

TIDEWATER COMMUNITY COLLEGE BOARD

MAY 7, 2019

4:00 P.M.

REGIONAL WORKFORCE SOLUTIONS CENTER

TERRI N. THOMPSON, CHAIR
PRESIDING

REVISED AGENDA

Social Gathering – (4:00 – 4:30 p.m.)

1. **Welcome and Call Meeting to Order – (4.30 p.m.)**
2. **Program Highlight**

“Suffolk Property”

Matthew Baumgarten
Executive Directors of TCC Real Estate Foundation
COO for Facilities and Public Safety

3. **Adoption of Consent Agenda** (Board Member(s) may make request(s) to move item(s) from the Consent Agenda that requires further discussion later in the meeting). (Board approves motion to adopt the consent agenda).
4. **Approval of Action Item(s) on Consent Agenda** (All item(s) under the Consent Agenda are enacted by one motion). **(Attachment(s))**
 - a. Previous Meeting Minutes #308 for March 12, 2019 **(Attached)**
 - b. Proposal for Spin-Off A.S. Computer Science Degree **(Attached)**
 - c. Proposal for Career Studies Certificate in Magnetic Resonance Imaging **(Attached)**
 - d. Proposed 2019-20 Local Fund Budgets **(Attached)**
 - e. Resolution Honoring John M. Murray **(Attached)**
5. **Advocacy Committee Report – Ms. Cynthia (Cindy) Free, Chair**
 - a. 50th Anniversary Proclamations
 - b. Proposed Joint Board Meeting for Presentation on RVA-Hampton Roads Mega Region Initiative
6. **Curriculum & Student Development Committee Report – Mr. John Murray, Chair**
 - a. Proposed 2019-20 Business and Industry Advisory Committees **(Attached, for action)**
 - b. Update on Pathways

7. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair
 - a. Routine Financial Statements for Month Ending March 31, 2019 (**Attached**)
8. **Educational Foundation Liaison Report** – Ms. Delceno Miles
9. **Real Estate Liaison Report** – Mr. John Padgett
10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda)
11. **President’s Report**
 - a. Spring/Summer Enrollment
 - b. Update on ESCC Reboot
12. **Chair’s Report & Announcements**
 - a. Update on Presidential Selection Process
 - b. Interim President’s Evaluation Process
 - c. Proposed 2019-20 Board Meeting Schedule (**Attached, for action**)
 - d. Announcements
13. **Adjournment**

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 308

MARCH 12, 2019

Meeting number three hundred and eight of the Tidewater Community College Board was held on Tuesday, March 12, 2019, in the Student Center on the Virginia Beach Campus.

Members Present: Barry C. Brown
Steven W. Cantrell
Gregory T. DeCinque
Paulette D. Franklin-Jenkins
Chris Lee (phone)
Delceno C. Miles
Terri N. Thompson
Jerome A. Bynum
Lynn B. Clements
Glenn DuBois (phone)
Cynthia (Cindy) S. Free
James (Jay) N. Lucado
John D. Padgett

Members Absent: William (Bill) W. Crow, John M. Murray

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Marian Anderfuren, Vice President for Institutional Advancement
Katina Barnes, Coordinator of Dual Enrollment Academies/Academic Advisor
Matthew J. Baumgarten, Executive Director of Real Estate Foundation/COO of Facilities & Public Safety
Maureen Cahill, Faculty
Emanuel Chestnut, Interim Provost of Norfolk Campus
Stacey Deputy, Chair of College Faculty Senate
Matthew Gorris, Faculty
James Edwards, Interim Provost of Chesapeake Campus
Latesha D. Johnson, Executive Assistant to the President
Steve Jones, Interim Chief Fundraising/Chief Development Officer
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Corey L. McCray, Interim Executive Vice President for Academic & Student Affairs and Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
David Ring, Faculty
Michael D. Summers, Provost of Virginia Beach Campus

1. **Welcome and Call to Order**

Ms. Thompson, chair, determined the presence of a quorum and called the meeting to order at 4:32 p.m.

2. Chancellor: Brief Board on Presidential Search Process

Chancellor DuBois and Dr. Lee joined the meeting via teleconference to brief the board on the Presidential Search Process. The process is designed and executed within the Virginia College Community Systems (VCCS). It starts by engaging the College Board, TCC community and others. The timeframe for selection is approximately four to six months and consists of the following steps: 1) vacancy announcement, 2) president interim, 3) initiating the search, 4) recruiting and interviewing, 5) systems-level interviews, 6) certification, 7) campus and community interviews, 8) announcement of selection, and 9) closing the search, detailed in the document attached. Chairwoman Thompson thanked Chancellor DuBois, Dr. Lee and Ms. Waldron for providing the board with details on the search process.

Ms. Thompson welcomed new board member, Steven Cantrell from the City of Portsmouth.

3. Program Highlight

At the invitation of Dr. DeCinque, Dr. Woodhouse and Ms. Barnes updated the board on Initiatives at the Portsmouth Campus as the featured program highlight. They shared a video on Dual Enrollment Academies. Dr. Woodhouse noted that Dual Enrollment Pathways started two years ago with Dr. Elie Bracey, the new Superintendent of Portsmouth Public Schools. Working with the school system in NC, Dr. Bracey recognized a distinct focus on degree completion with 9th grade students as opposed to having so many courses and credits completed. As a result, he suggested changes and the Portsmouth Campus started the new program. Eligible 9th, 10, and 11th graders enrolled in Portsmouth Public Schools can earn a high school diploma concurrent with a general education certificate or an associate's degree. Qualifying 12th graders are offered an opportunity to graduate high school with at least 18 college credit hours, focused on college transfer or automotive technology coursework. There are 72 scholars currently enrolled in the Early College Academy, 17 scholars in the First College Scholars Academy, 218 scholars in the First College Academy, and 33 scholars in Career & Technical Education for spring 2019. High school seniors and juniors can enroll in Dual Enrollment (DE) Career & Technical Education. High school juniors have an opportunity to earn Career Studies Certificate. In addition to the Dual Enrollment Academies update, Dr. Woodhouse noted that the Portsmouth Campus receives tremendous support from the Beazley Foundation, to include full-time dedicated individual in schools, intrusive advising, additional student cohorts, scholarship funding for free/reduced lunch student (\$25,000), increasing employability of students, and meeting community needs.

4. Adoption of Consent Agenda

Ms. Thompson inquired if there were requests to remove any item(s) from the consent agenda to the full agenda. Hearing none, she asked for a motion to accept the consent agenda. On a motion by Mr. Padgett, seconded by Mr. Bynum, the board approved the consent agenda as presented.

5. Approval of Action Items on Consent Agenda

Referring to Tabs 5a and 5b of the meeting packet, the board approved Meeting Minutes #307 for January 15, 2019, and the Resolution Honoring Linda D. Ridenour (attached).

6. Educational Foundation Liason Report – Ms. Delceno Miles

At the invitation of Dr. DeCinque, Mr. Jones provided a brief update on the Major Gifts Campaign. He reported that the Perry Center is the top priority, which has the shortest timeline and the largest goal. Currently, the Foundation has approximately \$7.5 million “in-ask” out and another \$5 million “ask” going out next week. There are 96 more senior executives/companies that the committee will target as potential donors. More information will be provided at the May board meeting.

7. Advocacy Committee Report – Ms. Cynthia (Cindy) Free, Chair

a. General Assembly Visit Feedback. Ms. Free reported that the General Assembly Visit was very successful. Dr. DeCinque, board members, TCC staff, students, and persons from the Newport News Shipbuilding divided into three groups and met with several delegates and senators. The key issues that were discussed included Advising, FastForward (Workforce Credential Grant), and G3/Debt-free Community College/”Virginia Promise”. Ms. Free also noted that TCC received its 50th Anniversary Proclamation from the City of Virginia Beach in February.

8. Curriculum & Student Development Committee Report – Mr. John M. Murray, Chair

a. Nothing to report.

9. Finance & Facilities Committee Report – Mr. James (Jay) Lucado, Chair

a. Routine Financial Statements for Month Ending January 31, 2019. At the invitation of Mr. Lucado and referring to Tab 9a of the meeting packet, Ms. Milloy noted that the budgets reflect activities as expected for January 31, 2019. Local Investments and Contributions for FY17-18 were collected from all cities. The average yield for January on investments of \$44.1 M was 1.61%, earning \$59,331. The interest earned year-to-date is \$321,877.

b. Mid-Year Report on 2018-19 State Operating Budget. Ms. Milloy referred to Tab 9b of the meeting packet to review the mid-year adjustments on the 2018-19 State Operating Budget. Last year, legislative approved higher education the ability to start a reserve. A projected \$2.1 million reserve is being accomplished through reductions in wage and operating budgets college-wide.

c. Future Lease Between TCC and TCCREF for Perry Center. Mr. Baumgarten noted that the cost of construction is estimated at \$19 million and will come from money raised specifically for the project during the college’s Major Gifts Campaign, as well as long-term financing secured by the TCC Real Estate Foundation. The financing plan requires the college to support \$7 million (long-term debt) of the \$19 million it will cost to build the project. The Real Estate Foundation will lease the building to TCC for 30 years to recover the cost of the long-term debt. Mr. Baumgarten stated that Chancellor DuBois is apprised of the project. In addition, he presented the proposal to the State Board in June 2018 for informational purposes. However, due to the size of the lease, the dollar amount over the life and extent of the lease, it requires College Board approval prior to State Board approval. If approved, the lease will not

be executed and no debt will be incurred until the college secures 100% financing for the project.

On a motion by Ms. Clements, seconded by Dr. Brown, the board approved the future lease between TCC and TCCREF for the Perry Center, contingent upon 100% financing of the project.

10. Real Estate Liaison Report – Mr. John Padgett

Mr. Padgett noted that the report was presented by Mr. Baumgarten. However, for the benefit of Mr. Cantrell, he apprised him of additional information regarding the Real Estate Foundation, TCC's properties, and the Perry Center project. Dr. DeCinque reported that he, Mr. Jones, Mr. Baumgarten, and Dr. McCray had a meeting with the Norfolk City Manager and his staff to ensure all are on the same page and to further explore what the city's contribution may be towards the Perry Center project.

