

**AGENDA**  
**Southwest Virginia Higher Education Center**  
**Board of Trustees Meeting**  
**June 8, 2004**  
**4:00 p.m.**

- |                                                       |                         |
|-------------------------------------------------------|-------------------------|
| <b>I. Welcome and Introductions</b>                   | <b>Phillip Puckett</b>  |
| <b>II. Public Comments</b>                            |                         |
| <b>III. Approval of Minutes</b>                       |                         |
| a. Minutes - June 8, 2004*                            |                         |
| <b>IV. Executive Director's Report</b>                | <b>Rachel Fowlkes</b>   |
| <b>V. Report on Space Utilization</b>                 | <b>Sonia Craig</b>      |
| <b>VI. Conference Services &amp; Marketing Report</b> | <b>Deborah Bourne</b>   |
| <b>VII. Financial Report</b>                          | <b>Christine Fields</b> |
| <b>VIII. College/University Reports</b>               |                         |
| a. Emory & Henry College                              | Jack Roper              |
| b. Old Dominion University                            | Penny McCallum          |
| c. Radford University                                 | Gerald Blankenship      |
| d. Virginia Intermont College                         | Craig Wesley            |
| e. Virginia Tech                                      | Roy Jones               |
| f. Virginia Highlands Community College               | Deborah Clear           |
| g. University of Virginia                             | Mary Quillen            |
| h. University of Virginia's College at Wise           | Mary Quillen            |
| <b>Adjourn to Reception</b>                           |                         |