

Roanoke Higher Education Authority
Board of Trustees Meeting
Wednesday, June 12, 2024, 12:30 pm
Roanoke Higher Education Center Room 409

Minutes

Members present: Chair Lyn Hayth, Shatenita Horton, Sarah MacDonald, Glen Mayhew, Tracy Nester, Angela Penn, Sam Rasoul, Veronica Shuford, Paula Song, David Suetterlein, Elda Stanco Downey, and Amy White

Also present: Laretta Adler, Cynthia Bryant, Sharla Cooper, Kay Dunkley, Carla James, Evan Malone, Jeremiah McMillan, Jo Nelson, Elaine Nichols, Alexandra Thacker, Richard Turner, Kaitlyn Van Buskirk, Lori Van Curen (Zoom), and Scott Weimer

Members absent: Lee Andes, Katherin Elam, Joe McNamara, Robert Sandel, and Susan Short

The annual meeting of the Roanoke Higher Education Authority's Board of Trustees was called to order at 12:32 pm by Lyn Hayth, Chair. With the roll call, the presence of a quorum was confirmed.

Lyn Hayth allowed Lori Van Curen, Director of Finance and Administration, to join the annual meeting via Zoom. There were no objections.

Chair Hayth recognized the trustees new to the RHEA Board, and they introduced themselves: Angela Penn, President and CEO of TAP, and Senator David Suetterlein. Delegate Joe McNamara was unable to attend the meeting.

Chair Hayth next asked guests in attendance to introduce themselves: Richard Turner, JMU; Sharla Cooper, RU; Elaine Nichols, Sovah; Laretta Adler, TAP; Jo Nelson, TAP; Scott Weimer, VT; Cynthia Bryant, RHEC; Evan Malone, RHEC; and Kaitlyn Van Buskirk, RHEC.

Chair Hayth presented the minutes of the December 6, 2023, meeting for approval. **Elda Stanco-Downey moved to accept the minutes as distributed, and the motion carried unanimously.**

Student Testimonial

Carla James, Senior Director of Academic and Student Services, briefly introduced the student speaker, Laretta Adler, a graduate of TAP's Certified Clinical Medical Assistant (CCMA) program. Ms. Adler shared her experience as an adult learner who found she desired to work in healthcare, having retired from a previous career in finance. She completed the nine-week CCMA program in the fall of 2023 and praised RHEC's multiple resources that helped her succeed, including the Career Center and Student Success Center.

Financials as of March 31, 2024

Shatenita Horton, RHEA Treasurer, stated that she had the opportunity to review the financial statements with Lori Van Curen, Director of Finance and Administration, and would like for Lori to share highlights of the memorandum dated June 12, 2024. The unaudited financial statements for the month ending March 31, 2024, indicate the accumulated cash and cash equivalents total \$2,896,914, which is a decrease of \$430,814 from the balance the year prior. The decrease is partially attributed to state reimbursements received on April 1, 2024, after the date of the statement.

Currently checking accounts show \$470,307, \$684,988 is invested in money markets, and \$1,741,619 is invested in the Commonwealth of Virginia's Local Government Investment Pool (LGIP). Capital assets decreased \$617,399 to a total of \$26,476,303 due to the depreciation of assets.

A reserve analysis indicates that the current adjusted cash reserve is \$2,896,914, which is within the target minimum and maximum range. This report was informational only, and **no motion was required.**

Budget Review Committee and Personnel Committee Report

Shatenita Horton, Budget Review Committee chairperson, shared that the committee approved \$105,484 for employee salary increases and an additional \$16,643 in one-time funding for distribution at the Executive Director's discretion. Tracy Nester, Personnel Committee chairperson, reported that her committee supported the recommendation of the Budget Review Committee.

The committees jointly recommended a 3% base increase for all eligible employees receiving a performance evaluation rating of "Meets Expectations" or higher. The recommendation also included an additional average 3% merit increase for all employees who received performance ratings of "Exceeds Expectations" and "Significantly Exceeds Expectations," to be distributed at the Executive Director's discretion.

After a short discussion, **the committees' recommendations of a salary increase and merit awards passed unanimously.**

Recommend Approval of FY 2025 Budget

Ms. Van Curen presented the proposed FY 2025 budget as approved by the Budget Review Committee. The budget included an increase in state appropriated funds as approved by the General Assembly and an increase in lease income due to the upcoming CPI-U increase.

Ms. Horton confirmed that the Budget Review Committee approved the FY 2025 budget as proposed, and the committee's motion carried with a unanimous vote.

New State Funding

Kay Dunkley, Executive Director, shared that three requests were submitted to the Governor and General Assembly totaling \$371,184 for one-time funding to conduct a regional workforce needs assessment, ongoing funding for a full-time Coordinator to manage the Career and Workforce Training Center, and ongoing funding to align RHEC salaries with the region's market.

Instead, a total of \$359,000 was approved by the General Assembly that increases RHEC's base appropriation to \$2,802,652 for FY 2025.

