



The Peninsula's Community College

## **Finance and Municipal Liaison Committee**

April 27, 2016  
Thomas Nelson Community College  
Historic Triangle Campus, Room 316  
4:00 pm

### **AGENDA**

#### **Board Action Required**

- Approval of March 9, 2016 Minutes
- Review and approve the FY 2017 Local Funds Budget
- Review and approve the Biennium Parking Plan
- Review and accept for record purposes the 3rd Quarter Local Fund Statement for FY 2016
- Approval of Resolution: Approve New Digital Sign

Charles A. Nurnberger

#### *Next scheduled events:*

*May 12: Commencement, Hampton Coliseum*

*June 22: Annual Board Dinner (TBA)*



The Peninsula's Community College

Thomas Nelson Community College Local Board  
Finance and Municipal Liaison Committee

March 9, 2016

Member(s) Present: Leonard Sledge, Scott VanVoorhees, Michael Kuhns, Augustus Owens, Deborah Reese, and Belinda Willis

Member Absent: Bruce Goodson

Guest: John MacMillan

College Staff Present: Charles Nurnberger, Vice President for Finance and Administration; Lisle Wilke, Budget Analyst; and Geraldine Mathey, Administrative Assistant

Mr. Sledge opened the meeting at 4:05 pm.

1. December 2, 2015, Minutes. The Committee reviewed the minutes; no corrections were noted. Mr. Kuhns had the motion to accept the minutes; Mr. VanVoorhees seconded the motion; and the Committee unanimously approved the December 2, 2015, minutes.

2. Resolution: Deed of Easement for Pedestrian Crosswalk Signal Pole. Mr. Nurnberger explained that this easement request was needed to be in compliance with VCCS policy, and that this is an after-the-fact approval. This easement allows the City of Hampton 84 sq.ft. access which was necessary due to the location of underground utilities. The location of these underground utilities necessitated the placing the signal pole on the south side of Butler Farm Road on property owned by the Commonwealth. The City of Hampton will maintain access to the easement area for any electrical work required in the future. Ms. Reese asked if Miss Utility had been contacted prior to the work being done; Mr. Nurnberger did not know this level of detail in the project. Mr. Van Voorhees suggested that Miss Utility would have been contacted. Ms. Reese made the motion to approve the Resolution; Ms. Willis seconded the motion; and the Committee unanimously approved the Resolution. Mr. Sledge will present the Resolution to the Board for their approval.

3. Resolution: Deed to Approve Conveyance of 3.76636 Acres from City of Hampton. Mr. Sledge informed the Committee that this conveyance was for the highway sign. Mr. Nurnberger shared the history of the existing college sign and the fact that the housing development (Nelson Farms) and the building of Thomas Nelson Drive created a break in the land with construction of Thomas Nelson Drive from Butler Farm Road to Big Bethel Road.

During discussions on where to place the proposed digital sign, a question has been raised about ownership of the land. Mr. Nurnberger stated that the College has maintained the upkeep of the land adjacent to I-64 for many years. Mr. Nurnberger stated that guidance had been received to submit the Resolution for the conveyance of the land now, and submit the Resolution of the digital sign at a later date. Mr. Sledge stated that agreements in the past may have been made through a “gentleman’s agreement” and the City is now in the process of ensuring proper documentation is done. Mr. MacMillan asked for clarification on exactly where on the plat this land is located; Mr. Nurnberger pointed out the spot on the plat. Ms. Reese made the motion to approve the Resolution; Ms. Willis seconded the motion; and the Committee unanimously approved the Resolution. Mr. Sledge will present the Resolution to the Board for their approval.

4. Resolution: Increase Student Fees. Mr. Sledge stated that the increase of \$.50 per credit hour had been approved by students at the Student Government Association (SGA) meeting. Mr. Nurnberger said the process had been started in the fall pursuant to VCCS policy. He had discussed the increase with Dr. Dever; once he had approved the increase, he had two meetings with the SGA. He noted that compared to other VCCS institutions, Thomas Nelson’s fees rank 16th or 17th. He said Tidewater CC student pay about \$28 per credit hour. He said our students understand where their fees are going. Mr. Owens made the motion to approve the Resolution; Mr. Kuhns seconded the motion; and the Committee unanimously approved the Resolution. Mr. Sledge will present the Resolution to the Board for their approval.

5. FY 2016 Second Quarter Local Funds Financial Statement.

a. Page 2, Revenues:

1) Mr. Nurnberger reported that the difference in the Bookstore revenues could be attributed to enrollment. He said the draft FY 2017 budget would show a Bookstore revenue decrease of \$80,000.

2) Mr. Nurnberger stated that Subway Commissions had been changed to Food Service Commissions in the FY 2017 Budget. This change was made because the College now has food trucks coming on both campuses to provide students and staff more food options. Ms. Reese asked if the general public could purchase food on campus; Mr. Nurnberger replied that he has not had any issues to date. Mr. Sledge asked if these food vendors paid a commission or a flat fee; Mr. Nurnberger said it was based on a percentage of their sales.

