



**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	David Olive (Bluefield) (Ex-Officio)
Senator Travis Hackworth	Susan Parish (VCU)
Brian Hemphill (ODU)	Delegate Sam Rasoul
Lennie Gail Mitcham	Karen Shelton
Delegate Will Morefield	

### **Others Present in Person or via Zoom:**

Amanda Baldwin-Estep (Radford)  
Theresa Burriss (Radford)  
Angela Cvetkovski (ODU)  
Megan Healey (George Mason)  
Debbie Hensley (SWVHEC)  
Hannah Hietala (SWVHEC)  
Kathy Hietala (SWVHEC)  
Tom Lester (Legislative Aide, Del. Morefield)

David Matlock (SWVHEC)  
Shannon Mutter (MRRRAEP)  
Nicky Rahley (SWVHEC)  
Courtney Stringer (UVA Wise)  
Ramona Taylor (OAG)  
Adam Tolbert (SWVHEC)  
Sonia Vanhook (SWVHEC)

### **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 (MRRRAEP), one of the Center's academic partners, with administrative offices and designated instructional classrooms located onsite.

### **Goodwill Industries of Tennesse, Inc.**

Karissa Rose, SCSEP Director for Goodwill Industries of Tennesse, 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 8<sup>th</sup>** 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=ASEcf0wlnrE>