



Executive / Executive Director Search Committee

820 Bruce Street | South Boston | VA 24592

Phone: (434) 572-5477

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June 5, 2024, Meeting Minutes

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

June 5, 2024

APPROVED MINUTES – June 5, 2024

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Mr. Jeffress called the meeting to order at 10:32 a.m. 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 (Joined the meeting at 11:00 a.m.)

Others present:

Mr. Adam Kane (Office of the Attorney General)

Regrets:

Ms. Deborah Love (Office of the Attorney General)

SVHEC Staff members present:

Dr. Nettie Simon-Owens (Chief Strategy Officer)

Dr. Betty Adams (Executive Director)

Mrs. Brenda Terry (Chief Finance & Operations Officer)

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

Mr. Jeffress called the meeting to order and extended greetings to all. He stated that the SVHEC Executive Committee is serving as the Executive Director Search Committee and the agenda reflects actions involving both roles. 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

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May 10, 2024, Executive Search Committee meeting minutes were approved unanimously upon a motion by Mr. Tom Raab, seconded by Mr. Jeffrey Davis, and duly carried.

AGENDA ITEM: POLICY ON INDIVIDUAL REMOTE PARTICIPATION AND ALL VIRTUAL MEETINGS BY ELECTRONIC MEANS UNDER §§ 2.2-3708.2 AND 2.2-3708.3

SVHEC Policy #1110-Code of Virginia Individual Remote Participation & Virtual Meetings by Electronic Means was approved unanimously upon a motion by Mr. Jeffrey Davis, seconded by Mr. Tom Raab, and duly carried.

AGENDA ITEM: UPDATE ON WEB PAGE

A web page for the Executive Director Search was approved unanimously upon a motion by Mr. Tom Raab, seconded by Mr. Jeffrey Davis, and duly carried. Dr. Simon-Owens was directed to proceed with the preparation and publishing of a web page for the executive director search.

AGENDA ITEM: EXECUTIVE SEARCH SERVICES OVERVIEW

No action.

AGENDA ITEM: CLOSED SESSION

AGENDA ITEM: REQUEST TO ENTER INTO CLOSED SESSION:

Motion was made by Ms. McGuire, seconded by Mr. Davis, and duly carried that the Board go into closed session pursuant to Code of Virginia § 2.2-3711 (A): subsection 7 for consultation with legal counsel regarding the search and related

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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.

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Motion was approved unanimously (4-0).

AGENDA ITEM: 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.

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

Appointment of Mr. Jeffrey Davis and Ms. Sheri McGuire to serve as a subcommittee of the Search Committee for the purpose of working with Dr. Simon-Owens and Mrs. Terry

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to review search consultant services and bring recommendations to the full committee was approved unanimously upon a motion by Mr. Rabb, seconded by Dr. Johnson, and duly carried.

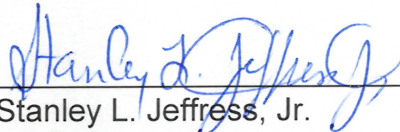
AGENDA ITEM: NEXT MEETING AND NEXT STEPS

The next committee meeting will be July 9, 2024, at 10:00 a.m. The meeting will be held virtually.


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AGENDA ITEM: ADJOURNMENT

There being no further discussion or business, adjournment of the meeting at 11:21 a.m. was approved unanimously upon a motion by Dr. Johnson, seconded by Mr. Tom Raab, and duly carried.



Stanley L. Jeffress, Jr.
Committee Chair



Dr. Nettie L. Simon-Owens
SVHEC Staff