

ROANOKE HIGHER EDUCATION AUTHORITY
Board of Trustees Executive Committee
Wednesday, November 27, 2018

MINUTES

Members Present: Senator John Edwards, Delegate Chris Head, Lorraine Lange, Charles Price and Robert Sandel

Others Present: Kay Dunkley, Dana Horan, Carla James-Jackson, Chris Meacham, Jennifer Pittman, and Lori Van Curen

The meeting of the Roanoke Higher Education Authority's Board of Trustees Executive Committee was called to order at 2:05 p.m. The presence of a quorum was confirmed.

Chair Senator Edwards made a motion to approve the minutes of the May 23, 2018 meeting. **The motion carried by unanimous vote.**

Radford University Student Testimonial

Sarah Ethridge, a student at Radford University, will be addressing the board at the December 5, 2018 meeting to talk about her access to educational opportunities at the higher education center.

Election of Officers for RHEA Board of Trustees

The following individuals are being recommended as officers for the RHEA Board of Trustees: Chair, Senator John Edwards; First Vice-Chair, Robert Sandel; Second Vice-Chair, Lorraine Lange; and Treasurer, Elda Stanco Downey. Delegate Chris Head moved to accept the list of nominees and to recommend this slate to the Board of Trustees at their December 5, 2018 meeting. **The motion carried by unanimous vote.**

Appointments to the RHEA Executive Committee

The following individuals are being recommended for appointment to the RHEA Executive Committee: G. Lyn Hayth and Elda Stanco Downey. Lorraine Lange moved to accept the list of nominees and to recommend these individuals to the Board of Trustees at their December 5, 2018 meeting. **The motion carried by unanimous vote.**

Report from Personnel Committee

Jennifer Pittman, Chair, presented the following recommendations for discussion:

Item 1 – Executive Director 2018/19 Goals

- To ensure alignment between the Center's strategic plan, current initiatives, and the focus of the Executive Director, annual goals will be established at the beginning of each performance cycle. These goals will be utilized by the Board when performance is evaluated each spring.
- Recommended goals for the current year are detailed in *Supplemental Document A*, following a collaborative process between the Executive Director and Personnel Committee.

Lorraine Lange made a motion to present this information to the Board of Trustees at their December 5, 2018 meeting. **The motion carried by unanimous vote.**

Item 2 – Full Year Timeline for Executive Director Evaluation

- As we continue to refine the process, timelines and protocols are being established. Following the implementation of the new evaluation tool and process, additional framework has been established for annual goal setting and review.

- A full-year calendar (*Supplemental Document B*) details the key touchpoints throughout the performance evaluation cycle, and formalizes go-forward timing and expectations. We are working within a compressed window for this performance cycle as we implement this new process, which will be communicated to the full board at the December meeting.

This is an informational item and no further discussion or motion was needed.

Item 3 – RHEC Merit Pay Policy

- At the June Board meeting, recommendations pertaining to compensation best practices were approved. As a follow-up, the Personnel Committee was charged with developing a policy outlining a merit pay structure for the Center.
- The recommended policy (*Supplemental Document C*) provides balance between establishing structure and allowing for discretion within an approved level of funding. It also makes clear that all raises are contingent upon available funds at the time of implementation.

Delegate Chris Head made a motion to present this information to the Board of Trustees at their December 5, 2018 meeting. **The motion carried by unanimous vote.**

Item 4 – RHEC Merit Pay Implementation

- Implementation of a merit pay structure will necessitate education for both leaders and employees around how to differentiate between meeting and exceeding expectations.
- Center staff evaluations are completed by February each year, with an aligned review of job descriptions and expectations. To ensure that all individuals have a full year to work towards exceeding established expectations, the following time frame is recommended:
- Performance cycle 2018 – evaluated February 2019; increases (budget permitting) effective July 2019 utilizing the across the board approach of prior years.
- Conversations occur in February 2019 that set expectations for differentiation in performance.
- Performance cycle 2019 – evaluated February 2020; increases (budget permitting) effective July 2020 with the new differentiation between levels.

