



The Peninsula's Community College

Thomas Nelson Community College Local Board  
Finance and Municipal Liaison Committee

September 26, 2018

Member(s) Present: Perry Showalter, Scott VanVoorhees, and Mary Ann Maimone

Guest: Robert Harper

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

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

1. April 25, 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. VCCS Report on Audit for the Year Ended June 30, 2017. Mr. Nurnberger stated this audit is usually received later in the year. A copy of the complete audit is included in the Board packets along with an extract of findings related to Thomas Nelson. Ms. Maimone asked if the audit is conducted annually. Mr. Nurnberger said it was but different community colleges were selected for auditing. He introduced Ms. Bailey as being the point of contact for these audits. Ms. Bailey said Thomas Nelson had ten findings and she has responded to each; she also noted that some of these findings occurred during the College's transition to Shared Services. Additionally, some of the findings involved Information Technology and Human Resources. She said she met with each area to review the findings and the corrective action plan and that she will meet with them later this year. Also included were findings at Paul D. Camp Community College; Mr. Nurnberger explained that Thomas Nelson handles Business Office functions for Paul D. Camp. Mr. VanVoorhees asked how Thomas Nelson fared compared to the other community colleges audited; Ms. Bailey said she thought the College did well and that the findings dealt primarily with in-house processes. Ms. Maimone asked if there had been new members on the audit team; Ms. Bailey said she believed they have been part of the VCCS audit team for a while. Mr. Nurnberger said Dr. Dever had requested a college committee be convened to review the findings. Mr. VanVoorhees asked what percentage of the corrective action plans had been initiated; Ms. Bailey said most of them have already been put into place. Mr. Nurnberger said he and Ms. Bailey review all findings in the audits, and then review processes in place at Thomas Nelson. If there is a finding at another college that could impact

Thomas Nelson, he said steps are taken to ensure the College is full compliance. Dr. Showalter made the motion to accept the audit report for file purposes; Ms. Maimone seconded the motion; and the audit was accepted by the full committee. Mr. VanVoorhees will recommend the Local Board to accept the VCCS Report on Audit for the Year Ended June 30, 2017, for file purposes.

3. FY 2019 College Budget Overview. Mr. Nurnberger stated there was a 1-page summary on the FY 2019 budget. He said he would present the highlights at the meeting of the full Board. Mr. VanVoorhees will recommend the Local Board accept the FY 2019 College Budget Overview for file purposes.

4. Draft FY 2018 Year-end Local Funds Financial Statement. Mr. Nurnberger said the draft financial statement was included for informational purposes only. A more detailed report will be presented at the December 5 meeting. Ms. Bailey said she did not anticipate additional changes to the draft report. Dr. Showalter asked about the process for Dual Enrollment tuition and fees. Ms. Bailey said each school pays for the student and some schools may charge the student. Mr. Nurnberger said all money collected is returned to the schools and Thomas Nelson is credited with the FTEs. Ms. Bailey said schools are required to meet certain criteria for the money to be refunded and the refund could be 60% to 100%. She said most of the schools receive 100% of the funds but one school receives 90%. Mr. VanVoorhees will recommend the Local Board accept the draft FY 2018 Year-end Local Funds Financial Statement for file purposes.

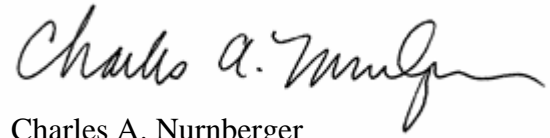
5. Diggs/Moore/Harrison Halls Replacement Project. Mr. Nurnberger said a kick-off meeting was held with RRMM, the architect, on September 7. He said the Board packets contained a set of slides extracted from the September 7 presentation. He said a series of meetings are scheduled October 3 through October 5 on campus between RRMM and administrative staff and faculty for a preliminary design discussion; it is anticipated that detailed planning will be completed January 2019. Ms. Maimone asked if the old buildings would be retained; Mr. Nurnberger replied they would be used only until the replacement building is built and occupied and then demolished. He said RRMM would be present at the December 5 meeting to provide an update to the full Board.

6. New Digital Sign. Mr. Nurnberger asked Mr. VanVoorhees if he would like to end his presentation to the Local Board with an update on the campus digital sign. Mr. Nurnberger gave Ms. Maimone a background on the history of the digital sign and shared an artist's rendering of the sign in daylight and at night. Mr. VanVoorhees asked if the project would include both the sign and the wall; Mr. Nurnberger said the contractor will subcontract the work on the wall around the sign only. The balance of the wall will be bid at a later date. Mr. VanVoorhees asked when the project would be complete; Mr. Nurnberger said a contract had been signed and he was told it should be completed by the end of January 2019.

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There being no further discussion, Mr. VanVoorhees adjourned the meeting at 5:25 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, sweeping underline that extends to the right.

Charles A. Nurnberger  
Vice President for Finance and Administration