

Colleagues:

As you know, we have been working diligently on plans to bring our College organization and staffing into line with the reality of significantly reduced enrollment and the resulting decrease in revenue from tuition. We have no choice now but to take the steps necessary to ensure that expenditures do not exceed projected revenue for the current fiscal year (FY 2020) and the next one (FY 2021).

We have done much to bring better order and control to that portion of the budget that provides for other than personnel services (equipment, supplies, utilities, contractual services, etc.). But by far the largest portion of the budget is made up of personnel services (salaries paid to faculty, staff, and administrators), and therefore the major reductions must be made there. After extensive analysis, we have concluded that a balanced budget for FY 2020 will require a reduction of approximately \$1.8 million in personnel expenses, and for FY 2021 a reduction of approximately \$3.6 million.

Cabinet members have been engaged in intensive deliberations on an individual and collective basis to make recommendations about positions to be eliminated. While this task has been difficult, we have focused on strategically reorganizing College operations and aligning staffing to carry out the institution's core mission. We have also been in close consultation with the VCCS about the plan to ensure that it complies with applicable policies, and we have received the system's permission to proceed with implementation.

After thorough questioning and probing as to organizational implications, I have approved the following positions identified for reduction in force, beginning January 1, 2020: 10 administrative/professional faculty, 13 instructional faculty, 19 classified staff, and 3 wage employees.

Today, Thursday, October 24, Cabinet members will be meeting with those in their units (and their supervisors) who have been designated for reduction in force to inform them of their status. To the extent possible, all affected will be informed by the end of the day.

On Friday, Human Resources will hold collective and individual meetings with affected employees to review options, benefits, and resources available to them, which may include severance pay and enhanced retirement. They will be prepared for detailed consultations based on individual circumstances such as employee classification and years of service. Further support services will be available during the following week and beyond.

As a mission-driven, collegial institution dedicated to changing lives through the power of higher education and workforce training, we deeply value the commitment and contributions made by all faculty and staff in delivering excellent instruction and services. It is therefore with deep regret that I announce these necessary actions. At the same time, I ask that the greater Thomas Nelson community come together in support of affected colleagues, doing all that we can to ease this major transition.

John

John T. Dever  
President  
Thomas Nelson Community College