



**BOARD OF TRUSTEES
MEETING MINUTES
September 1, 2010**

The Board of Trustees of the Southern Virginia Higher Education Center (SVHEC) met, in open session, at 12:00 p.m., on September 1, 2010. The meeting was held in the Hope Room at the Southern Virginia Higher Education Center; Dr. John Cavan presided.

ATTENDANCE

PRESENT

Dr. John Cavan
Delegate James Edmunds
Dr. Andrew Fogarty
Mr. Aubrey Houghton
Delegate Donald Merricks
Dr. Ken Perkins
Dr. Carlyle Ramsey
Mrs. Patricia Thomas

REGRETS

Mr. John Cannon
Mr. William E. Coleman
Mrs. Wanda Jeffress
Dr. Earle Moore
Ms. Nancy Talley

OTHER ATTENDEES

Dr. Al Roberts – Southside Virginia Community College
Dr. Paula Gastenveld – Southside Virginia Community College
Mr. Tommy Nelson, HEF Director of Development
Mrs. Brenda Yancey – HEF Executive Director

SVHEC staff members:

Dr. Betty H. Adams
Mrs. Hope Gayles
Mr. David Kenealy
Ms. Amy Lammerts
Mrs. Patty Nelson
Mrs. Andrea Thaxton

AGENDA ITEM: CALL TO ORDER

Upon a motion by Dr. Carlyle Ramsey, seconded by Dr. Andrew Fogarty, unanimously approved by the Board, Dr. John Cavan was selected to preside over the Board of Trustee meeting in the absence of chairman, William E. Coleman, vice – chair Wanda Jeffress, and secretary Paul Stapleton.

The Minutes were approved unanimously by the Board, upon a motion by Mr. Aubrey Houghton and seconded by Delegate Donald Merricks.

AGENDA ITEM: REPORT BY EXECUTIVE DIRECTOR, Dr. Betty H. Adams

Dr. Adams provided the Board with an overview of the current initiatives of the Southern Virginia Higher Education Center. Dr. Adams reported on the recent visits with Mary Rae Carter, Gerard Robinson, Laura Fornash, Bill Lightly, and Beth Elliott. Dr. Adams expressed her appreciation to the Halifax Educational Foundation for assisting the SVHEC with writing grants over the summer. Dr. Adams presented to the board a fast facts sheet that provides an overview of the history and activities of the Southern Virginia Higher Education Center. Dr. Adams also provided an overview of the Workforce Forum scheduled for September 23, 2010. Dr. Adams encouraged all board members to be in attendance. Dr. Adams also informed the Board that a transition team has been formed to begin planning for the move to the Innovation Center. Dr. Adams deferred the update on the Riverstone Energy Center proposal until later on the agenda. Dr. Adams then asked all directors to introduce themselves to the new board members in attendance.

Chief Finance and Operating Officer, Patty Nelson

Patty Nelson introduced herself as Chief Finance & Operating Officer of the Southern Virginia Higher Education Center. Patty oversees Finance, IT, and Operations. Patty indicated her team consists of three managers and a total of ten employees. Patty Nelson also provided the Board with an overview of her report. Patty directed the Board to the grant report (pages 17-18) of the Board packet. Patty also thanked Kathy Greco, Halifax Regional Health System grant administrator for putting together the (FIPSE) Fund for Improving Postsecondary Education grant. Patty also expressed her appreciation for the Tobacco Indemnification Commission's support to the Southern Virginia Higher Education Center.

A copy of this report is attached to the official Minutes and housed in the Executive Director's office.

Director of Workforce Assessment & Advancement, Nettie Simon-Owens

Nettie Simon–Owens introduced herself as Director of Workforce Assessment & Advancement. Nettie oversees Workforce Assessment & Advancement and the Center of Nursing Excellence (CNE). Nettie provided the Board with an overview of the Workforce Forward Forum. Nettie also encouraged all board members to be in attendance. Nettie also provided the Board with an update on the Center of Nursing Excellence. Nettie commented on the Simulation Lab Specialist position for the CNE. Nettie indicated this position has been posted and interviews for the position will be forthcoming. Nettie directed the Board to page 25 of the board packet. This section of the report contains student usage data. Nettie gave an overview of her involvement with the Tri–County CAA Job Readiness Program. Nettie thanked Dennis Smith (Southside Virginia

Community College) for his hard work with the program. Dr. Fogarty inquired on the status of various pending grants. Nettie indicated they should receive notice regarding those grants at any time now.

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Director of Student Services and Partner Relationships, Amy Lammerts

Amy Lammerts introduced herself as Director of Student Services and Partner Relationships. Amy indicated this is a relatively new role. Amy provided an overview of her current role. Amy indicated most of her time is spent meeting and counseling new students. During this summer most of Amy's time was spent transitioning to her new office, planning welcome week for the students, meeting students, and testing career assessment tools for student use. Amy coordinated a visit for 48 local students from the Post 99 Summer Camp program to tour the Southern Virginia Higher Education Center. Amy deferred the update of the SVHEC Code of Conduct for later on the agenda.

A copy of this report is attached to the official Minutes and housed in the Executive Director's office.

Director of Research & Development, David Kenealy

David Kenealy introduced himself as Director of Research & Development within Advanced Manufacturing. David provided the Board with an update on the current initiatives of Research & Development. David gave a description of CAD (Computer Aided Drafting)/CAM (Computer Aided Manufacturing). David also spoke of recent collaboration with the University of Virginia & Virginia Tech. David invited all to visit the BA&D lab within the Southern Virginia Higher Education Center to hear more about recent projects.

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Agenda Item: Halifax Educational Foundation, Aubrey Houghton

Mr. Houghton briefed the board on the ongoing renovations at the Innovation Center. Construction is on schedule. The project has a deadline of December 31, 2010, as of now contractors are scheduled to meet this deadline.

Agenda Item: Old Business

Dr. John Cavan commented on the investments Southside Virginia Community College has made in Halifax County.

Dr. Carlyle Ramsey reported on his recent appointment to the Governor's Commission on Higher Education, Reform, Innovation and Investment. Dr. Ramsey shared an update on the work the Commission is doing.

Agenda Items: New Business

Amy Lammerts informed the Board she had worked with both DCC & SVCC to fine tune the SVHEC Code of Conduct. A final draft is within the Board packet. Amy Lammerts indicated the SVHEC Code of Conduct has been shared with all educational partners and students within the SVHEC.

Upon a motion by Dr. Ken Perkins, seconded by Dr. Andrew Fogarty and unanimously carried, the SVHEC Code of Conduct was approved.

Dr. Adams provided an update on the Riverstone Energy Proposal. Dr. Adams indicated the RFP proposal was well received. The presentation went very well. Dr. Adams anticipates the Southern Virginia Higher Education Center being one partner in operating the Riverstone Energy Center.

Dr. Adams thanked the delegates for all their efforts and diligent work on the recommendations of the Best Management Practice Study.

Dr. Adams informed the Board we received notification that Mrs. Wanda Jeffress' seat was re-appointed. The Governor's office is working to secure the other vacant seat on the Board of Trustees.

Upon a motion by Delegate James Edmunds, seconded by Dr. Carlyle Ramsey, unanimously approved by the Board, the Center of Nursing Excellence Grant Application was approved.

There being no further discussion or business, Dr. John Cavan declared the meeting adjourned.

Andrea Thaxton, Recorder

Dr. John Cavan, Presiding Officer