3) Mr. Nurnberger noted there were no issues with receiving monies from the Localities.

b. Page 2, Expenses: There is a variance in the Public Information Announcements and stated the number may change when encumbrances are cleared.

6. Draft FY 2017 Local Funds Budget. Mr. Nurnberger stated this budget was for information only and a more detailed discussion on the FY 2017 Local Funds budget would be held at the next Board meeting on April 27th at the Historic Triangle campus.

a. Page 1: Mr. Nurnberger pointed out the College anticipates lower vending income. There is a 3-percent increase in the rent payment for the Thomas Nelson Workforce Center in Williamsburg; this increase is built into the rental agreement. He also noted there is a new line item which deals with the College’s 50th Anniversary; he said this would be a 2-year effort. Mr. Sledge noted there are two other events that may affect Thomas Nelson. These are the 100th anniversaries of NASA and Langley AFB; he hopes Thomas Nelson is able to

participate in both events. He said Langley AFB is hosting an air show in April and a gala at the Hampton Roads Convention Center in September. In reference to the air show, Mr. Nurnberger pointed out the College would be hosting a joint exercise the next day with Hampton Fire and Police Departments and Langley AFB personnel; he invited the FAML members to come out to watch if their schedules permitted.

b. Page 3: Mr. Nurnberger noted that his staff have tried to make the items identified under Student Activities Fund make more sense by consolidating some line items.

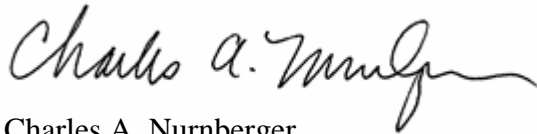
c. Page 4: Mr. Nurnberger stated this page listed anticipated projects for FY 2017 as follows:

1) Hasting Drive Stop Light Phase II: This is the College's second project with the City of Hampton for the proposed traffic light at the intersection of Hastings and Thomas Nelson Drive. It is a project included in Hampton's Capital Improvement Plan (CIP). The City is handling the design and VDOT review, and approval is anticipated. Once design is close to completion, the identification of any easements will be known. It is intended that the College will initiate the easement process, if needed, through its designated Program Manager at the VCCS.

2) Pedestrian Bridge: Mr. Nurnberger stated that the pedestrian bridge between the main campus and the PWDC is in need of replacement. Architectural drawings have already been done. As a project, it is slated for replacement in FY 2017.

There being no further discussion, the meeting was adjourned at 4:52 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Charles A. Nurnberger". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Charles A. Nurnberger  
Vice President for Finance and Administration

Thomas Nelson Community College  
Local Funds Reports  
General and Other Funds

Description	Use of Funds
President's Discretionary Fund: President  <i>Each VP has a unique account code.</i>	\$1500 for each VP's discretionary use; unexpected activities; Honorariums; employee illness or passing of loved ones. Additional costs of events with good response. Chancellor's discretionary fund.
Local Funds Discretionary: President	Hotel expenses over state rate; items not meeting DOA's Commonwealth Accounting Policy & Procedures (CAPP) requirements
Foundation Support: President	Provides additional funds for Foundation support for President.
Academic Discretionary Fund: VP for Academic Affairs	Costs of new faculty and adjunct orientation and training, each semester.
Outreach Development: VP for Institutional Advancement	To develop connections with local community, friend raising.
Special Functions/ Ceremonies: President	Meeting expenses. Special recognition at awards banquet and to the Board members. Retreats for President's Cabinet. College support of special programs and ceremonies like MLK, Veterans' Day, Black History Month, Presidential Leadership Award, etc....
Foundation and Alumni Affairs: VP for Institutional Advancement	Alumni events and communications. Mail sent to alumni and meetings.
Cultural Affairs: VP of Student Affairs	To present special events to staff and join Student Activities in different cultural events.
Performing Arts: VP of Institutional Advancement	To present special events to staff and join Student Activities in different performing arts events.
Public Information Announcements: VP for Institutional Advancement	To provide funding for advertising plan; in addition to State funding.
Student Scholarships: VP for Academic Affairs	To award discretionary scholarships for various purposes. Excellent student who could not get financial aid or for public relations purposes.

