

Roanoke Higher Education Authority
Board of Trustees Meeting
Wednesday, June 7, 2023 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, Annette Lewis, Sarah MacDonald, Tracy Nester, Sam Rasoul, Susan Short, Elda Stanco Downey, and Amy White

Also present: Trisha Calhoun, Kay Dunkley, Carla James, Evan Malone, Glen Mayhew, Jeremiah McMillan, Brian Powell, Kathy Stockburger, Alexandra Thacker, Richard Turner, Kaitlyn Van Buskirk, Lori Van Curen, and Scott Weimer

Members absent: Tim Channell, Kawachi Clemons, Lyn Hayth, and Robert Sandel

The annual meeting of the Roanoke Higher Education Authority's Board of Trustees was called to order at 12:33 pm by Senator Edwards, Chair. The presence of a quorum was confirmed.

Kay Dunkley, Executive Director, asked guests to introduce themselves: Evan Malone, RHEC; Brian Powell, Wine Gourmet & Medmont Mercantile; Richard Turner, JMU; Trisha Calhoun, RU; Kathy Stockburger, consultant; Glen Mayhew, RU-C, Scott Weimer, VT, and Kaitlyn Van Buskirk, RHEC. Attendees were also asked to stay for the Scholarship Awards Ceremony at 2 p.m. following the Board meeting.

Senator Edwards presented the minutes of the December 7, 2022, meeting for review. There being no objections or corrections, the minutes stood.

Financials as of March 31, 2023

Elda Stanco Downey, Treasurer, shared that she and Lori Van Curen, Director of Finance and Administration, met in advance of this meeting to find all finances in order.

Ms. Van Curen highlighted details of the memorandum dated June 7, 2023 concerning unaudited financial statements for month ending March 31, 2023. The accumulated cash and cash equivalents total \$3,327,111, which is an increase of \$132,898 over the balance the year prior. The increase is partially attributed to revenue growth in investment earnings, day rental services, along with conservative spending.

Currently \$600,011 is in checking accounts, \$433,633 is invested in money markets, \$750,000 is invested in certificates of deposit, and \$1,533,437 is invested in the Commonwealth of Virginia's Local Government Investment Pool (LGIP). Capital assets decreased \$1,311,068 to \$27,093,702 due to capital asset depreciation.

A reserve analysis indicates that the adjusted cash reserve is \$2,821,653 which is 29% above the minimum target and 93% of the maximum. This report was informational only, and **no motion was required.**

Budget Review Committee and Personnel Committee Report

Dr. Stanco Downey, Budget Review Committee chairperson, reported that the committee approved \$68,219 be used toward employee salary increases. Tracy Nester, Personnel Committee chairperson, commented that her committee supported the recommendation.

The committees jointly recommended a 5% across the board cost of living increase, along with a one-time merit award averaging 2% for all applicable employees to be distributed at the discretion of the Executive Director. The recommendation is contingent upon leased space expansion by Radford University in 2024, which must be approved prior to the start of the 2024 fiscal year.

Discussion of the expansion project took place, and **the committees' motion to approve a 5% salary increase for staff employed prior to January 1, 2023, and 2% merit awards, as appropriate, passed unanimously.**

Recommend Approval of FY 2024 Budget

Ms. Van Curen presented the proposed FY 2024 budget as approved by the Budget Review Committee. The budget included the planned expansion of Radford University within the facility at the start of 2024 and included a cushion for delays.

Dr. Stanco Downey confirmed that the Budget Review Committee approved the FY 2024 budget as it stands, and the motion carried by unanimous vote.

Purchase of Norfolk Southern Property

Susan Short recommended the purchase of property from Norfolk Southern Corporation at Milepost N-257.76; Activity no. 1203773 for up to \$150,000 using Cash Reserves, which the City of Roanoke assessed at \$200,800. The property is currently leased by RHEC for \$7,400 annually and used as complimentary student parking.

Ms. Van Curen noted that the Authority's cash reserves would be at 21% of the minimum target following the purchase.

