

**Roanoke Higher Education Authority**  
Board of Trustees Meeting  
Wednesday, June 1, 2022 12:30 pm  
Roanoke Higher Education Center Room 212

**Minutes**

Members Present: John Edwards, Katherin Elam, Kevin Harris, Lyn Hayth, Annette Lewis, Melissa Lubin, Tracy Nester, Jennifer Pittman, Charles Price, and Elda Stanco Downey

Absent: Andrew Casiello, Deborah Greubel, Lee Andes, Carolyn Lepre, Sam Rasoul, Robert Sandel, Susan Short

Others Present: Timothy Channell, Kawachi Clemons, Kay Dunkley, Carla James, Jeremiah McMillan, Lorraine Nash, Alexandra Thacker, Richard Turner, Kaitlyn Van Buskirk, Lori Van Curen, Luke Ware, and Scott Weimer

The meeting of the Roanoke Higher Education Authority's Board of Trustees was called to order at 12:34 pm. The presence of a quorum was confirmed.

Senator Edwards recognized guests Wendy Kang, SCHEV; Angela Joyner, RU; Tim Channell, RU; Richard Turner, JMU; Kawachi Clemons, VSU; and Scott Weimer, VT. He thanked departing board members for their service: Deborah Greubel, MBU; Lyn Lepre, RU; and Jean Huskey, SCHEV. Senator Edwards also recognized Charles Price for his eight years of service on the RHEA board and presented him with a gift.

Chair Senator Edwards presented the minutes of the December 1, 2021, meeting. **A motion was made by Ms. Lewis to accept the minutes. The motion was approved by unanimous vote.**

**Financials as of March 31, 2022**

Lori Van Curen shared highlights of the memorandum dated June 1, 2022 concerning unaudited financial statements for month ending March 31, 2022. The accumulated cash and cash equivalents total \$3,194,213, which is an increase of \$143,668 over the balance a year prior. April's state appropriation was received 3/25/22 and thus was included in the March ending balance, which created a timing difference between the years of \$149,232.

Currently \$665,517 is in checking accounts, \$2,473,211 is invested in money markets, \$51,515 is invested in certificates of deposit, and \$3,970 is invested in the Commonwealth of Virginia's Local Government Investment Pool (LGIP). Capital assets decreased \$748,391 to \$28,404,770 due to the depreciation of our capital assets. This was an informational item, and **no motion was required.**

**Budget Review Committee and Personnel Committee Report**

Elda Stanco Downey stated that the Budget Review Committee recommends \$109,950 be used toward employee salary and merit pay increases.

Jennifer Pittman shared that by working in tandem through a new streamlined process, the Personnel Committee fully supports the recommendations from the Budget Review Committee.

The committees jointly recommend \$75,080 of the total be used for a 5% across the board cost of living increase. They also recommend an additional merit increase for all applicable employees,

averaging 2.5%, to be distributed at the discretion of the Executive Director. Both recommendations are in line with the proposed FY2023 budget.

**A motion was made by Melissa Lubin and seconded by Kevin Harris to approve the employee salary and merit pay increases. The motion was approved by unanimous vote.**

### **Recommend Approval of FY2023 Budget**

Elda Stanco-Downey and Lori Van Curen presented the proposed FY2023 budget as approved by the Budget Review Committee.

After a brief discussion, **a motion was made by Annette Lewis and seconded by Jennifer Pittman to approve the FY2023 budget as presented. The motion carried by unanimous vote.**

### **New State Funding**

RHEA requested FY2023 funding from the Commonwealth:

- \$198,643 to establish a Medical Imaging Lab in collaboration with Virginia Commonwealth University (VCU), Virginia Western Community College (VWCC), Carilion Clinic, and Radford University (RU).
- \$81,076 for an in-house Safety & Security Coordinator
- \$3.8 million in capital funding to replace all antiquated fan coils in the main building
- \$250,000 in capital funding to replace network distribution switches

As of the time of today's meeting, all requests were intact in the state budget.

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

### **Program Updates**

Carla James shared the following membership updates:

- Virginia State University will begin membership July 1, 2022
- Mary Baldwin University will end membership June 30, 2022
- CodeVA joined membership July 1, 2021

Grow with Google and Lab Schools are two new statewide initiatives in which RHEC will participate, in conjunction with CodeVA, four other Higher Education Centers, and the VCCS.