11. Discussion & Approval of Action Item(s) Removed from the Consent Agenda

a. Nothing to report.

12. President's Report

a. Proposed 2018-19 Emeritus Appointment Resolutions. Directing the board's attention to Tab 12a of the meeting packet, Dr. DeCinque appointed three faculty to emeritus status, respectively:

- Paul English, Professor of Economics and Geography
- Eugenia Taylor, Associate Professor of Mathematics
- Kim Utley, Professor of Radiography

The appointments were vetted through the college's formal policies and procedures governing emeritus status and comes with Dr. DeCinque's endorsement. On a motion by Mr. Padgett, seconded by Ms. Free, the board approved the appointments as presented.

In addition to his report, Dr. DeCinque formally introduced Dr. James Edwards, Interim Provost of the Chesapeake Campus, to the board.

Dr. DeCinque also shared that he and the President's Cabinet are currently engaged in discussions with VCCS and Eastern Shore Community College to determine what services TCC can provide while ESCC is going through a three-year reboot. The Chancellor assured Dr. DeCinque that TCC will not incur any costs during this process. Mr. Padgett asked if Ms. Milloy's time working with ESCC will be compensated. Dr. DeCinque said he will work with VCCS to write a contract regarding the costs for our services.

13. Chair's Report & Announcements

a. Chancellor's Presidential Selection Process. The report of the Chancellor's Presidential Selection Process is noted above.

- b. Announcements. Ms. Thompson encouraged participation in the college's Commencement Exercises on Monday, May 13th, at 4:00 PM in the Ted Constant Convocation Center. She also noted that the board's next meeting is May 14th at 4:00 p.m. at the Regional Workforce Solutions Center.

14. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 6:14 p.m.

Respectfully submitted,



Gregory T. DeCinque, Ph.D.
Secretary to the Board

APPROVAL

Terri N. Thompson
Chair



Presidential Selection Process Overview

There are few institutional activities that are more important than selecting the right leadership. Therefore, participating in the selection of a new president is one of the most important responsibilities of a Local College Board. The process that is designed and executed within the Virginia Community College System (VCCS) is a time-tested, collaborative, professional, inclusive, and effective process. The timeframe for selection is about four to six months in length. There is an emphasis on quality outcomes in deference to a speedy search. The selection process consists of the following steps:

- | | |
|---------------------------------|--------------------------------------|
| I. Vacancy Announcement | VI. Certification |
| II. President Interim | VII. Campus and Community Interviews |
| III. Initiating the Search | VIII. Announcement of Selection |
| IV. Recruiting and Interviewing | IX. Closing the Search |
| V. Systems-Level Interviews | |

I. Vacancy Announcement: A search is initiated when the Chancellor of the VCCS announces the departure of a College president. The State Board for Community Colleges delegates the authority and responsibility to carry out the presidential selection process to the Chancellor. The Chancellor will meet with and charge representatives of the Local College Board. This act starts the official selection process as the Chancellor establishes the expectations for the conduct of the search.

II. President/Interim President: The Chancellor determines and communicates to the State Board for Community College if an interim president is needed while the presidential search is being undertaken. Interim presidents are not allowed to become applicants for the position of president where they serve as an interim. Neither the departing president nor the interim president of the college has a formal role in the selection and screening process. The president can provide assistance by facilitating the Local Board's involvement in the process. The president provides the office of the Associate Vice Chancellor for Human Resources access to campus personnel who will participate in the selection process. The president also will designate a Staff Assistant who will provide campus-based administrative and logistical support for the search.

III. Initiating the Search: The Local College Board holds a critical role in the selection of a president. After the Chancellor's charge to the Board, the Local College Board leads the community in defining three to five institutional priorities for the community college's future years. Input is gathered from the entire campus and college community. These goals describe the college's priorities, challenges, and opportunities, as well as they help to establish a strategic direction for the college. This information is used to attract and inform community college leaders during a nationally advertised search. The advertising and recruitment process will usually generate as many as 100 candidates. Sufficient time is allowed for a nationwide search, an evaluation of candidates, a minimum of two levels of interviews, and an extensive reference and background check process.

IV. Recruiting and Interviewing: The position description and salary range is posted in multiple venues suitable to attract the credentialed talent necessary for filling this presidential position. The Chancellor, the VCCS HR department, fellow college presidents, and others also undertake a comprehensive recruitment campaign to identify proven leaders within higher education. *Key factors in the recruitment effort includes diversity recruitment. An external search firm is sometimes engaged to*

assist with the cultivation of candidates to extend our recruiting efforts. The selection criteria typically are derived from the responsibilities of College presidents in the VCCS policy manual, the priorities established by the Local College Board, elements noted in the advertisement, past practice, and any guidance provided by the Chancellor in his or her charge to the Presidential Screening Committee. Much of the work in this process will occur with the Associate Vice Chancellor for Human Resources working in concert with the Chancellor and the Presidential Screening Committee Chair. The Associate Vice Chancellor for Human Resources is a non-voting, ex-officio member of all presidential committees who serves as the secretary to the Committee and facilitates the conduct of the search process.

The Chancellor will appoint a Presidential Screening Committee which will consist of approximately ten members representing a broad constituency within VCCS. The chair of the Presidential Screening Committee will be a VCCS president and the co-chair will be a second VCCS president. Three members of the College's Local Board will be members of the committee and should preferably be the Board's Chair, Vice Chair, and one other member—such as a past chair. The Chair of the Local College Board serves as the liaison between the Local Board and the Presidential Screening Committee. The Chair works with the Presidential Screening Committee Chair and the Associate Vice Chancellor for Human Resources to ensure the search and selection process is conducted in a professional manner.

The committee is charged with assisting the Chancellor in the selection of semifinalists for the position. The Screening Committee evaluates all applicants' written material, and meets in Richmond to deliberate and reach consensus on as many as 12 candidates who will be invited for System-level interviews.

V. System-Level Interviews: Eight to Twelve candidates will normally be invited for System-level interviews which are held over a 2-day interview period. The Chancellor, the Chancellor's Cabinet, and the Presidential Screening Committee will conduct 3 separate interviews with candidates. In addition to a slate of questions, the Presidential Screening Committee will typically require each candidate to make a presentation to the committee. The topic will be typical of that which would be expected of a president. The Presidential Screening Committee and the Chancellor's Cabinet each will recommend candidates for further consideration. The Chancellor will then select semi-finalists.

Next, the Chancellor engages an outside firm to conduct a thorough reference and background check on semi-finalist. This includes as many as 12-20 references, criminal history search, verification of degrees and licensures, and related investigations. The results of the candidates' background check will be used to determine which candidates should be considered further. The Chancellor will typically recommend two to four candidates to the State Board for certification as finalists.

VI. Certification: Each candidate certified by the State Board for Community Colleges is eligible to be chosen for the presidency. Upon certification, the Chancellor is delegated the authority to select from among the finalist the chosen candidate and to negotiate a contract for employment with consideration and recommendations from the Local College Board.

VII. Campus and Community Interviews: The Local Board Chair will lead and is responsible for the entire campus interview process. With direction from the Local College Board, representatives from faculty, administration, support staff, and students will participate in campus interviews of the finalists and will provide input about the finalists to the Local College Board. Campus interviews should include structured public town hall meetings, meetings with community leaders, college educational foundation members, and various other college constituencies. Nonetheless, since the Local College Board interview is a part of the College governance process, their interview is restricted to Local College Board members only. At the conclusion of campus and community interviews, the Local Board will recommend to the Chancellor their preferred candidate for selection.

VIII. Announcement of Selection: After the Chancellor has selected a finalist and negotiated a contract, a press release will be published announcing the name of the next president.

IX. Closing the Search: Official records of the search will be collected and maintained by the Associate Vice Chancellor for Human Resources including documents from the campus interviews which are compiled and forwarded as appropriate.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 7, 2019
COMMITTEE: Curriculum and Student Development Committee
AGENDA ITEM: Proposal for Spin-Off A.S. Computer Science Degree

BACKGROUND:

Tidewater Community College (TCC) currently offers an A.S. Degree in Science with a Computer Science Specialization. Computer Science faculty, working with the Pathway Dean of Computer Science and Information Technology, propose to offer the same curriculum requirements with an updated degree title that better aligns with industry standards: the A.S. in Computer Science.

During the fall 2015 semester, TCC enrolled 185 students totaling 40.93 FTEs in computer science courses under the A.S. Science: Computer Science Specialization. As the program has expanded under Guided Pathways, the fall 2018 semester marked a substantial increase in student enrollment, with 286 students enrolled in computer science courses for a total of 63.67 FTEs. The proposed degree title change makes the program more marketable with an anticipated surge in student enrollment.

STAFF RECOMMENDATION:

That the College Board approves the spin-off proposal, converting the current A.S. Science: Computer Science Specialization to an A.S. in Computer Science Degree.

STAFF LIAISON:

Corey McCray
Interim Executive Vice President for Academic and Student Affairs
cmccray@tcc.edu
757-822-1061



Official Curriculum Guide

Name: _____

Date Entered TCC: _____

SIS Empl ID: _____

Counselor: _____

Associate of Science: Science (Computer Science)(880-01)

The Associate of Science (A.S.) degree in Science with a Specialization in Computer Science is designed for students who plan to transfer to a four-year college or university to pursue a baccalaureate degree in computer science. This degree program also meets the needs of students seeking teacher certification in secondary mathematics or computer science.

Students desiring to enter the Computer Science program must have a strong foundation in mathematics. Additional information is available online at tcc.edu (search keywords "Computer Science").

Computer Science courses required for the Computer Science specialization are offered at the Virginia Beach and Chesapeake campuses.

Curriculum subject to change pending approval of new Associate of Science in Computer Science degree proposal. Changes will be posted at tcc.edu/iincurr. Contact the division office for details.

