

**Roanoke Higher Education Authority**  
Board of Trustees Meeting  
Wednesday, December 4, 2024, 12:30 pm  
Roanoke Higher Education Center Room 409/Zoom

**Minutes**

Members present: Lee Andes, Amy Darragh (arrived during review of Travel), Lyn Hayth, Shatenita Horton, Sarah MacDonald, Glen Mayhew, Joe McNamara, Tracy Nester, Sam Rasoul (departed during Executive Director's report), Susan Short, Veronica Shuford (Zoom) David Suetterlein, Elda Stanco Downey, and Amy White

Also present: Kay Dunkley, Carla James, Gordon Jones (Zoom), Melanie Mabry, Evan Malone, Jeremiah McMillan, Jo Nelson, Elaine Nichols, Alexandra Thacker, Kaitlyn Van Buskirk, Lori Van Curen, Margie Vest, and Scott Weimer.

Members absent: Katherin Elam, Angela Penn, and Robert Sandel

The meeting of the Roanoke Higher Education Authority's Board of Trustees was called to order at 12:31pm by Lyn Hayth, Chair. Roll was called and quorum confirmed.

Minutes of the June 12, 2024, Board of Trustees meeting were disseminated to members in advance, and **Glen Mayhew moved to accept the minutes as distributed. The motion passed unanimously.**

**Fiscal Year 2024 RHEA Audit**

Gordon Jones of Robinson, Farmer, Cox Associates highlighted items from the FY 2024 financial audit report of the Roanoke Higher Education Authority. He shared that there were no material weaknesses and no issues reported, which allowed for a clean report and provided the highest level of assurance. Mr. Jones said the audit went well and, as always, RHEC's staff was great to work with.

**Susan Short made a motion to accept the FY 2024 audit report, and the motion passed unanimously.**

**Financials as of September 30, 2024**

Shatenita Horton recognized Lori Van Curen and her team for their exemplary work and asked Lori to present her summary of the unaudited financial statements for the first quarter of FY 25.

Ms. Van Curen noted that the accumulated cash and cash equivalents total \$3,019,79, which is a decrease of \$186k over last year's total. This is due to capital outlay expenditures not yet reimbursed.

Currently \$541,628 is in checking accounts, \$688,901 is invested in money markets, and \$1,789,240 is invested in the Local Government Investment Pool (LGIP). Net capital assets increased \$486,058 to \$26,868,092.

The cash reserve analysis indicates that the current adjusted cash reserve is \$2,930,944 and within the minimum and maximum target range. Being informational only, **this report required no motion.**

**Executive Director's Travel**

Ms. Van Curen shared an itemized list of the executive director's travel and expenses for FY 2024. Expenditures were sorted by category, including Local and Miscellaneous Meetings and

Events; Richmond Travel for General Assembly Meetings; Richmond Travel for OPSix Presentations; and Richmond Travel for HEC Quarterly Management Review Presentations. The report was informational only, and **no motion was required**.

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

Tracy Nester, Personnel Committee Chair, presented the Executive Director's 2024-2025 review-year goals and corresponding performance indicators. Kay Dunkley reviewed the minor revisions from the previous year. **The Personnel Committee's motion to approve the Executive Director's 2024-2025 goals passed unanimously.**

### **Executive Director's Report**

Kay Dunkley shared news about several new hires, including Ryan Bell, Student Services Manager, and Melanie Mabry, part-time Institutional Data Analyst. She noted the recent expansion of the Educational Testing Center, as well as exponential growth of many members' programs including sonography, workforce readiness, healthcare programs, and culinary arts. Dr. Dunkley also gave an update on the progress of the purchase of the Norfolk Southern parking lot on Shenandoah Avenue.

She stated that the 2024 Annual Report is ready for distribution, thanks to Dr. Carla James, and that Robert "Bob" Archer will be the new chair of the RHEC Foundation, succeeding Senator John Edwards who is stepping down after 23 years.

Requests to the state for new operations funding for the 2026 fiscal year include the following: upgrade IT fiber infrastructure-\$213,410; upgrade security cameras to a Cisco Cloud Based System- \$156,166; increase number of power supply units to enhance efficiency of IT Switches-\$71,596; adding a full-time RHEC Day Porter-\$72,447; and adding a full-time RHEC Security Guard and increase contracted hours for Sunday operations-\$130,831. The request for capital outlay project funds is for the replacement of all 570 windows in the main building-\$5,750,000.

Carla James announced that the second annual FAFSA event is planned for Saturday, January 18, 2025, at RHEC, and that Virginia Western Community College is organizing the program.

Glen Mayhew applauded RHEC leadership for their proactive approach to procuring parking for students and proposed engaging the city in a discussion with RHEC membership about remaining safe and active against vandalism and other potential crimes.

**The Executive Director's report was informational and required no action.**

### **Appointments to RHEC Foundation Board of Directors**

The following individuals were recommended by the Foundation Board to serve on the RHEC Foundation Board of Directors beginning July 1, 2025:

- Bob Archer, Tom McKeon, and Tyler Nguyen to one-year terms ending June 30, 2026
- Tommy Oliver and Dan Harrington to two-year terms ending June 30, 2027
- William Dixon to a three-year term ending June, 30, 2028
- Sam Oakey IV to a four-year term ending June 30, 2029

**Joe McNamara moved to approve the seven directors to one-, two-, three-, and four-year terms on the Foundation Board, as presented. The motion carried unanimously.**

Amy Darragh, Ph.D., Dean of the College of Health Professions at Virginia Commonwealth University, introduced herself. She began service in her current position August 15, 2024,

following 16 years at The Ohio State University, most recently as director and vice dean in the School of Health and Rehabilitation Services.

**Upcoming Executive Committee and Full Board meeting dates:**

Tuesday, May 20, 2025 at 2:00 pm	Exec. Committee
Wednesday, June 4, 2025 at 12:30 pm	Full Board
Tuesday, November 18, 2025 at 2:00 pm	Exec. Committee
Tuesday, December 2, 2025 at 12:30 pm	Full Board

**Silver Jubilee Celebration**

RHEC's 25<sup>th</sup> Anniversary celebration save-the-date announcement was shared with the Board. The event takes place on Saturday, August 23, 2025, 6pm-8pm at the Hotel Roanoke and Conference Center. Official invitations will be sent spring 2025.

There being no further business, the meeting adjourned at 1:34pm.

Recorder: Alexandra Thacker