Local Board Merit/President Scholarship: President	Used when the President needs to award a scholarship for the sake of the college or for a student's outstanding achievement.
School/Student Work Program/Assistance: VP of Student Affairs	To award discretionary scholarships for various purposes. Excellent student who could not get financial aid or for public relations purposes.
Banking Services: Bursar	To cover the costs of local funds checking accounts.
College Initiatives: President	President uses to assist good initiatives with matching E&G funds that were not funded.
Professional Development/Diversity: Director of Human Resources	Customer Service workshops, safety workshops, and faculty/staff workshops.
Social Affairs: Associate VP for Financial Services	Events manager uses for holiday event and annual employee picnic.
Financial Aid Discretionary Funds: Director of Financial Aid	Administratively used at the discretion of Director of Financial Aid.
Auxiliary Services: Associate VP for Financial Services	Pays for maintenance, repairs, replacements, and upgrades in food vendor area.
Annual Report to the Community: VP for Institutional Advancement	Preparation and mailing of College's annual report.
Local Board Expenses: President	Covers meal expenses and portraits.
Annual Awards Banquet: Director of Human Resources	Annual all-employee awards banquet held on campus.
Historic Triangle: Provost	For outreach to local community

# Highlights of DRAFT FY 2017 Local Budget

## **General Funds:**

- Revenue: Decreased Book Store commissions based on anticipated reduced enrollment  
Workforce Development Center HT Lease – change reflects actual rent  
Vendor Commission contract to be rebid. Anticipate lower commission rate
- Expense: Increase support for wages of student activities employees. Covers the full cost of the student activities personnel. Previously, state funds had covered some of the expense.  
Thomas Nelson 50<sup>th</sup> Anniversary anticipated expenses  
Special Functions/Ceremonies increased participation in various ceremonies and price increases  
Social Affairs 5% increase for price increases  
Workforce Development Center HT Lease – change reflects actual rent  
Annual Report reflects increased pages in report and increased production and mail costs

## **Student Activities:**

- Revenue: Income from activities reduced due to lower enrollment  
Student Activity Fees based on proposed increased in Student Activity Fees
- Expense: Consolidated line items for budget purposes. Merged like activities to a single line item.  
5% increases throughout for increased costs  
Intramurals increased participation expense for National Junior College Athletic Association

# Highlights of DRAFT FY 2017 Local Budget

## **Construction Funds**

- Revenue: Total Revenue request from localities is increased 2%; various locality changes are due to change in headcount attributable to the locality
- Expense: Using fund balance to pay for numerous projects identified. In previous years total request has been strategically used to reduce impact on localities

## **Safety, Security and Parking**

Combined “Institutional fees” and “parking fees” to one budget.

- Revenue: Increase in Safety & Security fees line reflects anticipated increase in fees paid by the students
- Decrease in Fines reflects reduced violations of parking rules
- Expense: Parking lot paving increased for estimated projects
- Snow Removal increase based on previous two years history
- Admin/Equipment reduction to reduce deficit



## **THOMAS NELSON COMMUNITY COLLEGE**



### **Local Funds DRAFT FY 2017 Budget Request**

4/1/16

**Thomas Nelson Community College  
Local Funds Report  
General and Other Funds  
DRAFT FY 2017 Budget Request**

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017 Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Requested</u>	<u>Change</u>
<b>REVENUE:</b>				
Bookstore: Contract Commissions	806,326	\$ 780,000	\$ 700,000	\$ (80,000)
WDCHT Support from Localities	78,344	81,700	84,151	2,451
General Fund Interest Income	2,425	1,000	1,000	0
Food Service Commissions	30,949	30,000	30,000	0
Vending Income	69,000	60,000	50,000	(10,000)
Total Revenue	<u>\$ 987,044</u>	<u>\$ 952,700</u>	<u>\$ 865,151</u>	<u>\$ (87,549)</u>
<b>EXPENDITURES:</b>				
Wages/Salaries/Benefits Student Activities	\$ -	\$ 82,828	\$ 128,000	\$ 45,172
President's Discretionary Fund	19,556	39,500	39,500	0
Local Funds Discretionary	10,140	25,000	25,000	0
Thomas Nelson 50th Anniversary			50,000	50,000
Foundation Support	5,000	5,000	5,000	0
Academic Discretionary Fund	3,582	10,000	10,000	0
Outreach Development	7,122	10,000	10,000	0
Special Functions/Ceremonies	37,021	40,000	50,000	10,000
Foundation and Alumni Affairs	10,739	18,000	18,000	0
Cultural Affairs	690	5,000	5,000	0
Performing Arts	-	5,000	5,000	0
Public Information Announcements	5,840	357,500	357,500	0
Scholarships	8,529	10,000	10,000	0
Local Board Merit/President Scholarship	2,250	5,000	5,000	0
Schol./Student Work Prgm/ Assistance	3,488	20,000	20,000	0
Banking Services	3,483	10,000	10,000	0
College Initiatives	1,540	26,000	26,000	0
Professional Development/Diversity	16	20,000	20,000	0
Social Affairs	18,232	23,000	24,150	1,150
WDCHT Lease	79,319	81,700	84,151	2,451
Financial Aid Discretionary Fund	11,016	13,000	13,000	0
Auxiliary Services Expenditures	285	1,000	1,000	0
Annual Report to Community	5,801	7,500	14,000	6,500
Local Board Expenses	7,099	8,000	8,000	0
Annual Awards Banquet	108	15,000	15,000	0
Historic Triangle Provost	1,850	2,500	2,500	0
Total Expenditures	<u>\$ 242,706</u>	<u>\$ 840,528</u>	<u>\$ 955,801</u>	<u>\$ 115,273</u>

