

Virginia Peninsula Community College Local Board

Budget, Finance, and Facilities Committee

October 16, 2024

Committee Present: David Durham (Chair), Mary Bunting, Allen Melton, and Izabela Cieszynski (virtual)

Guests: Shelley Bains, System Office; John Massey, RRMM; and Keith Utsey, SGA President; Joseph Fuentes, Board Vice Chair

College Staff Present: Steven Carpenter, Vice President for Finance and Administration; Keith Ferguson, Budget Analyst; Tim Crittenden, Business Officer Manager; Gina Baird, Local Funds Accountant; John Mason, Director of Facilities; and Geraldine Mathey, Administrative Assistant

1. Call to Order. Mr. Durham opened the meeting at 4:07 p.m.

II. Minutes from April 17, 2024, Finance and Budget Meeting. The minutes were reviewed. A motion for approval was made by Ms. Bunting, seconded by Mr. Melton, and approved by the committee.

III. Minutes from May 15, 2024, Facilities Meeting. The minutes were reviewed. A motion for approval was made by Mr. Melton, seconded by Mr. Durham, and approved by the committee.

IV. 10-Year Master Plan Update:

a. Ms. Bains provided the background on the need and State Board requirement for a 10-year master plan. The master plan is a list of recommended projects only and is not an authorization to proceed on any project. She also stated that the College’s wetlands/MS4 permit, and plan is a part of the 10-year plan. Any decisions regarding the master plan must take into consideration the impacts on the wetlands.

b. Mr. Massey reported that work on the master plan is well under way and on schedule. The fieldwork regarding the wetlands has been completed. RRMM has completed the surveys interviews of all stakeholders, except for one. Discussions with external contacts have been positive toward the College. He shared that at least 25,000 skilled service workers will be needed by at least three companies in the area, and they are looking to Virginia Peninsula CC to fill these gaps. He will meet with the President’s Cabinet toward the end of October to provide an update of his work and analysis; this will be followed by meetings with the individual deans and departments to focus on needs within their areas. They will then look at the buildings for possible redesign possibilities to meet future needs.

VI. FY 2024 Local Funds Year-End Report. Mr. Carpenter stated that the year-end report totals do not differ from the summary report shared at the August meeting.

1. Other than the Athletics Fund, which is intended to net to zero annually, all funds ended the year with a net gain in cash and a positive fund balance.
2. It was addressed that the Parking and Construction funds have significant fund balances and that projects are in motion to spend down those funds.

V. Committee Meeting Date and Time. There was a brief discussion on when this committee should meet in the future. Mr. Durham noted that the Board Executive Committee recommended that all committees meeting just prior to each Board meeting. The Committee confirmed that this was acceptable.

VI. December Meeting. Mr. Carpenter said the next meeting would be held at Bruton High School in York County on December 4. This committee will convene before the full Local Board; a room will be reserved for the meeting. He said a detailed first quarter local funds report would be discussed at the December meeting as well as information regarding the Conflict of Interests filing.

There being no additional business, the meeting adjourned at 4:55 p.m.