board upon a motion by Mr. Paul Stapleton and seconded by Mr. Tom Raab and duly carried.*

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

Dr. Adams opened by bringing everyone's attention to an article on the SVHEC that had been picked up by The Danville Bee and written by Michael Felberbaum, an Associated Press writer highlighting the Higher Ed Center. She added The Center had received a Community Development Block Grant and a USDA Grant and Mr. Felberbaum stated he had received a call from them telling him how impressed they were with The Center and suggested he may want to speak with us.

She also asked everyone to please take notice of the new format of the Executive Director and Directors reports adding she hoped this new format would make it easier to read.

She then asked everyone to please look at page 64 of their Board Packet pointing out the current contract we have with the Department of Human Resource Management. The Chairman noted that this legal document would be discussed in Executive Session later in the Agenda.

Dr. Adams then turned the attention to the enrollment reports on Page 47 – 49 noting that since 2005, credit enrollments have increased 89.2% with the non-credit enrollment increase at over 90%.

She then asked Patty Nelson to join her in explaining the Biennial Budget which she is asking the Board to approve today noting the Executive Committee has recommended approval during their August 11<sup>th</sup> meeting. Dr. Adams noted that she and Ms. Nelson had spoken with the Secretary of Education, Secretary Fornash, and presented to her the same recommended budget as being presented to the Board and shown on page 23 of the Board packet. She added the Governor would notify the agency in December with his decision.

Dr. Adams then presented a power point presentation that began with the differences in General Funds and Non General Funds, pointing out that page 19 shows how the General Funds were spent while page 20 shows the expenditure for the Non-General Funds. She continued with page 21 showing an historical summary of how general and non-general have been used since 2009 and what is currently approved for in 2012. She then explained that page 23 is what the Center's ask is; the new general funds needed in the next biennium. Dr. Adams shared that the General funding is now insufficient to support the Center with the addition of the second building, The Innovation Center, and expiring grants that were supporting the signature programs that are housed in that building. She added the non-general funds are also decreasing, and it was thought the State would eventually begin to fund these programs but with the economy as it is, that is now questionable. Dr. Adams added on a positive note that a fundraising campaign has begun to address current and future operational needs while a legislative liaison has also been hired to help with the efforts in Richmond. She added that if our budget needs are not met, that could cause a reduction in operating hours or the possibility of eliminating some programs.

The floor was then opened for questions, input or comments. Mr. Peter Blake commented that the majority of the new request appeared to be to just fill in the gap with Ms. Nelson replying yes, other than a handful of new part-time assistants, adding that every effort has been made to combine and share jobs. Mr. Blake then asked if the grant funded positions had the expectations that the activities would continue. Dr. Adams replied that the expectations were if the programs were successful, once grant money lapsed, the State would pick the programs up.

Mr. Paul Krysiak asked why there was such a large increase, more than doubled in the lease expense from 2013 to 2014 with Patty Nelson replying it was for the new building, for the first two years, the lease payment is only \$1.00, with the current agreement ending in 2012.

*The adoption of the proposed budget was approved unanimously by the Board, upon a motion by Mr. Finnegan and seconded by Delegate Donald Merricks and duly carried.*

It was noted that a copy of this report will be attached to the official Minutes and housed in the Executive Director's office.

#### **Agenda Item: Halifax Educational Foundation, Tom Raab**

Mr. Raab informed the Board that the going live team has been successful and the system using rain water to take care of toilets in the facility is working and wanted to compliment everyone who had a hand in this project and thank them for all the hard work that has been done.

Mr. Raab then turned the floor over to Patrick Kellogg with PDK Fundraising to update the Board on the fundraising efforts.

Mr. Kellogg presented a power point presentation and an overview of his plan to raise money for the Center and to create sustainability for the future expressing that he would need 100% participation by the Board and stating a realistic goal would be to raise \$2 – 4 million.

Mr. Peter Blake asked Mr. Kellogg if this effort was a new initiative with Mr. Raab replying it is the first one that has been done in 10 years and this one would be ongoing. Mr. Blake then asked if they had considered what impact it may have on some of the fund raising abilities of our leading partners. Dr. Cavan answered that from SVCC's standpoint; he did not see where it would have an impact. It was stated if we are going after some of the same donors, it could have some impact. Dr. Cavan offered that he too, has concerns over the budget. He stated the Center could take a double-whammy hit if the needed support was not obtained for the operations of the buildings which could cause the community colleges to have to pull back some programs and he noted that most of the students here are Community College Students. Ms. Talley asked if most of the programs offered here by SVCC were under grant with Dr. Cavan replying no.

Dr. Ramsey said he did not think the fundraiser would have any material impact; stating that DCC and Averett Colleges were in a campaign now. He stated that he found it disappointing that the Community Colleges which are 80% of the enrollment here at the Center were not mentioned in the case statement, especially the RN degree program. He ended by saying that both he (DCC) and Dr. Cavan (SVCC) would be advocates for this campaign but thought it would be more complete with the mention of the nursing programs.

