



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

The Board of Trustees of the Southern Virginia Higher Education Center (SVHEC) met, in open session, at 12:00 p.m., on December 1, 2010. The meeting was held in the Hope Room at the Southern Virginia Higher Education Center; Mr. William E. Coleman, Chairman presided.

ATTENDANCE

PRESENT

William E. Coleman
Wanda Jeffress
Paul Stapleton
John Cannon
James Edmunds, II
Aubrey Houghton
Donald Merricks
Dr. Andrew Fogarty – by speaker phone
Patricia Thomas
Dr. Ken Perkins
Dr. Earle Moore
Dr. Carlyle Ramsey
Nancy Talley

Regrets

Dr. John Cavan

OTHER ATTENDEES

Mr. Tom Raab – HEF Vice Chair
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
Dr. Nettie Simon-Owens
Mrs. Andrea Thaxton
Mrs. Susan Wilborn

AGENDA ITEM: CALL TO ORDER

Mr. Coleman opened the meeting by welcoming everyone and noting that there was a quorum present.

Dr. Andrew Fogarty participated via speakerphone.

The Minutes were approved as mailed unanimously by the Board, upon a motion by Mr. Aubrey Houghton and seconded by Wanda Jeffress and duly carried.

The Ratification of Executive Committee Approval to authorize the Microsoft Grant Application and accompanying application to the Tobacco Commission Reserve Committee for matching funds were approved unanimously by the Board, upon a motion by Dr. Carlyle Ramsey and seconded by Wanda Jeffress and duly carried.

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

Dr. Adams opened her report by calling attention to SVHEC Program Fast Facts Sheet distributed to each Board member. Prepared for the Workforce Forward Forum 2010 and an example of how the SVHEC is quantifying its impact on Southern Virginia, this document lists all the programs offered at the SVHEC. Dr. Adams noted that 77 complete degree programs are currently available at the SVHEC. Dr. Adams then introduced Susan Wilborn, the new Executive Assistant and Board Clerk. She also thanked Andrea Thaxton for her support and effort and noted that Andrea was moving into a new position with the Workforce Assessment. Dr. Adams then commended Nettie Simon-Owens for her accomplishment in receiving her Doctoral Degree and thanked Tommy Nelson for his work, noting it was his one year anniversary with the HEF. Dr. Adams reported that we had been contacted by the Wall Street Journal for a possible news story and Hope Harris-Gayles was putting the Journal in touch with some of our students who have an agricultural background. Dr. Adams shared with the Board the good news concerning the Mid-Biennium Budget Report and that our request has been approved by the Secretary of Education to go forward to the Governor's office. She then expressed how important it was that a sustainable business model be developed, a challenge that she noted would require full Board support. Dr. Adams expressed confidence in the Board's ability to make this happen and looked forward to working with them to achieve this. She closed by thanking the Board for the opportunity to work with them as SVHEC Executive Director.

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

Chief Finance and Operating Officer, Patty Nelson

Patty Nelson began her report by bringing to the Trustees attention the Financial Disclosure Statement, reminding everyone that these need to be filled out and filed by January 15, 2011. She also informed them of the Conflict of Interest training that must be completed every two years stating that they could go online and do this or, if additional help is needed, they may schedule a time to come to the SVHEC and use one of our computer labs. She asked that Susan Wilborn be informed once this had been completed. Patty also commented that three (3) Grants the SVHEC applied for were not awarded. These grants were to be used for funding of nursing and simulation equipment, operating funds for the nursing simulation center and operating funds to be used for

the Business of Art and Design. She also commented on the fact they are going after Grants but it is very competitive to obtain these grants especially in the fields of operating funds.

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Director of Workforce Assessment & Advancement, Nettie Simon-Owens

Dr. Nettie Simon-Owens opened by thanking the Board for her dissertation approval. She gave an overview of the Presto Products Training Project noting that the Governor met with The Honorable Mary Rae Carter (Deputy Secretary of Commerce and Trade) and the CEO of Presto Products regarding training needs for Presto. The Honorable Mary Rae Carter contacted Nettie at the SVHEC and has asked her to lead and manage the Presto long-term training initiative (project) involving training to approximately 500 employees of Presto Products in the identified areas of need. Nettie will serve as the primary point of contact for the project with Madam Deputy Secretary Carter as the state-level project lead. Dr. Simon-Owens also commented that one meeting had been held with representatives from different entities to discuss funding for this project.

