

# **Southwest Virginia Higher Education Center Board of Trustees Executive Committee**

## **Personnel Matters**

### ***Meeting Minutes***

September 12, 2018

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

**Senator Bill Carrico, Chairman**, called to order a meeting of the **Southwest Virginia Higher Education Center Board of Trustees Executive Committee** at approximately **1:00 p.m.** on **September 12, 2018**.

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

The following persons were present in person: **Senator Bill Carrico, Delegate Israel O'Quinn** and **Gene Couch**, who are all members of the Executive Committee and constitute a quorum. Participating in the meeting by telephone conference was Executive Committee member **Brian Hemphill** and Elizabeth Griffin, legal counsel for the Center. Also present in person were David Matlock, Kathy Hietala and Adam Tolbert. Absent was **Donna Henry**.

#### **III. Closed Session**

The Chairman announced that the Committee needed to go into closed session for the purpose of reviewing, discussing, and voting on certain personnel matters of the Southwest Virginia Higher Education Center.

Delegate O'Quinn made the motion, seconded by Gene Couch. The motion passed unanimously; whereupon, Kathy Hietala and Adam Tolbert departed, and the Committee entered closed session, which was attended by Senator Carrico, Delegate O'Quinn, Gene Couch, Brian Hemphill, David Matlock and Elizabeth Griffin.

Upon conclusion of the business of the closed session, Delegate O'Quinn moved that the Committee return to open session, seconded by Gene Couch. The motion passed without opposition.

The meeting continued in open session with a motion by Delegate O'Quinn certifying that the closed session had been conducted in accordance with Virginia law. Gene Couch seconded, and a roll call vote was taken. All present in person and on the phone voted aye; none opposed. The motion passed unanimously. The foregoing motions are attached hereto and made a part of these minutes.

#### **IV. Action in Open Session**

Upon return to open session, Gene Couch moved that the annual performance of the Southwest Virginia Higher Education Center's Executive Director and Agency Head, David Matlock, be rated as the highest, whether the correct terminology be "Exceeds Expectations" or "Exceptional." Delegate O'Quinn seconded the motion, and a roll call vote was taken. All present in person and on the phone voted aye; none opposed. The motion passed unanimously.

#### **V. Adjournment**

Senator Carrico adjourned the meeting at approximately **1:40 p.m.**

Minutes submitted by: Kathy Hietala

Minutes approved by: Senator Bill Carrico, Chairman

**Southwest Virginia Higher Education Center**

**September 12, 2018 Meeting**

**MOTION for CLOSED SESSION:**

I move that, pursuant to Virginia Code § 2.2-3711(A)(1), the Executive Committee of the Southwest Virginia Higher Education Center convene in a closed meeting to discuss the performance of specific employees, particularly for the purpose of conducting the Executive Director's performance evaluation.

AND

that Elizabeth Griffin, legal counsel to Southwest Virginia Higher Education Center, as well as David Matlock, Executive Director/Agency Head, whose presence will aid in the Board's consideration of these matters, participate in the closed meeting.

WHO MADE THE MOTION? Delegate O'Quinn

SECOND BY: President Couch

VOTE

**MOTION to RETURN TO OPEN SESSION:**

I move that the Executive Committee of the Board enter open session.

WHO MADE THE MOTION? Delegate O'Quinn

SECOND BY: President Couch

VOTE

**CERTIFICATION MOTION:**

Whereas, the Executive Committee of the Board of Trustees of the Southwest Virginia Higher Education Center convened in closed meeting on September 12, 2018, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Virginia Code § 2.2-3712 requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia law;

NOW, BE IT RESOLVED that the Executive Committee of the Board of Trustees of the Southwest Virginia Higher Education Center hereby certifies that, to the best of each member's knowledge:

(1) only public business matters lawfully exempted from open meeting requirements under Virginia law; and

(2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting of the Executive Committee of the Board of Trustees of the Southwest Virginia Higher Education Center.

WHO MADE THE MOTION? Delegate O'Quinn

SECOND BY: Gene Couch

VOTE – CERTIFICATION MOTION REQUIRES a second and a ROLL CALL VOTE of all members

Member	Aye	No
1. Senator Charles W. "Bill" Carrico, Sr., Chair	✓	
2. Delegate Israel O'Quinn, Vice Chair	✓	
3. Donna Henry, Secretary-Treasurer (UVa-Wise) <del>CALLING IN</del> <b>ABSENT</b>		
4. Gene Couch (VHCC)	✓	
5. Brian Hemphill for Radford CALLING IN	✓	

Action by the Executive Committee:

Discussion and/or motion in open session