

Roanoke Higher Education Authority
Board of Trustees Executive Committee
Wednesday, May 15, 2019

Minutes

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

Other Present: Kay Dunkley, Mike Gardner, Nancy Gray, Carla James-Jackson, Chris Meacham, Jennifer Pittman, Alexandra Thacker and Lori Van Curen

The meeting of the Roanoke Higher Education Authority's Board of Trustees Executive Committee was called to order at 2:04 p.m. The presence of a quorum was confirmed.

Chair Senator Edwards made a motion to approve the minutes of the November 27, 2018 meeting. **The motion carried by unanimous vote.**

Roanoke Higher Education Center's Foundation Board Updates

Nancy Gray, Senior Consultant with Gonser Gerber, provided an update outlining the status of deliverables regarding the activation of the RHEC Foundation in anticipation of fundraising beginning in 2020. Gray's handouts included an Executive Summary and list of recommendations.

MOU between RHEA and RHEC Foundation

The Memorandum of Understanding between the Roanoke Higher Education Authority and the Roanoke Higher Education Center Foundation, a document recommended by the Foundation Board, outlines the Foundation's responsibilities, asset management, and recommends how funds should be transferred between the Foundation and the Authority. Discussion indicated that an MOU is not required legally and is considered a best practice. Delegate Chris Head made a motion to bring this topic before the full board at their June 5, 2019 meeting. **The motion carried by unanimous vote.**

Recommendation for Appointment of New Foundation Board Members

The following individuals are being recommended to join the RHEC Foundation Board of Directors: John Fishwick, Jr., Joseph LaScala and William Eddie Amos. Robert Sandel moved to accept the list of nominees and to recommend this slate to the Board of Trustees at their June 5, 2019 meeting. **The motion carried by unanimous vote.**

Personnel Committee Recommendations

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

Item 1- 2019 Pay Increase for RHEC Staff

- As part of the annual performance management process, the Executive Director, Director of Finance and Administration, and Board Treasurer confer on the budget in order to recommend a base pay increase for RHEC staff. An across-the-board increase of 5% was recommended to the Personnel Committee.
- Pending Board approval of the 2020 budget, the Personnel Committee supports the recommendation for a 5% increase for RHEC staff to be effective July 1, 2019.
- The Personnel Committee also notes that this is the final year in which an across the board merit will be utilized. The previously approved variable merit performance management structure will be utilized for increases beginning in July 2020.

The Executive Committee supports the recommendation to provide a 5% increase to all RHEC staff for the 2018-2019 performance year, and requests this item be presented to the full board for approval. Lorraine Lange moved to bring the discussion before the board at the June 5, 2019 meeting. **The motion carried by unanimous vote.**

Item 2- Executive Director Performance Evaluation

- The Board will convene in closed session for discussion and recommendation – Agenda Item 13

Review of Financials as of March 31, 2019

Lori Van Curen shared highlights of the memorandum dated May 15, 2019 concerning financial statements for month ending March 31, 2019. The accumulated cash balance remains stable, fluctuating between \$3.0 to \$3.1 million. The current cash balance is \$3,005,079, an amount that will cover 13 months of the operating budget for FY2019 that totals \$2,687,459 million. Currently \$480,000 is invested in certificates of deposit with \$1,122,621 being invested in the Commonwealth of Virginia's Local Government Investment Pool (LGIP). Of the \$300,000 approved for security assessment and enhancements, \$135,760 has been expended. Capital assets remained virtually stable at \$32,779,689. A motion was made by Lorraine Lange to present these financials to the full board at the June 5, 2019 meeting. **The motion was approved by unanimous vote.**

Recommend Approval of FY2020 Budget

Lori Van Curen presented the proposed FY2020 budget. With little discussion, Robert Sandel moved to recommend the proposal to the full board at the June 5, 2019 meeting. **The motion carried unanimously.**

Resolution to Transfer Equipment to Virginia Western CC and Radford University

Lori Van Curen recommended that equipment purchased by state funds during the two capital outlay projects: Claude Moore Education Complex and Clinical Simulation Center should be transferred to the corresponding institutions for their own maintenance and upkeep. The goods to be transferred are specialized equipment that is essential to program success delivered by VWCC and Radford University. Lorraine Lange moved to present the motion to the Board of Trustees at the June 5, 2019 meeting and **the motion carried unanimously.**

Approval of Weapons Policy

Kay Dunkley and Attorney Mike Gardner presented the Executive Committee with the Weapons on Campus Policy. After much discussion, Robert Sandal moved to present to the full board at the June 5, 2019 meeting for approval. **The motion passed with 5 in favor and 1 against.**

Oliver White Hill Plaza Update

Kay Dunkley provided an update on the status of Oliver White Hill Plaza: The Governor has earmarked \$328,306 in the FY2020 state budget to create a courtyard or plaza expanding the campus footprint of the higher education center and to commemorate the legacy of Oliver White Hill, civil rights attorney and Presidential Medal of Freedom recipient.

Progress includes:

- A Memorandum of Understanding was signed in August, 2018 between the Oliver White Hill Foundation and the Authority to explore this naming opportunity
- Hill Studio has prepared schematic drawings (handouts available at meeting)
- Conversations are taking place with stakeholders to gather ideas about the interpretative signage and possible other features to include before the drawings are finalized
- Discussions are in progress with Roanoke City Manager, Bob Cowell, and members of the City Council to deed property over to the Authority for the construction of the plaza

This was an informational item and **no motion was required.**

Data Needs for RHEC Economic Impact Study

Kay Dunkley will be seeking information from RHEC member institutions, students and alumni for the upcoming 2020 economic impact study. The last study was presented in 2010. This was an informational item only and **no motion was required.**

Closed Session

Lorraine Lange called for the Executive Committee to convene in closed session to discuss personnel matters pursuant to Section 2.2-3711.A.1, Code of Virginia (1950), as amended. Discussion took place, followed by Chair Edwards asking the Executive Committee to re-convene.

The re-convene of the Roanoke Higher Education Authority's Executive Committee was called to order by Chair Senator Edwards and the presence of a quorum was confirmed.

Lorraine Lange moved for discussion items to be discussed in closed session at the June 5, 2019 meeting. **The motion carried by unanimous vote.**

Announcement of upcoming Executive Committee and Full Board meeting dates:

2019

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

There being no further business, the meeting was adjourned at 3:40 p.m.

Recorder: Alexandra Thacker

Enclosure: Proposed Weapons on Campus Policy