



The Peninsula's Community College

Thomas Nelson Community College Local Board
Finance and Municipal Liaison Committee
February 27, 2019

Member(s) Present: Alan Melton, Perry Showalter, and Vince Warren

Guests: Robert Harper; Kris Rarig, Interim Vice President for Student Affairs;
and Cynthia Callaway, Vice President for Institutional Advancement

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. Melton opened the meeting at 4:30 p.m.

1. December 12, 2018, Minutes. The minutes were reviewed. Dr. Showalter made the motion to accept the minutes; the motion was seconded by Mr. Melton; and the minutes accepted for file purposes. Mr. Melton will recommend the Local Board accept the December 12, 2018, minutes.

2. Resolution: Increase in Student Fees for FY 2020. Mr. Nurnberger said that per VCCS guidelines any increase in student fees must first be approved by the Local Board, with the State Board for Community Colleges (SBCC) having final approval. He said Ms. Bailey had met with the Student Government Association (SGA) to review the increase, and the SGA has agreed with the proposed increase. He introduced Ms. Rarig who was present on behalf of Student Affairs to explain how these student fees are used. Ms. Rarig distributed a handout titled "Office of Student Life and Leadership Past Events FY 2019" which listed the various events hosted by that office. Ms. Rarig noted that the only financial support for such events comes from the student activity fees. Dr. Warren asked if there was any way to get feedback from the students regarding the events; Ms. Rarig said that was one of her Unit Goals for this year. She said the SGA is quite active this year, trying to get more students involved in the various activities available. Ms. Rarig also shared a handout that compared Thomas Nelson's student fees against other VCCS institutions. Mr. Nurnberger also noted that the student fees provide funding for campus safety, in particular parking lot lighting. Dr. Showalter asked if there was a limit on how much of an increase could be requested; Mr. Nurnberger said it was limited to \$.50 on each of the two categories (Student Activity and Parking/Safety & Security). Dr. Warren recommended approving the resolution; Dr. Showalter seconded the motion; and the resolution was accepted. Mr. Melton will recommend the Local Board approve the resolution to increase student fees.

3. Resolution: Transfer 19.73 Acres of Land to James City County. Mr. Nurnberger said the Board packets contained a chronology of the request from James City County for the transfer of this land from the Commonwealth to the County. He explained that James City County had originally included these acres when they donated land for building the Historic Triangle campus. He said the 19.73 acres is not included in the College's Master Plan. The land was requested by James City County so they could build a new fire station as well as a training facility; this training facility would also be used by Thomas Nelson students in the EMS/EMT programs. Mr. Nurnberger said Paul Long, the program head of the EMS/EMT program, would be present at the full Board meeting to explain the proposed partnership and answer any questions. Mr. Nurnberger said the proposal is beneficial to both the College and James City County. He said the land would be returned to James City County at no charge. Mr. Harper said he was present at this meeting to ensure the request was thoroughly explained and understood. Dr. Showalter recommended approving the resolution; Dr. Warren seconded the motion; and the resolution was accepted. Mr. Melton will recommend the Local Board approve the resolution to transfer 19.73 acres of land to James City County.

4. FY 2019 Second Quarter Local Funds Financial Statement. Mr. Nurnberger said this statement was for the six (6) months through the end of December, 2018. He said there were no extreme variances, but anticipated there would be changes in the next statement as additional expenses would be paid.

a. Local Funds & General Funds, page 1: Mr. Melton noted that Bookstore revenues were down and asked if this was the result of lower enrollment; Mr. Nurnberger said it was. Mr. Nurnberger said the College is looking at the budget realistically based on lower enrollment and this will be reflected in the proposed FY 2020 budget.

b. Student Activity, page 2: Mr. Nurnberger said there were many expenses related to athletics. Dr. Warren asked if the funds under Student Activity covered the plays; Mr. Nurnberger said they did not. Ms. Callaway stated there is a separate fund established under the Educational Foundation, which covers items such as paying royalties, costumes, sets, etc. She said the original funding came from donations made toward the theater.

c. Construction Fund, page 3: Mr. Nurnberger said these funds come from contributions from the localities. He referenced the planned expenses include the digital sign and the replacement building. He said the replacement building is in the design stage, with several meetings already held and more scheduled between college staff and the design team.

d. Safety, Security and Parking Fund, page 5: Mr. Nurnberger said these funds come from the sale of parking hang tags and the payment of parking fines. He explained that the line item for Parking Lot Paving was a carryover from FY 2018 but paid using FY 2019 money.

