

Roanoke Higher Education Authority
Board of Trustees Meeting
Tuesday, December 2, 2025, 12:30 pm
Roanoke Higher Education Center Room 409

Minutes

Members present: Amy Darragh, Brad Hall, Shatenita Horton, Glen Mayhew, Joe McNamara, Angela Penn, Sam Rasoul, Laura Treanor, Mary Yolanda Trigiani, and Amy White

Also present: Andy Bowman, Jessica Chenoweth, Kay Dunkley, Carla James, Gordon Jones (Zoom), Jeremiah McMillan, Alexandra Thacker, Kaitlyn Van Buskirk, Lori Van Curen, and Scott Weimer

Members absent: Lee Andes, Sarah MacDonald, Tracy Nester, Susan Short, Veronica Shuford, and David Suetterlein

The meeting of the Roanoke Higher Education Authority's Board of Trustees was called to order at 12:30 pm by Shatenita Horton, Treasurer. Roll was called and quorum confirmed.

With vacancies in the positions of chair, first vice-chair, and second vice-chair, **Shatenita Horton moved to elect Angela Penn as Chairperson Pro Tem, and the motion carried.**

Roanoke Higher Education Center Executive Director Kay Dunkley welcomed new trustees Brad Hall, Laura Treanor, and Mary Yolanda Triginani and asked each to speak briefly. Guests also introduced themselves.

Minutes of the June 4, 2025, Board of Trustees meeting were provided in advance. **Glen Mayhew made a motion to accept the minutes with no corrections; the motion passed.**

Fiscal Year 2025 RHEA Audit

Gordon Jones of Robinson, Farmer, Cox Associates shared highlights from the Roanoke Higher Education Authority's FY 2025 financial audit report. He stated materials were correct and there was no room for improvement. Mr. Jones described the audit as clean, with no material weaknesses, and all financial statements were healthy, thus issuing the highest level of assurance possible.

Amy Darragh moved to accept the FY 2025 audit report, and the motion passed.

Financials as of September 30, 2025

Shatenita Horton recognized Lori Van Curen, Director of Finance and Administration, and her team for their work and asked Lori to present a summary of the unaudited financial statements for the first quarter of FY 26.

Ms. Van Curen stated that the accumulated cash and cash equivalents total \$3,106,375 which is an increase of \$87k over last year's total on 9/30/24.

Currently \$38,784 is in checking accounts, \$1,119,608 is invested in money markets, \$747,983 is invested in the Local Government Investment Pool (LGIP), and \$1,200,000 is in Certificate of Deposits. Net capital assets increased \$1,084,241 to \$27,957,437, mainly due to the HVAC fan coil project.

The cash reserve analysis indicates that the current adjusted cash reserve is \$3,404,248 and within the minimum and maximum target range. Being informational only, **this report required no motion.**

Executive Director's Travel

Ms. Van Curen shared the executive director's travel and expenses report for FY 2025. Expenditures were itemized and sorted by category, including Local and Miscellaneous Meetings and Events; Richmond Travel for General Assembly Meetings; Chmura Economics & Analytics Conference; Workforce Conference; and Travel to Higher Education Centers. The report was informational only, and **no motion was required.**

Executive Director's 2025-2026 Goals

Kay Dunkley presented the *Goals for Executive Director for 2025-2026*, as approved by the Personnel Committee. Dr. Dunkley highlighted revisions in the document based on suggestions from the Executive Committee. **The Personnel Committee's recommendation to approve the Executive Director's 2025-2026 goals carried.**

Member and Program Updates

Carla James, Senior Director of Academic and Student Services, shared that Sovah School of Health Professions will depart membership in August 2026 and that discussions are underway with Piedmont Virginia Community College and Virginia Western Community College to establish a new Diagnostic Medical Sonography program at RHEC. Carilion Clinic is also engaged and supports the effort to begin offering the program in Fall 2026.

Christopher Newport University visited RHEC in October to learn more about programming to connect individuals with the region's workforce opportunities. They are exploring potential offerings that could align with RHEC and the Southwest Virginia Higher Education Center through the use of distance technology.

The Learning Curve, a quarterly newsletter from RHEC's Career & Workforce Training Center, launched in October to share information about current labor market trends across Virginia's Region 2. This will provide insights for educators, employers, and policymakers, helping align talent pipelines with regional workforce demands. The publication is available on the RHEC website, through social media, and by email subscription.

Jeremiah McMillan, Director of Facility Services, spoke briefly about upgrades to RHEC buildings, including the proposed window replacement project, the current fan coil upgrades, and a new ADA ramp planned for the Jefferson Street entrance.

These updates were informational and required no action.

2026-2028 Board of Trustees Officers Slate

Due to the departure of members of the Board, vacancies exist in the positions of chair, first vice-chair, and second vice-chair. A special meeting will be scheduled for January to vote on the proposed slate to serve from February 1, 2026, to June 30, 2028:

Chair: Angela Penn
First Vice-Chair: Glen Mayhew
Second Vice-Chair: Laura Treanor
Treasurer: Shatenita Horton

RHEC Foundation Board of Directors Approval

The following individuals were recommended to serve a new term on the RHEC Foundation Board of Directors beginning July 1, 2026:

- Jack Avis, John Fishwick, Jr., and Tom McKeon to two-year terms ending June 30, 2028
- Bob Archer, Gretchen Beedle, and Brian Powell to three-year terms ending June 30, 2029
- Jim McAden and Mike Wray to four-year terms ending June 30, 2030

Glen Mayhew moved to approve the eight directors to two-, three-, and four-year terms on the Foundation Board, as presented. The motion carried.

Upcoming Executive Committee and Full Board meeting dates:

Tuesday, May 19, 2026 at 2:00 pm	Exec. Committee
Wednesday, June 3, 2026 at 12:30 pm	Full Board

There being no further business, the meeting adjourned at 1:35 pm.

Recorder: Alexandra Thacker