Lorraine Lange made a motion to present this information to the Board of Trustees at their December 5, 2018 meeting. **The motion carried by unanimous vote.**

Chair Senator John Edwards made a motion for Tracy Nester, Executive Vice President of Human Resources & Safety for Lawrence Companies to be appointed to the RHEC Personnel Committee. **The motion carried by unanimous vote.**

FY2018 RHEC Audit

Ethan Cook, CPA from Foti, Flynn, Lowen, & Co., presented his firm's audit report of the Authority's FY2018 financials. Mr. Cook reported that in the auditor's unqualified opinion, the Authority's financial statements fairly represent its financial position. The auditor's clean opinion is its highest level of assurance. The audit disclosed no instances of noncompliance with laws, regulations, etc. that are required to be reported under *Governmental Accounting Standards Board*, nor were there any noncompliance matters involving internal controls over financial reporting. Mr. Cook praised Lori Van Curen and the finance staff for their work on the audit. A motion was made by Senator Edwards and seconded by Delegate Chris Head to receive the audit and present it to the full board at the December 5, 2018 meeting. **The motion was approved by unanimous vote.**

Review of Financials as of September 30, 2018

Lori Van Curen shared highlights of the memorandum dated November 27, 2018 concerning financial statements for month ending September 30, 2018. The accumulated cash balance remains stable,

fluctuating between \$2.9 to \$3.0 million. The current cash balance is \$2,973,149, an amount that will cover 13 months of the operating budget for FY2019 that totals \$2,687,459 million. Currently \$720,000 is invested in certificates of deposit with \$1,108,914 being invested in the Commonwealth of Virginia's Local Government Investment Pool (LGIP). Of the \$300,000 approved for security assessment and enhancements, \$98,000 has been expended. Capital assets increased to \$32,843,089. A motion was made by Delegate Chris Head to present these financials to the full board at the December 5, 2018 meeting. **The motion was approved by unanimous vote.**

Safety & Security

Kay Dunkley and Chris Meacham presented a Safety & Security Project List that contains all of the safety and security projects RHEC has completed or is in the process of implementing. The \$300,000 budget has a remainder of \$202,000.

Roanoke Higher Education Center's Foundation Board Updates

Kay Dunkley informed the board that the higher education center has entered into an agreement with Gonsler Gerber Advancement Consultants for the time period October 16, 2018 through June 30, 2019. The senior consultant assigned to the project is Nancy Gray, former President of Hollins University. A set of deliverables has been defined so that the center can effectively implement a fundraising campaign in 2020. Ms. Gray will provide a report to the Board of Trustees at the June 2019 meeting outlining the progress that has been made.

Oliver White Hill Naming Opportunity

A motion was made, seconded and carried unanimously at the June 6, 2018 board meeting to name the new wing of the Claude Moore Education Complex after Oliver White Hill, the civil rights legend and Presidential Medal of Freedom recipient. Following the meeting, Senator Edwards and Kay Dunkley met with the Oliver White Hill (OWH) Foundation who indicated all naming opportunities have to be approved by the OWH Foundation. After much discussion, an alternative recommendation was made to create a plaza between the main RHEC building and the Claude Moore Education Complex utilizing interpretative signage that will educate the public about the many contributions of Mr. Hill. Discussions are taking place between City leaders, the OWH Foundation, and RHEC staff to deed a portion of public property to the Roanoke Higher Education Authority for this project. Charles Price made a motion to bring this topic before the board requesting we amend the motion made at the June 2018 meeting and suggesting the installation of the plaza that can be named in honor of OWH. **The motion carried by unanimous vote.**

Announcement of Upcoming Executive Committee and Full Board Meeting Dates

2018

Wednesday, December 5, 2018 at 12:00 noon	Full Board
---	------------

2019

Tuesday, May 15, 2019 at 2:00 p.m.	Executive Committee
Wednesday, June 5, 2019 at 12:00 noon	Full Board
Tuesday, November 19, 2019 at 2:00 p.m.	Executive Committee
Wednesday, December 4, 2019 at 12:00 noon	Full Board

There being no further business, the meeting was adjourned at 3:10 p.m.

Recorder: Dana Horan, Executive Assistant