



The Peninsula's Community College

Thomas Nelson Community College Local Board
Finance and Municipal Liaison Committee
April 24, 2019

Member(s) Present: Alan Melton, Vince Warren, and Scott Van Voorhees

Guests: Cynthia Callaway, Vice President for Institutional Advancement; Shelley Bains, VCCS Capital Outlay Project Manager; Dan Hickok, RRMM Special Project; Chris Smith, RRMM Associate, Project Manager; and Robert Harper, Thomas Nelson Local Board Member

College Staff Present: Ellen Davenport, Interim Vice President for Finance and Administration; Teresa Bailey, Associate Vice President for Financial Services; and Geraldine Mathey, Administrative Assistant

Mr. Melton opened the meeting at 4:05 p.m.

1. February 27, 2018, Minutes. The minutes were reviewed. Mr. Melton made the motion to accept the minutes; Dr. Warren seconded the motion; and the minutes accepted for file purposes. Mr. Melton will recommend the Local Board accept the February 27, 2018, minutes.

2. Resolution: Approve Schematic Design for the Replacement of Diggs-Moore-Harrison Halls. Mr. Melton introduced the RRMM staff and explained they were present to give the Board an update on the design work for the replacement building. Mr. Hickok and Mr. Smith gave a PowerPoint presentation, which showed the layout of the interior of the building as well as design features for the exterior. Mr. Hickok explained that the company had incorporated some of the exterior features found on Templin Hall's and the Peninsula Workforce Development Center's facades. The first floor will consist mainly of classrooms, an open area for gathering, a large meeting room that can be divided into three separate rooms, and space for Campus Police; there will be parking for the police cruisers on the side of the building as well as a separate entry. Mr. Hickok pointed out that advising centers are dispersed among the classrooms, giving students easier access to these centers. The second floor will be classroom space and areas for students to use as group study areas. The third floor will house some classrooms as well as office suites for the President, the Vice Presidents of Finance and Administration and Academic Affairs, and Financial Services that includes the Business Office and Student Cashiering. There is also a large conference room included in the President's suite. Mr. Van Voorhees asked about if there would be issues with the number of south facing windows; Mr. Hickok said the plan is to use solar screens to reduce any glare and the building would be built to meet energy efficiency standards. Mr. Warren asked if there would be a loss

of square footage, going from three buildings to one; Ms. Bains replied that the College would actually be gaining space. The current buildings total 60,181 sq. ft. while the replacement building is 76,031 sq. ft. Mr. Van Voorhees made the motion to approve the resolution; Dr. Warren seconded the motion; and the resolution was accepted. Mr. Melton will recommend the Local Board approve the resolution to approve the schematic design of the Diggs-Moore-Harrison replacement building.

3. Thomas Nelson Community College Campus Facility Naming Policy and Procedures. Mr. Melton asked Ms. Callaway to explain the facility naming policy. Ms. Callaway said the policy was established to provide opportunities to name campus buildings and other areas within the College. Local Board members received a draft document at the February 2019 meeting with the understanding it would be approved at this meeting; copies of the original 1993 and draft 1998 policies had been included in the Board packets. Mr. Van Voorhees asked if there were any guidelines on the potential removal of a name; Ms. Callaway said paragraph 5 provides three specific instances. Dr. Warren asked what the current policy is regarding named buildings, referring specifically to Diggs, Moore and Harrison Halls. Ms. Callaway said there had been no policy on this in the past and only the Espada Room came under this distinction. She said she plans to speak with the family about the possibility of using the name within the new building. Dr. Warren asked if the College would have the ability to deviate from the recommended contributions noted on Appendix A; Ms. Callaway said the bottom of that page contained a statement that gives Thomas Nelson that flexibility. Mr. Van Voorhees made the motion to accept the campus facility naming policy and procedures; Dr. Warren seconded the motion; and the motion passed. Mr. Melton will recommend the Local Board approve the Campus Facility Naming Policy and Procedures.

4. Resolution: Rescind the Increase in Student Fees Previously Approved at the February 27, 2019, Meeting. Mr. Melton asked Dr. Davenport to present this resolution. Dr. Davenport stated that the General Assembly has requested tuition and fees be kept at the FY 2019 levels; they will supplement the decrease with money from the Tuition Moderation Fund. She said at their May 2019 meeting the State Board for Community Colleges will vote to not raise tuition and fees; any requests from a college to raise tuition and/or fees will be denied. Dr. Davenport said this resolution was presented to rescind the previous resolution approving an increase in student fees. Mr. Van Voorhees asked if there had been any concerns raised by other community colleges on how to raise much-needed funds if tuition and fees are not increased; Dr. Davenport said the question had been raised and discussed. Dr. Warren asked if the money from the Tuition Moderation Fun was a one-time funding; Dr. Davenport said it was. Dr. Warren made the motion to accept the resolution to rescind the increase in student fees approved at the February 27 meeting; Mr. Van Voorhees seconded the motion; and the resolution was approved. Mr. Melton will recommend the Local Board approve the resolution rescinding the approved student fees.

5. FY 2020 Local Funds Budget. Mr. Melton asked Ms. Bailey to present the budget. Ms. Bailey said the FY 2020 budget had been adjusted due to the anticipated decrease in student enrollment. Ms. Bailey stated several budget line items have been reduced based on usage over the past several years.

a. Local Funds, page 2: Ms. Bailey said there was a significant decrease in bookstore revenues due to a decrease in enrollment as well as students taking advantage of OER materials and etextbooks. The budget for Student Activities was lower because the previous employee's salary had been significantly higher. Some of the money budgeted for the College's 50th anniversary celebration was retained for use in celebrating the 10th anniversary of the Historic Triangle. The funds originally budgeted for the Performing Arts were pulled as these funds had not been used in the past. Funds for Public Affairs are at the same level as FY 2019. Dr. Warren asked if the use of OER materials has led to the reduction of staff in the bookstore; Ms. Bailey replied that bookstore staff worked for Follett, not Thomas Nelson, and therefore had no effect.

b. Student Activities Fund, page 3: Ms. Bailey said income was lower due to the decrease in enrollment. She said Student Activities has opted to reduce the number of discount tickets sold and concentrate on activities open to all students. The College will continue to purchase discounted bus passes for students. The reduction in Athletics is the result of the College no longer needing a full-time director; there is a part-time athletic director instead. Ms. Bailey said the Student Government Association (SGA) had requested extra funds for the clubs and SGA sponsored activities.

c. Construction Fund, page 4: Ms. Bailey said the College did not request an increase in the FY 2020 total contributions from the localities; the differences in the line items is the result of the formula used to compute the requested contribution. The anticipated expenditures for the upcoming fiscal year include extending the knee wall on either side of the new digital sign as well as various small projects around campus.

d. Safety, Security and Parking Fund, page 5: Ms. Bailey said the revenue for this fund comes from student fees and the reduction is due to the decrease in student enrollment. She said she does not anticipate any revenue from fines as the system currently in use is out of date and the software is obsolete. She said some of the projects anticipated for FY 2020 include the replacement of parking lot lights and pothole repairs. She noted that the funds for snow removal remains the same.

Mr. Van Voorhees made a motion to accept the FY 2020 budget; Dr. Warren seconded the motion; and the budget was accepted. Mr. Melton will recommend the Local Board approve the FY 2020 Local Funds Budget.

FAML Meeting
April 24, 2019
Page 4

There being no further discussion, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Ellen Davenport
Interim Vice President for Finance and Administration