

Southwest Virginia Higher Education Center Board of Trustees Executive Committee

Personnel Matters

Meeting Minutes

June 7, 2024

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 **1:40 p.m.** on **Friday, June 7, 2024**.

II. Roll call

The Secretary, **Steve Ahn**, called the roll. The following individuals were present: **Senator Todd Pillion, Steve Ahn**, and **Adam Hutchison**, who are all members of the Executive Committee and constitute a quorum; **Donna Henry** and **Keith Perrigan**, the remaining members of the Executive Committee, were absent. Also present were Executive Director/Agency Head David Matlock, and Higher Education Center staff members Kathy Hietala and Austin Dierks.

III. 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 Adam Hutchison. The motion passed unanimously; whereupon the Committee entered closed session.

At the conclusion of the closed session, Steve Ahn moved that the Board return to open session, seconded by Adam Hutchison. 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. Adam Hutchison 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. Action in Open Session

Two motions were made upon return to open session:

Motion 1: **Adam Hutchison** moved that David Matlock's performance be rated at the level of Extraordinary Contributor for 2023 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 June 10, 2024.

Steve Ahn seconded the motion. **All present voted aye; none opposed. The motion passed unanimously.**

Motion 2: **Adam Hutchison** moved that David Matlock's employment contract be extended to January 31, 2026.

Steve Ahn seconded the motion. **All present voted aye; none opposed. The motion passed unanimously.**

V. Adjournment

Chairman Pillion moved to adjourn the meeting. **The motion was seconded by Steve Ahn and passed unanimously.**

The meeting was adjourned at approximately **2:05 p.m.**

Minutes submitted by: Kathy Hietala

Minutes approved by: Senator Todd Pillion

Southwest Virginia Higher Education Center

Executive Committee Meeting

June 7, 2024

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) for discussion of personnel matters. More specifically, the discussion of the Executive Director's performance and annual evaluation.

WHO MADE THE MOTION? Ahn

SECOND BY: Adam

VOTE Unanimous

MOTION to RETURN TO OPEN SESSION:

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

WHO MADE THE MOTION? Ahn

SECOND BY: Adam

VOTE Unanimous

CERTIFICATION MOTION:

Whereas the Executive Committee of the Board of Trustees of the Southwest Virginia Higher Education Center convened in closed meeting on June 7, 2024, 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? Ahn

SECOND BY: Adam

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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Donna Henry (UVA Wise) (Education Member)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Adam Hutchison (VHCC) (Education Member)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Keith Perrigan, Vice Chair (Citizen Member)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Senator Todd Pillion, Chair (Legislative Member)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

If necessary:

WHO MADE THE MOTION? _____

SECOND BY: _____

VOTE

Motion #1 : Raise as read

↓ Adam
2nd Ahn

Unanimous

Motion #2 : extend to
Jan 31, 2026

↓ Adam
2nd - Ahn

Unanimous