

**Roanoke Higher Education Authority**  
Board of Trustees Meeting  
Wednesday, December 6, 2023, 12:30 pm  
Roanoke Higher Education Center Room 212

**Minutes**

Members present: John Edwards, Lee Andes, Lyn Hayth, Shatenita Horton, Annette Lewis, Sarah MacDonald, Glen Mayhew, Tracy Nester, Susan Short, Veronica Shuford, Paula Song, Elda Stanco Downey, and Amy White

Also present: Kay Dunkley, Beverly George-Gay, Patrick Giallorenzo, Carla James, Gordon Jones (Zoom), Evan Malone, Jeremiah McMillan, Kathy Stockburger, Alexandra Thacker, Antonio Thomas, Richard Turner, Kaitlyn Van Buskirk, Lori Van Curen, and Scott Weimer

Members absent: Katherin Elam, Sam Rasoul, and Robert Sandel

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

Senator Edwards welcomed the new board members, and they were asked to talk about their job responsibilities: Paula Song, VCU; Veronica Shuford, VSU; and Glen Mayhew, RU. Meeting guests were also welcomed, and they introduced themselves.

Senator Edwards presented the minutes of the June 7, 2023, annual board meeting for review. **The June 7, 2023, meeting minutes stood approved with no objections or corrections.**

**Student Testimonial**

Antonio Thomas, a student in the Doctor of Nurse Anesthesia Practice program at Virginia Commonwealth University, shared the positive experiences of completing his studies at the Roanoke Higher Education Center. Mr. Thomas was also a recipient of a RHEC Foundation scholarship, funded by the American Electric Power Foundation.

**Fiscal Year 2023 RHEA Audit**

Gordon Jones, CPA, representing Robinson Farmer Cox Associates, detailed his firm's FY2023 financial audit report of the Authority. He indicated that RHEA's position was fairly represented by its financial statements, and, with a clean, unmodified report, they issued the best and highest level of assurance possible. Mr. Jones also stated that the report's enclosed Management Discussion and Analysis was well written, sharing accurately what numbers don't say. He also praised RHEC's finance team for their exceptional work.

**Annette Lewis moved to accept the FY2023 audit report; the motion carried unanimously.**

**Financials as of September 30, 2023**

Elda Stanco Downey stated that she and Lori Van Curen discussed the Authority's financial statements in advance of the board meeting and everything was in order.

Ms. Van Curen highlighted portions of the unaudited Statement of Net Position as of September 30, 2023, to include the accumulated cash and cash equivalents totaling \$3,205,989, which was a slight increase of \$3,709 over last year. Net capital assets decreased \$1,230,019 to \$26,383,934 mainly due to the depreciation of assets.

The memo dated December 6, 2023, indicated that \$342,689 was held in checking accounts, \$1,200,879 was invested in money markets, \$750,000 was invested in certificates of deposit, and \$912,421 was invested in the Local Government Investment Pool (LGIP).

The Statement of Revenues, Expenses, and Changes in Net Position was briefly reviewed, and the Cash Reserve Analysis showed that the adjusted reserve balance remained well between the minimum and maximum targets.

This report was informational, 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 2023. This was an informational item and **required no motion**.

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

Tracy Nester, Personnel Committee Chair, shared the Executive Director's 2023-2024 Goals, noting the six dimensions and multiple performance indicators. Kay Dunkley emphasized the new indicators under the goals.

**With the Personnel Committee's recommendation to approve the executive director's FY 2024 goals, the motion passed with a unanimous vote.**

#### **Member and Program Updates**

Carla James reported that Old Dominion University became RHEC's first virtual member in October 2023 with a one-year agreement, allowing approximately 75 local ODUGlobal students to use RHEC's student services.

Sovah School of Health Professions joined RHEC effective July 1, 2023, and will provide a second site for their accredited diagnostic medical imaging program. The first student cohort begins training in January 2024.