**Thomas Nelson Community College  
Local Funds Report  
Student Activities Fund  
DRAFT FY 2017 Budget Request**

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017 Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Requested</u>	<u>Change</u>
<b>REVENUE:</b>				
Income from Activities	\$ 33,508	\$ 43,000	\$ 35,000	\$ (8,000)
Student Activity Fees	245,524	159,375	176,285	16,910
Total Revenues	<u>\$ 279,032</u>	<u>\$ 202,375</u>	<u>\$ 211,285</u>	<u>\$ 8,910</u>
<b>EXPENDITURES:</b>				
Wages/Salaries/Benefits	\$ (111,457)	\$ 57,685	\$ 57,685	\$ -
Student Events	60,897	66,130	67,937	1,807
Operating Expenses	10,911	16,300	16,300	-
Scholarships	2,625	6,500	6,500	-
Travel	20,493	30,000	30,000	-
Passes and Student Tickets	64,085	56,000	56,000	-
Intramurals	68,190	55,144	70,000	14,856
Clubs/Organizations	3,993	5,500	5,500	-
Total Expenditures	<u>\$ 119,737</u>	<u>\$ 293,259</u>	<u>\$ 309,922</u>	<u>\$ 16,663</u>

**Thomas Nelson Community College  
Local Funds Report  
Construction Fund  
DRAFT FY 2017 Budget Request**

	<b>FY 2015</b>		<b>FY 2016</b>		<b>FY 2017 Budget</b>	
	<b>Actual</b>		<b>Budget</b>		<b>Requested</b>	<b>Change</b>
<b>Fund Sources</b>						
Hampton	\$	157,394	\$	158,414	\$ 158,227	\$ (187)
James City County		56,604		78,933	78,778	(155)
Newport News		216,275		211,035	219,729	8,694
Poquoson		943		16,992	15,543	(1,449)
Williamsburg		7,864		8,222	7,716	(506)
York County		75,506		74,548	79,114	4,566
Total Revenue	\$	514,586	\$	548,144	\$ 559,107	\$ 10,963
<b>EXPENDITURES:</b>						
Exterior Improvements		262,330		459,000	682,000	223,000
Small Projects		-		14,000	90,000	76,000
						-
Total Expenditures	\$	262,330	\$	473,000	\$ 772,000	\$ 299,000

Projected Projects FY 2017	
Pedestrian Bridge	132,000
Small Projects/Repair	50,000
Small Projects/Landscape	40,000
Variable Message sign	400,000
BMP	50,000
Hastings Drive Stop Light Phase II	100,000
 Total	 772,000

**Thomas Nelson Community College**  
**Local Funds Report**  
**Safety, Security and Parking Fund**  
**DRAFT FY 2017 Budget Request**

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017 Budget</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Requested</u>	<u>Change</u>
<b>REVENUE:</b>				
Safety & Security Fee	134,530	101,250	114,673	13,423
Parking Decals	281,492	245,625	267,570	21,945
Fines	21,596	35,000	20,000	(15,000)
Total Revenues	<u>\$ 437,618</u>	<u>\$ 381,875</u>	<u>\$ 402,243</u>	<u>\$ 20,368</u>
<b>EXPENDITURES:</b>				
Parking Lot Paving	\$ 2,239	\$ 100,000	\$ 110,000	\$ 10,000
Parking Lot Maintenance	39,344	10,000	10,000	-
Lighting	2,816	25,000	25,000	-
Snow Removal	1,089	25,000	50,000	25,000
Signage	6,243	15,000	15,000	-
Admin/Equipment	60,687	294,842	282,322	(12,520)
Total Expenditures	<u>\$ 112,418</u>	<u>\$ 469,842</u>	<u>\$ 492,322</u>	<u>\$ 22,480</u>

**Thomas Nelson Community College**  
**Local Funds Report**  
**Investment Income Fund**  
**DRAFT FY 2017 Budget Request**

	FY 2016	FY 2017 Budget	
	Budget	Requested	Change
<b>Revenues</b>			
Sweep Account Interest	-		
LGIP Account Earnings	1,000	1,000	-
<b>Expenditures</b>			
Transfer to General and Other Fund	-		
Transfer to Construction Fund			
Transfer to Local Board Reserve Fund			

**Virginia Community College System**  
**Auxiliary Reserve Plan for College Parking Facilities**  
**2016-18 Biennium (FY 2017 and FY 2018)**  
**FY 2017**

College: Thomas Nelson Community College

A. Projected FY 16 Parking Reserve Balance (June 30, 2016) \$560,000.00

**FY 17 Planned Use of Funds (thru June 30, 2017)**

Project Description

Budget

1	Slurry Seal Parking Lot 12	\$ 80,000.00
2	Seal Coat Parking Lots 10 & 11	\$ 30,000.00
3	Lighting, Snow Removal, Maintenance, Signage	\$ 100,000.00
4		\$ -
5	Parking Lot Operations	\$ 117,570.00
6	Additional Projects (See Continuation Sheet)	\$ -