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Director of Student Services and Partner Relationships, Amy Lammerts

Amy Lammerts gave an overview of Longwood University's new President, General Finnegan's visit to the SVHEC recently noting that the goal of this visit was to strengthen our partnership with Longwood, expressing the student's interest in taking courses through them because they are familiar with the name. She also noted that there is a meeting scheduled for this coming Friday with a contingent of Longwood faculty and administrators to discuss how Longwood might provide the 4-year component of the 2+2+2 BA&D programs. She also commented that Longwood has an intern program that all students have to go through suggesting that if we could have some of those students complete their internship here, it would benefit all involved. She also commented that SVCC wanted to partner with us to offer all of their Agribusiness classes here and that an Agribusiness Committee has been formed and is having monthly meetings, with a panel forum scheduled for April. Carlyle Ramsey asked Amy how Longwood's certificate program/entrepreneurship programs differ with UVA's with Amy replying that the UVA programs have been put off until January. Wanda Jeffress then asked a question of Amy/Patty with regards to where we are with using money from the Literacy Grants. Patty answered by stating that these funds are being used to support our Volunteer Literacy Coordinator, Judy Ward. The funds have also been used to coordinate and supply materials for a high school outreach program that brings high schoolers to the SVHEC campus for tutoring. Patty also noted that these funds have to last for about a year and these are the only funds we have for the Literacy Program due to budget cuts. A copy of this report is attached to the official Minutes and housed in the Executive Director's office.

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Director of Research & Development, David Kenealy

David Kenealy began his report by referring to the economic impact study conducted as part of the R&D Grant for Advanced Manufacturing, which underscored the nexus between private/public sector partnerships and economic development. To this end, David reported that *Superfici*, a leader in automated finishing equipment serving customers worldwide with direct branches in Germany and in the USA, sponsored a fully paid trip to Italy in November to view their operations, show how they manufacture equipment and how they utilize their equipment in today's most advanced manufacturing environment. He commented on what an eye opening experience and great learning opportunity this was. He also expressed that the SVHEC and the IDA are working with the private sector to put together labs that represent how today's world of advanced manufacturing actually operates. David also expressed to the Board what a complicated and difficult challenge it is to put all of this together. David also updated the Board on the hiring of a new Project Manager in Advanced Manufacturing. The applicants are currently being reviewed with the hopes of bringing one onboard early next year.

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

Agenda Item: Halifax Educational Foundation, Aubrey Houghton

Mr. Houghton briefed the Board on the Innovation Center stating that a Certificate of Occupancy was awarded today, December 1, 2010 for the Center to take occupancy of the building and the four million dollars (\$4,000,000.00) in tax credits for this project was contingent upon completion of the building by December 31, 2010.

Dr. Adams added that Tommy Nelson would provide tours after the meeting for anyone who has not seen the building and wishes to do so.

Agenda Item: Old Business

Dr. Adams provided an update on the RFP submitted to the IDA to manage and operate the Riverstone Energy Center (REC). She stated that while the SVHEC has no interest in taking over REC operations, the RFP was submitted in order to map out the SVHEC's vision for how the two entities could work together, share resources, and maximize obvious linkages. Dr. Adams commented that the IDA has vetted all submitted RFPs and requested presentations from a handful of applicants, including the SVHEC. The understanding now is that the IDA is selecting a few of the most promising projects from those presented in the various proposals. The SVHEC's project, The Center for Coatings Application Research & Education (C-CARE), has been selected as an early REC project. Dr. Adams further stated that Mr. Ted Bennett has been given the responsibility for managing those projects.

John Cannon added that of all the proposals, the SVHEC had the best all the way around and commended the Center for doing a great job.

