



The Peninsula's Community College

Thomas Nelson Community College Local Board  
Budget and Finance Committee (Zoom Meeting)  
April 21, 2021

Member(s) Present: Mary Bunting, Chair; Michael Kuhns; and Mary Ann Maimone

College Staff Present: Steven Carpenter, Vice President for Finance and Administration; Tim Crittenden, Business Office Manager; Dr. Towuanna Porter Brannon, President; and Geraldine Mathey, Administrative Assistant

Ms. Bunting opened the meeting at 4 p.m. .

1. February 11, 2021, Minutes. The minutes were reviewed; no corrections were noted. Mr. Kuhn made the motion to accept the minutes for file purposes; Ms. Maimone seconded the motion; and the minutes were accepted. A rollcall of the committee indicated approval of the minutes. Ms. Bunting will recommend the Local Board accept the February 11, 2021, minutes.

2. FY 2022 Local Funds Budget. Mr. Carpenter reported that the local funds budget is as presented at the February 11 meeting; the only change is the renaming the “President’s Discretionary Budget” to “President’s Contingency Budget.” Ms. Bunting noted this committee had made this recommendation at the February 11 meeting, and the change had been approved by the committee. Ms. Bunting asked if there would be a special appropriation with respect to the damage to Templin Hall or if the repairs would be covered by state insurance. Mr. Carpenter stated that the College is self-insured through the Commonwealth and that policy has a limit of \$5 million; beyond that there is a third company policy that kicks in for catastrophic events over \$5 million. He reported that the College is fully covered for the entire amount of the repair to include any leasing or renting of other buildings or facilities that might be needed to hold classes and house office spaces. Ms. Maimone made the motion to accept the final FY 2022 Local Funds Budget; Mr. Kuhns seconded the motion. A rollcall of the committee indicated approval of the final budget. Ms. Bunting will recommend the Local Board accept the FY 2022 Local Funds budget as presented.

3. Open Discussion.

a. FY 2023 Local Funds Budget Format: Mr. Carpenter said the budget for the next fiscal year will look different. He said his staff has been reviewing the various line items and working to combine certain accounts that have an overlap. He stated there are some accounts that are owned and overseen by the President’s office but are in different areas and probably should be brought back under the President’s control. He anticipates there will be fewer pages. Dr. Brannon expressed her thanks to Mr. Carpenter for the efforts put forth by his team, particularly Tim Crittenden and Gil Gillespie. Ms. Bunting agreed, saying that since

Mr. Carpenter and the other staff came onboard things have more transparent and clear, and has done a good job in rebuilding the Board's trust in the Local Funds process.

b. Templin Hall Damage. Mr. Carpenter said he planned to share an updated at the Local Board meeting.

c. Use of Construction Budget for Needed Repairs in Hastings Hall. Mr. Carpenter stated that the State Legislature changed the policy regarding the 5-foot rule on upkeep/maintenance for colleges and universities. As such Thomas Nelson will not need to use any funds (estimated \$3 million) for the new building. He reported there is a sizable fund balance in the Construction account. He reminded the committee that there had been previous discussions on roof issues, specifically leaks in Hastings Hall, and there is a need to fix that roof. The System Office will not have the funds to do this year this fiscal year so the project had been placed on hold. Mr. Carpenter said the College determined it was vital that this repair be done. He stated that waste baskets are placed throughout the hallways to catch the leaks. He said he has asked the System Office for permission to move forward with the repair using some of the fund balance to cover this project. He said the College would pay for the engineering design work which estimated to be approximately \$175,000 and split the construction cost 50-50 with the System Office (approximately \$1.6 million). Between the engineering design cost and construction, the College will be paying about \$1 million. He pointed out that the College had budget a half million dollars for construction next year, but this project will go over the anticipated budget. Ms. Bunting asked why the System Office was not going to reimburse Thomas Nelson for fronting the cost; Mr. Carpenter replied that he did not think the System Office would have paid for the entire project. He said the System Office has a limited budget and 23 colleges to consider. He noted that this is a rather sizable project, covering both the roof over Hastings Hall and the Hastings Annex. He reported there some sizable HVAC units on the roofs as well as a greenhouse on the Annex. The greenhouse is not accessible to students and demolishing it adds to the cost of the project. Mr. Kuhns asked if the College's local legislators could be approached for some assistance. Mr. Kuhns stated the buildings belong to the Commonwealth and he did not want to have another roof failure like the one over Templin Hall. Mr. Carpenter said the roof in Templin Hall was uniquely designed for that building and no other buildings on campus have a custom design. He said the roof over Templin Hall is a 30-foot expanse with no beams in between so the audience can see the stage. He does expect any damage in the structure but noted that the leaks do not present a good image for our students or faculty. Ms. Bunting agreed that this repair should be a state responsibility. She said the state is expected to take care of its facilities, not have the localities bail out the state. Mr. Carpenter said if the Board agreed to approach their legislators he would like to let the System Office know in advance. Ms. Bunting stated local funds could be used to demolish the greenhouse, but the leaks coming into the hallways and classrooms is another situation. She asked if there was a way to break out the cost component; Mr. Carpenter said that was probably already in the Construction Scope of Work. He said he will check and let her know. Dr. Brannon agreed that any assistance on behalf of the Board to get funds for the roof repair would be appreciated, as long as the College let the System Office know. Mr. Kuhns asked Mr. Carpenter to send the committee a synopsis of the estimated costs via short document that could be shared with the legislators.

d. Hampton City Students Earning Associate Degrees. Ms. Bunting shared with Dr. Brannon that in May of each year the Hampton City Council recognizes the valedictorians and salutatorians. When they started getting Associate degree recipients, those students were recognized as well. She learned there are 26 students who have earned their degrees in 2021. She asked Dr. Brannon if she would be able to join the City Council when they recognize those students, noting it would be a good opportunity to introduce Dr. Brannon to the Council. She will send the details on this recognition scheduled for the evening of May 26. Dr. Brannon replied she would love to attend.

There being no further business, the meeting adjourned at 4:27 p.m.