B. FY 17 Planned Use of Funds Total \$ 327,570.00

**FY 17 Projected Revenue (thru June 30, 2017)**

Revenue Source Description

1	Mandatory Non-E&G Student Parking Fees	\$ 267,570.00
2	Permit Parking Fees, Fines & Event Sales	\$ 20,000.00
3	Local Government Contributions	\$ -
4	Interest	\$ -
5	Other (Please Specify)	\$ -
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -

C. FY 17 Projected Revenue Total \$ 287,570.00

D. Projected FY 17 Available Parking Fund Total (A+C) \$ 847,570.00

Projected FY 17 (June 30, 2017) Parking Fund  
Ending Balance (D-B) \$ 520,000.00





Virginia Community College System  
Auxiliary Reserve Plan for College Parking Facilities  
2016-18 Biennium (FY 2017 and FY 2018)  
FY 2018

College: Thomas Nelson Community College

A. Projected FY 17 Parking Reserve Balance (June 30, 2017) \$ 520,000.00

**FY 18 Planned Use of Funds (thru June 30, 2018)**

Project Description

Budget

1	Parking Lot (LED) Lighting (Phase I)	\$ 250,000.00
2	Lighting, Snow Removal, Maintenance, Signage	\$ 100,000.00
3		\$ -
4		\$ -
5	Parking Lot Operations	\$ 120,000.00
6	Additional Projects (See Continuation Sheet)	\$ -

B. FY 18 Planned Use of Funds Total \$ 470,000.00

**FY 18 Projected Revenue (thru June 30, 2018)**

Revenue Source Description

1	Mandatory Non-E&G Student Parking Fees	\$ 308,936.00
2	Permit Parking Fees, Fines & Event Sales	\$ 20,000.00
3	Local Government Contributions	\$ -
4	Interest	\$ -
5	Other (Please Specify)	\$ -
6	Other (Please Specify)	\$ -
7	Other (Please Specify)	\$ -

C. FY 18 Projected Revenue Total \$ 328,936.00

D. Projected FY 18 Available Parking Fund Total (A+C) \$ 848,936.00

Projected FY 16 (June 30, 2018) Parking Fund  
Ending Balance (D-B) \$ 378,936.00

<b>Summary</b>	
2014-16 Projected Reserve Balance (June 30, 2016)	\$ 560,000.00
2016-18 Planned Use of Funds	\$ 797,570.00
2016-18 Projected Revenue	\$ 616,506.00
2016-18 Projected Reserve Balance (June 30, 2018)	\$ 378,936.00

Date Approved by Local Board: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: President, Thomas Nelson Community College

Date: \_\_\_\_\_

**THOMAS NELSON COMMUNITY COLLEGE**



**Statement of Revenues, Expenses, & Change in Net Assets**

**Local Funds**

**For the Month Ended March 31, 2016**

**(Cash-Basis)**

**Thomas Nelson Community College**  
Statement of Revenues, Expenses, & Change in Net Assets  
**LOCAL FUND & GENERAL FUND**  
For the Month Ended March 31, 2016  
(Cash-Basis)

	<b>Annual Budget</b>	<b>Nine-Month Budget</b>	<b>YTD Actual As of 3/31/2016</b>	<b>Nine-Month Variance Favorable (Unfavorable)</b>
<b>REVENUES:</b>				
Bookstore - Commissions & Interest	\$ 780,000	\$ 585,000	\$ 662,863	\$ 77,863
Vending Commissions/Food Services	60,000	45,000	50,000	5,000
WDCHT - Hampton	12,255	9,191	9,191	-
WDCHT - Newport News	16,340	12,255	13,423	1,168
WDCHT - Poquoson	1,634	1,226	1,634	409
WDCHT - York County	21,000	15,750	36,121	20,371
WDCHT - Williamsburg	2,451	1,838	2,451	613
WDCHT - James City County	24,510	18,383	18,383	-
General Fund Interest Income	1,000	750	2,852	2,102
Subway Commissions	30,000	22,500	22,203	(297)
<b>TOTAL REVENUES</b>	<b>\$ 949,190</b>	<b>\$ 711,893</b>	<b>\$ 819,121</b>	<b>\$ 107,228</b>
<b>EXPENSES:</b>				
Wages/Salaries/Benefits Student Activities	\$ 82,828	\$ 62,121	\$ 86,025	\$ (23,904)
President's Discretionary Fund	39,500	29,625	9,577	20,048
Local Funds Discretionary	25,000	18,750	22,530	(3,780)
Foundation Support	5,000	3,750	5,000	(1,250)
Academic Discretionary Fund	10,000	7,500	1,358	6,142
Outreach Development	10,000	7,500	4,856	2,644
Special Functions/Ceremonies	40,000	30,000	42,773	(12,773)
Foundation and Alumni Affairs	18,000	13,500	3,003	10,497
Cultural Affairs	5,000	3,750	-	3,750
Performing Arts	5,000	3,750	-	3,750
Public Information Announcements	357,500	268,125	205,427	62,698
Scholarships	10,000	7,500	-	7,500
Local Board Merit/President Scholarship	5,000	3,750	2,250	1,500
School/Student Work Prgm/ Assistance	20,000	15,000	1,500	13,500
Banking Services	10,000	7,500	4,158	3,342
College Initiatives	26,000	19,500	7,941	11,559
Professional Development/Diversity	20,000	15,000	4,397	10,603
Social Affairs	23,000	17,250	20,253	(3,003)
WDCHT	81,700	61,275	61,143	132
Financial Aid Discretionary Fund	13,000	9,750	4,524	5,226
Auxiliary Services Expenditures	1,000	750	-	750
Annual Report to Community	7,500	5,625	6,260	(635)
Local Board Expenses	8,000	6,000	6,582	(582)
Annual Awards Banquet	15,000	11,250	11,184	66
Historic Triangle Provost	2,500	1,875	2,665	(790)
<b>TOTAL EXPENSES</b>	<b>\$ 840,528</b>	<b>\$ 630,396</b>	<b>\$ 513,406</b>	<b>\$ 116,990</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>			<b>\$ 305,715</b>	
<b>TOTAL NET ASSETS - BEGINNING 7/1/2015</b>			<b>2,545,581</b>	
<b>TOTAL NET ASSETS - As of 3/31/2016</b>			<b>\$ 2,851,296</b>	