Semester 1

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
*CSC 110	Introduction to Computing	3	Placement into MTH 161	None	_____	()
ENG 111	College Composition I	3	Qualifying Placement Test score, ENF 1, ENF 2 or equivalent	None	_____	()
MTH 161	PreCalculus I ³	3	MTH 3 (or MTH 1) or MTE 1-3, and MTH 5 (or MTH 95) or MTE 4-5, and MTE 6-9; or qualifying placement score	None or MCR 6 with placement recommendation	_____	()
SDV 101	Orientation to Computer Science and Information Technology	1	None	None	_____	()
_____	Humanities Elective ¹	3			_____	()
	Semester Total	13				

Semester 2

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
*CSC 201	Computer Science I	4	CSC 110	None	_____	()
ENG 112	College Composition II	3	ENG 111 or equivalent and ability to use word processing software	None	_____	()
_____	History Elective ²	3	Placement into ENG 111		_____	()
MTH 162	PreCalculus II ³	3	MTH 161 or MTH 163 with a grade of C or	None	_____	()

Semester 2

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
	PreCalculus II ³		better, or qualifying placement score			
_____	Social Science Elective ¹	3			_____	()
	Semester Total	16				

Semester 3

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
CSC 205	Computer Organization	3	CSC 110	None	_____	()
CSC 210	Programming with C++	4	CSC 201 or EGR 125	None	_____	()
MTH 263	Calculus I	4	MTH 162, MTH 164, MTH 166, or MTH 167 with a grade of C or better, or qualifying placement score	None	_____	()
_____	Science with Lab Elective ¹	4			_____	()
	Semester Total	15				

Semester 4

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
CSC 215	Advanced Computer Organization	3	CSC 205	None	_____	()
MTH 264	Calculus II ³	4	MTH 173 or MTH 263 with a grade of C or better	None	_____	()
_____	History Elective ²	3	Placement into ENG 111		_____	()
_____	Humanities Elective ¹	3			_____	()
_____	Science with Lab Elective ¹	4			_____	()
	Semester Total	17				

Total Minimum Credits 61

¹ Eligible courses are listed on page xx in the 2019-2020 catalog. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

² Students may select any of the following courses to meet this requirement: HIS 101, 102, 111, 112, 121, or 122.

³ Students may take MTH 167 in place of MTH 161 and MTH 162. Students placing into MTH 263 Calculus I may satisfy MTH 161 and MTH 162 (or MTH 167) with any Mathematics, Natural Sciences, Social Sciences, Humanities, or Foreign Language electives listed on page XX in the 2019-2020 catalog. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

Course Classification Legend

- ☆ Critical Course - A course faculty have identified as one that students should complete successfully, with a high level of understanding and comprehension, to progress in the program.
- * Experiential Learning - A course where students can expect hands-on experiences and/or practical exposure opportunities which could be in or out of the classroom.
- ◆ Gateway Course - A course that serves as an introduction to the program and is typically offered early in the program.
- ❖ Milestone Course - Key intervals of program completion, if applicable.

Associate of Science: Computer Science

(Plan Code: XXX) (Pending Approval)

The Associate of Science (A.S.) degree program in Computer Science is designed primarily for students who wish to transfer to a four-year college or university to pursue a Bachelor of Science (B.S.) degree in computer science. The curriculum emphasizes programming, software design, study of algorithms, and data structures as well as computer hardware and architecture.

Computer Science courses required for the Computer Science degree are available at the Chesapeake and Virginia Beach campuses.

SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
CSC 110	Introduction to Computing	3	Placement into MTH 161 (or MTH 163)	None
ENG 111	College Composition I	3	Qualifying Placement Test score, ENF 1, ENF 2 or equivalent	None
MTH 161	PreCalculus I ³	3	MTH 3 (or MTH 1) or MTE 1-3, and MTH 5 (or MTH 95) or MTE 4-5, and MTE 6-9; or qualifying placement score	None or MCR 6 with placement recommendation
SDV 101	Orientation to Computer Science and Information Technology	1	None	None
_____	Humanities Elective ¹	3		None
Semester Credits		13		

SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
CSC 201	Computer Science I	4	None	None
ENG 112	College Composition II	3	ENG 111 or equivalent and ability to use word processing software	None
MTH 162	PreCalculus II ³	3	MTH 161 or MTH 163 with a grade of C or better, or qualifying placement score	None
_____	History Elective ²	3		None
_____	Social Science Elective ¹	3		None
Semester Credits		16		

SEMESTER 3

Course No	Course Title	Credits	Prerequisites	Co-Requisites
CSC 205	Computer Organization	3	CSC 110	None
CSC 210	Programming with C++	4	CSC 201 or EGR 125	None
MTH 263	Calculus I	4	MTH 162, MTH 164, MTH 166, or MTH 167 with a grade of C or better, or qualifying placement score	None
_____	Science with Lab Elective ¹	4		None
Semester Credits		15		

SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
CSC 215	Advanced Computer Organization	3	CSC 205	None
MTH 264	Calculus II	4	MTH 173 or MTH 263 with a grade of C or better	None
_____	History Elective ¹	3		None
_____	Humanities Elective ¹	3		None
_____	Science with Lab Elective ¹	4		None
Semester Credits		17		

Total Minimum Credits 61

¹ Eligible courses are listed on page XX in the 2019-2020 catalog. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

² Students may select any of the following courses to meet this requirement: HIS 101, 102, 111, 112, 121, or 122.

³ Students placing into MTH 263 Calculus I may satisfy MTH 161 and MTH 162 with any Mathematics, Natural Sciences, Social Sciences, Humanities, or Foreign Language electives listed on page XX in the 2019-2020 catalog. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 7, 2019
COMMITTEE: Curriculum and Student Development Committee
AGENDA ITEM: Career Studies Certificate in Magnetic Resonance Imaging

BACKGROUND:

Tidewater Community College (TCC) proposes to offer a Career Studies Certificate in Magnetic Resonance Imaging with a Fall 2019 start date. As reflected on accompanying materials, the labor market outlook is strong with high median wages. The proposal is at the request of the Radiography Advisory Board.

STAFF RECOMMENDATION:

That the College Board approves the Career Studies Certificate in Magnetic Resonance Imaging for a Fall 2019 start date.

STAFF LIAISON:

Corey McCray
Interim Executive Vice President for Academic and Student Affairs
cmccray@tcc.edu
757-822-1061

Proposed Magnetic Resonance Imaging (MRI) Career Studies Certificate Fall 2019

INTRODUCTION

The Proposed MRI curriculum will provide the certified radiographer, radiation oncology or nuclear medicine technologist with sufficient coursework and clinical experience requirements to prepare for the advanced American Registry of Radiologic Technologists (ARRT) certification exam, and practice as an MRI technologist in a hospital or outpatient setting.

The curriculum has been requested and approved by the Radiography Advisory Committee.

LABOR MARKET OUTLOOK

According to the Bureau of Labor and Statistics¹, employment of MRI technologists is projected to grow 14% from 2016 to 2026, faster than the average for all occupations. The BLS projected employment growth has risen from 9% to 14% since 2014. Further, the median annual wage for magnetic resonance imaging technologists was \$68,420 in May 2016. Given that job prospects are on the rise and the mean annual wage is higher than the overall mean annual wage in Virginia, the labor market outlook for MRI technologists is positive.

PROGRAM LEARNING OUTCOMES

After completing the MRI CSC, the student will be able to:

1. Practice MRI safety in the clinical environment
2. Demonstrate effective written and interpersonal communication skills with patients, physicians, technologists and staff
3. Use the MRI equipment with an understanding of the operational physics
4. Perform MRI exams and protocols proficiently
5. Obtain ARRT certification as an MRI technologist

¹ Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Radiologic and MRI Technologists, at <https://www.bls.gov/ooh/healthcare/radiologic-technologists.htm> (visited February 7, 2018).

MRI Curriculum
3 semesters, 1 year, Fall start
960 clinical hours, 26 credits

Course:	Credit:	Clinical Contact Hours:
FALL		
RAD 115 Principles of MRI	3	
RAD 247 Cross-Sectional Anatomy	3	
RAD 290 Coordinated Internship	<u>5</u>	24 hours/wk
	11	
SPRING		
RAD 193 Principles of MRI II	3	
RAD 248 MRI Case Studies	3	
RAD 296 On-site Training in MRI	<u>5</u>	24 hours/wk
	11	
SUMMER		
RAD 299 Supervised Study in MRI	1	
RAD 190 Coordinated Internship in MRI	<u>3</u>	24 hours/wk
	4	

Notes:

*Curriculum approved by Radiography Advisory Board, November 3, 2016, and recommended for approval by the Curriculum Committee on April 18, 2019.

*RAD 115 satisfies the ARRT's structured education requirements for post-primary certification and registration in MRI.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 7, 2019

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Proposed 2019-20 Local Fund Budgets

BACKGROUND:

The Commonwealth of Virginia operates on a July 1st fiscal year.

The college's Local Fund Budgets consists of four parts—the Student Activities Budget, which draws its revenue predominantly from the Student Activity Fee; the Institutional Auxiliary Budget, which draws its revenue from the Institutional Auxiliary Fee and solely supports transportation/parking-related expenditures; the Student Center Budget, which draws its revenue predominantly from the Auxiliary Capital Fee; and the Auxiliary Services Budget, which draws its revenue predominantly from Commissions and includes Municipal Support.

The board acts on these budgets annually at its May meeting.

STAFF RECOMMENDATION:

That the College Board approve the FY2019-20 Local Fund Budgets as presented.

