

Virginia Peninsula Community College Local Board

Budget and Finance Committee

December 8, 2022

Members Present: Dr. Linda Reviea, Joseph Fuentes, Mary Bunting, and Curtis Bethany III

College Staff Present: Steven Carpenter, Vice President for Finance and Administration; Tim Crittenden, Business Office Manager; Keith Ferguson, Budget Analyst; and Geraldine Mathey, Administrative Assistant

Dr. Reviea opened the meeting at 4:06 p.m.

1. Review of November 15, 2022, Minutes. Motion to accept was seconded; approved by committee.

2. Athletics Review. Mr. Crittenden explained the review had been requested by the College based on internal findings that processes were not being followed; he stated no breaches of law were reported. There were six (6) recommendations, which identified the staff who should be involved in implementing these. Mr. Crittenden reported that college staff has been proactively working on the recommendations. Mr. Carpenter shared that the VCCS has requested Mr. Crittenden work with the other community colleges to share the results of the review and collaborate with other colleges to recommend an enhanced chart of accounts structure.

3. Discussion of Local Funds Updates. A discussion ensued regarding the potential need for off-cycle committee meetings so that reports are received in a timely manner without long periods of no information that can result from the full board meeting schedule. It was noted that the review of quarterly reports is sometimes an extended period after the end of a quarter due to the board meeting cycle and staff workloads. Additional discussion included the potential for monthly fiscal information, which may be possible as staffing and workload capacity increases.

4. Annual Filing of Conflicts of Interest. Mr. Carpenter stated this topic would be shared with the whole Board. An email will be sent from his office to all Board members about the need to file and that the due date was February 1, 2023. A recommendation was made to include all staff working in the Business Office and Student Cashiering; a decision on this recommendation will be made shortly.

There be no further discussion, the meeting adjourned at 4:57 p.m.