

**AGENDA**  
**Southwest Virginia Higher Education Center**  
**Board of Trustees Meeting**  
**December 13, 2018**  
**3:00 p.m.**

- |  |                 |
|--|-----------------|
| 1. <b>Welcome &amp; Roll Call</b>  | Senator Carrico |
| 2. <b>Approval of Minutes</b> <ul style="list-style-type: none"><li>• Minutes - June 2018*</li></ul>   | Senator Carrico |
| 3. <b>Acknowledgement of Outgoing Board Members</b> <ul style="list-style-type: none"><li>• Aviva Frye - Citizen Member; resigned</li></ul>  | Senator Carrico |
| 4. <b>Introduction of New Board Members</b> <ul style="list-style-type: none"><li>• Joseph Crook - SCHEV Designee</li><li>• Alex Hernandez - UVA Designee</li><li>• Charlie White - VHCC Interim President</li></ul> | Senator Carrico |
| 5. <b>Election of Secretary*</b>   | Senator Carrico |
| 6. <b>Executive Director's Report</b> <ul style="list-style-type: none"><li>• Financial Report</li><li>• New Initiatives &amp; Yearly Activity</li><li>• Expansion &amp; HVAC Project</li></ul>                      | David Matlock   |
| 7. <b>HR/Administration Report</b> <ul style="list-style-type: none"><li>• UVA to DHRM/DOA Transition Update</li><li>• New/Departing Employees</li><li>• Conflict of Interest Statements</li></ul>                   | Adam Tolbert    |
| 8. <b>Conference Services Report</b> <ul style="list-style-type: none"><li>• Key Performance Indicators</li></ul>  | Hannah Hietala  |
| 9. <b>Facility Management Report</b> <ul style="list-style-type: none"><li>• Electrical/Energy Updates</li><li>• HVAC Updates</li><li>• Room Improvements</li></ul>  | Joe Mitchell    |
| 10. <b>Foundation Report</b> <ul style="list-style-type: none"><li>• R&amp;D Projects</li><li>• Energy Center</li></ul>  | Alicia Young    |
| 11. <b>Appointment of Nominating Committee for Office of Chair</b>   | Senator Carrico |
| 12. <b>Public Comments</b>   |                 |
| 13. <b>Closing Remarks</b>   |                 |

Proposed Date for Next Meeting - PLEASE HOLD: **Thursday, June 13, 2019**

Adjourn

**\*Denotes Action Item**