STAFF LIAISON:

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Vice President for Finance

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**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
FY2020**

	Budget 2019	Anticipated 2019	Proposed Budget 2020	Variance
Fund Balance 07/01/2019	\$ 1,192,336	\$ 1,192,336	\$ 1,192,386	
I. Revenues				
A. Student Activity Fee	\$ 1,060,106	\$ 1,060,106	\$ 985,932	\$ (74,174)
B. ID Card Replacements	16,000	16,000	15,000	(1,000)
C. Miscellaneous Revenue	5,000	5,000	500	(4,500)
Total Revenues	\$ 1,081,106	\$ 1,081,106	\$ 1,001,432	\$ (79,674)
Total Resources (Revenue & Fund Bal.)	\$ 2,273,442	\$ 2,273,442	\$ 2,193,818	
II. Expenditures				
A. Chesapeake Campus				
1. Student Government Association	\$ 2,005	\$ 2,005	\$ 1,786	\$ (219)
2. Programming	25,265	25,265	22,511	(2,754)
3. Student Organizations	9,698	9,698	8,641	(1,057)
4. Recreational Sports	803	803	715	(88)
5. Operating Expenses	803	803	715	(88)
6. Contingency Fund	4,011	4,011	3,574	(437)
Subtotal--Chesapeake Campus	\$ 42,585	\$ 42,585	\$ 37,942	\$ (4,643)
B. Norfolk Campus				
1. Student Government Association	\$ 3,000	\$ 3,000	\$ 2,673	\$ (327)
2. Programming	29,000	29,000	25,839	(3,161)
3. Student Organizations	4,480	4,480	3,992	(488)
4. Recreational Sports	4,000	4,000	3,564	(436)
5. Operating Expenses	1,000	1,000	891	(109)
6. Contingency Fund	1,000	1,000	891	(109)
Subtotal--Norfolk Campus	\$ 42,480	\$ 42,480	\$ 37,850	\$ (4,630)
C. Portsmouth Campus				
1. Student Government Association	\$ 3,000	\$ 3,000	\$ 2,673	\$ (327)
2. Programming	41,000	41,000	36,531	(4,469)
3. Student Organizations	4,480	4,480	3,992	(488)
4. Recreational Sports				
5. Operating Expenses				
6. Contingency Fund	1,000	1,000	891	(109)
Subtotal--Portsmouth Campus	\$ 49,480	\$ 49,480	\$ 44,087	\$ (5,393)
D. Virginia Beach Campus				
1. Student Government Association	\$ 3,500	\$ 3,500	\$ 3,119	\$ (381)
2. Programming	37,079	37,079	33,037	(4,042)
3. Student Organizations	22,960	22,960	20,457	(2,503)
4. Recreational Sports				
5. Operating Expenses				
6. Contingency Fund				
Subtotal--Virginia Beach Campus	\$ 63,539	\$ 63,539	\$ 56,613	\$ (6,926)
E. Student Activities--College-wide				
1. Visual Arts Center	\$ 3,175	\$ 3,175	\$ 2,829	\$ (346)
2. Women's Center	4,175	4,175	3,523	(652)
3. Student Federation Council	4,175	4,175	3,720	(455)
4. Intercultural Learning	16,600	16,600	14,791	(1,809)
Subtotal--Student Activities--College-wide	\$ 28,125	\$ 28,125	\$ 24,863	\$ (3,262)

	Budget 2019	Anticipated 2019	Proposed Budget 2020	Variance
F. Learning Assistance Fund				
1. Chesapeake	\$ 24,030	\$ 24,030	\$ 21,411	\$ (2,619)
2. Norfolk	19,234	19,234	17,137	(2,097)
3. Portsmouth	18,000	18,000	16,038	(1,962)
4. Virginia Beach	60,000	60,000	53,460	(6,540)
Subtotal--Learning Assistance Fund	\$ 121,264	\$ 121,264	\$ 108,046	\$ (13,218)
G. Provosts' Contingency Fund				
1. Chesapeake	\$ 7,130	\$ 7,130	\$ 6,353	\$ (777)
2. Norfolk	6,000	6,000	5,346	(654)
3. Portsmouth	5,815	5,815	5,181	(634)
4. Virginia Beach	5,000	5,000	4,455	(545)
Subtotal--Provosts' Contingency Fund	\$ 23,945	\$ 23,945	\$ 21,335	\$ (2,610)
H. Deans' Contingency Fund				
1. Chesapeake	\$ 4,550	\$ 4,550	\$ 4,054	\$ (496)
2. Norfolk	10,580	10,580	9,427	(1,153)
3. Portsmouth	5,000	5,000	4,455	(545)
4. Virginia Beach	10,000	10,000	8,910	(1,090)
Subtotal--Deans' Contingency Fund	\$ 30,130	\$ 30,130	\$ 26,846	\$ (3,284)
I. Student Activities Identification System				
1. Equipment, Software, and Supplies	\$ 47,000	\$ 47,000	\$ 30,000	(17,000)
Subtotal--Student Activities Identification System	\$ 47,000	\$ 47,000	\$ 30,000	\$ (17,000)
Total Expenditures	\$ 448,548	\$ 448,548	\$ 387,582	\$ (60,966)
III. Transfers				
A. Transfer to Student Center Budget	\$ 632,508	\$ 632,508	\$ 569,257	\$ (63,251)
Subtotal--Transfers	\$ 632,508	\$ 632,508	\$ 569,257	\$ (63,251)
Projected Fund Balance 06/30/2020	\$ 1,192,386	\$ 1,192,386	\$ 1,236,979	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2020**

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 13,425 annualized FTES.

- A. Student Activity Fee** – A fee of \$2.55 per credit hour, up to a maximum of 15 credits, is assessed to all students, except those under special arrangement contracts.
- B. ID Card Replacements** – A fee of \$10 is charged for replacement student ID cards. TCC requires all students to carry their TCC ID card while on campus.
- C. Miscellaneous Revenue** – Revenue collected from various events sponsored by students.

II. EXPENDITURES

The funding allocated to each campus is based on an 80/20 formula in which 20% of the funds are distributed evenly among the campuses, and the remaining 80% is distributed as follows: Virginia Beach – 40%, Chesapeake – 20%, Norfolk – 20%, and Portsmouth – 20%. This formula is applied to all categories of expenditures except Student Activities – College-wide (E) and Student Activities Identification System (I).

A-D. Campus-based Student Activities

The campus-based student life office provides holistic, student development and engagement programming to include, but not limited to, student government association, campus-based student organizations, engagement, volunteerism, community outreach, leadership development, marketing, recreation, E-sports, and cultural inclusion that has been approved by student life or appropriate college authorities. Student life professionals are required to use funds to support the needs of the campus student population to promote the future development and vision of student life. The operating expense budget for each campus office is to pay for office supplies, travel, and other miscellaneous expenses.

- 1. **Student Government Association** – Funding is used for stipends, apparel, programming support, recruitment and retention, office supplies, campus-wide initiatives, and additional support as deemed appropriate and approved by the Director/Co-Director of the Student Center.
- 2. **Programming** – Funding is provided for planned student life programming which includes, but is not limited to, life skills, social integration, self-management, wellness, social responsibility, cultural awareness, diversity, student and community engagement, enrichment, volunteerism, and leadership development. Programming

- support needs include, but are not limited to, speakers, presenters, entertainment, marketing, promotional materials and apparel.
3. Student Organizations – Funding is used for leadership development, club and organization support, conferences, training, speakers, enrichment, honor societies, campus initiatives, community outreach, student engagement, honorariums, and recognitions.
 4. Recreational Sports – Funds are used for equipment, recreational upkeep, recreational programming, technology, vendors, training, and other needed items to support recreational sports.
 5. Operating Expenses – Funding is used for office supplies, publications, marketing, equipment, equipment upkeep, technology, travel, training, certification, and other miscellaneous expenses.
 6. Contingency Fund – Funding is provided to fund special initiatives that may emerge during the 2019-20 fiscal year.

E. Student Activities – College-wide

1. Visual Arts Center – Funds are provided for special art shows, honoraria, publication of student art work magazine “340 High Street,” refreshments for openings, and other college-wide activities of the Visual Arts Center. The Portsmouth Campus manages this budget.
2. Women’s Center – Funds support college-wide events focused on women’s issues. Such topics include health, parenting, career planning for women, leadership skills, domestic violence, self-esteem, Women’s History Month events, etc.
3. Student Federation Council – Provides funds for supporting the activities, initiatives and development of the college-wide Student Federation Council. The Associate Vice President for Student Affairs approves these expenditures. The Chesapeake Campus manages this budget.
4. Intercultural Learning – Provides funds to support intercultural activities across all campuses (e.g. Hispanic Heritage Month and Black History Month). The Director of Intercultural Learning/Women’s Center manages this budget.

F. Learning Assistance Fund – Provides salaries for administrative support, tutors, and supplemental instructors to assist students experiencing academic difficulties and operating funds for tutoring centers on each campus.

G. Provosts’ Contingency Fund – Provides the provosts with funding to support specific campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.

- H. **Deans' Contingency Fund** – Provides funding for the campus Deans of Student Services to support student success activities. These include welcoming receptions for various student groups, student and staff recognitions, professional development, travel and other related expenses, campus improvements, meetings with students, staff and student workshops and retreats, and various student retention efforts.
 - I. **Student Activities Identification System** – These funds are used for supplies and the CBORD software maintenance agreement for the college-wide student identification system.
- III. **Transfers** – Funds are transferred to the Student Center budget to cover the costs of campus Student Life and Student ID personnel.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
FY2020**

	Budget 2019	Anticipated 2019	Proposed Budget 2020	Variance
Fund Balance 07/01/2019	\$ 11,974,342	\$ 11,974,342	\$ 12,347,963	
I. Revenues				
A. Institutional Fee	\$ 3,034,814	\$ 2,904,466	\$ 2,822,472	\$ (212,342)
B. Student Parking Sales	106,220	85,000	82,160	(24,060)
C. Student HRT Pass Sales	109,000	77,410	75,010	(33,990)
Total Revenues	\$ 3,250,034	\$ 3,066,876	\$ 2,979,642	\$ (270,392)
Total Resources (Revenue & Fund Bal.)				
	\$ 15,224,376	\$ 15,041,218	\$ 15,327,605	
II. Expenditures				
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,643,475	\$ 1,643,475	\$ 1,640,600	\$ (2,875)
B. Chesapeake Campus Parking Lot - Debt Service	332,500	332,500	335,125	2,625
C. Chesapeake Campus Parking Garage - Operating Expenses				
1. Personnel	47,380	47,380	49,275	1,895
2. Utilities	14,000	12,000	14,000	
3. Security	103,302			(103,302)
4. General Maintenance	45,000	40,000	45,000	
D. College-wide Parking Lot Improvements	250,000	175,000	250,000	
E. Hampton Roads Transit (HRT) Passes	232,000	232,000	203,000	(29,000)
F. Student Parking	128,100	128,100	99,090	(29,010)
G. Visual Arts Center Parking Lease	82,800	82,800	82,800	
Total Expenditures	\$ 2,878,557	\$ 2,693,255	\$ 2,718,890	\$ (159,667)
Projected Fund Balance 06/30/2020				
	\$ 12,345,819	\$ 12,347,963	\$ 12,608,714	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2020**

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 13,425 annualized FTES.

