

Roanoke Higher Education Authority
Board of Trustees Meeting
Wednesday, December 7, 2022, 12:30 pm
Roanoke Higher Education Center Room 212

Minutes

Members present: John Edwards, Lee Andes, Tim Channell, Kawachi Clemons, Katherin Elam, Lyn Hath, Shatenita Horton, Sarah MacDonald, Tracy Nester, Susan Short, Elda Stanco Downey, and Amy White

Also present: Kay Dunkley, Carla James, Gordon Jones (Zoom), Jeremiah McMillan, Angela Penn, Alexandra Thacker, Richard Turner, Kaitlyn Van Buskirk, and Lori Van Curen, Scott Weimer

Members absent: Andrew Casiello, Annette Lewis, Susan Parish, Sam Rasoul, and Robert Sandel

The meeting of the Roanoke Higher Education Authority's Board of Trustees was called to order at 12:31pm by Chair Edwards. The presence of a quorum was confirmed.

Senator Edwards welcomed the new board members who were present Lee Andes, SCHEV; Tim Channell, RU; Kawachi Clemons, VSU; Shatenita Horton, Governor's appointee; Sarah MacDonald, JMU; and Amy White, VWCC. He also recognized guests Angela Penn, TAP; Richard Turner, JMU; and Scott Weimer, VT.

Senator Edwards presented the minutes of the June 1, 2022, annual board meeting for review. **With an edit to the list of members present versus members absent, the June 1, 2022, minutes stood approved as corrected.**

Fiscal Year 2022 RHEA Audit

Gordon Jones, CPA with Robinson Farmer Cox Associates, shared his firm's audit report of the Authority's FY2022 financials, stating that the financial statements justly represent RHEA's financial position. The auditor's report was clean and unmodified, which is the highest level of assurance that can be received. The report disclosed no instances of noncompliance with laws, regulations, etc. under Governmental Accounting Standards Board, nor were there any noncompliance matters involving internal controls. Mr. Jones shared that, as always, the RHEC finance staff was great to work with. **Dr. Stanco Downey moved to accept the FY2022 audit report, and the motion carried by unanimous vote.**

Financials as of September 30, 2022

Elda Stanco Downey shared that she and Lori Van Curen met in advance of the board meeting to go over the financial statements and that Ms. Van Curen would provide the details.

Highlights of the memorandum dated November 15, 2022 concerning unaudited financial statements for month ending September 30, 2022, included the accumulated cash and cash equivalents totaling \$3,202,280, which is a decrease of \$410,470. The decline is due to the usage of \$340,4136 balance in advanced funding for the Central Walkway Plaza.

Checking accounts contain \$359,714, with \$1,335,212 invested in money markets, \$801,772 invested in certificates of deposit, and \$705,582 invested in the Commonwealth of Virginia's Local Government Investment Pool (LGIP). Capital assets decreased \$1,131,330 to \$27,613,614 due to the depreciation of capital assets.

The Statement of Revenues, Expenses, and Changes in Net Position was quickly reviewed, and the Cash Reserve Analysis indicated that the adjusted reserve balance is 125% of the minimum and 90% of the maximum targets.

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

Executive Director's Travel

Ms. Van Curen presented a spreadsheet detailing the executive director's travel and expenses for FY 2022. As this was an informational item, **no motion was required.**

Personnel Committee Appointments

Senator Edwards announced his appointment of Annette Lewis and Shatenita Horton to the Personnel Committee, with Tracy Nester serving as Chair.

Ms. Nester will also serve on the Board of Trustees' Executive Committee, as appointed by Chair Edwards.

These items were informational, and **no motions were required.**

Personnel Committee Update on Executive Director's Goals

Tracy Nester, Personnel Committee Chair, thanked Chair Edwards and proceeded to present the Executive Director's 2022-2023 Goals. The goals included six dimensions, each with multiple performance indicators. **Ms. Nester moved to approve the executive director's FY 2023 goals, and the motion passed with a unanimous vote.**

Member and Program Updates

Carla James shared that Virginia Tech Department of Psychology joined the Center in October 2022. They will occupy an office suite on the 1st floor and will conduct studies focused on cognition, behavior and moral development. This membership is a separate lease from that of the Virginia Tech Roanoke Center on the seventh floor of the building.

Work continues with CodeVA on the potential development of a regional, K-12, computer science laboratory school. Both Roanoke and Salem City Public Schools have expressed interest, and the next step is to apply for a planning grant and to assist in drafting and submitting a Lab School application.

The FY 2022 program completion report indicates 1,024 program completers, representing a 28% increase across all programs as compared to FY 2021. 63% of completers were in workforce training, such as CNA, Clinical Medical Assisting, and Licensed Massage Therapy.

This was an informational item that **required no action.**

RHEC Foundation Board of Director Approval

Senator Edwards shared that the RHEC Foundation Board approved the nomination of Dr. Daniel Harrington, Vice Dean of Virginia Tech Carilion School of Medicine, to a two-year director's term from July 1, 2023 – June 30, 2025.

The Foundation Board also approved the nomination of Dr. Sarah K. MacDonald, Associate Dean for the School of Professional and Continuing Education at James Madison University, to a four-year term from July 1, 2023 – June 30, 2027. Dr. MacDonald is currently filling the seat vacated by Dr. Melissa Lubin, as the RHEC institutional representative, whose term ends June 30, 2023.

Susan Short moved to approve Daniel Harrington and Sarah MacDonald as directors on the RHEC Foundation Board for two- and four-year terms beginning July 1, 2023, respectively. The motion carried unanimously, with Dr. MacDonald abstaining due to conflict of interest.

Policy regarding Meetings Held Through Electronic Communication

Senator Edwards reviewed a proposed policy regarding Meetings Held Through Electronic Communication to fulfill the provisions required by the Code of Virginia's Freedom of Information Act. The Policy was developed from recommendations for best practices and sample language provided by the Freedom of Information Advisory Council and applies to the entire membership of the RHEA Board of Trustees, with sections addressing 1) remote participation by an individual, 2) remote participation by the entire body, and 3) record of requests.

Lyn Hayth moved to approve the Meetings Held Through Electronic Communication Policy dated December 2022, and the motion passed with a unanimous vote.

Annual Report

Carla James highlighted portions of the 2022 Annual report, including articles on JMU's Educational Leadership Program; the Central Walkway Plaza project; and RHEC's Educational Testing Center. Dr. James noted that since publication, RHEC was awarded \$75,000 by the American Electric Power Foundation for scholarships; a summer math camp; and diversity, equity and inclusion training.

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

Announcement of upcoming Executive Committee and Full Board meeting dates:

Tuesday, May 23, 2023 at 2:00 pm	Exec. Committee
Wednesday, June 7, 2023 at 12:00 pm	Full Board
Thursday, November 16, 2023 at 2:00 pm	Exec. Committee
Wednesday, December 6, 2023 at 12:00 pm	Full Board

There being no further business, the meeting was adjourned at 1:42pm.

Recorder: Alexandra Thacker