

Roanoke Higher Education Authority
Executive Committee Meeting
Tuesday, May 17, 2022 2:00 pm
Roanoke Higher Education Center Room 409

Minutes

Members present: John Edwards, Katherin Elam, Lyn Hayth, Charles Price, Robert Sandel, and Elda Stanco Downey

Also present: Kay Dunkley, Carla James, Lorraine Nash, Jennifer Pittman, Alexandra Thacker, Kaitlyn Van Buskirk, Lori Van Curen

Members absent: Deborah Greubel

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

Chair Senator Edwards presented the minutes of the November 16, 2021, meeting. **A motion was made by Robert Sandel to accept the minutes. The motion passed unanimously.**

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 of \$149,232 between FY21 and FY22.

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

Budget Review Committee and Personnel Committee Report

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

Jennifer Pittman, Personnel Committee chairperson, shared that by working in tandem through a new streamlined process, they fully support the Budget Review Committee's recommendations.

They jointly recommend \$75,080 of the total be used for a 5% across the board cost of living increase. The committees 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 FY 2023 budget.

A motion was made by Robert Sandel and seconded by Charles Price to approve the employee salary and merit pay increases. The motion was approved by unanimous vote.

Recommend Approval of FY 2023 Budget

Lori Van Curen presented the proposed FY 2023 budget as approved by the Budget Review Committee.

Following a brief discussion, **a motion was made by Elda Stanco Downey and seconded by Lyn Hayth to approve the FY 2023 budget as presented. The motion carried by unanimous vote.**

New State Funding

RHEA requested FY 2023 funding from the Commonwealth. Kay Dunkley outlined the following:

- \$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

All items were included in the governor's budget when it was released in December, and the Secretary of Education is supportive of our requests.

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 healthcare technicians. The Veterans Affairs Medical Center and Carilion Clinic have agreed to serve as clinical sites.

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. Disbursements will be issued starting July 1, 2022.

The Student Success Center (SSC) provides tutoring, writing skills training, and study skills coaching to RHEC member students, with services eventually opening to the public. SSC is now advertising for math and writing tutors, and plans for a grand opening are underway.

These informational items required no motion.

Approval of RHEC Foundation Board Directors

Senator Edwards presented the names and bios of two 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.
- Sam Oakey- Vice President, Oakey's Funeral Service and Crematory, for a three-year term from July 1, 2022 – June 30, 2025.

Robert Sandel moved to approve Jim McAden to a two-year term and 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
- Jeanne Armentrout- two-year term from July 1, 2022 to June 30, 2024
- John P. Fishwick- two-year term from July 1, 2022 to June 30, 2024
- Michael Wray- four-year term from July 1, 2022 to June 30, 2026

Lyn Hayth moved to approve Bob Archer, Jeanne Armentrout and John Fishwick, to two-year terms and Michael Wray to a four-year term. The motion carried unanimously.

John Edwards reported that the RHEC Foundation Board of Directors accepted the resignation of Connie Carmack and William “Eddie” Amos.

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.

Robert Sandel moved to accept the Foundation’s rebranding collateral. The motion passed unanimously.

Informational items included the Brews & Bubbles fundraiser on Saturday, August 27, 2022, at Glenburn Farms, updates about the silent and live auction, as well as the event’s VIP experience. Tickets may be purchased online, and proceeds benefit the RHEC Foundation.

Closed Session

Elda Stanco Downey called for the Executive Committee 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 regular meeting of the Executive committee to reconvene.

The Roanoke Higher Education Authority’s Executive Committee 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 3:39 pm.

Recorder: Alexandra Thacker