- A. Institutional Fee** – A fee of \$7.30 per credit hour, up to a maximum of 15 credits, is assessed to all students, except those under special arrangement contracts.
- B. Student Parking Sales** – Revenue from the sale of City of Norfolk parking garage spaces to students on the Norfolk Campus. Student cost is at a reduced rate because the institutional fee subsidizes total cost.
- C. Student HRT Pass Sales** – Revenue from the sale of HRT passes to students at all campuses. These passes are sold to students at a reduced rate because the institutional fee subsidizes total cost.

II. EXPENDITURES

- A. Chesapeake Campus Parking Garage – Debt Service** – Funds for the debt service for the Chesapeake Campus Parking Garage. This reflects the seventh year of a 20-year annual debt service payment.
- B. Chesapeake Campus Parking Lot – Debt Service** – Funds for the debt service for the Chesapeake Campus parking lot. This reflects the tenth year of a 15-year annual debt service payment.
- C. Chesapeake Campus Parking Garage – Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, sweeping, custodial, and the utilities associated with the Chesapeake Campus garage. Provides security staffing Monday through Friday and related security equipment and supervision expenses.
- D. College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- E. Hampton Roads Transit (HRT) Passes** – Cost to purchase the GoPass365 from HRT to provide transportation services to students at a discounted rate, including light rail, bus, and ferry.
- F. Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- G. Visual Arts Center Parking Lease** – Parking lease for Visual Arts Center students.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
FY2020**

	Budget 2019	Anticipated 2019	Proposed Budget 2020	Variance
Fund Balance 07/01/2019	\$ 19,183,504	\$ 19,183,504	\$ 17,193,217	
I. Revenues				
A. Auxiliary Capital Fee	\$ 8,076,703	\$ 7,726,183	\$ 7,539,480	\$ (537,223)
B. Transfer-In from Student Activities Budget	632,508	632,508	569,257	(63,251)
C. Food Service Commission	59,000	31,000		(59,000)
D. Miscellaneous Revenue	79,500	50,000	74,000	(5,500)
E. Facility Use Fee	1,000	600		(1,000)
Total Revenues	\$ 8,848,711	\$ 8,440,291	\$ 8,182,737	\$ (665,974)
Total Resources (Revenue & Fund Balance)				
	\$ 28,032,215	\$ 27,623,795	\$ 25,375,954	
II. Expenditures				
A. Bond Debt Service				
1. Student Center - Norfolk Campus	\$ 1,115,888	\$ 1,115,888	\$ 1,114,719	\$ (1,169)
2. Student Center - Chesapeake Campus	1,166,478	1,166,478	1,164,194	(2,284)
3. Student Center - Portsmouth Campus	1,091,639	1,091,639	1,082,472	(9,167)
4. Student Center - Virginia Beach Campus	1,661,113	1,661,113	1,661,113	
Subtotal--Bond Debt Service	\$ 5,035,118	\$ 5,035,118	\$ 5,022,498	\$ (12,620)
B. Norfolk Student Center				
1. General Operations				
a. Personnel	\$ 454,964	\$ 454,964	\$ 425,846	\$ (29,118)
b. Operating Expenses	56,719	56,719	41,547	(15,172)
Subtotal--General Operations	\$ 511,683	\$ 511,683	\$ 467,393	\$ (44,290)
2. Facility Operations				
a. Utilities	\$ 105,127	\$ 105,000	\$ 105,000	\$ (127)
b. Security	108,203	60,000	60,000	(48,203)
c. Custodial				
1. Personnel	117,005	110,000	113,300	(3,705)
2. Expenditures	16,000	17,000	14,000	(2,000)
d. General Maintenance				
1. Personnel	69,180	69,180	69,180	
2. Expenditures	80,000	66,000	66,000	(14,000)
e. Insurance	7,696	7,696	7,696	
f. Network & Telecommunications	70,613	70,613	70,613	
Subtotal--Facility Operations	\$ 573,824	\$ 505,489	\$ 505,789	\$ (68,035)
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 17,980	\$ 17,980	\$ 21,000	\$ 3,020
Subtotal--Food Services	\$ 17,980	\$ 17,980	\$ 21,000	\$ 3,020
Subtotal--Norfolk Student Center	\$ 1,103,487	\$ 1,035,152	\$ 994,182	\$ (109,305)
C. Chesapeake Student Center				
1. General Operations				
a. Personnel	\$ 435,524	\$ 435,524	\$ 407,650	\$ (27,874)
b. Operating Expenses	98,991	98,991	94,092	(4,899)
Subtotal--General Operations	\$ 534,515	\$ 534,515	\$ 501,742	\$ (32,773)

	Budget 2019	Anticipated 2019	Proposed Budget 2020	Variance
2. Facility Operations				
a. Utilities	\$ 106,818	\$ 110,000	\$ 110,000	\$ 3,182
b. Security	86,120	40,000	40,000	(46,120)
c. Custodial				
1. Personnel	122,675	110,000	110,000	(12,675)
2. Expenditures	16,000	9,000	14,000	(2,000)
d. General Maintenance				
1. Personnel	66,869	66,869	66,869	
2. Expenditures	80,000	66,000	66,000	(14,000)
e. Insurance	8,449	8,449	8,449	
f. Network & Telecommunications	61,556	61,556	61,556	
Subtotal--Facility Operations	\$ 548,487	\$ 471,874	\$ 476,874	\$ (71,613)
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 14,740	\$ 12,451	\$ 11,950	\$ (2,790)
Subtotal--Food Services	\$ 14,740	\$ 12,451	\$ 11,950	\$ (2,790)
Subtotal--Chesapeake Student Center	\$ 1,097,742	\$ 1,018,840	\$ 990,566	\$ (107,176)
D. Portsmouth Student Center				
1. General Operations				
a. Personnel	\$ 450,761	\$ 450,761	\$ 421,912	\$ (28,849)
b. Operating Expenses	54,472	54,472	55,025	553
Subtotal--General Operations	\$ 505,233	\$ 505,233	\$ 476,937	\$ (28,295)
2. Facility Operations				
a. Utilities	\$ 119,000	\$ 110,000	\$ 110,000	\$ (9,000)
b. Security	154,246	50,000	50,000	(104,246)
c. Custodial				
1. Personnel	119,509	110,000	110,000	(9,509)
2. Expenditures	16,000	15,000	14,000	(2,000)
d. General Maintenance				
1. Personnel	72,001	72,001	72,001	
2. Expenditures	80,000	48,000	66,000	(14,000)
e. Insurance	8,276	8,276	8,276	
f. Network & Telecommunications	73,463	73,463	73,463	
Subtotal--Facility Operations	\$ 642,495	\$ 486,740	\$ 503,740	\$ (138,755)
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 19,550	\$ 18,000	\$ (3,000)
Subtotal--Food Services	\$ 21,000	\$ 19,550	\$ 18,000	\$ (3,000)
Subtotal--Portsmouth Student Center	\$ 1,168,728	\$ 1,011,523	\$ 998,677	\$ (170,050)
E. Virginia Beach Student Center				
1. General Operations				
a. Personnel	\$ 591,883	\$ 591,883	\$ 554,002	\$ (37,881)
b. Operating Expenses	61,172	61,172	56,005	(5,167)
Subtotal--General Operations	\$ 653,055	\$ 653,055	\$ 610,007	\$ (43,048)

	Budget 2019	Anticipated 2019	Proposed Budget 2020	Variance
2. Facility Operations				
a. Utilities	\$ 160,000	\$ 155,000	\$ 155,000	\$ (5,000)
b. Security	87,202	45,000	45,000	(42,202)
c. Custodial				
1. Personnel	191,270	175,000	175,000	(16,270)
2. Expenditures	20,000	20,000	18,000	(2,000)
d. General Maintenance				
1. Personnel	109,764	109,764	109,764	
2. Expenditures	160,000	62,000	85,000	(75,000)
e. Insurance	12,423	12,423	12,423	
f. Network & Telecommunications	76,193	76,193	76,193	
Subtotal--Facility Operations	\$ 816,852	\$ 655,380	\$ 676,380	\$ (140,472)
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 21,510	\$ 21,000	
Subtotal--Food Services	\$ 21,000	\$ 21,510	\$ 21,000	
Subtotal--Virginia Beach Student Center	\$ 1,490,907	\$ 1,329,945	\$ 1,307,387	\$ (183,519)
Total Expenditures	\$ 9,895,982	\$ 9,430,578	\$ 9,313,311	\$ (582,670)
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
Projected Fund Balance 06/30/2020	\$ 17,136,233	\$ 17,193,217	\$ 15,062,643	

AVPF 03/13/19

Capital Maintenance Reserve Fund	
FY14-FY19	\$ 7,500,000

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
Narrative Justification
FY2020**

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 13,425 annualized FTEs.

