

PATRICK & HENRY COMMUNITY COLLEGE
Local Board
Budget & Finance Committee
11:00 a.m., September 19, 2022

Minutes

The Patrick & Henry Community College Board Budget & Finance Committee met at 11:30 a.m. on Monday, September 19, 2022, in the Frith Economic Development Center, room #124.

Mr. George Hippisley, Budget & Finance Committee Chair, called the Committee to order at 11:38 a.m. Other Committee members present were: Mr. Robert Foster and Dr. Shana LeGrant. Mr. Gary Collins was absent. A quorum was present.

Others present were: Mr. Jack Hanbury, Vice President for Financial & Administrative Services, and Ms. Sue-Ann Ehmann, recorder.

Report on Local Funds Expenditures – Period Ending August 31, 2022

Report given by Mr. Jack Hanbury, Vice President for Financial & Administrative Services.

- **Local Funds Summary**
All in all, we are on track for this time of year.
- **Locality Fund Budget**
The only significant expenditure was the work done on the softball field to improve the warning track.
- **Auxiliary Funds Budget**
The Auxiliary fund is \$350.00 in the red because we haven't received commissions from the bookstore or vending which usually come through in September and October. Expenditures are in line, just waiting for the revenues to come in.
- **Auxiliary Funds Investments Performance**
Investments were down 2.19%. Overall, our investments have performed very well compared to the broader market.
- **Student Activities Budget**
Actual expenditures were \$21,499.51, primarily due to athletics expenditures for travel. Nevertheless, we are under budget.
- **Student Activities Funds**
All student clubs are within budget.
- **Parking Funds**
Parking Funds are \$2,976.64 in the red, primarily due to the new crosswalk between Walker and the parking lot. Parking revenues have not come though just yet.

Board Report #428 - Amending Drug and Alcohol Abuse Prevention Policy

The Committee then took up review of the proposed Board Report #428. Mr. Hanbury reported that the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989 require institutions of higher education to certify that they have implemented programs to prevent the abuse of alcohol and illicit drugs by both students and employees. Our existing policy is not in compliance with certain provisions of these two laws; Board approval and staff implementation of the updated policy in Board Report #428, including a program of notification to students and employees, will bring us into compliance.

Motion #1. Moved by Mr. Foster, seconded by Mr. Hippisley, to recommend to the full Local Board approval of Board Report #428. The Motion passed unanimously.

Board Report #429 – Amended Fiscal Year 2023 Local Funds Budget

Mr. Hanbury then discussed with the Committee the proposal for an Amended FY 2023 Local Funds Budget, emphasizing that the only change is a restructuring of certain revenue sources for the Student Activities portion of the Budget. Specifically, funds from the P&HCC Foundation will now go directly to Student Activities instead of passing through our Operating Budget, and supplementary funds from the Higher Education Emergency Relief Fund (i.e., COVID-19 assistance) will be shown.

Elaborating on the first reason for the change, Mr. Hanbury explained that funding sources for Athletics staff salaries had to be revamped after the Systems Office communicated to us that Athletics is considered an "auxiliary enterprise" which cannot be funded with State dollars.

Accordingly, the amended Student Activities Budget for FY 2023 will incorporate two revisions to revenue sources:

- It will include \$88,000 directly from the Foundation.
- It will include \$21,675 in supplementary funds from HEERF.

Mr. Hanbury concluded his remarks by noting one positive outcome of our successful athletics program is that our out-of-state athletes generate a net profit to the college of approximately half a million dollars.


Motion #2. Moved by Mr. Foster, seconded by Dr. LeGrant, to recommend to the full Local Board approval of Board Report #429. The Motion passed unanimously.

With no further discussion, Mr. Hippisley adjourned the Budget and Finance Committee at 11:50 a.m.

Recorded by:



George Hippisley, Chair, Budget & Finance Committee



Sue Ann Ehmann