



The Peninsula's Community College

Thomas Nelson Community College Local Board  
Finance and Municipal Liaison Committee

April 25, 2018

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

Member(s) Absent: Mary Bunting and Michael Kuhns

College Staff Present: Charles Nurnberger, Vice President for Finance and Administration; Lisle Wilke, Budget Analyst, Financial Services; and Geraldine Mathey, Administrative Assistant

Ms. Reese opened the meeting at 4:35 p.m.

1. February 21, 2018, Minutes. The minutes were reviewed. Mr. Melton said he is not a Doctor (Dr.); the minutes will be amended to change "Dr. Melton" to "Mr. Melton." Mr. VanVoorhees made the motion to accept the minutes; the motion was seconded by Dr. Showalter; and the amended minutes accepted for file purposes.

2. Approve Resolution: Acceptance of Conveyance of 3.0 Acres from the City of Hampton. Miss Reese said the conveyance of this property refers to the dirt under Thomas Nelson Drive. Mr. Nurnberger said the conveyance is required by VDOT to provide contiguous land to the main campus; the City of Hampton will retain maintenance of Thomas Nelson Drive. VDOT has indicated that a letter of the City's intent to convey this land should be sufficient for them to review the College's request to erect the digital sign. Mr. Nurnberger said the State Board for Community Colleges has already approved this conveyance at its March meeting, contingent upon the Local Board approval and the City approval of the vacation application. He distributed a chronology detailing the efforts on behalf of the College and the VCCS with regard to the digital sign. Mr. VanVoorhees made the motion to approve the resolution; the motion was seconded by Dr. Showalter, and the full committee approved unanimously the resolution. Miss Reese will recommend approval by the full Board.

3. Review and Approve the Biennium Parking Plan. Mr. Nurnberger said this process is required every two years to indicate the planned maintenance for the College's parking lots and to show the College has the funds required for this work. He said Lot 12 near Templin Hall would be the largest project in the next fiscal year. He said the College had an outside contractor come out a few years ago to complete an assessment of the roads and parking lots. The projects planned since then have been the result of this assessment. Mr. VanVoorhees asked if the funds

would be replaced on an annual basis. Mr. Nurnberger replied that the funds come from student fees and employee-paid hang tags. Dr. Showalter said the funds for FY 2020 were lower than for 2019; Mr. Wilke said if the funds were not available for the project during FY 2020, some may be delayed until the next fiscal year. Mr. Nurnberger said that, once approved, the Biennium Parking Plan would be submitted to Dr. Dever for his signature and then forwarded to the VCCS. Mr. Melton made the motion to approve the Biennium Parking Plan; the motion was seconded by Mr. VanVoorhees; and the committee unanimously approved the plan. Miss Reese will recommend approval by the full Board.

4. Review and Approve the FY 2019 Local Funds Budget. Miss Reese discussed the FY 2019 budget.

a. Page 1, Revenue:

1) Bookstore: Contract Commissions: The decrease in Bookstore revenue is due to decreased enrollment and students purchasing more books online. Mr. Nurnberger said the College and Follett have entered into an agreement called IncludeED in which textbooks are included in the cost of tuition. This has reduced commissions approximately 60% to 70% but the College had already included that in the planning. He also said summer classes have not started so the commission may increase.

2) Transfer from Bookstore Set Aside Funds: Mr. Nurnberger said the College had set aside \$400,000 several years ago in case they took over the bookstore. He said the College is one of several VCCS institutes in negotiations with Follett to renew the contract. He is recommending transferring \$60,000 from this set aside fund to supplement Student Activities. He said these funds would maintain the same level of student programs at both campuses.

3) Vending Income: Miss Reese noted that the decrease in this line item is also attributable to decreased enrollment.

4) Thomas Nelson 50th Anniversary: Miss Reese said this line item would be discontinued at the end of June, 2019.

5) Public Information Announcements: Mr. Nurnberger said additional funds were provided to boost the College's social media efforts.

b. Page 4, Construction Fund: Mr. Nurnberger said the reduction for FY 2019 is the result of lower rent for the Thomas Nelson Workforce Center in Williamsburg. Miss Reese said the requests from Newport News and Poquoson were lower than this fiscal year (FY 2018). Mr. Wilke said the decrease was the result of lower head count from those localities. Mr. Nurnberger said each locality's contribution is based on the total head count of students from that locality.

c. Page 6, Safety, Security and Parking Fund: Miss Reese said the reduction was the result of the department being short staffed. This has a direct bearing on the number of patrols and the issuing of tickets. Mr. Melton asked if there was anything in place to alert students of on-campus emergencies, such as an active shooter. Mr. Nurnberger said students, staff and faculty are alerted through e2Campus text messages, on-screen notifications in offices and classes, and through the Big Voice system located on both campuses. Mr. Wilke said \$0.64 goes to fund the systems Mr. Nurnberger spoke of. Mr. Nurnberger said all office and classroom doors can be locked from the inside. He said the College had planned to transition the parking

lot lights to LEDs in FY 2018 but that project has been delayed until next fiscal year. Mr. VanVoorhees made the motion to approve the FY 2019 Local Funds Budget; the motion was seconded by Mr. Melton; and the committee unanimously to approve the budget. Miss Reese will recommend approval by the full Board.

4. Accept for File Purposes the FY 2018 Third Quarter Local Funds Financial Statement.

Miss Reese said the decline in student enrollment has a direct impact on revenue.

a. Page 2:

1) Bookstore: Contract Commissions: Mr. VanVoorhees asked if there might be a way that a portion of those online book purchases could be set aside for the College.

Miss Reese said Hampton University has contracts with several online vendors and the students enter a unique code which provides a commission back to the institute.

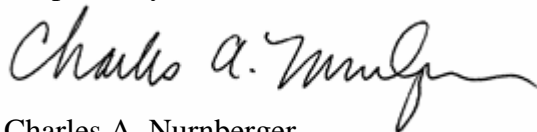
2) Food Service Commissions and Vending Commissions: Mr. Nurnberger said commissions for the third quarter of FY 2018 are down. Mr. VanVoorhees asked if students taking night classes are using Subway. Mr. Nurnberger said the busiest time for those students is around 5 p.m. He said the impact on vending services is the result of many students taking online classes.

b. Page 3, Student Activity: Miss Reese said income from activities is down as there is a lack of participation from the students. Mr. Nurnberger said the salary for the Athletic Director cannot be paid using State Funds and is being paid from Local Funds. He said this line item should balance out by the end of this fiscal year.

Mr. Melton made the motion to accept the FY 2018 Third Quarter Local Funds Financial Statement; Mr. VanVoorhees seconded the motion; and the committee voted to accept the statement for file purposes. Miss Reese will recommend acknowledgement by the Local Board for file purposes only.

There being no further discussion, Ms. Reese adjourned the meeting at 5:30 p.m.

Respectfully submitted,



Charles A. Nurnberger  
Vice President for Finance and Administration