



**Southwest Virginia Higher Education Center
Board of Trustees
Minutes
September 28, 2015**

Call to Order

Chairman, Senator Bill Carrico, welcomed everyone and called the meeting to order. Roll call was held. A quorum was present.

Board Members/Designees Present:

Senator Bill Carrico, Chairman
Ralph Byers (Virginia Tech)
Senator Ben Chafin
Steve Cochran
Gene Couch (VHCC)
Kevin Crutchfield
Sim Ewing (UVA-Wise)
Marcia Gilliam (Virginia Community College System)
David Haney (Emory & Henry)
Saul Hernandez
Delegate Joe Johnson (Emeritus)
Delegate Terry Kilgore
Steve Laymon (UVA)
Delegate Will Morefield (telephonically)
Delegate Israel O'Quinn
Matt O'Quinn
Ruby Rogers

Board Members/Designees Absent:

Peter Blake (SCHEV)
John Broderick (ODU)
Christine Kinser
Penelope Kyle (Radford)
David Olive (Ex-Officio)
Lindy White
Delegate Joseph Yost

Others Present:

Duffy Carmack

Elizabeth Griffin (telephonically)

Kathy Hietala

Senator Phillip Puckett (Chair, Search Committee)

Adam Tolbert

Sonia Vanhook

In accordance with the agenda previously furnished to the Board members, the Chairman announced the purpose of the meeting, to discuss employment and personnel issues related to the position of Director for the Higher Education Center, and the need to enter closed session to do so.

Senator Chafin made the proper motion, seconded by Kevin Crutchfield. The Board, along with Senator Puckett and Delegate Johnson, then went into closed session.

Upon return to open session, the Chairman clarified some confusion that had arisen regarding whether the board had properly voted to enter closed session, noting that Senator Chafin had made an acclamation seconded by Delegate Kilgore that the Board enter closed session; there were no objections.

Senator Chafin moved that the Board return to open session, seconded by Delegate Kilgore. The motion passed without opposition.

The meeting continued with a **motion by Senator Chafin certifying that the closed session had been conducted in accordance with Virginia law**. Kevin Crutchfield seconded, and a roll call vote was taken. All present voted aye; none opposed. The motion passed unanimously.

The Chairman announced that David Matlock was the candidate selected by the Search Committee to present to the Board for approval as the next Executive Director of the Higher Education Center, and that the matter had been discussed in the closed session. Senator Carrico called for any motions by the Board.

Senator Chafin moved that the Board offer David Matlock the position of Executive Director, and a contract for the position. Kevin Crutchfield made the second. The motion passed without opposition.

Discussion was held regarding the numerous factors surrounding the position, including the official start date, communication of the offer and negotiation and preparation of an employment contract.

Senator Chafin moved that the position be offered with an effective start date of November 1, 2015. Kevin Crutchfield made the second. The motion passed without opposition.

Kevin Crutchfield made a motion that the Board delegate full authority to the Executive Committee to negotiate the material terms of the contract. Delegate Kilgore seconded. The motion passed without opposition.

Kevin Crutchfield moved for adjournment of the meeting, seconded by Delegate Kilgore. Motion passed without opposition, and the meeting adjourned.