**Thomas Nelson Community College**  
Statement of Revenues, Expenses, & Change in Net Assets  
**STUDENT ACTIVITY FUND**  
For the Month Ended March 31, 2016  
(Cash-Basis)

	Annual Budget	Nine-Month Budget	YTD Actual As of 03/31/2016	Nine-Month Variance Favorable (Unfavorable)
<b>REVENUES:</b>				
Income from Activities	\$ 43,000	\$ 32,250	\$ 23,449	\$ (8,801)
Student Activity Fees	159,375	119,531	165,269	45,738
<b>TOTAL REVENUES</b>	<b>\$ 202,375</b>	<b>\$ 151,781</b>	<b>\$ 188,718</b>	<b>\$ 36,937</b>
<b>EXPENSES:</b>				
Wages/Salaries/Benefits	\$ 57,685	\$ 43,264	\$ -	\$ 43,264
Williamsburg Campus Activities	14,000	10,500	9,381	1,119
Supplies	4,000	3,000	3,123	(123)
Music Royalties	5,000	3,750	2,351	1,399
Scholarships	6,500	4,875	-	4,875
Equipment	2,000	1,500	265	1,235
Travel	30,000	22,500	16,828	5,672
Socials	11,000	8,250	9,680	(1,430)
Graduation and Registration	4,000	3,000	1,790	1,210
Cultural Affairs Support	12,000	9,000	9,803	(803)
Passes & Student Tickets	56,000	42,000	16,126	25,874
Publications	5,300	3,975	927	3,048
Intramurals	55,144	41,358	54,868	(13,510)
Awards Banquet	5,500	4,125	3,563	562
Community Service Events	4,000	3,000	878	2,122
Midday Activities	6,130	4,598	2,140	2,458
Fall Festival	5,000	3,750	7,000	(3,250)
Spring Festival	4,500	3,375	(1,490)	4,865
Clubs/Organizations	5,500	4,125	4,899	(774)
<b>TOTAL EXPENSES</b>	<b>\$ 293,259</b>	<b>\$ 219,944</b>	<b>\$ 142,132</b>	<b>\$ 77,812</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>			<b>\$ 46,586</b>	
<b>TOTAL NET ASSETS - BEGINNING 7/1/2015</b>			<b>456,538</b>	
<b>TOTAL NET ASSETS - As of 3/31/2016</b>			<b>\$ 503,124</b>	

**Thomas Nelson Community College**  
Statement of Revenues, Expenses, & Change in Net Assets  
**CONSTRUCTION FUND**  
For the Month Ended March 31, 2016  
(Cash-Basis)

	<b>Annual Budget</b>	<b>Nine-Month Budget</b>	<b>YTD Actual As of 03/31/2016</b>	<b>Nine-Month Variance Favorable (Unfavorable)</b>
<b>REVENUES:</b>				
Hampton	\$ 158,203	\$ 118,652	\$ 118,652	\$ -
James City County	78,933	59,200	59,200	-
Newport News	211,035	158,276	212,427	54,151
Poquoson	1,000	750	1,000	250
Williamsburg	8,222	6,167	8,222	2,056
York County	72,242	54,182	36,121	(18,061)
<b>TOTAL REVENUES</b>	<b>\$ 529,635</b>	<b>\$ 397,226</b>	<b>\$ 435,622</b>	<b>\$ 38,396</b>
<b>EXPENSES:</b>				
Exterior Improvements	\$ 459,000	\$ 344,250	\$ 48,272	\$ 295,978
Small Projects	14,000	10,500	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 473,000</b>	<b>\$ 354,750</b>	<b>\$ 48,272</b>	<b>\$ 295,978</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>			<b>\$ 387,350</b>	
<b>Net Assets - Designated:</b>				
HT Parking			300,000	
<b>Net Assets - Undesignated:</b>			<b>2,226,722</b>	
<b>Total Net Assets - Beginning 7/1/2015</b>			<b>2,526,722</b>	
<b>TOTAL NET ASSETS - As of 3/31/2016</b>			<b>\$ 2,914,072</b>	