- A. **Auxiliary Capital Fee** – A fee is assessed to all students up to a maximum of 15 credit hours. The fee is \$19.50 per credit hour.
- B. **Transfer-In from Student Activities Budget** – This transfer reflects the funding of positions from the Student Activities budget.
- C. **Food Service Commission** – Estimated commissions from the college’s food service contract with Elite. In FY20, the food service commission revenue has been removed due to lower food sales as a result of lower enrollment.
- D. **Miscellaneous Revenue** – Revenue generated from rental of student center facilities and other activities at the student centers. The General Operations Operating Expenses for each campus have been increased based on the estimated miscellaneous revenue for the respective campuses.
- E. **Facility Use Fee** – This is eliminated for FY20

II. EXPENDITURES

- A. **Bond Debt Service** – Principal and interest payments due on VCBA Pooled Bonds used to finance the student centers.
- B-E. **Norfolk, Chesapeake, Portsmouth, & Virginia Beach Student Centers** –
 - 1. **General Operations**
 - a. **Personnel** – Staffing costs for Norfolk, Chesapeake, Portsmouth, and Virginia Beach Student Centers, including costs for Student Life personnel and student identification personnel.
 - b. **Operating Expenses** – Funding for general operating expenses such as office supplies, travel, professional development, equipment repairs, etc.

2. **Facility Operations**

- a. **Utilities** – Utilities services for the student centers. Utilities include electrical, natural gas, water, and sewer.
 - b. **Security** – Unarmed security services for the student centers. The services are provided under the college's security contract. Additional coverage is provided for special events, and officers assigned elsewhere on campus are available to respond to situations, if necessary.
 - c. **Custodial** – Personnel costs, consumable materials for housecleaning, and trash and garbage disposal services for the student centers.
 - d. **General Maintenance** – Personnel costs, consumable materials, and contract services to maintain the student centers' mechanical, electrical, and other building systems.
 - e. **Insurance** – Estimated cost of insurance for the student centers. The increase is due to the inclusion of general liability insurance for the student centers that was not previously budgeted.
 - f. **Network & Telecommunications** – Estimated cost of ongoing network and telecommunications support for the student centers.
3. **Food Services** – Cost of maintenance, repair, and replacement of food service equipment.

III. Capital Maintenance Reserve – Funds approximating 2% of the cost of the student center buildings will be transferred to a maintenance reserve account to fund future costs.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
FY2020**

	Budget 2019	Anticipated 2019	Proposed Budget 2020	Variance
Fund Balance 07/01/2019	\$ 9,598,420	\$ 9,598,420	\$ 10,139,665	
I. Revenues				
A. Bookstore	\$ 1,050,665	\$ 1,271,301	\$ 1,195,065	\$ 144,400
B. Vending				
1. Exclusive Beverage Contract	73,425	64,521	66,000	(7,425)
2. Vending - CRH	34,184	34,095	35,121	937
C. Food Service - Joint-Use Library	9,987	4,218	4,523	(5,464)
D. Municipal Support	24,000	24,000	24,000	
E. Interest Earnings	600,000	500,000	550,000	(50,000)
F. Miscellaneous Revenue	10,000	6,554	10,000	
Total Revenues	\$ 1,802,261	\$ 1,904,689	\$ 1,884,709	\$ 82,448
Total Resources (Revenue & Fund Bal.)				
	\$ 11,400,681	\$ 11,503,109	\$ 12,024,374	
II. Expenditures				
A. Operating Expenses				
1. Banking Costs	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
2. Miscellaneous Expenses	1,000	1,000	1,000	
3. Joint-Use Library Food Service Equipment	2,150	6,023	7,000	4,850
Subtotal - Operating Expenses	\$ 9,150	\$ 13,023	\$ 14,000	\$ 4,850
B. Faculty/Staff Parking	\$ 420,580	\$ 431,213	\$ 430,000	\$ 9,420
C. College Community Events	\$ 15,000	\$ 15,000	\$ 15,000	
D. Financial Aid Adjustments	\$ 14,000	\$ 6,000	\$ 14,000	\$ -
E. Auxiliary Service Operations				
1. Personnel	\$ 236,900	\$ 236,900	\$ 165,500	\$ (71,400)
2. General Operating Costs	10,000	5,025	6,000	(4,000)
3. Equipment/Software/Installation	35,000	35,000	35,000	
4. StormCard Marketing	20,000	10,341	10,000	(10,000)
5. Child Care Subsidy	100,000	54,000		(100,000)
Subtotal - Auxiliary Service Operations	\$ 401,900	\$ 341,266	\$ 216,500	\$ (185,400)
F. Community Support				
1. College Board	\$ 2,500	2,500	2,500	\$ -
2. President	15,000	15,000	15,000	
3. Vice Presidents and Directors				
a. Executive Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	6,000	6,000	
b. Vice President for Finance	6,000	6,000	6,000	
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	6,000	6,000	
d. Vice President for Institutional Advancement	6,000	6,000	6,000	
e. Vice President for Workforce Services	6,000	6,000	6,000	
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	6,000	6,000	
4. Campus Provosts				
a. Chesapeake	6,000	6,000	6,000	
b. Norfolk	6,000	6,000	6,000	
c. Portsmouth	6,000	6,000	6,000	
d. Virginia Beach	12,000	12,000	12,000	
5. Community Outreach	27,000	27,000	27,000	
6. Contingencies	3,500	3,500	3,500	
Subtotal - Community Support	\$ 114,000	\$ 114,000	\$ 114,000	\$ -

	Budget 2019	Anticipated 2019	Proposed Budget 2020	Variance
G. Deans' Discretionary Aid Fund				
1. Chesapeake	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
2. Norfolk	5,000	5,000	5,000	
3. Portsmouth	5,000	5,000	5,000	
4. Virginia Beach	10,000	10,000	10,000	
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Subtotal- Expenditures	\$ 999,630	\$ 945,502	\$ 828,500	\$ (171,130)
III. Student Financial Assistance				
A. TCC Scholarships & Awards				
1. Art Scholarships	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
2. Student Study Abroad Scholarships	15,500	15,500	15,500	
3. Culinary Match Program	3,000	3,000	3,000	
4. Martin Luther King Scholarship	5,621	5,621	5,621	
5. Military Scholarships	28,103	28,103	28,103	
6. ROTC Scholarships	13,489	13,489	13,489	
7. High School Scholarships				
a. Chesapeake	78,687	78,687	78,687	
1. LaVonne P. Ellis Scholarship	11,241	11,241	11,241	
b. Norfolk	56,205	56,205	56,205	
1. John T. Kavanaugh Scholarship	11,241	11,241	11,241	
c. Portsmouth	22,482	22,482	22,482	
1. Lee B. Armistead Scholarship	11,241	11,241	11,241	
d. Suffolk (Northern)	11,241	11,241	11,241	
e. Virginia Beach	101,169	101,169	101,169	
1. Stanley Waranch Scholarship	11,241	11,241	11,241	
2. Dorcas T. Helfant-Browning Scholarship	11,241	11,241	11,241	
3. Thomas H. Wilson Scholarship	11,241	11,241	11,241	
Subtotal - TCC Scholarships & Awards	\$ 417,942	\$ 417,942	\$ 417,942	\$ -
Total Expenditures & Student Financial Assistance	\$ 1,417,572	\$ 1,363,444	\$ 1,246,442	\$ (171,130)
Projected Fund Balance 06/30/2020	\$ 9,983,109	\$ 10,139,665	\$ 10,777,932	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
Narrative Justification
FY2020**

I. REVENUES

- A. **Bookstore** – Anticipated sales commissions from the Barnes & Noble bookstores operated at MacArthur Mall and the Virginia Beach Campus.
- B. **Vending** – Commissions from vending sales at all four campuses and the District Office. The college has an exclusive beverage contract with Coke and a food vending contract with CRH Catering. Also includes funds for sponsorship/marketing.
- C. **Food Service – Joint-Use Library** – The college currently has a food service contract with Elite, which is operational at the Joint-Use Library in Virginia Beach.
- D. **Municipal Support** – Contributions from the cities of Chesapeake, Norfolk, Virginia Beach, and Portsmouth.
- E. **Interest Earnings** – Investment earnings are calculated on a \$40 million average investment at 2%.
- F. **Miscellaneous Revenue** – Miscellaneous income from expired StormCard plans and other miscellaneous receipts.

II. EXPENDITURES

- A. **Operating Expenses** – Cost of bank fees, check stock, credit card fees, miscellaneous service fees, etc.
- B. **Faculty/Staff Parking** – Cost of faculty/staff parking in Norfolk including parking for adjunct faculty and visitors.
- C. **College Community Events** – Funds to sponsor events to enhance the spirit of community among the college’s faculty and staff.
- D. **Financial Aid Adjustments** – Funding for financial aid adjustments resulting from administrative errors or similar circumstances.
- E. **Auxiliary Service Operations**
 - 1. **Personnel** – Salaries and benefits for the college’s Auxiliary Services personnel.
 - 2. **General Operating Costs** – Funds for training, office supplies, travel, and other miscellaneous expenses for the Auxiliary Services personnel.
 - 3. **Equipment/Software/Installation** – Funds to support the college’s StormCard system. Funds are included for equipment, software, and installation of data lines.

4. StormCard Marketing – Funds received each year for promotional use as part of the Coke contract.
5. Child Care Subsidy – The Child Care subsidy has been removed for FY20 due to the phase out of the Child Care Centers.

F. Community Support

1. College Board – Funds for expenses of the Board meetings and other Board related expenses.
- 2., 3., & 4. President, Vice Presidents, Campus Provosts, & Directors – Discretionary funds for hosting college-wide and/or required regional meetings for various administrators and ad hoc committees; luncheon and dinner meetings with various city and business officials; purchase of refreshments for meetings hosted at TCC; special events honoring employees; memberships in local and regional organizations to promote the college; and purchase of flowers for sympathy or congratulations.
5. Community Outreach – Cost of attending functions sponsored by various civic organizations, sponsorships, and other community outreach activities.
6. Contingencies – Unanticipated obligations of the Board.

- G. Deans' Discretionary Aid Fund** – Funds to assist students with emergency financial needs and enable them to attend classes at Tidewater Community College. The need must relate to the student's cost of attendance at the college.

