

**MINUTES OF  
THE MEETING OF THE  
BOARD OF TRUSTEES OF THE  
ROANOKE HIGHER EDUCATION AUTHORITY  
June 3, 2009  
Roanoke Higher Education Center**

The meeting was called to order by Chairman John Edwards at 12:25 p.m. Roll call was taken and quorum was confirmed.

The minutes of the Board of Trustees meeting on December 3, 2008 were approved by consensus.

**Finance Report**

Director of Finance Sue Gregory reviewed the highlights of the March 2009 financial reports and the financial report was received by the Board with favorable comment regarding the Authority's strong balance sheet and cash position.

**Membership Changes and Plans**

Executive Director Tom McKeon advised the Board of recent changes to the Center's membership/tenancy, including

- (1) those who have terminated their leases: Hampton University, Department of Education Reading Specialist program, Ferrum College, Virginia Department of Transportation, NewVA Corridor Technology Council, and
- (2) those who are reducing leased space: Hollins University, Jefferson College of Health Sciences.

Dr. McKeon also outlined various proactive measures that the Center is taking to address these changes and their impact on program delivery and operating revenue. The measures include an Education Needs Assessment to identify programs which current members may wish to consider offering at the Center or which other schools may be recruited to provide. Discussion followed regarding consideration of proprietary schools as potential Center members. The counsel of the Board was that an abundance of caution should be exercised regarding that option.

**FY 2010 Budget**

Dr. McKeon presented the Authority's proposed FY 2010 budget to the Board for its review. After some discussion, Mr. Dalhouse moved that the Board approve the FY 2010 budget as presented. Mr. Lanford seconded the motion, and the motion carried by unanimous vote.

**Claude Moore Education Complex Update**

Dr. McKeon reviewed the 2009 Operating Results for the Claude Moore Education Complex, which reflects the CMEC's first full year of operation, and the CMEC's 2010 Proposed Budget. Net of the debt service payments which will cease in 2013, operating revenue versus expenses reveal a positive financial outcome.

**Personnel Committee Report**

Mr. Lanford moved and Mr. Dalhouse seconded the motion that the Board convene in closed session to discuss a personnel matter, specifically to consider the annual performance evaluation

of the Executive Director, pursuant to Section 2.2-3711.A.1, Code of Virginia (1950), as amended. The motion carried by unanimous roll call vote.

Upon conclusion of the closed session, Mr. Dalhouse moved and Mr. Lanford seconded the motion to certify that to the best of each member's knowledge (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act 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 just concluded closed meeting of the Board. The motion carried by unanimous roll call vote.

### **Energy Audit and Improvements**

Dr. McKeon explained the Virginia Treasury Board's Energy and Master Equipment Leasing programs which the Center intends to utilize to identify areas for additional energy efficiency in the building. The state program provides a financing option for making identified building/equipment improvements, and the resulting energy cost savings provide the funding to retire the debt incurred. This initiative would provide long-term energy cost savings, reduce the Center's carbon footprint in the downtown Roanoke area, and foster the Center's leadership in "green" initiatives in the Roanoke Valley. Dr. McKeon asked the Board to approve borrowing up to \$500,000 and to authorize the Board's Executive Committee to approve the final plan and cost of this initiative. The Board approved the project by consensus without objection.

### **2010-2012 Biennium Budget**

Dr. McKeon provided a comparison of state funding of the Roanoke Higher Education Center (lowest) with other state higher education centers and reviewed broad categories of currently unfunded needs that will provide the basis for requesting additional state appropriation in the upcoming 2010-2012 biennium budget process. The Board members offered valuable suggestions concerning return-on-investment considerations and calculations of state investment per student to enhance the rationale for additional state investment in the Center.

### **Regional Economic Impact Study**

Dr. McKeon announced that the Roanoke Valley Alleghany Regional Commission will be conducting an Economic Impact Study to determine the economic impact of the Roanoke Higher Education Center in the region. The results of the study will be used for future fundraising, grant funding, and interactions with the local business community and the Virginia General Assembly. Dr. McKeon explained that the member higher education institutions and their constituents will be solicited for data for the study and that member support and response will be vitally important. Members advised that surveys involving students must be approved through the human subjects process on their respective campuses.

### **Continuum**

Dr. McKeon introduced a discussion of the Center's ongoing marketing efforts, specifically the *Continuum* insert in the Roanoke Times newspaper three times per year. Member support in the form of advertising in the *Continuum* has significantly decreased, requiring the Authority to absorb larger amounts of the cost of the publication. Ensuing discussion provided valuable feedback regarding the nature and scope of Center-driven marketing activities.

**Upcoming Board Meetings**

Chairman Edwards announced the 2009-2010 meetings of the Board as follows:

**FULL BOARD**

Wednesday, December 2, 2009, at 12 noon

Wednesday, June 2, 2010, at 12 noon

Wednesday, December 1, 2010, at 12 noon

**EXECUTIVE COMMITTEE**

Thursday, November 19, 2009, at 2 p.m.

Thursday, May 20, 2010, at 2 p.m.

Thursday, November 18, 2010, at 2 p.m.

Board members were encouraged to make sure the meeting dates are placed on their calendars and to make every effort to attend the Board meetings to ensure optimal participation by all representatives.

There being no further business, the meeting was adjourned at 2:05 p.m.

Respectfully submitted,

*Barbara B. Smith*

Secretary