The Chairman then asked Mr. Stapleton, Superintendent if there would be a conflict with Halifax County's Public School Foundation fundraising activities; he replied that he did not see a conflict.

Mr. Paul Krysiak then asked what the role was of the people who have benefited, if we could use them to help with the fundraising. Mr. Kellogg replied that yes, when all are involved, it helps.

#### **Agenda Items: Old Business**

**BY-LAWS UPDATES** – The Chairman requested that Dr. Adams go through the document and make recommended changes from the administrator perspective and bring back to Board her recommendations for consideration, further input/amendments, and final approval.

The Chairman then called upon Mrs. Nelson for an update to the 501(c) 3 application; she replied that there was still more information to gather but it was moving along. She noted it was a long and time-consuming process.

The Chairman then asked for an update on the Broadband Initiative Application. Dr. Adams told the Board regrettably the Center would not be able accommodate this request noting it does not have the facilities to house the proposed grant funded program. She stated that Dr. Ramsey's suggestion of a mobile lab in rural communities may be feasible.

#### **Agenda Items: New Business**

The Chairman then announced that a letter of resignation had been received on July 29, 2011 from Mrs. Wanda B. Jeffress, Vice Chair. He suggested that appropriate recognition to her be given at the December Board Meeting.

He then called upon the Board's Nomination Committee Chair to come forth with any possible nominations for a replacement to be submitted to the Governor's Office consideration.

Dr. Cavan, on behalf of the Nomination Committee, presented the name and a Bio of Ms. Mattie M. Cowan for consideration by the Trustees. The Chairman asked if there were any more nominees from the floor; there was none.

*After a brief discussion and upon a motion by Dr. Ramsey, seconded by Mr. Stapleton and carried unanimously that Ms. Mattie M. Cowan's name be submitted to the Governor's office for consideration to fill the unexpired term of Ms. Wanda B. Jeffress.*

Delegate Edmunds suggested that in the future it may be beneficial to look outside of the immediate area to fill vacancies.

The Board Chairman and Executive Director presented Dr. Earle W. Moore, outgoing SVHEC Board Member, with a framed Resolution and an appreciation gift for his time, dedication, commitment, and efforts while serving as a Trustee on the Board.

Dr. Moore thanked the Board for the special recognition and opportunity of serving on the Board noting there were a lot of challenges ahead and wished them the best of luck and welcomed his successor, Mr. Paul Krysiak.

*Upon motion by Dr. John Cavan, duly seconded by President Finnegan, the Committee voted unanimously to go into Executive Session at 1:27 p.m. to discuss personnel, real estate and/or legal matters with Dr. Adams to remain.*

*It was moved, properly seconded and duly carried that the Trustees return to open session.*

All Trustees than present certified that only the matters permitted under applicable law(s) were discussed in Executive Session as follows:

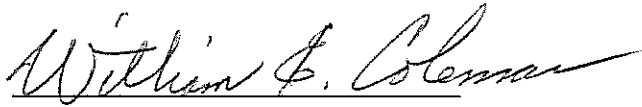
<u>Trustee Members</u>	<u>Certification</u>
Mr. William E. Coleman	"Yes"
Mr. Paul Stapleton	"Yes"
Mr. John Cannon	"Yes"
Dr. John Cavan	"Yes"
Mr. Tom Raab	"Yes"
Delegate Donald Merricks	"Yes"
Mr. Peter Blake	"Yes"
Mr. Paul Krysiak	"Yes"
Mrs. Nancy Talley	"Yes"

*It was moved by Delegate Merricks, seconded and duly carried that Dr. Adams special Telework request be granted for the week of November 28 through December 2, 2011 (5 days).*

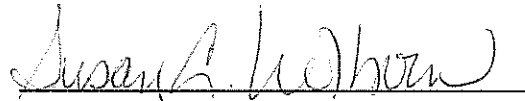
The Chairman reminded the Board that a slate-of-officers be presented and elected at our upcoming Board Meeting on December 7<sup>th</sup>. He suggested that anyone interested in serving as officer to contact Dr. Cavan, Chair of the Nomination Committee.

*Upon a motion by Peter Blake and duly seconded by Paul Stapleton, the Committee voted unanimously to approve the Resolution granting authority to Workforce Services@SVHEC to solicit potential funds through grant applications and fundraising efforts deemed appropriate by the Executive Director with consultation with the Chairman. Abstains were recorded from Mr. John Cannon and Delegate Donald Merricks.*

There being no further discussion or business, the Chairman declared the meeting adjourned at 2:35 P.M.



Mr. William E. Coleman, Chairman



Susan Wilborn, Board Clerk