III. STUDENT FINANCIAL ASSISTANCE

A. TCC Scholarships & Awards

1. Art Scholarships – Awards to students with outstanding portfolios for study in fine arts, graphic design, or photography at TCC's Visual Arts Center. Fifteen \$1,000 scholarships are available.
2. Student Study Abroad Scholarships – Awards to foreign language students on a competitive basis.
3. Culinary Match Program – Matching funds for Culinary Scholarships donated to the college.
4. Martin Luther King Scholarship – An award to a student who exemplifies the values of Dr. Martin Luther King. Recognition is given at the college's annual Dr. Martin Luther King Dinner.
5. Military Scholarships – Awards to dependents of servicepersons from each branch of the military.
6. ROTC Scholarships – Awards to TCC students participating in the college's ROTC program through Old Dominion University and Norfolk State University.
7. High School Scholarships – Awards to an outstanding high school senior in each of the public high schools in the cities of Chesapeake, Norfolk, Portsmouth, Northern Suffolk,

and Virginia Beach. Additional scholarships are included for the Advanced Technology Center in Virginia Beach, and the Norfolk and Chesapeake Technology Centers. The awards are for tuition and fees for the first and second years of attendance at TCC.

The Stanley Waranch Scholarship will be awarded annually to a Virginia Beach high school graduate of the Advanced Technology Center. The Local College Board named the scholarship in honor of Mr. Waranch on June 26, 2003 for his dedication and exemplary service to Tidewater Community College and those it serves.

The John T. Kavanaugh Scholarship will be awarded annually to a Norfolk high school graduate who has participated in the Navy Junior Reserve Officer Training Corps program. The Local College Board named the scholarship in honor of Mr. Kavanaugh on June 25, 2009 for his dedication and exemplary service to Tidewater Community College and those it serves.

The Dorcas T. Helfant-Browning Scholarship will be awarded annually to a Virginia Beach high school graduate. The Local College Board named the scholarship in honor of Ms. Helfant-Browning on June 25, 2009 for her dedication and exemplary service to Tidewater Community College and those it serves.

The LaVonne P. Ellis Scholarship will be awarded annually to a Chesapeake high school graduate. The Local College Board named the scholarship in honor of Ms. Ellis on June 26, 2012 for her dedication and exemplary service to Tidewater Community College and those it serves.

The Thomas H. Wilson Scholarship will be awarded annually to a Virginia Beach high school graduate. The Local College Board named the scholarship in honor of Mr. Wilson on September 10, 2013 for his dedication and exemplary service to Tidewater Community College and those it serves.

The Lee B. Armistead Scholarship will be awarded annually to a Portsmouth high school graduate. The Local College Board named the scholarship in honor of Dr. Armistead on May 10, 2016 for his dedication and exemplary service to Tidewater Community College and those it serves.



Resolution

Whereas, John M. Murray was appointed by the Norfolk City Council as a member of the Tidewater Community College Board in April 2011 and was subsequently reappointed to the Board in July 2015; and

Whereas, John M. Murray served ably and diligently as a member of the Finance and Facilities Committee from 2011 to 2017, and as chair of that same committee from 2014 to 2017; and

Whereas, John M. Murray served ably and diligently as a member of the Curriculum and Student Development Committee from 2017 to 2019, and as chair of that same committee from 2018 to 2019; and

Whereas, John M. Murray served ably and diligently as College Board Vice Chair from July 2017 to June 2018; and

Whereas, John M. Murray shared his outstanding abilities and experiences in accounting with the College Board for the betterment of Tidewater Community College; and

Whereas, John M. Murray demonstrated outstanding devotion to all of his duties as a College Board member, including consistent attendance at College Convocations, College Commencements, Chancellor's Retreats, Joint-Board Receptions, Dedications, Groundbreakings, State Board Annual Meetings, Virginia Community College System Legislative Receptions, and Scholarship Programs:

Now, Therefore Be It Resolved that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, recognize the outstanding contributions, dedication, and exemplary service of John M. Murray to the mission of Tidewater Community College and those it serves; and

Be It Further Resolved that a copy of this resolution be given to John M. Murray with our warmest wishes, on this the 27th day of June, 2019, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

Terri N. Thompson
Chair, College Board

/s/

Gregory T. DeCinque, Ph.D.
Interim President

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 7, 2019

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Proposed 2019-20 Business and Industry Advisory Committees

BACKGROUND:

In accordance with Section 5.2.4 of the *VCCS Policy Manual*, Business and Industry Advisory Committees must be consulted in the establishment and review of all career and technical degree and standalone certificate programs. Further, these committees must be appointed by the College President with the approval of the local College Board.

Business and Industry Advisory Committees provide assurance that the curricula in the college's career and technical programs meet the needs of business, industry, labor, the professions, technical trades, and the community they are designed to serve. They also ensure that the graduates of these programs are capable of performing entry-level skills in the career pathways in which they are trained.

The committees serve in an advisory capacity to program faculty and their deans on programmatic design, development, implementation, evaluation, maintenance, and revision. Their membership is drawn largely from employers and employees outside of the field of education. Committee members serve for one year and are eligible for reappointment without limitation on the recommendation of the Program Head, Supervising Dean, Provost, and Executive Vice President for Academic & Student Affairs.

STAFF RECOMMENDATION:

That the College Board approves the 2019-20 Business and Industry Advisory Committees.

STAFF LIAISON:

Corey L. McCray
Interim Executive Vice President for Academic & Student Affairs
cmccray@tcc.edu
757-822-1061

TCC BUSINESS AND INDUSTRY ADVISORY COMMITTEES

Proposed 2019-2020 Membership

ACCOUNTING**

Robert Albertson
Virginia Wesleyan College

Royce Burnett*
Old Dominion University

Lyndon Remias
City of Virginia Beach

Theresa Rohm
A Rohm Smith and Company

R. Paul Speece
McPhillips, Roberts & Deans, PLC

ADMINISTRATIVE SUPPORT TECHNOLOGY**

Geraldine Gilliam
The Murray Center

Crystal Jones
Bills R Us

Stephen Jones
Bills R Us

Shatina Simpson
Maryview Emergency Department

Shaina Yowel
Towne Bank Mortgage

AMERICAN SIGN LANGUAGE

Marissa Barone
Independent Contractor

Rebecca Hillegass
Virginia Beach City Public Schools

Erin James
Sorenson Communications

Mary Nunnally
Department of Aging and Rehabilitative
Services

Joshua Pennise (Chair)
Sorenson Communications

Deborah Pfeiffer
Virginia School for the Deaf and Blind

Sabrina Smith
STS Interpreting

Sally Thompson
Hampton Roads Chapter of VAD

Deandra Wood
Hampton City Schools

AUTOMOTIVE

David Aldridge
Priority Toyota

Bob Barton
Barton Ford

Joe Bonney
Starr Motors

Bobby Bowen
POMOCO Chrysler of Newport News

Keith Bradshaw
Hall Chrysler/Jeep/Dodge/Ram

D. Sean Brickell
Hampton Roads Automobile Dealers
Association

Dan Bruner
Hall Acura

Wayne Champigny
Virginia Beach Technical and Career
Education Center

Jay Craig
RK Chevrolet

Laura Darwin
Cavalier Ford Chesapeake Square

* Proposed New Members

** Chair to be selected at first meeting

AUTOMOTIVE – continued

Eric Dauphin
Bridgestone/Firestone

Phil Dawson
Central Atlantic Toyota Distributors

John Deuso
Southern Chrysler/Jeep Greenbrier

C. Tom Ellmer (Chair)
Priority Toyota Greenbrier

Ernie Fornie
GTO Owners Association of Tidewater

Fred Griemsman
Williamsburg Ford

Butch Hora
Tidewater Mopar Club

Pierre Howard
Norfolk Technical Center

Evan Jones
Fiat Chrysler Automobile

Mel Jordan
Greenbrier Dodge

Kim Kelly
Tysinger Motor Company

O. William Kuehrmann
Fiat Chrysler Automobile

Kent Mathews
First Team Honda

Neil McClanan
First Team Toyota

Debbie McHugh
New Horizons

Steve Moore
POMOCO Chrysler/Jeep of Hampton

Bobby Moro
AAA of Tidewater

Jeff Osakowicz
Fiat Chrysler Automobile

Bob Owen
Virginia Auto Dealers Association

Mike Owen
Southern Auto Group

Chris Peterson
Central Atlantic Toyota Distributors

Jeff Peterson
Priority Acura

Fred Phillips
Charles Barker Toyota

David Pickett
Hall Automotive Group

Robert Pippen
Bridgestone/Firestone

Jim Ribero
Haley Ford

Jim Rose
Priority Honda

Paul Saltarelli
Cavalier Ford Lincoln

Greg Shank
Charles Barker Automotive

Steve Spinks
Priority Ford

Mark Stevens
Checkered Flag Honda

Ken Strain
Casey Honda

Jim Todd
Ford Motor Company

* Proposed New Members

** Chair to be selected at first meeting

AUTOMOTIVE – continued

Devin West
Ford Motor Company

Robert West
West Service Center, Inc.

Bryan Wynne
Wynne Ford

CIVIL ENGINEERING TECHNOLOGY

William B. Denison, Jr.
ESC Mid-Atlantic, LLC

Brian Dresen LS
Clark Nexsen

Nester Escobales
Old Dominion University

Christina Jackson
City of Norfolk

Richard Nettleton
City of Virginia Beach, Public Utilities

David Neubert
S.B. Ballard Construction

Chad Oxtan (Chair)
City of Virginia Beach

Shawn Schultz
RH Builders

Kevin Wood
Pennoni

COLLISION REPAIR

Todd Babb
Beamon and Johnson

Lance Carson
Hall Automotive

Sharon Corey
First Team Collision Center

Julia Grim
Geico

Bill Moison
Southern Collision Repair Center

John Rial
Freedom Automotive

John Shoemaker (Chair)
Bowditch Ford

Jeff Stewart
Tape Inc.

