

**PATRICK HENRY COMMUNITY COLLEGE**  
**Joint Meeting**  
**Budget & Finance Committee, Facilities Committee**  
**11:30 a.m.—September 21, 2020**

**Due to the current situation with the COVID-19 virus, the meeting was held electronically via Zoom in accordance with § 2.2-3708.2 of the Code of Virginia and Chapter 1283 of the 2020 Acts of Assembly.**

**Link to recording of meeting: Due to a technical issue, a recording of the meeting is not available.**

**BUDGET & FINANCE:** Barry Helmstutler, Chair, called the Budget & Finance meeting to order and stated that attendance of Committee members and all votes must be done by roll call to satisfy the state requirements for electronic meetings.

**ROLL CALL**

**Committee Members**

<u>Present</u>	Barry Helmstutler, Chair
<u>Present</u>	Dr. Dennis Casey
<u>Present</u>	Gary Collins
<u>Present</u>	George Hippisley
<u>Absent</u>	Wren Williams

**College Staff**

Jack Hanbury  
Sue-Ann Ehmann  
Jencie Gibson

**Others Present**

None

A quorum was present.

**Approval of Fiscal Year 2021 Local Funds Budget (Board Report #414):** Jack Hanbury, Vice President for Financial & Administrative Services, stated that since we did not receive the small increases requested from each of the localities our Locality Funds are projected to be flat. The only major expense anticipated is the \$61,000 for the Walker Building lighting. The bids for that project were much higher than expected but we do have sufficient funds in the budget to cover that. He expects that project to be completed this fiscal year. Auxiliary funds are expected to be similar to last year. Although bookstore and vending commissions exceeded the budget this past year we do not anticipate that to occur this year due to the enrollment decline, so those budget amounts were not increased. We propose to subsidize Student Activities with a transfer of \$37,000 from Auxiliary Funds. The last six to seven years we have had an approximately 40% decline in enrollment resulting in lower bookstore revenues. This has shrunk the Auxiliary Fund Budget significantly, making it necessary to scale back to match the revenues. We budgeted a slight decline in Student Activity fees due to the enrollment decline, but with the contribution from Auxiliary Funds we anticipate a balanced budget for Student Activities. \$24,000 for the sidewalk repairs that were not completed in fiscal 2020 have been budgeted to the 2021 Parking Fund. This will result in a \$25,000 surplus in the Parking Fund. Dennis Casey made a motion to accept Fiscal Year 2021 Local Funds Budget (Board Report #414). Motion was seconded by Gary Collins, and approved by a roll call vote.

Motion: Dennis Casey

Second: Gary Collins

<u>Yes</u>	Barry Helmstutler, Chair
<u>Yes</u>	Dr. Dennis Casey
<u>Yes</u>	Gary Collins
<u>Yes</u>	George Hippisley
<u>Absent</u>	Wren Williams

**Approval to Amend Sexual Harassment Policy (Board Report #415):** Jack Hanbury reported that in May 2020 the Department of Education posted new Title IX regulations governing Title IX processes by colleges and universities receiving Federal funding. The major change was to provide a mechanism for a formal complaint process, including a live hearing with cross examination of witnesses by representatives

of the parties. This resulted in the creation of an entirely new and extensive Sexual Harassment policy, and will require training of various college representatives including hearing officers, student advisers, student litigants or employee litigants, facilitators for the informal resolution of complaints, as well as the Title IX Coordinator (Jack Hanbury). Dennis Casey made the motion to approve the new Sexual Harassment Policy. Motion was seconded by Gary Collins, and approved by a roll call vote.

Motion: Dennis Casey

Second: Gary Collins

<u>Yes</u>	Barry Helmstutler, Chair
<u>Yes</u>	Dr. Dennis Casey
<u>Yes</u>	Gary Collins
<u>Yes</u>	George Hippisley
<u>Absent</u>	Wren Williams

**FACILITIES:** Roger Hayden, Chair, called the Facilities Committee meeting to order and stated that attendance of Committee members and all votes must be done by roll call to satisfy the state requirements for electronic meetings.

### ROLL CALL

#### Committee Members

<u>Present</u>	Roger Hayden, Chair
<u>Present</u>	Paul Geib
<u>Absent</u>	Dr. DelShana LeGrant
<u>Present</u>	Dr. John McCraw

#### College Staff

Jack Hanbury  
Sue-Ann Ehmann  
Jencie Gibson

#### Others Present

None

A quorum was present.

**Approval of Student Housing Site Study (Board Report #416):** Jack Hanbury reported that we have received a grant in the amount of \$20,000 from the Virginia Housing Development Authority to be used for a feasibility study for locating a suitable site on campus for student housing that would serve the needs of students, as well as local community residents transitioning into the workforce. The proposed cost of the study is \$10,250 and would be fully funded by the grant. The Chancellor requested that we pause this program during the COVID-19 situation, but we would like to have approval of the study by the Board so that we are ready to move forward when the pause is concluded.

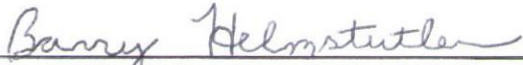
Paul Geib made the motion to approve the Student Housing Site Study. Motion was seconded by John McCraw, and approved by a roll call vote.

Motion: Paul Geib

Second: John McCraw

<u>Yes</u>	Roger Hayden, Chair
<u>Yes</u>	Paul Geib
<u>Absent</u>	DelShana LeGrant
<u>Yes</u>	Dr. John McCraw

**Adjournment:** There being no further business, the meeting adjourned at 11:55 am

  
Barry Helmstutler, Chair, Budget & Finance Committee

  
Roger Hayden, Chair, Facilities Committee