Dr. Warren made the motion to accept the financial statement; Dr. Showalter seconded the motion; and the financial statement was accepted. Mr. Melton will recommend the Local Board accept the FY 2019 Second Quarter Local Funds Financial Statement for file purposes.

5. Revised Thomas Nelson Community College Campus Facility Naming Policy and Procedures. Mr. Nurnberger said this document was being presented at the meeting for review purposes only and would be reviewed in more detail at the April meeting. Ms. Callaway said the Educational Foundation had received the same briefing on the replacement building as given to the Local Board and wanted to find ways to be more engaged with the process. She said SBCC policy states the College Board must have a naming policy in place. The original Thomas Nelson policy was approved by the College Board on October 28, 1998; she will have copies of that policy available at the April meeting. She said the naming policy at other institutions had been reviewed while updating the 1998 policy. Ms. Callaway said paragraph 5 of the draft policy gives guidance on what do with a building or other named item in the event the building is demolished. She said no guidance had been in place when the Espada Room had been named in honor of a couple who gave a generous donation to the College. She said she will speak to the family about finding a way to continue that recognition somewhere on the campus. Ms. Callaway also said the Foundation considers the donation prices to be equitable with other institutions. Mr. Melton asked if this policy could be used to name the replacement building; Ms. Callaway said it could. Dr. Warren asked if there was any consideration of using pavers; Ms. Callaway said the College currently uses pavers and commemorative bricks. The pavers in place will be relocated to the new building. Ms. Callaway said she is speaking with the architects on different ways donated funds could be used to upgrade features within the new building and has asked them to provide a price list. Dr. Showalter made a motion to accept the naming policy for review; Dr. Warren seconded the motion; and the draft policy was accepted. Mr. Melton will recommend the Local Board accept the Revised Thomas Nelson Community College Campus Facility Naming Policy and Procedures for review.

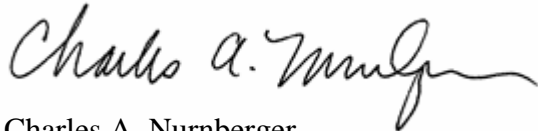
6. FY 2020 Local Funds Budget (Draft). Mr. Nurnberger said this draft budget was being presented for review purposes only and would be discussed in detail at the April meeting.

- a. Local Funds, page 2: Mr. Nurnberger said the budget anticipates a decrease in Bookstore revenue, and said those items in parentheses indicate shortfalls. He has reviewed this draft budget with Dr. Dever who has approved the proposed reductions.
- b. Student Activities Fund, page 3: Mr. Nurnberger said the proposed increase in student fees has already been included in this draft.
- c. Construction Fund, page 4: Mr. Nurnberger said these funds are contributions received from the localities, and that the total revenue has not changed from FY 2019. He said he has spoken with the architects about replicating the knee wall design on either side of the digital sign on the front entrance of the replacement building. Dr. Warren asked when the digital sign would be completed; Mr. Nurnberger said completion is scheduled for March.
- d. Safety, Security and Parking Fund, page 5: Mr. Nurnberger said there was a typo in the Admin/Equipment line which would be fixed before the final budget is presented at the April meeting.

Dr. Warren made a motion to accept the draft budget for review; Dr. Showalter seconded the motion; and the draft budget was accepted. Mr. Melton will recommend the Local Board accept the FY 2020 Local Funds Budget (Draft) for review.

There being no further discussion, the meeting was adjourned at 5:35 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