

# Southwest Virginia Higher Education Center Board of Trustees Executive Committee

## Personnel Matters

### *Meeting Minutes*

June 30, 2017

#### 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 approximately **12:00 p.m.** on **June 30, 2017**.

#### II. Roll call

The following persons were present in person: **Senator Bill Carrico, Gene Couch, Donna Henry, and Saul Hernandez**, who are all members of the Executive Committee and constitute a quorum. Calling in to the meeting was **Brian Hemphill**, the remaining member of the Executive Committee. Also present were David Matlock, Kathy Hietala and Adam Tolbert.

#### III. Executive Session

The Chairman announced that the Board 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.

Saul Hernandez made the proper motion, seconded by Donna Henry, whereupon the Board entered closed session.

Saul Hernandez moved that the Board return to open session, seconded by Gene Couch. The motion passed without opposition.

The meeting continued with a motion by Saul Hernandez certifying that the closed session had been conducted in accordance with Virginia law. Donna Henry seconded, and a roll call vote was taken. All present voted aye; none opposed. The motion passed unanimously. The foregoing motions are attached hereto and made a part of these minutes.

Saul Hernandez then made a motion that the Executive Director be authorized to take the employment actions that were discussed during closed session. Donna Henry made the second. The motion passed unanimously.

Mr. Hernandez also made a motion to affirm the excellent performance evaluation given to the Executive Director, thereby affirming his eligibility for the 3% raise anticipated by state government employees July 10, 2017. The motion was seconded by Gene Couch, and passed unanimously.

**IV. Adjournment**

Senator Carrico adjourned the meeting at **1:05 p.m.**

Minutes submitted by: Kathy Hietala

Minutes approved by: Senator Bill Carrico

Southwest Virginia Higher Education Center

June 30, 2017 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 for the purposes of addressing the personnel issues:

Specifically, the Executive Director's performance evaluation and the employment status of other specific employees of the Center.

AND

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

WHO MADE THE MOTION?

Saul Hernandez

SECOND BY:

Donna Henry

VOTE

**MOTION to RETURN TO OPEN SESSION:**

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

WHO MADE THE MOTION?

Saul Hernandez

SECOND BY:

Gene 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 June 30, 2017 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? Saul Hernandez

SECOND BY: Donna Henry (Gene Couch, too)

VOTE - MOTION REQUIRES a second and a ROLL CALL VOTE of all members

Member	Aye	No
1. Senator Charles W. "Bill" Carrico, Sr., Chair	✓	
2. Saul Hernandez, Vice-Chair	✓	
3. Donna Henry, Secretary-Treasurer (UVa-Wise)	✓	
4. Gene Couch (VHCC)	✓	
5. Brian Hemphill for Radford	—	

**Action by the Executive Committee:**

Discussion and/or motion in open session