

# VIRGINIA PENINSULA COMMUNITY COLLEGE

Virginia Peninsula Community College Local Board  
Budget and Finance Committee  
December 7, 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 also 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. Request for More Frequent Local Funds Updates. A discussion ensued regarding the need to meet more frequently to ensure this committee is kept current on the College's fiscal status. It was noted that the review of quarterly reports is generally a few months after the end of that quarter. Mr. Carpenter noted that the College is in good financial shape and the quarterly reports are shared with the Board on a regular basis. It was agreed to delay the decision regarding the need to meet more frequently.
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.