

Roanoke Higher Education Authority
Board of Trustees Meeting
Wednesday, December 1, 2021 12:30 pm
Roanoke Higher Education Center Room 212/Zoom

Minutes

Members Present: John Edwards, Deborah Greubel (Zoom), Kevin Harris (Zoom), Lyn Hath, Jean Huskey, Carolyn Lepre (Zoom), Annette Lewis, Melissa Lubin (Zoom), Tracy Nester, Jennifer Pittman, Charles Price, Sam Rasoul, Susan Short, and Elda Stanco Downey

Others Present: Yesenia De la Cruz, Kay Dunkley, Jill Lila Higginbotham (Zoom), Regenia Hill (Zoom), Carla James, Gordon Jones (Zoom), Jeremiah McMillan, Lorraine Nash, Dianna Parrish (Zoom), Alexandra Thacker, Richard Turner, Lori Van Curen, and Scott Weimer

The meeting of the Roanoke Higher Education Authority's Board of Trustees was called to order at 12:38 pm. The presence of a quorum was confirmed.

Senator Edwards welcomed new board members Katherin Elam (not present) and Dr. Deborah Greubel, as well as Del. Sam Rasoul and Chris Hurst (not present). He recognized guests Regina Hill, ODU; Dianna Parrish, MBU; Richard Turner, JMU; Yesenia De la Cruz, Head Start; and Scott Weimer, VT.

Chair Senator Edwards presented the minutes of the June 2, 2021, meeting. **A motion was made by Dr. Short to accept the minutes. The motion was approved by unanimous vote.**

Mary Baldwin University Student Testimonial

Carla James, RHEC's Senior Director of Academic and Student Services, introduced Jill Lila Higginbotham, a 2021 graduate of Mary Baldwin University who completed her Bachelor of Social Work (BSW) at the Roanoke Higher Education Center. Jill was subsequently hired by Roanoke County Department of Social Services as a Family Services Specialist. Jill detailed the flexibility of the MBU program at RHEC and the support and insight she received from MBU staff, in particular, Dianna Parrish. This was an informational item; **no motion was required.**

Fiscal Year 2021 RHEC Audit

Gordon Jones, CPA with Robinson Farmer Cox Associates, presented the audit report of the Authority's FY2021 financials. Mr. Jones reported that, in the auditor's opinion, the financial statements fairly represent its financial position. The auditor's clean opinion is at its highest level of assurance. The report disclosed no instances of noncompliance with laws or regulations that are required reporting under Governmental Accounting Standards Board, nor were there any noncompliance matters involving internal controls over financial reporting. Mr. Jones applauded the RHEC's finance team for their excellent work. Kay Dunkley shared that it took only 1.5 days to complete the audit, which underscores the team's diligence and attention to detail. **Ms. Lewis moved to accept the audit report. The motion carried by unanimous vote.**

Board of Trustees Treasurer

Senator Edwards stated that, since Dr. Elda Stanco Downey was reappointed by Governor Northam to a second four-year term beginning July 1, 2022, the Board needed to officially hold an election for her officer position. **Dr. Short made a motion to re-elect Elda Stanco Downey as Treasurer, serving a two-year term starting, retroactively, July 2021 and ending June 30, 2023. The motion was approved by unanimous vote.**

Financials as of September 30, 2021

Lori Van Curen shared highlights of the memorandum dated November 16, 2021 concerning unaudited financial statements for month ending September 30, 2021. The accumulated cash and cash equivalents total \$3,612,750, which is an increase of \$413,630. The growth in cash from September of last year is due to the net surplus of unspent funding during fiscal year 2020.

Currently \$649,898 is in checking accounts, \$2,661,958 is invested in money markets, \$51,515 is invested in certificates of deposit, and \$249,295 is invested in the Commonwealth of Virginia's Local Government Investment Pool (LGIP). Capital assets decreased \$1,057,980 to \$28,744,944 due to the depreciation of our capital assets.

Mr. Hayth moved to accept the financial statements as of Sept. 30, 2021, as presented; the motion passed unanimously.

Executive Director's Travel

Lori Van Curen presented a spreadsheet detailing all travel and expenses of the executive director for FY2021. **A motion was made by Dr. Short to accept the Executive Director's travel report; the motion was approved by unanimous vote.**

Personnel Committee Update on Executive Director's Goals

Jennifer Pittman, Personnel Committee Chair, requested approval of the Executive Director's 2021-2022 Goals to the Authority Board. Following recommendations by the board, Kay added metrics to certain goals to assist in the review process. **A motion was made by Dr. Stanco Downey to approve the executive director's goals, and the motion passed with a unanimous vote.**

Program Updates

Carla James shared that CodeVA joined the RHEC as a member on July 1, 2021, with a three-year lease agreement. The nonprofit agency partners with schools, parents, and communities to bring computer science education to all Virginia students.

Virginia State University has signed a letter of intent to join the RHEC in 2022. Programs under consideration include computer science, finance, dietetics, and hospitality management.

FY 2021 saw 799 program completers, with over 50% in workforce training programs, including Nurse Aide/CNA, Clinical Medical Assistant, customer service, and job-readiness training. 107 adult learners completed degree programs, with 230 individuals participating in non-credit programs.

This informational item required no motion.

RHEC Foundation

Updates

Kay Dunkley announced that Kaitlyn Van Buskirk has been hired as the RHEC Foundation's Development Officer. She highlighted Kaitlyn's professional achievements and shared information about the progress made on various grant applications and securing an endowment. Several marketing opportunities are in the works, including rebranding work with Access Public Relations & Advertising and monthly features in *Valley Business Front* starting January 2022.

The Roanoke Higher Education Center Foundation will host a benefit night at Chocolate Paper on December 9, 2021, from 6pm to 8pm. The proceeds will benefit the RHEC Foundation. Information about RHEC Gives: *A Day of Giving*, on 5/11/22, is forthcoming.

Approval of Board Directors

Kay Dunkley and Elda Stanco Downey presented the names and bios of two community members who have both agreed to serve on the Foundation’s Board of Directors for a two-year term from July 1, 2022 – June 30, 2024. Estaban Duran-Ballen is Chief Operating Officer at Richfield Living, and Tyler Nguyen is Director of Information Technology at Advance Auto Parts. **Dr. Short moved to approve Estaban Duran-Ballen and Tyler Nguyen as directors on the RHEC Foundation Board. The motion carried unanimously.**

Central Walkway Plaza Project

Jeremiah McMillan provided news that the granite markers have been installed and that the RFP for the mobile history app has been awarded. The COVID pandemic has impacted material availability, but the project is continuing to progress with December 31, 2021 as the completion deadline.

A ribbon cutting will take place in the spring with a date and time to be determined.

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

Annual Report

Carla James directed attendees to the hard copy of the 2021 Annual Report, indicating “*it’s about what happens inside our building.*” The RHEC has experienced a successful year with much more good news on the horizon with the awarding of student scholarships and planning for a new medical imaging lab. This was an informational item, and **no motion was required.**

Announcement of upcoming Executive Committee and Full Board meeting dates:

Tuesday, May 17, 2022 at 2:00 pm	Executive Committee
Wednesday, June 1, 2022 at 12:00 pm	Full Board
Thursday, November 17, 2022 at 2:00 pm	Executive Committee
Wednesday, December 7, 2022 at 12:00 pm	Full Board

There being no further business, the meeting was adjourned at 1:49 pm.

Recorder: Lorraine Nash