

**Roanoke Higher Education Authority**  
Board of Trustees Executive Committee  
Tuesday, November 19, 2019  
2:00 pm  
Roanoke Higher Education Center Room 206B

**Minutes**

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

Others Present: Ethan Cook, Kay Dunkley, Carla James-Jackson, Jeremiah McMillan, Jaime Miller and Lori Van Curen

The meeting of the Roanoke Higher Education Authority's Board of Trustees Executive Committee was called to order at 2:07 pm. The presence of a quorum was confirmed.

Chair Senator Edwards made a motion to approve the minutes of the May 15, 2019 meeting. **The motion carried by unanimous vote.**

**Old Dominion University Student Testimonial**

Carla James-Jackson, Senior Director of Academic & Student Services at RHEC and a student at Old Dominion University, will be addressing the board at the December 4, 2019 meeting to talk about her access to educational opportunities at the higher education center. This was an informational item and **no motion was required.**

**FY2019 RHEC Audit**

Ethan Cook, CPA from Foti, Flynn, Lowen, & Co., presented his firm's audit report of the Authority's FY2019 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 Robert Sandel and seconded by Delegate Chris Head to receive the audit and present it to the full board at the December 4, 2019 meeting. The motion was approved by unanimous vote.**

**Review of Financials as of September 30, 2019**

Lori Van Curen shared highlights of the memorandum dated November 19, 2019 concerning financial statements for month ending September 30, 2019. The accumulated cash balance remains stable at \$3.4 million. The adjusted cash balance is \$3,401,256, an amount that will cover 16 months of the operating budget for FY2020 that totals \$2,718,485 million. Currently \$493,358 is invested in money markets, \$960,000 is invested in certificates of deposit and \$1,490,488 being invested in the Commonwealth of Virginia's Local Government Investment Pool (LGIP). Capital assets decreased \$1,553,669 to \$31,289,420 due to the depreciation of our capital assets. **A motion was made by Delegate Chris Head and seconded by Robert Sandel to present these financials to the full board at the December 4, 2019 meeting. The motion was approved by unanimous vote.**

**Review of Executive Director's Travel**

Lori Van Curen presented a spreadsheet detailing all travel and expenses of the Executive Director for FY2019. **A motion was made by Delegate Chris Head and seconded by Robert Sandel to present this information to the full board at the December 4, 2019 meeting. The motion was approved by unanimous vote.**

### **Cash Reserve Analysis – Reserve Funds to pay loan**

Lori Van Curen presented a request to the committee to use \$508,178 from cash reserve to pay off the current loan from the energy cost saving project from FY2011. Paying off the loan would save \$60,304 in interest and free up \$94,747 yearly in the operating budget. In addition, paying off the loan would take the adjusted cash reserve balance to \$2,819,945 - still remaining above the maximum target amount. After discussion, **a motion was made by Delegate Chris Head and seconded by Robert Sandel to present to the full board at the December 4, 2019 meeting for approval. The motion was approved by unanimous vote.**

### **Small Purchase Policies and Procedures**

Lori Van Curen presented the Executive Committee with a proposed update to the current Small Purchase Policies and Procedures. Small purchase procedures and thresholds have been updated as follows:

<b><u>Current Thresholds</u></b>	<b><u>Proposed Thresholds</u></b>
Single Quote (\$0 to \$5,000)	Single Quote (\$0 to \$10,000)
Three Quotes (\$5,000 to \$15,000)	Three Quotes (\$10,000 to \$30,000)
Unsealed Proposals (\$15,000 to \$30,000)	Unsealed Proposals (\$30,000 to \$80,000)
RFP (Over \$30,000)	RFP (Over \$80,000)

After discussion, **a motion was made by Robert Sandel and seconded by Elda Stanco Downey to present to the full board at the December 4, 2019 meeting for approval. The motion was approved by unanimous vote.**

### **Personnel Committee Update on Executive Director’s Goals**

Jennifer Pittman, Personnel Committee Chair, submitted a letter to the committee stating Board members have unanimously approved the goals for the Executive Director for 2019-2020. This was an informational item and **no motion was required.**

### **Roanoke Higher Education Center’s Foundation Board Updates**

Kay Dunkley provided an update to the Committee from the Foundation Board’s November 12, 2019 meeting, to include the fundraising priorities of creating a Career Center, establishing scholarships and developing an innovation fund to add programs related to area workforce needs. This was an informational item and **no motion was required.**

### **Recommendation and Approval of Budget Review Committee**

Elda Stanco Downey is recommending a Budget Review committee be formed to review the draft budget, meet with the Executive Director and Director of Finance and Administration to ask questions and clarify needs, provide input into merit salary increases for staff, certify the budget incorporates items listed from the long range and strategic plans and make a recommendation to the Board of Trustees for final approval. The following have been recommended to serve on the committee: Chair – Elda Stanco Downey, Members – Lyn Hayth & Dr. Susan Short. All have agreed to serve on the committee. After discussion, **a motion was made by Robert Sandel and seconded by Lyn Hayth to present to the full board at the December 4, 2019 meeting for approval. The motion was approved by unanimous vote.**

### **Update on Membership, Enrollment and Programs Membership**

Carla James-Jackson provided an update on RHEC membership, enrollment and program completion during FY 2019. This was an informational item and **no motion was required.**

### **Mission, Vision and Goals of 2020-2023 Strategic Plan**

Kay Dunkley presented the Committee with a copy of the Strategic Plan. This document outlines the goals and objective for the RHEC through June 2023 and will serve as the blueprint on how RHEC plans to adapt and prepare for expansion and growth in an ever-changing environment. This was an informational item and **no motion was required**

### **Status of the Oliver White Hill Plaza**

Kay Dunkley provided an update on the status of Oliver White Hill Plaza. On December 16, 2019, Roanoke City Council will vote on selling the Authority a parcel of land for the construction of the Plaza. This was an informational item and **no motion was required.**

### **Request for Contributions – 2020 Anniversary Celebratory Activities**

Kay Dunkley is requesting approval to request a \$1,000 donation from each college and workforce development agency to assist with the 2020 celebratory activities. After discussion, **a motion was made by Delegate Chris Head and seconded by Robert Sandel to present to the full board at the December 4, 2019 meeting for approval. The motion was approved by unanimous vote.**

### **State Budget Submissions for 2020**

Kay Dunkley presented the committee with the state budget submissions made by the RHEC:

- Capital budget – Oliver White Hill Plaza
- Operational budget – Adding additional academic student success services
- Operational budget – Increased funding for safety & security

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

### **Announcement of upcoming Executive Committee and Full Board meeting dates:**

#### 2020

Tuesday, May 19, 2020 at 2:00 pm	Executive Committee
Wednesday, June 3, 2020 at 12:00 pm	Full Board
Tuesday, November 17, 2020 at 2:00 pm	Executive Committee
Wednesday, December 2, 2020 at 12:00 pm	Full Board

There being no further business, the meeting was adjourned at 3:37 pm

Recorder: Jaime Miller