Dr. Short's motion to purchase the Norfolk Southern property for no more than \$150,000 passed unanimously.

New State Funding

Kay Dunkley, Executive Director, outlined the following requests made to the Commonwealth for FY 2024 funding:

- \$159,700 on-going funding for new Facility Services staff
- \$82,356 on-going funds for Educational Testing Center staff
- \$282,280 one-time funding to renovate and expand the Educational Testing Center

These items have not been added to the budget at this time. **The update was informational and required no motion.**

Member and Program Updates

Carla James, Senior Director of Academic and Student Services, shared that both Mountain Gateway Community College and Old Dominion University would depart membership effective June 30, 2023.

RHEC continues work with Virginia Western Community College, Radford University Carilion, Carilion Clinic, VA Medical Center, and Sovah School of Health Professions to create a medical imaging center to train healthcare technicians in sonography.

Discussions are underway with area school divisions to implement a computer science lab school for middle and/or high school students.

Funding from the Roanoke Women's Foundation has enabled RHEC to begin construction on its career center. The office will offer services to member students free of charge.

The American Electric Power Foundation has provided funding for a 4-week, full day, RHEC Summer Math Camp for rising 3rd through 5th grade students wanting to strengthen their skills. 40 campers are enrolled, and the camp begins June 20.

Two Diversity, Equity, and Inclusion training programs have also been made possible through the grant from The American Electric Power Foundation. The first two-day session was in May, and the second session will take place in September. The May session reached enrollment capacity.

A free regional financial aid workshop providing hands-on instruction in completing the Free Application for Federal Student Aid (FAFSA) will take place January 13, 2024. RHEC member institution representatives, as well as other college and universities in the region, will be in attendance to help attendees with the process. The program is a partnership with Virginia Western Community College.

These informational items required no motion.

RHEC Initiatives

Dr. Dunkley shared that board members should have received an invitation to a RHEC Foundation fundraising event on June 24 from 7-9pm at Wine Gourmet.

The process to develop a new strategic plan is underway, with consulting services from Kathy Stockburger. Board members are asked to provide feedback to help guide the Center into the next five years.

JHB Consulting is conducting a Regional Workforce Review for RHEC that will identify the top 15-20 in-demand jobs in the next three to five years and the skill sets required. The information will be shared with our member institutions to help them identify program opportunities that align with the emerging trends. This data will be available by the December 2023 Board meeting.

These items were informational and required no motion.

Approval of RHEC Foundation Board Directors

Senator Edwards presented the name and bio of Brian G. Powell, Owner and Operator of Wine Gourmet and Medmont Mercantile, who has agreed to serve on the Foundation's Board of Directors for a three-year term from July 1, 2023 – June 30, 2026.

Sam Rasoul moved to approve the appointment of Brian Powell to the RHEC Foundation Board of Directors. The motion carried unanimously.

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

- Dr. Thomas L. McKeon - two-year term from July 1, 2023 to June 30, 2025
- Charles A. Price, Jr. - four-year term from July 1, 2023 to June 30, 2027

Sam Rasoul moved to reappoint Tom McKeon to a two-year term and Charles Price to a four-year term on the Foundation Board. The motion carried unanimously.

Senator Edwards reported that Randolph Garrett's term ends on June 30, 2023, and recognized his dedication to the Foundation board.

2023-2025 Officer Elections

Annette Lewis moved to delay officer elections until the December 6, 2023, Authority Board meeting and allow current board officers to continue in their positions. There was no discussion, and the motion passed unanimously.

Closed Session

Dr. 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 Senator Edwards asking the annual meeting to reconvene.

The Roanoke Higher Education Authority's Board of Trustees Annual Meeting was again called to order by Senator Edwards, and roll was called to certify the closed session. **No motion was required of the items discussed in closed session.**

Announcement of upcoming Executive Committee and Full Board meeting dates:

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 1:49 pm.

Recorder: Alexandra Thacker