

**Roanoke Higher Education Authority**  
Board of Trustees Executive Committee Meeting  
Thursday, November 16, 2023, 2:00 pm  
Roanoke Higher Education Center Room 418/Zoom

**Minutes**

Members present: Lyn Hath, Katherin Elam, Tracy Nester, Robert Sandel, and Elda Stanco Downey

Also present: Kay Dunkley, Carla James, Gordon Jones (Zoom), Jeremiah McMillan, Kathy Stockburger, Alexandra Thacker, and Lori Van Curen

Members absent: John Edwards

The meeting of the Roanoke Higher Education Authority's Board of Trustees Executive Committee was called to order at 2:02 pm by First Vice Chair Robert Sandel.

Bobby Sandel presented the minutes of the May 23, 2023, Executive Committee meeting for review. **Katherin Elam moved to accept the minutes, and the motion passed unanimously.**

**Fiscal Year 2023 RHEA Audit**

Gordon Jones of Robinson Farmer Cox Associates presented the Authority's FY 2023 financial audit report. Mr. Jones stated that the RHEA's financial position was accurately reported in all financial statements, with no new policies adopted and appropriate application of existing policies. The disclosures were neutral, consistent, and clear, and no difficulties were encountered in the audit, thus earning the highest level of assurance. Lori Van Curen and the finance staff were commended for their work.

**Lyn Hayth made a motion to accept the FY 2023 audit report, and the motion passed unanimously.**

**Financials as of September 30, 2023**

Elda Stanco Downey praised Lori Van Curen for providing her with a clean and clear financial summary for the first quarter of FY24 and asked that she share the information with the committee.

Ms. Van Curen highlighted portions of the unaudited financial statements for month ending September 30, 2023. The accumulated cash and cash equivalents total \$3,205,989, which is a modest increase of \$3,709 over last year's total.

Currently \$342,689 is in checking accounts, \$1,200,879 is invested in money markets, \$750,000 is invested in certificates of deposit, and \$912,421 is invested in the Local Government Investment Pool (LGIP). Net capital assets decreased \$1,230,019 to \$26,383,934 mainly due to the depreciation of assets. This report was informational only, and **no motion was required.**

**Executive Director's Travel**

Ms. Van Curen provided a spreadsheet detailing the executive director's travel and expenses for FY 2023. Kay Dunkley noted that due to the utilization of Zoom for many meetings, travel expenses have decreased, however more trips to Richmond may occur in the future. These details were informational only, and **no motion was required.**

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

Tracy Nester, Personnel Committee Chair, presented the Executive Director's six goals and their performance indicators for the 2023-2024 review year. **The committee's recommendation to forward the goals to the full board for review was approved unanimously.**

### **Officer Recommendations**

With the trustees' June 2023 approval to postpone officer elections until the December board meeting, **Elda Stanco Downey moved to accept the proposed slate of officers for full board approval:** Chairperson- Lyn Hayth; First Vice Chair- Robert Sandel; Second Vice Chair- Katherin Elam; Treasurer- Shatenita Horton; Secretary- Alexandra Thacker. **The motion carried unanimously.**

### **Member and Program Updates**

Carla James shared that Old Dominion University transitioned from full membership to a one-year virtual membership effective October 2023, allowing local ODUGlobal online learners to utilize RHEC's student services.

Sovah School of Health Professions joined RHEC effective July 1, 2023, to provide a satellite location for their accredited diagnostic medical imaging program. The first cohort will begin training January 2024.

The Educational Testing Center (ETC) will soon be renovated thanks to new state funding. The monies will also pay for the salary and benefits of the ETC Coordinator. The anticipated build-out will almost double the current square footage and add more testing stations, an additional special accommodation room, office space, and a centralized check-in area.

RHEC's 2023 program completion report reveals that the Center's eleven member institutions provided over 100 programs of study and boasted 945 program completers. 84% completed workforce training programs; an average of 300 for-credit students and 800 Clinical Simulation Center trainees were on site each semester.

FAFSA Fire will occur January 13, 2024. This free, public workshop will allow parents and families access to financial aid experts from eight colleges and universities across the region and assistance in completing the Free Application for Federal Student Aid form.

Dr. James also revealed the new 2023 Annual Report with its highlight of board chair Senator John Edwards, whose term will end this December.

**The information regarding member and program updates required no vote.**

### **RHEC Foundation Updates**

Kay Dunkley announced the production of a video by American Electric Power Foundation highlighting RHEC's work promoting social and racial justice and education through the Summer Math Camp, DEI Training, and scholarship program. All three initiatives are funded by the AEP Foundation, and the video will be available on their national webpage.

Signature programs from TAP- This Valley Works, James Madison University, Virginia Western Community College, and Radford University have also been featured in videos that are available on the RHEC website and social media pages. Additional films will be produced in the future showcasing other members' programs.

Blue Ridge Beverage's November 9 fundraiser for the RHEC Foundation raised \$7,000. Thank you to those who participated and to those who donated items for live and silent auctions and the raffle.

To date, sponsorships totaling \$10,500 have been raised for the January FAFSA Fire event, and another \$3,000 was received from Rosie's Gaming Emporium as an unrestricted donation.

Firefli Gives is considering RHEC's grant proposal requesting in-kind marketing services for the wayfinding project. This project will considerably improve markers and signage at the Center.

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

### **RHEC Initiatives**

Radford University's nursing program expansion at RHEC will allow accommodation of an additional 40 staff and 150 students, with faculty offices on the eighth and fifth floors. Jeremiah McMillan noted that a total of six large classroom spaces will be upfit on the sixth and second floors, with two new skills labs on the first floor, all by December 1. Classes begin mid-January.

RHEC's strategic planning consultant, Kathy Stockburger, stated the process is on schedule and presented an interim report and draft goals of the 2024-2027 Strategic Plan based on 38 Zoom calls and feedback from stakeholders. In a preliminary report on student feedback, she shared that the conversations produced several "ah-ha" moments that will be considered in the process's next steps.

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

Wednesday, December 6, 2023 at 12:30 pm	Full Board
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

There being no further business, the meeting was adjourned at 3:02 pm.

Recorder: Alexandra Thacker