



The Peninsula's Community College

Thomas Nelson Community College Local Board
Finance and Municipal Liaison Committee

December 12, 2018

Member(s) Present: Alan Melton, Perry Showalter, and Scott VanVoorhees

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

Mr. Nurnberger opened the meeting at 4:35 p.m.

1. September 26, 2018, Minutes. The minutes were reviewed. Mr. VanVoorhees made the motion to accept the minutes; the motion was seconded by Dr. Showalter; and the minutes accepted for file purposes.
2. FY 2018 Year-end Local Funds Financial Statement. Mr. Nurnberger stated that a summary sheet had been included with the statement. Ms. Bailey gave an overview of the financial statement:
 - a. Local Funds & General Funds (page 2): The revenues are primarily from the Bookstore, Subway and local contributions. Bookstore revenue is lower due to lower enrollment and the increased use of electronic textbooks through Open Educational Resources (OER) and included. Overall expenses are under budget; however, expenses for Special Functions/ Ceremonies are over as expenses for the FY 2018 awards banquet were not processed until this fiscal year.
 - b. Student Activity (page 3): Student fees are calculated on per-credit hour basis. The reduction in this line item is attributed to lower enrollment. The one line item that is over is the result of having to pay out a former employee's leave balance when she left the College. This fund also covers the athletic program for such items as transportation to away games. Ms. Bailey said she will meet with Student Affairs staff to develop a budget for FY 2020. Mr. Nurnberger said the College's Ballroom Dance Club has been in many competitions and received an acknowledgement for their efforts from the City of Hampton in October.
 - c. Construction Funds (page 4): After revenue discussions it was stated Newport News did not approve the amount requested for FY 2019. Mr. Nurnberger clarified that the College realized savings because it did not need to reimburse the City of Hampton for the expenses associated with the new traffic light. He also noted that construction on the new digital sign is progressing; the concrete pad has been installed and is curing. He anticipates the sign to

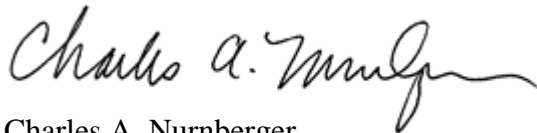
be functional by the last week of February. Mr. VanVoorhees asked who the construction company is; Mr. Nurnberger replied Noah Construction from Virginia Beach. Mr. Nurnberger also shared that RRMM would be present at the full Board meeting to give an update on the Diggs-Moore-Harrison Replacement Building project. He said groundbreaking is anticipated next year.

d. Safety, Security and Parking Fund (page 5): Fees have been reduced as have fines. The project to replace lighting in the parking lots with new LED lights was not procured for FY19.

Mr. Melton recommended acceptance of the financial statement; Mr. VanVoorhees seconded the motion; and the financial statement was accepted. Mr. Melton will recommend the Local Board accept the FY 2018 Year-end Local Funds Financial Statement for file purposes.

There being no further discussion, the meeting was adjourned at 5:15 p.m.

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