



The Peninsula's Community College

Thomas Nelson Community College Local Board
Finance and Municipal Liaison Committee

December 6, 2017

Member(s) Present: Deborah Reese, Alan Melton, Perry Showalter, and Robert Harper

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

Ms. Reese opened the meeting at 4:35 P.M.

1. September 27, 2017 Minutes. The minutes were reviewed. A motion was made to accept; the motion was seconded, and the minutes accepted for file purposes.
2. FY 2017 Local Funds Financial Statement Final:
 - a. Revenue: Ms. Reese had some questions regarding revenue and asked if they were down due to the decrease in enrollment. She also asked about additional events. Mr. Nurnberger stated those were added during the year. Overall, revenue is up \$440K.
 - b. Intramurals: The increase in this line item is due to a two year adjustment. The new budget will take into account all intramural expenses.
 - c. Locality Funds: Ms. Reese asked about the funding from Newport News; Mr. Nurnberger replied they had decreased the requested amount.
 - d. Parking Revenue: The decrease in enrollment has impacted this line item unfavorably. A question was asked about the administrative and equipment expenditures under Parking. These funds were expended for software for parking tags and ID cards.

The final document was moved for acceptance by the Local Board. The motion was seconded and accepted. Ms. Reese will recommend acceptance by the Local College Board.

3. FY 2018 First Quarter Local Funds Financial Statement:
 - a. Revenue and funds for Student Activities are down due to the decrease in enrollment. The last page indicates revenue is still over \$400K.
 - b. Construction funds are not included in this statement. Mr. Nurnberger said payments are made in April. Ms. Reese provided some background information on current and upcoming construction projects. Mr. Nurnberger added the Board will be kept up-to-date on all projects. He reported the new pedestrian bridge should be installed by this Sunday.
 - c. There was discussion regarding food trucks and vending commissions.

d. Ms. Reese asked about security fees. Ms. Bailey said students are parking where they should.

e. Dr. Showalter asked if York County makes its payments on time. Ms. Bailey replied they pay before the end of the fiscal year.

Mr. Nurnberger said the second quarter report will be presented at the February 2018 meeting.

Ms. Reese asked if there were any additional questions; there were none.

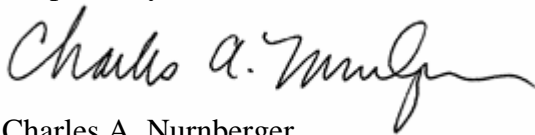
The motion was made to accept the FY 2018 First Quarter Local Funds Statement. Mr. Melton seconded the motion and the committee unanimously approved acceptance for file purposes. Ms. Reese will recommend acceptance by the Local College Board.

4. Annual Financial Disclosure. Mr. Nurnberger reminded the Board that this form must be completed electronically by February 1, 2018.

5. Update on Campus Digital Sign. Mr. Nurnberger said the College has been working with the City of Hampton. The current plan is to transfer land from Hampton to Thomas Nelson to ensure contiguous land for the sign. Mr. Melton asked if the design for the sign had changed; Mr. Nurnberger replied it has not. He said the College has a backup plan in the event the land transfer is not feasible but that Dr. Dever prefers the original plan.

There being no further discussion, Ms. Reese adjourned the meeting at 4:59 P.M.

Respectfully submitted,



Charles A. Nurnberger
Vice President for Finance and Administration