

Southwest Virginia Higher Education Center Board of Trustees Executive Committee

Personnel Matters

Meeting Minutes

July 12, 2022

I. Call to order

Senator Todd Pillion, Chairman, called to order a meeting of the **Southwest Virginia Higher Education Center Board of Trustees Executive Committee** at approximately **5:30 p.m.** on **July 12, 2022**.

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; President Brian Hemphill, the remaining member of the Executive Committee, was absent. Also present were Executive Director/Agency Head David Matlock, and Higher Education Center staff members Kathy Hietala and Adam Tolbert. Ramona Taylor, the Center's representative in the Office of the Attorney General, joined the meeting via Zoom call.

III. Proposed FY23 Budget

Executive Director Matlock presented the FY2023 proposed budget. At the conclusion of Mr. Matlock's presentation, **Keith Perrigan made a motion to approve the budget proposed for FY2023; the motion was seconded by Donna Henry, and the committee unanimously voted to adopt the proposed FY2023 budget.**

IV. Closed Session

The Chairman announced that the Committee 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, discussion of the Executive Director's performance and annual evaluation.

Steve Ahn made the proper motion, seconded by Donna Henry. The motion passed unanimously; whereupon the Committee entered closed session.

At the conclusion of the closed session, **Donna Henry** moved that the Board return to open session, seconded by **Keith Perrigan**. The motion passed unanimously; whereupon the Committee returned to open session.

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.**

V. Action in Open Session

Upon return to open session, **Keith Perrigan** moved that David Matlock's performance be rated at the level of Extraordinary Contributor for 2022 and that Mr. Matlock receive a 5% performance bonus, which is the maximum amount permitted by the employment agreement, of his base salary as it exists on July 10, 2022; additionally, that the Executive Committee begin consideration of adding an extension to Mr. Matlock's current contract.

Donna Henry seconded the motion. **All present voted aye; none opposed. The motion passed unanimously.**

Ramona Taylor reminded the committee of the need to delegate to the Chair the ability to work with the Office of the Attorney General on the proposed contract extension, whereupon Keith Perrigan amended his motion to include granting authority to Chairman Pillion to begin working with the Attorney General's office to amend the employment contract.

Donna Henry seconded the amended motion. **All present voted aye; none opposed. The amended motion passed unanimously.**

VI. Adjournment

Chairman Pillion requested a motion to adjourn the meeting. **The motion was made by Donna Henry, seconded by Keith Perrigan and passed unanimously.**

The meeting was adjourned at approximately **6:00 p.m.**

Minutes submitted by: Kathy Hietala

Minutes approved by: Senator Todd Pillion