

Southwest Virginia Higher Education Center Board of Trustees Executive Committee

Employment of New Executive Director/Agency Head

Meeting Minutes

October 21, 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 **5:00 p.m.** on **October 21, 2015**.

II. Roll call

The following persons were present: **Senator Bill Carrico, Gene Couch (VHCC), Sim Ewing (UVa-Wise), George Low (Radford), Susan Short (Virginia Tech), Joseph Taylor (Emory & Henry), and Lindy White (Vice Chair)**, who are all members of the Executive Committee and constitute a quorum. Also present were Kathy Hietala and Adam Tolbert.

III. Purpose of Meeting

- 1) The meeting was called for the purpose of discussing, finalizing and approving the method of employment, salary and benefit details for the Center's new Executive Director/Agency Head, David Matlock.

Discussion was held. Following discussion, George Low moved that Mr. Matlock's employment be facilitated by the University of Virginia (UVa), the fiscal agent for the Higher Education Center and its employees. The motion was seconded by Lindy White, and unanimously passed.

Further discussion was held to establish a salary range and additional employment benefits and details to be negotiated with Mr. Matlock. Following discussion, George Low moved that Senator Carrico be authorized to negotiate salary and other employment details determined by the Executive Committee with David Matlock on behalf of the Board. The motion was seconded by Gene Couch, and unanimously approved.

IV. Adjournment

Upon motion by Gene Couch, seconded by Susan Short, Senator Carrico adjourned the meeting at **6:30 p.m.**

Minutes submitted by: Kathy Hietala

Minutes approved by: Senator Bill Carrico