**Thomas Nelson Community College**  
Statement of Revenues, Expenses, & Change in Net Assets  
**INSTITUTIONAL FEES FUND**  
For the Month Ended March 31, 2016  
(Cash-Basis)

	<b>Annual Budget</b>	<b>Nine-Month Budget</b>	<b>YTD Actual As of 03/31/2016</b>	<b>Nine-Month Variance Favorable (Unfavorable)</b>
<b>REVENUES:</b>				
Institutional Fee Revenue	\$ 101,250	\$ 75,938	\$ 77,466	\$ 1,529
<b>TOTAL REVENUES</b>	<b>\$ 101,250</b>	<b>\$ 75,938</b>	<b>\$ 77,466</b>	<b>\$ 1,529</b>
<b>EXPENSES:</b>				
Salary, Benefits	\$ 45,320	\$ 33,990	\$ 24,395	\$ 9,595
Administration/Equipment	81,000	60,750	19,049	\$ 41,701
<b>TOTAL EXPENSES</b>	<b>\$ 126,320</b>	<b>\$ 94,740</b>	<b>\$ 43,444</b>	<b>\$ 51,296</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>			<b>\$ 34,022</b>	
<b>TOTAL NET ASSETS - BEGINNING 7/1/2015</b>			<b>614,661</b>	
<b>TOTAL NET ASSETS - ENDING 03/31/2016</b>			<b>\$ 648,683</b>	

**Thomas Nelson Community College**  
Statement of Revenues, Expenses, & Change in Net Assets  
**AUXILIARY PARKING FUND**  
For the Month Ended March 31, 2016  
(Cash-Basis)

	<b>Annual Budget</b>	<b>Nine-Month Budget</b>	<b>YTD Actual as of 03/31/2016</b>	<b>Nine-Month Variance Favorable (Unfavorable)</b>
<b>REVENUES:</b>				
Parking Fees	\$ 245,625	\$ 184,219	\$ 209,210	\$ 24,991
Fines	35,000	26,250	17,528	(8,722)
<b>TOTAL REVENUES</b>	<b>\$ 280,625</b>	<b>\$ 210,469</b>	<b>\$ 226,738</b>	<b>\$ 16,269</b>
<b>EXPENSES:</b>				
Parking Lot Paving	\$ 100,000	\$ 75,000	\$ 195,257	\$ (120,257)
Parking Lot Maintenance	10,000	7,500	-	7,500
Lighting	25,000	18,750	-	18,750
Snow Removal	25,000	18,750	1,655	17,095
Signage	15,000	11,250	3,920	7,330
Parking Ops (Admin/Equip)	168,522	126,392	123,878	2,513
<b>TOTAL EXPENSES</b>	<b>\$ 343,522</b>	<b>\$ 257,642</b>	<b>\$ 324,710</b>	<b>\$ (67,069)</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>			<b>\$ (97,972)</b>	
<b>Net Assets - Designated</b>			<b>200,000</b>	
<b>Net Assets - Undesignated:</b>			<b>465,064</b>	
<b>Total Net Assets - Beginning 7/1/2015</b>			<b>665,064</b>	
<b>TOTAL NET ASSETS - ENDING 03/31/2016</b>			<b>\$ 567,092</b>	

**Thomas Nelson Community College**  
Statement of Revenues, Expenses, & Change in Net Assets  
**INVESTMENT INCOME FUND**  
For the Month Ended March 31, 2016  
(Cash-Basis)

	Annual Budget	Nine-Month Budget	YTD Actual As of 03/31/2016	Nine-Month Variance Favorable (Unfavorable)
<b>REVENUES:</b>				
LGIP Account Earnings	\$ 1,000	\$ 750	\$ 1,892	\$ 1,142
<b>TOTAL REVENUES</b>	<b>\$ 1,000</b>	<b>\$ 750</b>	<b>\$ 1,892</b>	<b>\$ 1,142</b>
<b>EXPENSES:</b>				
Transfer to General and Other Fund	\$ -	\$ -	\$ -	\$ -
Transfer to Construction Fund	-	-	-	-
Transfer to Local Board Reserve Fund	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>			<b>\$ 1,892</b>	
<b>TOTAL NET ASSETS - BEGINNING - 7/1/2015</b>			<b>167,093</b>	
<b>TOTAL NET ASSETS - As of 3/31/2016</b>			<b>\$ 168,985</b>	