Dr. Dunkley emphasized that, in the last three years, RHEA has received \$4,205,986 in one-time capital funding.

The update was informational and required no motion.

Strategic Plan Goals

Dr. Dunkley presented RHEC's finalized 2024-2027 Strategic Plan Goals. The six goals include: 1) Support learners as they pursue education and training, 2) Cultivate an organization of diversity, equity, inclusion, and belonging, 3) Ensure financial stability through diverse funding sources, 4) Collaborate to identify and deliver workforce training, 5) Maintain an innovative, welcoming, and safe facility, and, 6) Promote the Center as a unique community asset and learning hub. Dr. Dunkley indicated that the Executive Committee will be developing the action strategies for each goal.

This informational item required no motion.

RHEC 25 Year Anniversary

Dr. Dunkley announced that Roanoke Higher Education Center will celebrate its 25th anniversary in August 2025 with a Silver Jubilee, and planning is underway for multiple events and programs. She requested that the committee consider allowing RHEC to ask each member and partner institution for a \$1,500 contribution to help offset the costs of implementing the events.

Amy White moved to request a \$1,500 contribution from each RHEC member and partner for the 25th anniversary events, and the motion carried unanimously.

Approval of RHEC Foundation Board of Directors

Lyn Hayth shared that Gretchen Beedle of The Conner Group and Katheryn Pascal of Pascal Strategies LLC, KP Strategies Agency, Farmburguesa, and Spotless America LLC, have been approved by the Foundation Board of Directors to each serve two-year terms on the Foundation Board beginning July 1, 2024, through June 30, 2026. Tara Wiedeman of Carilion Clinic was also approved to serve a four-year term from July 1, 2024 to June 30, 2028.

Glen Mayhew moved to approve Gretchen Beedle to the RHEC Foundation Board of Directors for a two-year term ending June 30, 2026, and the motion passed unanimously.

Paula Song moved to approve Katheryn Pascal to the RHEC Foundation Board of Directors for a two-year term ending June 30, 2026, and the motion passed with one abstention.

Glen Mayhew moved to approve Tara Wiedeman to the RHEC Foundation Board of Directors for a four-year term ending June 30, 2028. The motion passed unanimously.

Lyn Hayth presented the names of the following members for reappointment to the Board of Directors:

- Robert Archer and Tyler Nguyen to one-year terms ending June 30, 2025
- Jack Avis, John Fishwick, Jr., and Jim McAden to two-year terms ending June 30, 2026
- Esteban Duran-Ballen and John Edwards to three-year terms ending June 30, 2027
- Cathy Greenberg to a four-year term ending June 30, 2028

Angela Penn moved to approve Robert Archer's reappointment to the Foundation Board for a one-year term ending June 30, 2025. The motion carried unanimously.

Paula Song moved to approve Tyler Nguyen's reappointment to the Foundation Board for a one-year term ending June 30, 2025. The motion carried unanimously.

Glen Mayhew moved to approve Jack Avis' reappointment to the Foundation Board for a two-year term ending June 30, 2026. The motion carried unanimously.

Elda Stanco Downey moved to approve John Fishwick, Jr.'s, reappointment to the Foundation Board for a two-year term ending June 30, 2026. The motion carried unanimously.

Amy White moved to approve Jim McAden's reappointment to the Foundation Board for a two-year term ending June 30, 2026. The motion carried unanimously.

Elda Stanco Downey moved to approve Esteban Duran-Ballen's reappointment to the Foundation Board for a three-year term ending June 30, 2027. The motion passed unanimously.

Sam Rasoul moved to approve John Edwards' reappointment to the Foundation Board for a three-year term ending June 30, 2027. The motion passed unanimously.

Elda Stanco Downey moved to approve Cathy Greenberg's reappointment to the Foundation Board for a four-year term ending June 30, 2028. The motion passed unanimously.

Lyn Hayth shared that Jeanne Armentrout's service on the Foundation's Board of Directors ends June 30, 2024, and he recognized her contributions and dedication.

Closed Session

Sarah MacDonald 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 Lyn Hayth asking that the annual meeting reconvene.

The Roanoke Higher Education Authority's Annual Meeting was again called to order by Lyn Hayth. Tracy Nester moved to certify the closed session, and the roll was called. **Ms. Nester moved to approve the topic discussed during the closed session, and the motion carried unanimously.**

Announcement of upcoming Executive Committee and Full Board meeting dates:

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|-----------------------------------------|---------------------|
| Thursday, November 14, 2024 at 2:00 pm | Executive Committee |
| Wednesday, December 4, 2024 at 12:30 pm | Full Board |

Lyn Hayth asked if there were any other items for discussion. Glen Mayhew asked that, with enrollment continuing to grow, RHEC consider how to best address the issue of complimentary student parking. The number of students grew with the addition of leased space by Radford this past spring and will only increase this fall.

There being no further business, **Amy White moved to adjourn the meeting. There was a unanimous consensus, and the meeting ended at 1:53 pm.**

Recorder: Alexandra Thacker