

**Roanoke Higher Education Authority**  
Board of Trustees Executive Committee  
Tuesday, November 16, 2021 2:00 pm  
Roanoke Higher Education Center Room 418/Zoom

**Minutes**

Members Present: John Edwards, Katherin Elam (Zoom), Deborah Greubel (Zoom), Lyn Hath (Zoom), Charles Price (Zoom), Robert Sandel, and Elda Stanco Downey

Others Present: Kay Dunkley, Carla James, Gordon Jones (Zoom), Jeremiah McMillan, Lorraine Nash, Alexandra Thacker, Kaitlyn Van Buskirk, and Lori Van Curen

The meeting of the Roanoke Higher Education Authority's board of trustees executive committee was called to order at 2:03 pm. The presence of a quorum was confirmed.

Senator Edwards welcomed new trustees Katherin Elam and Dr. Deborah Greubel. Kay Dunkley introduced the RHEC staff.

Chair Edwards presented the minutes of the May 18, 2021 meeting for approval. A motion was made by Dr. Sandel and seconded by Dr. Stanco Downey. The motion was approved by unanimous vote.

**Fiscal Year 2021 RHEC Audit**

Gordon Jones of Robinson Farmer Cox Associates presented his firm's 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, 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. Jones praised Lori Van Curen and her staff for their good work. Kay Dunkley stated it took only 1.5 days to complete our audit and applauded the RHEC finance staff for their diligence and attention to all responsibilities.

Dr. Sandel made the motion to receive the auditor's report and present it to the full board at the December 1, 2021 meeting, with a second from Dr. Stanco Downey. The motion was approved by unanimous vote.

**Board of Trustees Treasurer**

Dr. Sandel made a motion to recommend to the full board 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. A motion was made by Dr. Sandel

and seconded by Dr. Stanco Downey to present these financials to the full board at the December 1, 2021 meeting. The motion was approved by unanimous vote.

### **Executive Director's Travel**

Lori Van Curen presented a spreadsheet detailing all travel and expenses of the executive director for 2021. A motion was made by Dr. Sandel and seconded by Dr. Stanco Downey to present this information to the full board at the next meeting. The motion was approved by unanimous vote.

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

Kay Dunkley presented the statement from Jennifer Pittman, Personnel Committee Chair, requesting consent to forward the Executive Director's 2021-2022 Goals to the Authority Board for approval. Upon recommendation by the board, Kay added metrics to certain goals to assist in the review process. A motion was made by Dr. Stanco Downey to forward the goals to the full board on December 1, 2021, 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. This 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.

Fiscal year 2021 saw 799 program completers, with over 50% in workforce training programs including Nurse Aide/CAN, Clinical Medical Assistant, customer service, and job readiness training. Adult learners completing degree programs totaled 107, with 230 individuals participating in non-credit programs.

This informational item required no motion.

### **RHEC Foundation**

#### Updates

Kaitlyn Van Buskirk was introduced as RHEC's Foundation Development Officer. She highlighted her professional achievements and outlined the progress she has already made on grant applications and the endowment fund. Several marketing opportunities are in progress, including work with Access on rebranding and monthly features, starting in January 2022, in issues of *Valley Business Front*.

The Roanoke Higher Education Center Foundation will host a benefit night at Chocolate Paper on December 9, 2021 from 6:00 pm to 8:00 pm. The proceeds will be donated to the RHEC Foundation. Information about RHEC Gives, A Day of Giving, on 5/11/22 are 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. Sandel made a motion to forward the names of the candidates to the full board at the December 1, 2021 meeting, with a second from Dr. Stanco Downey. The motion was approved by unanimous vote.

### **Central Walkway Plaza Project**

Jeremiah McMillan provided news that the granite and landscaping for the central walkway plaza will be installed next week. The COVID pandemic has impacted material availability, but progress is taking place with December 31, 2021 as the deadline for project completion.

The Request for Proposals (RFP) for the technology/mobile experience are due today, and a company will be selected by the end of the week.

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

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

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

Wednesday, December 1, 2021 at 12:00 pm	Full Board
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 3:04 pm.

Recorder: Lorraine Nash, Academic Program Assistant