



**MINUTES**

**IALR BOARD OF TRUSTEES (BOT)  
MONTHLY EXECUTIVE COMMITTEE MEETING  
Wednesday, July 26, 2023 – 4:00 p.m. – Conference Room 203 – In Person**

**Members Present**

Mr. Don Merricks (*BOT Chair*)  
Mr. David Bennett (*BOT Vice Chair*)  
Mr. Ben Davenport (*Advanced Manufacturing Chair*)  
Dr. Guru Ghosh (*Research Chair & VT Representative*) via Zoom  
Dr. Greg Hodges (*Advanced Learning Chair*) via Zoom  
Mr. Charles Majors (*Programs & Services Chair*)  
Mr. Lott Rogers (*FBOD President*), via Zoom

**IALR Staff Present**

Dr. John Hughes, EVP of Operations  
Ms. Pam Patterson, BOT Secretary  
Mr. Telly Tucker, President

**Members Unable to Attend**

**Guests**

None

**Call to Order / Welcome/ Confirmation of Quorum**

Mr. Don Merricks, BOT Chair, called the Monthly Executive Committee meeting to order at 3:00 p.m. on Wednesday, July 26, 2023. A total of four members attended in person and three members attended via Zoom. There were no changes to the agenda.

**Attendance of Committee Members by Electronic Communication Means**

Mr. Merricks announced that Dr. Guru Ghosh, Dr. Greg Hodges, and Mr. Lott Rogers would be attending the meeting via Zoom due to the time constraint of travel as it related to other appointments on their schedules. The committee voted to allow Dr. Hodges and Mr. Rogers to attend the meeting via Zoom. The results of the vote are shown below:

Executive Committee Members Absent	–	0
Executive Committee Votes For	–	4
Executive Committee Votes Against	–	0
Executive Committee Abstentions	–	0

- **Motion:** Mr. Charles Majors made a motion to allow Dr. Guru Ghosh, Dr. Greg Hodges, and Mr. Lott Rogers to attend the meeting via Zoom. Mr. Ben Davenport seconded the motion. The motion was approved by a unanimous vote.

### **Approval of Minutes**

- **Motion:** Dr. Greg Hodges made a motion to approve the Minutes for the June 7, 2023, meeting. Mr. Charles Majors seconded the motion. The motion was approved by a unanimous vote.

### **Closed Session**

Mr. Don Merricks called for a motion enter into a Closed Session.

- **Motion #1 – To Convene in Closed Session  
(Code of Virginia #'s 2.2-3711, Section A, Sub-section 1)**

Mr. Charles Majors made a motion to convene in Closed Session at 3:05 p.m.

*I move that the Executive Committee of the IALR Board of Trustees convene in a closed meeting, pursuant to Section 2.2-3711, Section A, Sub-section 1 of the Code of Virginia, as amended, for the purposes of discussing and considering the assignment, appointment, performance, and salaries of specific Institute employees or consultants.*

Mr. Ben Davenport seconded the motion. The motion passed unanimously.

*Attendance Notes: Mr. Telly Tucker, Dr. John Hughes, and Ms. Pam Patterson left the meeting at 3:05 p.m.*

*Attendance Notes: Mr. Telly Tucker joined the Closed Meeting at 3:38 p.m.*

- **Motion #2 - To Reconvene in Open Meeting**

Dr. Greg Hodges made a motion to reconvene in Open Session at 3:58 p.m.

Mr. David Bennett seconded the motion. The motion passed unanimously.

- **Motion #3 - To Certify Closed Meeting**

Mr. Charles Majors made a motion to certify the closed session as stated below:

***WHEREAS***, the members of the Executive Committee of the Board of Trustees of the Institute for Advanced Learning and Research in Danville, Virginia have convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

*WHEREAS, Section 2.2-3712.D. of the Code of Virginia requires a certification by this Committee of the Board of Trustees that such closed session was conducted in conformity with Virginia law;*

*NOW, THEREFORE, BE IT RESOLVED, that the Executive Committee, reconvening in open session, hereby certifies that, to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Committee.*

Mr. Ben Davenport seconded the motion. The motion passed unanimously.

**Roll Call Certifying Closed Session**

Each member in attendance voted individually to certify the closed session.

Roll Call Vote:

Mr. Don Merricks	-	yes
Mr. David Bennett	-	yes
Mr. Ben Davenport	-	yes
Dr. Guru Ghosh	-	yes
Dr. Greg Hodges	-	yes
Mr. Charles Majors	-	yes
Mr. Lott Rogers	-	yes

**Open Session**

*Attendance Notes: Dr. John Hughes and Ms. Pam Patterson returned to the meeting at 4:00 p.m.*

**Resolution to Adjust the Salary of Mr. Telly Tucker, President, IALR**

- **Motion** – Dr. Greg Hodges made a motion to recommend a three-percent base salary increase retroactive to July 1, 2023, and a \$25,000 performance bonus for Mr. Telly Tucker, President, IALR. Mr. Charles Majors seconded the motion. The motion passed by unanimous consent.

