

Southwest Virginia Higher Education Center Board of Trustees Executive Committee

Personnel Matters

Meeting Minutes

May 26, 2021

I. Call to order

Senator Todd Pillion, Chairman, called to order an electronic meeting of the **Southwest Virginia Higher Education Center Board of Trustees Executive Committee** at approximately **5:00 p.m.** on **May 26, 2021**.

Senator Pillion explained that the meeting was being conducted electronically via Zoom in accordance with Section 2.2-3708.2 of the Code of Virginia and Item 4-0.01 of Chapter 552 of the 2021 Special Session I Acts of Assembly. The Chair, in consultation with the Executive Director, had determined that it would be both impracticable and unsafe to assemble a quorum in a single location for this meeting due to the ongoing COVID-19 global health pandemic.

The stated purpose of the meeting was to discuss or transact the business statutorily required or necessary to continue operations of the public body and the discharge of its lawful purposes, duties, and responsibilities.

II. Roll call

The Secretary, **Steve Ahn**, called the roll. The following individuals were present: **Senator Todd Pillion, Steve Ahn, Donna Henry** and **Keith Perrigan**, who are all members of the Executive Committee and constitute a quorum. Also present were Executive Director/Agency Head David Matlock, Kathy Hietala and Adam Tolbert.

III. Closed 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. More specifically, the discussion of the Executive Director's performance and annual evaluation.

Steve Ahn made the proper motion, seconded by Donna Henry. A roll call vote was taken, as follows:

Ahn: Aye.

Henry: Aye.
Perrigan: Aye.
Pillion: Aye.

None opposed. The motion passed unanimously; whereupon, the Board entered closed session.

Donna Henry moved that the Board return to open session, seconded by **Steve Ahn**. A vote was taken; with all in favor and none opposed, the passed.

The meeting continued with a motion by **Steve Ahn** 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.

IV. Adjournment

Senator Pillion made a motion to adjourn the meeting. The motion was seconded by Donna Henry, and passed unanimously. The meeting was adjourned at approximately **5:30 p.m.**

Minutes submitted by: Kathy Hietala

Minutes approved by: Senator Todd Pillion

**Roll Call for Executive Committee Meeting
by Zoom
SW VA Higher Education Center
Wednesday, May 26, 2021 @ 5:00 p.m.**

- **Senator Pillion** Present Absent
- **Keith Perrigan** Present Absent
- **President Hemphill** Present Absent
- **Chancellor Henry** Present Absent
- **Steve Ahn** Present Absent

Southwest Virginia Higher Education Center

Executive Committee Meeting

May 26, 2021

MOTION for CLOSED SESSION:

I move that the Executive Committee of the Southwest Virginia Higher Education Center's Board of Trustees convene in a closed meeting pursuant to §§ 2.2-3711 (A)(1) and 2.2-3711 (A)(8) for discussion of personnel matters and consultation with legal counsel. More specifically, the discussion of the Executive Director's performance and annual evaluation.

WHO MADE THE MOTION? Steve Ahn

SECOND BY: Donna Henry

VOTE - Roll Call Aye: Ahn, Henry, Perrigan, Pillion
Nay: Absent: Hemphill

MOTION to RETURN TO OPEN SESSION:

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

WHO MADE THE MOTION? Donna Henry

SECOND BY: Steve Ahn

VOTE Aye: Unanimous
Nay:

CERTIFICATION MOTION:

Whereas, the Executive Committee of the Board of Trustees of the Southwest Virginia Higher Education Center convened in closed meeting on May 26, 2021, 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? Steve Ahn

SECOND BY: Donna Henry

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

Member	Aye	No	Absent
1. Steve Ahn, Secretary-Treasurer (Citizen Member)	✓		
2. Brian Hemphill (Radford) (Education Member)			✓
3. Donna Henry (UVA-Wise) (Education Member)	✓		
4. Keith Perrigan, Vice Chair (Citizen Member)	✓		
5. Senator Todd Pillion, Chair (Legislative Member)	✓		

Action by the Executive Committee:
Discussion and/or motion in open session

If necessary: Motion to Adjourn

WHO MADE THE MOTION? Donna T. Pillion

SECOND BY: D. Henry

VOTE
Aye: unanimous
Nay: 0