



The Peninsula's Community College

Thomas Nelson Community College Local Board
Finance and Municipal Liaison Committee

February 21, 2018 (Amended)

Member(s) Present: Deborah Reese, Alan Melton, Perry Showalter, Robert Harper, Mary Bunting, Scott VanVoorhees, and Michael Kuhns

College Staff Present: Charles Nurnberger, Vice President for Finance and Administration; Teresa Bailey, Associate Vice President for Financial Services; and Geraldine Mathey, Administrative Assistant

Ms. Reese opened the meeting at 4:37 P.M.

1. December 6, 2017 Minutes. The minutes were reviewed. Mr. Melton made the motion to accept the minutes; the motion was seconded by Dr. Showalter; and the minutes accepted for file purposes.

2. Approve Resolution to Increase Student Fees for FY 2019. Ms. Reese said the increase is necessary to provide funds for student activities on both campuses. She said the Student Government Association (SGA) had been briefed on the increase, and all questions they raised were answered satisfactorily. The SGA agreed with the increase. Ms. Bunting asked if Dual Enrollment students also pay these fees; Ms. Bailey said the College refunds the fee if they are in the Dual Enrollment Program, but if the high school student takes classes outside of that program they do pay. Mr. Nurnberger stated Thomas Nelson's fees rank 15th among the VCCS institutions. Dr. Showalter made the motion to accept the resolution to increase student fees; Mr. Melton seconded the motion; and the committee voted unanimously to recommend approval by the Local Board.

3. Review and Accept the Virginia Community College System Report on Audit for the Year Ending June 30, 2016. Ms. Reese said the College uses the audit to identify areas of concern identified across the VCCS. She reported Thomas Nelson will be audited this year. Ms. Bunting asked if an audit is done at all VCCS institutions on a yearly basis. Ms. Bailey replied that specific questions may be asked of all institutions but only a select few are actually audited. Mr. Nurnberger said the 2016 audit acknowledges issues with the Shared Services Center and with the retention of qualified staff at the respective colleges concerning historical knowledge. Mr. Melton made a motion to accept the audit; Mr. VanVoorhees seconded the motion; and the committee voted unanimously to recommend acknowledgement of the audit by the Local Board for file purposes only.

4. Accept for File Purposes the FY 2018 Second Quarter Local Funds Financial Statement. Ms. Reese said the decline in student enrollment has a direct impact on funding. She noted the contributions identified under Construction Fund (page 4) come the localities which pay on different schedules. Mr. Nurnberger said the College will be reimbursed for the Diggs/Moore/Harrison Replacement expense once the bond is sold and the proceeds received by the Commonwealth. Dr. Showalter made the motion to accept the FY 2018 Second Quarter Local Funds Financial Statement; Mr. VanVoorhees seconded the motion; and the committee voted unanimously to recommend acknowledgement by the Local Board for file purposes only.

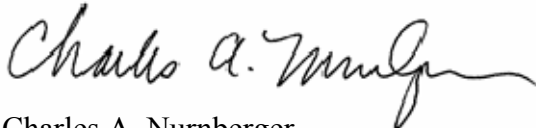
5. Accept for Informational Purposes the FY 2019 Local Funds Budget (Draft). Ms. Reese said the FY 2019 Local Funds Budget would be discussed in more detail at the April meeting. Ms. Bunting asked about a discrepancy between the FY 2018 Second Quarter Local Funds Financial Statement and the FY 2019 draft. The FY 2018 Annual Budget for Student Activity (page 3) is entered as \$253,533 and the FY 2019 draft shows \$231,340; Total Expenditures for FY 2018 is shown as \$332,237 and the FY 2019 shows \$327,237. Ms. Bailey replied this was an inadvertent error and would be corrected on the final budget printout. Mr. Melton made a motion to accept the FY 2019 Local Funds Budget (Draft) for informational purposes; Mr. VanVoorhees seconded the motion; and the committee voted unanimously recommend acknowledgement by the Local Board for file purposes only.

6. For the Good of the Order:

- a. Mr. Melton acknowledged the new traffic signal on campus.
- b. Mr. Nurnberger said the College continues to work with the City of Hampton and the Virginia Department of Transportation to reach resolution on the proposed digital sign. He acknowledged the assistance of Bonnie Brown, City Attorney with the Board of Zoning Appeals. Mr. Harper asked if there was a timeline involved. Mr. Nurnberger responded that until an agreement is reached, the project is on hold.

There being no further discussion, Ms. Reese adjourned the meeting at 5:10 P.M.

Respectfully submitted,



Charles A. Nurnberger
Vice President for Finance and Administration