RHEC is also partnering with VCU, VWCC, Carilion Clinic, and RU to develop a Medical Imaging Center to train sonographers and CT scan technicians. The Veterans Affairs Medical Center and Carilion Clinic have agreed to serve as clinical sites.

Conversations are also underway with a private dental assistant training program and a nonprofit computer science and entrepreneurship training program.

The Educational Testing Center was awarded Test Center Certification by the National College Testing Association (NCTA). The certification is in place for five years and can be renewed by demonstrating continued compliance to national standards.

The City of Roanoke granted RHEC \$11,700 to help pay testing fees for students taking high-demand certification tests in the Educational Testing Center. The program begins July 1, 2022.

The Student Success Center (SSC) provides tutoring, writing skills training, and study skills coaching to RHEC member students. Plans for the grand opening are underway.

**These informational items required no motion.**

#### **Approval of RHEC Foundation Board Directors**

Senator Edwards presented the names and bios of community members who have agreed to serve on the Foundation's Board of Directors:

- Jim McAden- President, Balzer and Associates for a two-year term from July 1, 2022 – June 30, 2024. **Jennifer Pittman moved to approve Jim McAden to a two-year term. The motion carried unanimously.**
- Sam Oakey- Vice President, Oakey's Funeral Service and Crematory, for a three-year term from July 1, 2022- June 30, 2025. **Charles Price moved to approve Sam Oakey to a three-year term. The motion carried unanimously.**

Senator Edwards presented the following members for reappointment to the Board of Directors:

- Robert "Bob" Archer- two-year term from July 1, 2022 to June 30, 2024  
**Elda Stanco Downey to approve Bob Archer to a two-year term. The motion carried unanimously.**
- Jeanne Armentrout- two-year term from July 1, 2022 to June 30, 2024  
**Katherin Elam moved to approve Jeanne Armentrout to a two-year term. The motion carried unanimously.**
- John P. Fishwick- two-year term from July 1, 2022 to June 30, 2024  
**Annette Lewis moved to approve John Fishwick to a two-year term. The motion carried unanimously.**
- Michael Wray- four-year term from July 1, 2022 to June 30, 2026  
**Katherin Elam moved to approve Mike Wray to a four-year term. The motion carried unanimously.**

The RHEC Foundation Board of Directors accepted the resignation of Connie Carmack. **Lyn Hath moved to accept Connie Carmack's resignation on behalf of the RHEA Board of Trustees; the motion carried unanimously.**

William "Eddie" Amos also resigned from the board because of other obligations. **Melissa Lubin moved to accept Eddie Amos' resignation on behalf of the RHEA Board of Trustees; the motion carried unanimously.**

#### **RHEC Foundation Updates**

Kaitlyn Van Buskirk, Development Officer, provided background on the RHEA Foundation's rebranding process, which included the development of a new mission, vision, and tagline. Free services were provided by Access Advertising and Public Relations. Melissa Lubin, who served on the committee, shared her thoughts behind the new logo.

Informational items regarding the Brews & Bubbles fundraiser scheduled for Saturday, August 27, 2022 at Glenburn Farms included news about the silent and live auction, as well as the VIP experience. Tickets are still available with all proceeds benefiting the RHEC Foundation.

#### **Closed Session**

Elda Stanco Downey called for the Board of Trustees 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 Board of Trustees to reconvene.

The Roanoke Higher Education Authority's Board of Trustees was again called to order by Chair Senator Edwards, and the presence of a quorum was confirmed. **No motion was required of the items discussed in closed session.**

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

Thursday, November 17, 2022 at 2:00 pm	Executive Committee
Wednesday, December 7, 2022 at 12:00 pm	Full Board
Tuesday, May 23, 2023 at 2:00 pm	Executive Committee
Wednesday, June 7, 2023 at 12:00 pm	Full Board
Thursday, November 16, 2023 at 2:00 pm	Executive Committee
Wednesday, December 6, 2023 at 12:00 pm	Full Board

There being no further business, the meeting was adjourned at 1:44 pm.

Recorder: Alexandra Thacker