

# Southwest Virginia Higher Education Center Board of Trustees Executive Committee

## Scope of Duties - Interim Executive Director

### *Meeting Minutes*

July 30, 2015

#### **I. Call to order**

**Senator Bill Carrico, Chairman**, called to order a called meeting of the **Southwest Virginia Higher Education Center Board of Trustees Executive Committee** at **3:30 p.m.** on **July 30, 2015**.

#### **II. Roll call**

The following persons were present: **Senator Bill Carrico, Lindy White**, and **Donna Henry**, who are all of the members of the Executive Committee and constitute a quorum. Also present was Kathy Hietala.

#### **III. Purpose of Meeting**

- 1) The meeting was called for the purpose of reviewing, discussing, and voting on a resolution setting forth the scope of duties for the Interim Executive Director of the Southwest Virginia Higher Education Center during the term of service. Discussion was held regarding continuity of operations of the Center. Following discussion, Senator Carrico moved that the resolution be adopted; the motion was seconded by Donna Henry, and unanimously passed. The resolution will be entered into the permanent minutes of the December 2015 meeting of the Board of Trustees of the Center.

#### **IV. Adjournment**

Senator Carrico adjourned the meeting at **3:45 p.m.**

Minutes submitted by: Kathy Hietala

Minutes approved by: Senator Bill Carrico