



**Executive / Executive Director Search Committee**

820 Bruce Street | South Boston | VA 24592

Phone: (434) 572-5477

Email: [ExecutiveDirectorSearch@svhec.org](mailto:ExecutiveDirectorSearch@svhec.org)

**SOUTHERN VIRGINIA HIGHER EDUCATION CENTER EXECUTIVE/EXECUTIVE  
DIRECTOR SEARCH COMMITTEE MEETING**

**July 23, 2024**

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Tuesday, July 23, 2024  
9:00 a.m.

SVHEF Board Room, 820 Bruce Street, South Boston, VA 24592

**ATTENDANCE**

Committee members present:

Mr. Stanley Jeffress, Jr.

Mr. Jeffrey Davis

Ms. Sheri McGuire

Mr. Tom Raab

Dr. Quentin Johnson

Others present:

Mr. Ben Davenport, Jr. (*Special Foundation (SVHEF) Representative to the Search Committee*)

Committee Council absent:

Deborah Love, Senior Assistant Attorney General

SVHEC Staff member present:

Dr. Nettie Simon-Owens (Committee Liaison & Chief Strategy Officer)

SVHEC Staff member providing IT support:

Mr. Aaron Chandler (IT & Operations Manager)

**AGENDA ITEM 1: CALL TO ORDER & WELCOME FROM THE CHAIR (OPEN SESSION)**

Mr. Jeffress called the meeting to order at 9:00 a.m. and extended greetings to all. The chair welcomed Mr. Ben Davenport, Jr., as the Special Foundation Representative to the Search Committee. Mr. Jeffress extended appreciation to committee members and staff for their participation and presence.

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**AGENDA ITEMS 2: DETERMINATION OF A QUORUM AND APPROVAL OF AGENDA**

A quorum was confirmed, and the agenda approved by consensus.

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**AGENDA ITEM 3: ACTION ON MINUTES OF JULY 9, 2024, MEETING**

July 9, 2024, Executive Director Search Committee meeting minutes were approved unanimously upon a motion by Mr. Raab, seconded by Mr. Davis, and duly carried.

The Chair provided the following updates:

1. Ms. Deborah Love sent regrets at not being in attendance due to a scheduling conflict; she is available via phone as needed.
2. Received signed Confidentiality Agreement from Mr. Ben Davenport, Jr. to serve as Special Foundation Representative to the Search Committee.
3. The Chair sent a written response to SVHEC Leadership Team Letter received and shared at previous meeting.

**AGENDA ITEM 4: UPDATE POLICY ON INDIVIDUAL REMOTE PARTICIPATION AND ALL VIRTUAL MEETINGS BY ELECTRONIC MEANS UNDER §§ 2.2-3708.2 and 2.2-3708.3 (Policy #1110)**

A motion was made by Dr. Johnson, seconded by Mr. Davis, and duly carried that the Committee will recommend approval of revisions to Policy #1110 as authorized by changes to FOIA.

Revisions made as shown below:

**Item E. Policy Statement, B. All Virtual Meetings.** v. revised to read:

The Board is limited in convening meetings in the all-virtual format to two meetings or **50** percent of the meetings held each calendar year rounded up to the next whole number, whichever is greater.

**Item E. Policy Statement, B. All Virtual Meetings.** vi. **3.** added to read:

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When audio-visual technology is available, for purposes of a quorum, any member must be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.

**AGENDA ITEM 5: CLOSED SESSION**

**AGENDA ITEM 5.A: REQUEST TO ENTER INTO CLOSED SESSION:**

Motion was made by Ms. McGuire, seconded by Mr. Davis, and duly carried that the Committee move into closed session pursuant to § 2.2-3711.A(29) for interviews of potential contractors to assist the Committee with the search for the next Director of the Center, and discussion of the terms or scope of such contract, as discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, and pursuant to subsection A(8) for consultation with legal counsel on the same subject.

Motion was approved unanimously (5-0).

**AGENDA ITEM 5.B.: REQUEST TO RETURN TO OPEN SESSION:**

Motion was made by Mr. Raab, seconded by Dr. Johnson, that the Committee return to open session and that each member certify to the best of each member's knowledge: (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act and (2) only the public business matters as were identified in the motion to go into closed session were heard, discussed or considered by the Committee. Any member of the Committee who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote.



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**AGENDA ITEM 5.C.: CERTIFICATION OF CLOSED SESSION**

A roll call vote was called by Mr. Jeffress and executed by Dr. Simon-Owens, with members certifying that all relevant closed-meeting requirements had been followed and satisfied.

Mr. Stanley Jeffress, Jr.	Yes
Mr. Jeffrey Davis	Yes
Ms. Sheri McGuire	Yes
Mr. Tom Raab	Yes
Dr. Quentin Johnson	Yes

**AGENDA ITEM 6: ACTION(S) TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION**

The Chair directed staff to develop and execute a contractual agreement with the identified search consultant.

**AGENDA ITEM 7: NEXT MEETING AND NEXT STEPS**

The next committee meeting will be determined at a later date.

**AGENDA ITEM 8: ADJOURNMENT**

There being no further discussion or business, adjournment of the meeting at 2:20 p.m. was approved by consensus.

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Stanley L. Jeffress, Jr., *Committee Chair*

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Dr. Nettie L. Simon-Owens, *SVHEC Staff*