



Minutes
Southwest Virginia Higher Education Center
Board of Trustees Meeting
June 8, 2023

Call to Order

Chairman Todd Pillion called the meeting to order and requested of those participating in the meeting via Zoom that they mute their lines unless speaking.

The roll was called by Secretary Steve Ahn. A quorum was present.

Board Members/Designees Present:

Steve Ahn, Secretary – in person
Shannon Blevins (UVA Wise) – in person
Esther Bolling – via Zoom
Adam Hutchison (VHCC) – in person
Hannah Ingram – via Zoom
Charlie Jewell (Radford) – in person
Scott Kemp (SCHEV) – in person
Melissa Lubin (UVA) – via Zoom
Lennie Gail Mitcham – in person
Bill Nuckols (ODU) – via Zoom
Delegate Israel O’Quinn – in person
Senator Todd Pillion, Chair – in person
Karen Shelton – in person
Susan Short (Virginia Tech) – in person
Donna Stanley (VCCS) – in person
Sophie Chafin Vance – in person

Board Members/Designees Absent:

Delegate Jason Ballard
Senator Travis Hackworth
Delegate Will Morefield
David Olive (Bluefield) (Ex-Officio)
Keith Perrigan, Vice Chair
Delegate Sam Rasoul
Paula Song (VCU)
John Wells (Emory & Henry)

Others Present in Person or via Zoom:

Esme Ahn (Citizen)	Allison Mays (VT)
Amanda Baldwin-Estep (Radford)	Nicky Rahley (SWVHEC)
Theresa Burriss (Radford)	Joy Rumley (SWVHEC)
Angela Cvetkovski (ODU)	Barry Tate (Citizen)
Hannah Hietala (SWVHEC)	Elizabeth Tate (SWVHEC)
Kathy Hietala (SWVHEC)	Adam Tolbert (SWVHEC)
David Matlock (SWVHEC)	Sonia Vanhook (SWVHEC)

Minutes

Minutes of the December 8, 2022, meeting were unanimously approved upon motion by **Sophie Chafin Vance**, seconded by **Delegate Israel O'Quinn**.

Executive Director's Report

Executive Director David Matlock's report included the following important matters:

- Financial Report & FY24 Budget: The proposed budget for Fiscal Year 2024 was presented and discussed. Chairman Pillion noted that the Board needed to vote on the proposed budget. Thereupon, **Sophie Chafin Vance** made a motion, seconded by **Scott Kemp**, and by unanimous vote of the Board, the proposed FY24 budget was approved.
- Center Activity Updates:
 - Virginia Tech: Allison Mays hired as new Southwest Center Director of Outreach.
 - UVA Wise: New hire anticipated.
 - Lab School: Program plans progressing; hiring of director imminent.
 - Cadaver Lab: Proving popular, in demand.
 - HirEd Annual Report: In the planning stages, to be produced by Joy Rumley, Center's new grant writer; a group photo of the Board of Trustees to be coordinated.
 - Appalachian College of Pharmacy commercial was shown.

HR/Administration Report

Adam Tolbert, Senior Director of Administration, reported on the following matters:

- State Service Recognition Awards
 - Kathleen "Kitty" Nash – 15 years
 - Charlita "Nicky" Rahley – 10 years
 - Elizabeth Tate – 10 years
 - David Eli Hietala – 5 years
- Personnel Update:
 - New Hires
Joy Rumley, *Grant Writer*
Kelli Peck, *Educational Outreach Assistant*
Grayson Viers, *Event Operations Specialist*
Noah Fields, *Intern/Information Technology*
 - Departures/Changes
Patricia Ball, *Administrative Assistant/Tobacco Program*

Conference Services Department Update

Hannah Hietala, Director of Meetings & Events, delivered an update on her team's activities for the period January 1 – May 31, 2023, accompanied by a PowerPoint presentation, reflecting the following statistics:

- Organizations served: 137
- Total Estimated Attendance: 25,000
- Confirmed Reservations: 360
- Confirmed Bookings: 1,322
- New Clients: 43

Education Department Update

Sonia Vanhook, Director of Educational Outreach, provided an update on Education Department activities for the year-to-date, accompanied by a PowerPoint presentation revealing that her team had served 1,080 students (from Kindergarten to College for Older Adults) through a variety of classes. Ms. Vanhook also provided information about upcoming CodeVA and STEM Summer Day Camp programs.

Lab School Update

In the absence of Dr. Lou Fincher, Senior Vice President and Dean of the School of Health Sciences at Emory & Henry, David Matlock updated the Board on the Lab School being established by Emory & Henry in partnership with public school divisions in surrounding counties and other educational partners, including the Higher Education Center, A. Linwood Holton Governor's School, Virginia Highlands and Wytheville community colleges. Students are slated to start in January 2024.

Public Comments

No public comments were received.

Closing Remarks

In his closing remarks, Chairman Pillion noted with sadness the sudden and unexpected passing of the Higher Education Center's former and founding Executive Director, Dr. Rachel Fowlkes, on April 1, 2023. Senator Pillion remarked on Fowlkes' passionate advocacy and activism for education and jobs for southwest Virginians, observing the impact of her loss for the town of Abingdon and the entire region.

Trustees were requested to hold **Thursday, December 14th** for the next scheduled full board meeting.

A motion to adjourn was requested. **Delegate Israel O'Quinn made the motion; the motion was seconded by Sophie Chafin Vance, and the meeting was duly adjourned.**

A complete recording of the meeting may be accessed at:

https://www.youtube.com/watch?v=RiF8zG2_mQ