**Thomas Nelson Community College**  
Statement of Revenues, Expenses, & Change in Net Assets  
**BOOKSTORE SET-ASIDE FUND**  
For Month Ended March 31, 2016  
(Cash-Basis)

	YTD Actual as of 03/31/2016	Nine-Month Variance Favorable (Unfavorable)
REVENUES:	\$ -	\$ -
TOTAL REVENUES	<u>\$ -</u>	<u>\$ -</u>
EXPENSES:	\$ -	\$ -
TOTAL EXPENSES	<u>\$ -</u>	<u>\$ -</u>
INCREASE (DECREASE) IN NET ASSETS	\$ -	
TOTAL NET ASSETS - BEGINNING 7/1/2015	<u>467,646</u>	
TOTAL NET ASSETS - ENDING 03/31/2016	<u>\$ 467,646</u>	

**Thomas Nelson Community College**  
Statement of Revenues, Expenses, & Change in Net Assets  
**LOCAL BOARD DISCRETIONARY FUND**  
For Month Ended March 31, 2016  
(Cash-Basis)

	Annual Budget	YTD Actual as of 03/31/2016	Nine-Month Variance Favorable (Unfavorable)
<b>REVENUES:</b>			
Transfer From General & Other	\$ -	\$ -	\$ -
Transfer From Investment Income Fund	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES:</b>			
Transfer To General & Other	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
 <b>INCREASE (DECREASE) IN NET ASSETS</b>		 \$ -	
<b>TOTAL NET ASSETS - BEGINNING 7/1/2015</b>		<b>200,000</b>	
<b>TOTAL NET ASSETS - ENDING 03/31/2016</b>		<b>\$ 200,000</b>	

**Thomas Nelson Community College**  
Statement of Revenues, Expenses & Change in Net Assets  
For Month Ended March 31, 2016  
(Cash-Basis)

	07/1/2015	Revenues	Expenses	03/31/2016
Fund	Begin Balance	& Transfers In	& Transfers Out	Ending Balance
Local Fund & General Fund	\$ 2,545,581	\$ 819,121	\$ 513,406	\$ 2,851,296
Student Activity Fund	456,538	188,718	142,132	503,124
Construction Fund	2,526,722	435,622	48,272	2,914,072
Institutional Fees Fund	614,661	77,466	43,444	648,683
Auxiliary Parking Fund	665,064	226,738	324,710	567,092
Investment Income Fund	167,093	1,892	-	168,985
Bookstore Set-Aside Fund	467,646	-	-	467,646
Local Board Discretionary Fund	200,000	-	-	200,000
<b>Grand Totals</b>	<b>\$ 7,643,305</b>	<b>\$ 1,749,557</b>	<b>\$ 1,071,964</b>	<b>\$ 8,320,898</b>

**TITLE: THOMAS NELSON COMMUNITY COLLEGE, HAMPTON CAMPUS  
APPROVE NEW DIGITAL SIGN  
(III.C.\_.\_.)**

**BACKGROUND:**

Thomas Nelson Community College's Hampton campus is adjacent to I-64 and thus visible to thousands of drivers on a daily basis. The original campus sign on the highway was erected in 1971, with upgrades through the years. Because of its age, parts are getting very hard to find and will soon no longer be available. Banners to advertise enrollment and other events on the campus are not attractive and are not stable in windy conditions. This new sign will enhance the overall image of the College as well as provide ready information for passers-by along I-64 and Thomas Nelson Drive.

Thomas Nelson proposes to erect a 32'-4" tall sign, which will prominently display the College's name and logo on the front and back with two (2) 8' x 10' LED digital display screens on the sides (Attachment). The design concept was approved by the Art and Architectural Review Board at their July 10, 2015, meeting. A mock-up of the proposed sign was presented to College Council on September 30, 2015; Art faculty members on October 15, 2015; and to the Local Board on December 2, 2015. Questions from the Art faculty and College Council were addressed. Positive responses were received from all meetings.

VCCS Policy 10.0.0.4.j requires State Board approval for any activity which would substantially affect the appearance of a campus.

The estimated cost of this new sign, including AE fees, is \$671,500, and will be paid through contributions from our localities.

**RECOMMENDATION:**

It is proposed that, subject to recommendation of the Local Board, the State Board for Community Colleges approve a new LED display sign on the Hampton campus. It is understood that the City of Hampton's Department of Public Works must approve the Public Right-of-Way/Easement/Alley Vacation Application, and the College must ensure compliance with all existing VDOT regulations.

**LOCAL BOARD APPROVAL:**

Thomas Nelson Community College's Local Board will consider the erection of a new LED display sign on the Hampton campus at its April 27, 2016 meeting.

**RESOURCE PERSON:**

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Mr. Bert Jones  
Associate Vice Chancellor for Facilities  
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Virginia Community College System  
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Attachment