Mr. Don Merricks	-	yes
Mr. David Bennett	-	yes
Mr. Ben Davenport	-	yes
Dr. Guru Ghosh	-	yes
Dr. Greg Hodges	-	yes
Mr. Charles Majors	-	yes
Mr. Lott Rogers	-	yes

**State Budget Update**

Mr. Telly Tucker commented that a new state budget had not been finalized. He added that the Budget Committee would be reconvening in Richmond, VA during the following week. He suggested the need to schedule a meeting to strategize about IALR’s advocacy plan for the next fiscal year's budget (FY2025).

**Action Item:** Mr. Tucker requested that Ms. Patterson work with him to schedule a strategy meeting before September 1, 2023, with two members of the Board of Trustees.

Mr. Tucker added that the strategy will include the capital request items that were submitted for the FY2024 budget, which were not approved, and preparations for an operational request for IALR.

**State Agency Request**

Mr. Telly Tucker received an email request from Mr. Frank McMillian, who works for the Virginia Emergency Support Team, Commonwealth Coordination Bureau. Mr. McMillian cited Executive Order No. 41, Continuing Preparedness Initiatives In State Government and Affirmation of the Commonwealth of Virginia Emergency Operations Plan. The email stated that every state agency is required to submit an Agency Support Plan by May 1, 2023, and that one had not been received from IALR. Mr. Tucker informed Mr. McMillian that IALR has a Public Information Officer, Ms. Allison Moore, as well as an Emergency Management Coordinator, Ms. LaShaun Graham. Mr. Tucker also submitted language prepared by Mr. Jeremy Carroll, legal counsel, stating that IALR is not a state agency and that Executive Order No. 41 applies only to executive branch agencies and public institutions of higher education. It was further cited that the General Assembly expressly established IALR as a political subdivision of the Commonwealth which is recognized as being different from a stage agency and that IALR is not a public institution of higher education. No response was received by IALR after the submittal.

Mr. Tucker commented that IALR does participate in the monthly management reporting meetings under the Secretary of Education, Aimee Guidera.

**SIR Update Southeastern Institute of Research, Inc. – Proposal**

Mr. Tucker commented that the agreement with SIR had been signed. The proposal included the additional requests that were discussed during the June 7, 2023, meeting in terms of making certain that the information they provide will be more comprehensive, and that they will provide IALR with tangible implementation steps.

Mr. Tucker stated that he met with Ms. Corrie Bobe, Director, Economic Development and Tourism, for the City of Danville, and Mr. Ken Larking, City Manager, to discuss the plan. He added that he had not been able to meet with Mr. Matt Rowe, Director of Economic Development, Pittsylvania County, and Mr. Stuart Turille, County Administrator, but will plan to do so.

**New Business and Open Forum of Concerns/Issues/Observations**

➤ R.M. Woodworth & Associates, LLC

Mr. David Bennett inquired about the status of the project proposed by the R.M. Woodworth company. Mr. Tucker commented that another company contacted him and asked if IALR would be interested in a three-way cost share (the development group, IALR, and RIFA) to evaluate the feasibility of a hotel in the Cyber Park. Mr. Tucker stated that he contacted Mr. Ken Larking, Danville City Manager, and Mr. Stuart Turille, County Administrator, and asked to be placed on an upcoming meeting agenda.

➤ FOIA Policy

Dr. John Hughes commented that the Board of Trustees, being a public body, has responsibilities in regard to FOIA requirements. He added that he has been named as the FOIA Officer for IALR. He participated in training provided by Mr. Jeremy Carroll, legal counsel, along with other members of staff. Dr. Hughes further commented that it would be advantageous for the Board of Trustees to be briefed on items that relate to them. Dr. Hughes offered to provide the brief himself or to have Mr. Jeremy Carroll or a designated member of The FOIA Council present it. Dr. Hughes added that meeting notices are required to be posted in three locations: the IALR Atrium, the IALR website, and Mr. Tucker’s office. Dr. Hughes will provide a brief at the upcoming Board of Trustees meeting scheduled for Thursday, August 17, 2023.

Mr. Tucker commented that Dr. Hughes will be reviewing all Board presentations before each meeting. The full reports will continue to be placed in the meeting packets, but the presentations will not be as extensive as in the past.

**Next Meeting**

Mr. Merricks commented that the next monthly Executive Committee meeting was scheduled for Thursday, August 10<sup>th</sup>, however, there was no further information to come before the committee. He added that the full Board of Trustees would be meeting on Thursday, August 17, 2023. Mr. Merricks asked Ms. Patterson to cancel the monthly Executive Committee meeting scheduled for Thursday, August 10<sup>th</sup>.

**Adjournment**

There being no further business to come before the committee, Mr. Merricks asked for a motion to adjourn the meeting.

- **Motion:** Dr. Guru Ghosh made a motion to adjourn the meeting. Mr. Lott Rogers seconded the motion. The meeting was adjourned at 4:16 p.m.

*Signatures and Exhibits are shown on the following page.*

Minutes Recorded By:

Minutes Approved By:

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Ms. Pam Patterson  
Secretary, IALR Board of Trustees

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Mr. Don Merricks  
Chairman, IALR Board of Trustees

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Date

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Date

**Summary of Exhibits** (incorporated as an official part of these minutes):

- A. SIR Proposal – *Marketing Strategy and Action Framework to Assist IALR in Fully Realizing the Economic Development Opportunity That Additive Manufacturing and the Relationship with the US Department of Defense represents for the IALR and the Southern Virginia Region.*