



**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 9, 2024**

MINUTES – July 9, 2024

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**VIRTUAL MEETING**

Tuesday, July 9, 2024

10:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/84033179811>

**Meeting ID: 840 3317 9811**

**Passcode: 840181**

Onsite: SVHEC Berneche Conference Room, 820 Bruce Street, South Boston, VA 24592

Mr. Jeffress called the virtual meeting to order at 10:00 a.m. Mr. Jeffress participated in the Berneche Conference Room of the Southern Virginia Higher Education Center 820 Bruce Street Building in South Boston, Virginia.

**ATTENDANCE**

Committee members present:

Mr. Stanley Jeffress, Jr.

Mr. Jeffrey Davis

Ms. Sheri McGuire

Mr. Tom Raab

Dr. Quentin Johnson

Others present:

Ms. Deborah “Deb” Love (Office of the Attorney General)

SVHEC Staff members present:

Dr. Nettie Simon-Owens (Chief Strategy Officer)

Mrs. Brenda Terry (Chief Finance & Operations Officer)

Mr. Aaron Chandler (IT & Operations Manager)

Regrets:

Dr. Betty Adams (SVHEC Executive Director)

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

Mr. Jeffress called the meeting to order at 10:05 a.m. and extended greetings to all. The Chair extended appreciation to committee members and staff for participation and presence.

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**AGENDA ITEM: DETERMINATION OF A QUORUM AND APPROVAL OF AGENDA**

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

**AGENDA ITEM: ACTION ON MINUTES OF MAY MEETING**

June 5, 2024, Executive Search Committee meeting minutes were approved unanimously upon a motion by Dr. Quentin Johnson, seconded by Mr. Jeff Davis, and duly carried.

**AGENDA ITEM: 4. UPDATES FROM CHAIR**

Mr. Jeffress provided a review of previous meetings and updates including the following: Executive Director Search web page publication on June 13, 202; two (2) staff members who signed confidentiality agreement since last meeting; and presented a letter to the committee from the SVHEC Leadership Team members who serve as directors and managers.

The committee will provide a written response to the SVHEC Leadership Team expressing appreciation.

**AGENDA ITEM: 5. SUBCOMMITTEE REPORT**

The report and discussion from the subcommittee assigned to review search consultant services and bring recommendations to the full committee was moved to closed session.

**AGENDA ITEM 6: CLOSED SESSION**

**AGENDA ITEM 6.A: REQUEST TO ENTER INTO CLOSED SESSION:**

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Motion was made by Mr. Jeff Davis, seconded by Ms. Sheri McGuire, and duly carried that the Committee move into closed session pursuant to Code of Virginia § 2.2-3711 (A): subsection 8 for consultation with legal counsel for the provision of legal advice regarding the search and related legal matters and subsection 29 for discussion of the scope and terms of a public contract involving the expenditure of public funds because a discussion in open session would adversely affect the Committee’s bargaining position or negotiating strategy.

Motion was approved unanimously (5-0).

**AGENDA ITEM 6.B.: REQUEST TO RETURN TO OPEN SESSION:**

Motion was made by Ms. McGuire, seconded by Mr. Davis, 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.

**AGENDA ITEM 6.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.**

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



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**AGENDA ITEM 7: ACTION TAKEN ON ITEMS DISCUSSED IN CLOSED SESSION**

A motion was made by Dr. Johnson, seconded by Mr. Raab, and duly carried to accept funding support of \$50,000 from the Southern Virginia Higher Education Foundation (Foundation/SVHEF) to be utilized for the Executive Director Search.

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A motion was made by Ms. McGuire, seconded by Mr. Davis, and duly carried to approve Mr. Ben Davenport, Jr., to serve as *Special Foundation (referring to Southern Virginia Higher Education Foundation) Representative with no voting rights to the Executive Director Search Committee contingent upon his signing the approved Confidentiality Statement.*

Dr. Simon-Owens was instructed to schedule onsite, face-to-face interviews with three identified search consulting firms.

Dr. Johnson and Mr. Raab were appointed to serve as a subcommittee to work with staff to develop interview questions for the consultant interviews.

**AGENDA ITEM 8: NEXT MEETING AND NEXT STEPS**

The next committee meeting will be Tuesday, July 23, 2024, at 9:30 a.m. The meeting will be held in the **Berneche Conference Room**.

**AGENDA ITEM 9: ADJOURNMENT**

There being no further discussion or business, adjournment of the meeting at 10:57 a.m. was approved unanimously upon a motion by Dr. Johnson, seconded by Mr. Davis, and duly carried.

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

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

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