Agenda Items: New Business

The Chairman provided background on the *Appointment of Best Management Practices Study Ad Hoc Action Committee* agenda item by stating that each Board Member should have received a

copy of a Best Management Practices Study conducted last year by the Department of Budget & Planning. Conducted at the request of the Board's Developmental Committee, the study set forth a series of recommendations or best practices. The Chairman stated that due to the infrequency of the Board of Trustees Meetings, Management suggested that a committee of the Board be appointed to examine these recommendations and bring back to the full Board recommendations for action. He reflected that it is owed to the organization that study recommendations are reviewed and actions taken to improve operational efficiency where appropriate. Responding to the Chairman request for volunteers, the following individuals agreed to serve on this AD Hoc:

Mr. William E. Coleman – Ex-Officio
Dr. Betty Adams – Ex - Officio
Mrs. Wanda Jeffress
Dr. Carlyle Ramsey
Mr. Tom Raab – HEF Member
Mrs. Patricia Thomas
Mrs. Nancy Talley

The Members named above to the Ad Hoc Committee were approved unanimously upon motion by Mr. Edmunds and seconded by Mr. Houghton and duly carried.

In lieu of having an appointment of a *Bylaws Review Ad Hoc Committee*, the Chairman requested that Management first review this document, make necessary changes/amendments and submit a completed "draft" to the full Board for appropriate action at our next meeting.

The next order of new business was the request to explore benefits of establishing a 501 (c) 3 component. Mr. Coleman explained that he was not asking for a motion, but a "blessing" for staff to research the feasibility and practicality of establishing 501 (c) 3 status and provide associated recommendations at the next Board Meeting. Mr. Houghton expressed that the assumption is that this status is being sought primarily for the benefit of receiving contributions. Patty Nelson explained that the 501 (c) 3 status is being examined primarily in order to facilitate revenue-sharing between the SVHEC and for-profit organizations as we develop private/public partnerships. Because such relationships can be defined under a 501 (c) 3 and a state agency is not a 501 (c) 3 by definition, it was suggested by the Attorney General's Office that we create a 501 (c) 3 for those partnership reasons.

A consensus was reached that staff be authorized to investigate the formation of a 501 (c) 3 and report findings back to the Board before moving forward on this new initiative.

Agenda Items: Action Items

The Chairman directed the Board's attention of a "draft" Resolution contained in the packet of materials in support SVHEC Agency Amendment to the 2010-2012 Biennial Budget. The Chair noted that no dollar amount was reflected in the Resolution and suggested that this be done before submission.

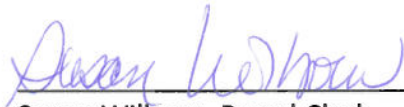
Upon motion by Mr. Houghton seconded by Dr. Ramsey and duly carried, the Resolution for financial support was approved as amended.

Dr. Moore addressed the Board concerning The Estes Center in Chase City recent endowment campaign which raised \$1.1 million in funds. Dr. Moore encouraged the Board Members to consider the formation of a 501 (c) 3. Dr. Adams commented on the interest of the SVHEC is more related to forming public/private relationships and possible new funding streams.

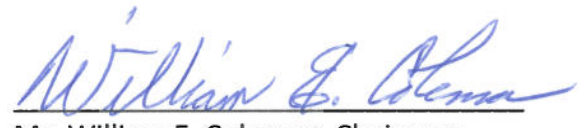
The Executive Director and Board Chairman presented Mr. Aubrey Houghton, outgoing SVHEC Board Member, with a framed Resolution for his time, dedication, commitment, and efforts while serving as Chair of the Halifax Education Foundation as well as Trustee.

Mr. Houghton thanked the Board for the special recognition and pledged his continuous involvement and support of SVHEC. He also reported that Mr. Tom Raab will succeed him as he will assume the chairmanship of the Halifax Education Foundation.

There being no further discussion or business, the Chairman declared the meeting adjourned at 1:45 P. M.



Susan Wilborn, Board Clerk



Mr. William E. Coleman, Chairman