

Southwest Virginia Higher Education Center Board of Trustees Executive Committee

Personnel Matters

Meeting Minutes

June 12, 2025

I. Call to order

Senator Travis Hackworth, Chairman, called to order a meeting of the **Southwest Virginia Higher Education Center Board of Trustees Executive Committee** at approximately **4:15 p.m.** on **Thursday, June 12, 2025**.

II. Roll call

The Secretary, **Olivia Bailey**, called the roll. The following individuals were present: **Senator Travis Hackworth, Olivia Bailey, and Adam Hutchison**, who are all members of the Executive Committee and constitute a quorum; **Donna Henry** and **Senator Todd Pillion**, 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 Adam Tolbert.

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.

Olivia Bailey 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, Olivia Bailey 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 Olivia Bailey 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

A motion was made upon return to open session:

Motion: **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, 2025.

Olivia Bailey seconded the motion. **All present voted aye; none opposed. The motion passed unanimously.**

V. Adjournment

The Chairman requested a motion for adjournment. Adam Hutchison moved to adjourn the meeting. **The motion was seconded by Olivia Bailey and passed unanimously.**

The meeting was adjourned at approximately **4:45 p.m.**

Minutes submitted by: Kathy Hietala

Minutes approved by: Senator Travis Hackworth

Southwest Virginia Higher Education Center

Executive Committee Meeting

June 12, 2025

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 §§ 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? Olivia Bailey

SECOND BY: Adam Hutchison

VOTE unanimous. Sen. Travis Hackworth, Olivia Bailey, Adam Hutchison

MOTION to RETURN TO OPEN SESSION:

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

WHO MADE THE MOTION? Olivia Bailey

SECOND BY: Adam Hutchison

VOTE unanimous. Sen. Travis Hackworth, Olivia Bailey, Adam Hutchison

CERTIFICATION MOTION:

Whereas, the Executive Committee of the Board of Trustees of the Southwest Virginia Higher Education Center convened in closed meeting on June 12, 2025, 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? Olivia Bailey

SECOND BY: Adam Hutchison

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

Member	Aye	No	Absent
1. Olivia Bailey, Secretary (Citizen Member)	✓		
2. Senator Travis Hackworth, Chair (Legislative Member)	✓		
3. Donna Henry (UVA Wise) (Education Member)			✓
4. Adam Hutchison (VHCC) (Education Member)	✓		
5. Senator Todd Pillion, Vice Chair (Legislative Member)			✓

Action by the Executive Committee:

Discussion and/or motion in open session

Mr. Matlock be rated extraordinary contributor
for 2025, receive 590 performance bonus which is
the maximum amount permitted by the employment
agreement

If necessary:

WHO MADE THE MOTION? Adam Hutchison

SECOND BY: Olivia Bailey

VOTE aye. sen. Hackworth, Adam Hutchison, Olivia Bailey

ADJOURNMENT

WHO MADE THE MOTION? Adam Hutchison

SECOND BY: Olivia Bailey

aye. sen. Hackworth, Adam Hutchison, Olivia Bailey