The Career & Workforce Training Center at RHEC held its grand opening on Thursday, November 2. The center provides students with resume and cover letter writing assistance, interviewing practice, and career inventory assessment. It also will partner with businesses and industries to identify certification programs aligned with Roanoke's regional workforce needs.

RHEC received new state funding for renovation of the Educational Testing Center (ETC) and to cover the salary and benefits for the ETC Coordinator. The build-out will almost double the current square footage, creating additional testing stations, a new special accommodation room, office space, and a centralized check-in area.

RHEC's 2023 Program Completion Report indicates that the Center's eleven member institutions had 945 program completers, with 84% in workforce training. Members offered over 100 programs of study, and an average of 300 for-credit students and 800 Clinical Simulation Center trainees were on site each semester.

A free, public workshop, FAFSA Fire, is scheduled for January 13, 2024. This event will allow parents and families access to financial aid experts from eight regional colleges and universities who will aid them in completing the Free Application for Federal Student Aid.

Dr. James also highlighted portions of the new 2023 Annual Report, including an article about RHEC board chair Senator John Edwards, whose term will end December 2023.

This update was informational and **required no action**.

## RHEC Foundation Updates

Kay Dunkley announced that American Electric Power Foundation is producing a video highlighting RHEC's Summer Math Camp, DEI Training, and scholarship program. All three initiatives are funded by the AEP Foundation to promote social and racial justice and education. The video will soon be available on their national webpage.

Videos featuring signature programs by TAP-This Valley Works, James Madison University, Virginia Western Community College, and Radford University are available on RHEC's website and social media pages. Virginia Tech and Region 5 Adult Education program videos are scheduled for production next.

\$7,000 was raised during Blue Ridge Beverage's November 9 fundraiser for the RHEC Foundation. Thank you to our prize donors, special presenters, and to all those who attended.

Sponsorships totaling \$10,500 have been raised for the January FAFSA Fire event, and Rosie's Gaming Emporium recently made a \$3,000 unrestricted donation to the Foundation.

Firefli Gives is considering RHEC's grant proposal requesting a donation of digital and physical wayfinding design for the Center.

These informational items regarding the RHEC Foundation **required no vote.**

## RHEC Initiatives

Jeremiah McMillan shared that the facility renovations for Radford University's nursing program expansion are almost complete. Offices on the eighth and fifth floors for approximately 40 faculty and staff are now available for move-in. Six large classroom spaces throughout the sixth and second floors and two new skills labs on the first floor to accommodate an additional 150-200 students will be ready in the coming week. Classes will begin mid-January. Glen Mayhew recognized and praised the expert RHEC teams that worked through multiple design changes and a tight timeline to make the project a reality.

Kathy Stockburger, consultant, presented draft goals of RHEC's 2024-2027 Strategic Plan based on 38 Zoom calls and feedback from stakeholders. She shared that recent conversations with students were productive, and the comments will be considered in the process's next steps.

These reports were informational, and **no motion was required.**

## Officer Elections

At the annual meeting in June 2023, the board agreed upon postponement of officer elections until December. **Elda Stanco Downey moved that the slate of officers be approved to serve beginning January 1, 2024:** Chairperson- Lyn Hayth; First Vice Chair- Robert Sandel; Second Vice Chair- Katherin Elam; Treasurer- Shatenita Horton; Secretary- Alexandra Thacker. **The motion carried with a unanimous vote.**

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

Tuesday, May 21, 2024 at 2:00 pm	Exec. Committee
Wednesday, June 5, 2024 at 12:30 pm	Full Board
Thursday, November 14, 2024 at 2:00 pm	Exec. Committee
Wednesday, December 4, 2024 at 12:30 pm	Full Board

**Other Business**

Kay Dunkley recognized and thanked Annette Lewis for her commitment to the community and service on the RHEA Board as President and CEO of TAP. Ms. Lewis will retire in March.

Kay also recognized and thanked Senator John Edwards for his vision and dedication to the RHEC and its mission. Senator Edwards has served as chairperson of the Authority's Board since its inception.

There being no further business, the meeting was adjourned at 1:47 pm.

Recorder: Alexandra Thacker