

VIRGINIA PENINSULA COMMUNITY COLLEGE

Thomas Nelson Community College Local Board
Budget and Finance Committee
August 11, 2022

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

Member Absent: Mary Bunting

Guests Present: Dr. Joyce Jarrett, Local Board Chair (via Zoom)

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

Dr. Reviea opened the meeting at 3:15 p.m. She noted that due to the lack of a quorum the committee would not be able to approve any documents. It was requested that another meeting be scheduled just prior to the full Local Board meeting for the purpose of approving the minutes from May 12 and May 18 as well as acknowledging status report of the FY 2022 state funds.

1. Review of May 12, 2022, and May 18, 2022, Minutes. Due to the lack of a quorum, approval will be done at a special called meeting.
2. FY 2022-2023 State Funds Status. Mr. Carpenter reviewed the status of the FY 2022 state funds.
 - a. The FY22 State Budget was \$40.1M. Actual annual college revenue included money received from the Commonwealth (\$20.6M) and tuition (\$17.3M). In addition, funds carried over from FY21 (\$3.287M) and Cares funds (\$2.9M) were primarily earmarked for upcoming one-time expenses in FY23. Actual expense for FY22 was \$35.4M. The difference between actual annual revenue and actual expense was nearly \$2.5M. That amount plus FY22 carryforward and Cares funds will be carried over to FY23.
 - b. The FY23 budget is \$39.1M but is subject to change since the College is waiting to hear from the VCCS on one final FY23 allotment.
 - 1) Major additions to FY22 actual expenses include:
 - a) Personnel: \$1.5M. State mandated salary increase.
 - b) STEM initiative: \$500K. This is a new partnership with the Southeast Newport News Brooks Crossings Center.
 - c) Custodial Increase: \$500K. During COVID housekeeping tasks were cut back. With in-person classes and staff returning to campus, the College will return to

full cleaning of spaces. There will also be additional housekeeping charges when Hampton IV is occupied.

d) Marketing: \$400K.

e) IT Charges: \$200K. Upgrades to the College's infrastructure requires funds to cover necessary expenses.

f) Full Budget Spend: \$500K. With staff and faculty returning to campus the College anticipates the need for these offices to restock and replenish necessary supplies. There will also been additional utility costs.

3. Open Discussion:

a. A question was asked about the new training center in Toano. Mr. Carpenter replied this center is a Workforce Development initiative, and that department is self-supporting.

b. The year-end Local Funds statement is still in draft. There was some concern about the length of time between the last statement (May 2022) and not receiving the next statement until October 2022. It was suggested and accepted that this committee meet in September to review the year-end statement. Mr. Crittenden requested a meeting after Labor Day with the explanation that his staff is busy closing out reports which are due to the Commonwealth. Committees will be requested to submit dates and times they would be available.

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