Minutes
Southwest Virginia Higher Education Center
Board of Trustees Meeting
December 8, 2022

Call to Order
Chairman Todd Pillion called the meeting to order and requested of those participating in the meeting via Zoom that they mute their lines unless speaking.

The roll was called by Secretary Steve Ahn. A quorum was present.

Board Members/Designees Present:
Steve Ahn, Secretary – in person
Esther Bolling – via Zoom
Tim Channell (Radford) – in person
Joe Kiser (UVA Wise) – in person
Adam Hutchison (VHCC) – in person
Hannah Ingram – in person
Scott Kemp (SCHEV) – in person
Melissa Lubin (UVA) – via Zoom
Delegate Israel O’Quinn – in person
Keith Perrigan, Vice Chair – in person
Senator Todd Pillion, Chair – in person
Susan Short (Virginia Tech) – in person
Donna Stanley (VCCS) – in person
Sophie Chafin Vance – in person
Matt Frederick (Emory & Henry) – in person

Board Members/Designees Absent:
Delegate Jason Ballard
Senator Travis Hackworth
Brian Hemphill (ODU)
Lennie Gail Mitcham
Delegate Will Morefield

David Olive (Bluefield) (Ex-Officio)
Susan Parish (VCU)
Delegate Sam Rasoul
Karen Shelton
Others Present in Person or via Zoom:
Amanda Baldwin-Estep (Radford)        David Matlock (SWVHEC)
Theresa Burriss (Radford)              Shannon Mutter (MRRAEP)
Angela Cvetkovski (ODU)               Nicky Rahley (SWVHEC)
Megan Healey (George Mason)          Courtney Stringer (UVA Wise)
Debbie Hensley (SWVHEC)              Ramona Taylor (OAG)
Hannah Hietala (SWVHEC)              Adam Tolbert (SWVHEC)
Kathy Hietala (SWVHEC)                Sonia Vanhook (SWVHEC)
Tom Lester (Legislative Aide, Del. Morefield)

Minutes
Minutes of the August 25, 2022, meeting were unanimously approved upon motion by Sophie Chafin Vance, seconded by Delegate Israel O’Quinn.

Executive Director’s Report
David Matlock, Executive Director, reported on the following important matters:

- Financial Update
- Center Activity Update
- Naming Policy: A proposed naming policy was provided to Trustees for review and consideration in advance of the meeting. The proposed policy sets forth guidelines to ensure consistency in the method by which interior spaces at the Center or Center-conceived programs may be named in honor of individuals. By motion of Delegate Israel O’Quinn, seconded by Keith Perrigan, the Board voted unanimously to adopt the proposed naming policy.

Mount Rogers Regional Adult Education Program
Shannon Mutter, Program Manager, delivered an informative report about the Mount Rogers Regional Adult Education Program (MRRAEP), one of the Center’s academic partners, with administrative offices and designated instructional classrooms located onsite.

Goodwill Industries of Tenneva, Inc.
Karissa Rose, SCSEP Director for Goodwill Industries of Tenneva, Inc., had been scheduled to speak, but was unable to attend the meeting.
HR/Administration Report
Adam Tolbert, Senior Director of Administration, reported on the following matters:

- Personnel Update:
  - New Hires
    
    James Blevins, Program Administrator & Fiscal Specialist
    Tina Conner, Testing Center Proctor
    Cindy Wood, Testing Center Proctor
  - Departures/Changes
    
    Alicia Young, Grants Administrator (Retired)
    William Cole Noble, Facilities Management Technician
    James Blevins, Testing Center Proctor
    Judy Vermillion, Information Desk Specialist (Deceased)

- Conflict of Interest Statements Reminder

Remote Meeting Policy
A proposed virtual meeting policy was provided to Trustees for review and consideration in advance of the meeting. Ramona Taylor, the Center’s legal counsel in the Office of the Attorney General, who had previously explained the policy at the August 2022 meeting, reviewed it once again for the benefit of the board. Thereafter, upon motion by Delegate Israel O’Quinn, seconded by Donna Stanley, the Board voted unanimously to adopt the proposed remote meeting policy.

Public Comments
No public comments were received.

Closing Remarks
During closing remarks, a proposed one-year extension of the Executive Director’s contract was discussed. Following discussion, Keith Perrigan moved for approval of a one-year extension of David Matlock’s contract, to January 24, 2025. Sophie Chafin Vance seconded the motion, and the Board voted unanimously to approve the proposed one-year extension.

Trustees were requested to hold Thursday, June 8th for the next scheduled full board meeting.
A motion to adjourn was requested. **Delegate Israel O’Quinn made the motion; the motion was seconded by Scott Kemp, and the meeting was duly adjourned.**

A complete recording of the meeting may be accessed at: [https://www.youtube.com/watch?v=ASEcf0wInrE](https://www.youtube.com/watch?v=ASEcf0wInrE)