Carmen Stockard
PPG Industries

Roy Taylor
I-CAR

COMPUTER-AIDED DRAFTING AND DESIGN

Edward Abete
General Dynamics Information Technology

Todd Bobak
Sumitomo Drive Technologies

Thad A. Broom
Architects and Designers, PC

Chris Brown
Newport News Shipbuilding

Jason Ewick
CDI Marine

Jean-Claud Guilbaud
Guilbaud Enterprises and Construction

Tony Jones
The Apprentice School

Ronald Kloster
Hampton University

Ronald J. Lauster, Jr.
W. M. Jordan Company, Inc.

* Proposed New Members
** Chair to be selected at first meeting

COMPUTER-AIDED DRAFTING AND DESIGN – continued

Errol F. Plata, Jr.
Hampton Roads Green Building Council

Michael Ross (Chair)
HBA Architecture and Interior Design

Jeenson Sheen
Norfolk State University

Larry Smith
Linx Industries

Johan Stadler
Clark Nexsen

Thomas N. Tortomasi
Virginia Beach City Public Schools

Alok Verma
Old Dominion University

CRIMINAL JUSTICE

Jason Armstrong
Norfolk Police Department

Sadie R. Boone
Department of Motor Vehicles

Scott C. Burke
Portsmouth Police Department

James Cervera
Virginia Beach Police Department

Sharon Chamberlin
Norfolk Police Department

Tonya Chapman
Portsmouth Police Department

John Gandy (Chair)
Virginia Beach Police Department

David A. Hackworth
Chesapeake Sheriff's Office

CULINARY ARTS

Omar Boukhriss (Chair)
Omar's Carriage House

William S. Cabell
Distinctive Event Rentals

Matt Green
Sysco Hampton Roads

Ron Haughton
Kate's Catering Service

Johanna Heidler
Gold Key Resorts and Professional
Hospitality

Alan Lindauer
Waterside Fish and Produce

John Mannino
Mannino's Italian Bistro

John McLure
Virginia Beach Resort Hotel

Anthony Mower
Westneck Signature Grille

Erika Nestler
Christopher Newport University

Patrick Reed
Virginia Beach Technical and Career
Education Center

Rob Reper
Sysco of Hampton Roads

Karen Rickettes
Crest Foodservice Equipment

Lailani Rockholt
Norfolk Health Department

John Spicer
Crest Foodservice Equipment

* Proposed New Members
** Chair to be selected at first meeting

DIESEL

Jack Bell
Cummins Atlantic

David W. Boyce
Liebherr

Patrick Carroll
TFC Recycling

Ernie Fritz
Virginia Truck Center of Tidewater

Michael Glaeser
Hampton Roads Transit

Thomas Harrington
Naval Facilities Engineering Command

George Hrichak
City of Chesapeake

Mike McColgan (Chair)
City of Chesapeake

Bob Perry
Coastal Equipment

Bill Reinholtz
Carter Machinery Company

Rob Robins
Bay Diesel

EARLY CHILDHOOD DEVELOPMENT

Joetta Camp (Chair)
Virginia Star Quality Improvement Initiative

Kristen Cater
Children's Harbor

April Cook
Parish Day School at Eastern Shore Chapel

Ronnica Edmonds
Mid-Atlantic Navy Child and Youth Programs

Lisa Embry
Virginia Beach Technical and Career Center

Jane E. Glasgow
Minus 9 - 5 Early Childhood Initiative

Cheryl Gould*
Regent University

Courtney Hundley
Portsmouth Public Schools

Kathryn Jessee
Chesapeake RU Ready

Christine John
Eastern Region Infant & Toddler Specialist
Network

Jacqueline Johnson
Norfolk State University

Heather Kitsis
Virginia Quality

Barbara Lito
Virginia Beach Economic Development

Daphine Lovely
Virginia Beach Technical and Career Center

Jamie Pfistner
Norfolk Public Schools

Lauren Small
Hampton Roads Small Business
Development

Priscilla Spencer
Norfolk Technical Center

Virginia Staylor
Norfolk Ready by Five

Sarah Sterzing
Early Childhood Quality Initiative

Kristine Sunday
Old Dominion University

Ipek Taffe
The Planning Council

* Proposed New Members

** Chair to be selected at first meeting

**EARLY CHILDHOOD DEVELOPMENT –
continued**

Kristen Whalen
Parish Day School at Eastern Shore Chapel

Cindy Zerr
Western Branch Academy

ELECTRONICS

John Hackworth
Old Dominion University

Paul McDuffie
CPIS, LLC

Darrell Riddick
Old Point National Bank

Michael Royal
Landstown High School

Richard Seriani
Arinc, LLC

Suzanne Steffensen
Bauer Compressor

Munir Sulaiman
Norfolk State University

Charles Thomas
First Colonial High School

Richard Walker
Thomas Jefferson National Accelerator
Facility

Russell White (Chair)
SUPSHIP, U.S. Navy

George Wood
Dominion Power

EMERGENCY MEDICAL SERVICES**

Michael Barakey
Virginia Beach Fire Department

John Bianco
Virginia Beach EMS

Robert Craft
Newport News Fire Department

Brandon Dommel
Norfolk Fire-Rescue

Robert W. Hundley
Emergency Physicians of Tidewater

John Keyes
Virginia Beach Fire Department

Stewart Martin
Virginia Beach EMS

Jeffrey Meyer
Department of Fire, Rescue and Emergency
Services

Michael B. Player
Peninsulas EMS Council, Inc.

Jay Porter
Tidewater EMS Council, Inc.

Thomas Schawlenberg
City of Chesapeake

Warren Short, Jr.
Office of Emergency Medical Service

Brian Spicer
Suffolk Department of Fire & Rescue

FIRE SCIENCE

Michael Brashear*
Virginia Beach Fire Department

Robert G. Burton
Norfolk Fire-Rescue

Robert Craft
Newport News Fire Department

Pat Dent
Williamsburg Fire Department

* Proposed New Members

** Chair to be selected at first meeting

FIRE SCIENCE - Continued

Brandon Dommel*
Norfolk Fire Department

Edmund Elliott (Chair)
Chesapeake Fire Department

Travis Halstead
Virginia Beach Fire Department (Retired)

Doreen McAndrews*
Virginia Department of Fire Programs

Joshua Tomon
Navy Regional Fire Rescue

Levin Turner
Portsmouth Fire Department

FUNERAL SERVICE**

Donna B. Alexander
Metropolitan Funeral Service

K. Carter Bell
Funeral Consultant

Edward Cowell*
Altmeyer Funeral Home

Casey Jones
Hollomon-Brown Funeral Home

Michael J. Leonard
H.D. Oliver Funeral Apartments

Aubrey Mitchell
Mitchell Funeral Care and Cremations

Theresa Norrell
LifeNet Health

Robert Oman
Oman Funeral Home

Thomas Roland, Esq.
Roland Vaults, LTD

Leslie Schrembs-Rose
Lions Medical Eye Bank and Research
Center of Eastern Virginia

Christopher Sissler*
Altmeyer Funeral Home

GRAPHIC DESIGN

Ivanete Blanco
Old Dominion University

Germaine Clair (Chair)
GC Designs

Savannah Kaylor
American Institute of Graphic Arts (AIGA)

Janice Pang
Grow

David Shields
Old Dominion University

Mary Lee Shumate
M'Lee Designs

HEALTH INFORMATION MANAGEMENT

Mary Ann Clark
Virginia Beach Psychiatric Center

Mary Beth Dunlap
Hampton Roads Specialty Hospital

Christy L. McMurray
Chesapeake Regional Medical Center

Chris Pogue
Sentara Healthcare

Tina Stevens
Norfolk Community Services Board

Susan M. Tarkenton
Sentara Health Systems

Margaret Theodorakis (Vice Chair)
Optima Healthcare

* Proposed New Members

** Chair to be selected at first meeting

**HEALTH INFORMATION MANAGEMENT –
continued**

Leslie Twine (Chair)
GE Healthcare

Christina Upton
Old Dominion University

**HEATING, VENTILATION, AND AIR
CONDITIONING****

Robert Gunderson
Damuth Trane

Thomas Harrington
Naval Facilities Engineering Command

Rick Ilich
Virginia Air Distributors

Matthew Miller
Colonial Webb Contractors

Andy Styron
R.A. Styron Heating & Air Conditioning

Ralph Styron
R.A. Styron Heating & Air Conditioning

Ray Walsh
House Call Company

Stanley Yeskolski
Investigative Inspection Services

HORTICULTURE**

Billy Almond
WPL

Mike Andruczyk
Cooperative Extension – Chesapeake Unit

Theresa Augustin*
Norfolk Botanical Garden

Wes Bray
Lawns and Gardens Plus

Josh Despinis
EMCOR Government Services

Laurie Fox
Hampton Roads Agricultural Research &
Extension Center

Eric Gunderson
Southern Branch Nursey, Inc.

Jason Heizer
Bartlett Tree Company

Shereen Hughes
Wetlands Watch, CBLP

Lisa Lankford-Needy
Renaissance Academy

Robert Nye
Basnight land and Lawn

Chad Peevy
Old Dominion University

Sheri White
White's Nursery and Greenhouses

Laurie Yates
Virginia Beach Vo-Tech

HOSPITALITY MANAGEMENT

William S. Cabell
Distinctive Event Rentals

James C. Corprew
Norfolk State University

Lawrence E. Epplien
Norfolk State University

Duane Gauthier
Commonwealth Lodging

Louie Marcelo-Glenn
Landmark Hotel Group

Harvey Moore*
Harmony Hospitality

* Proposed New Members

** Chair to be selected at first meeting

HOSPITALITY MANAGEMENT - continued

Cliff Myers (Chair)
Virginia Beach Convention Center and
Visitors Bureau

Anthony J. Parrow
LTD Hospitality

Cynthia Roseman
Dreams 2 Reality LLC

Stacey S. Shiflet
Virginia Beach Resort Hotel & Conference
Center

John M. Ulp
Catlee Incorporated / dba McDonalds

Lindsey Usher
Old Dominion University

Lynne Williams
Virginia Beach City Public Schools

HUMAN SERVICES**

Angela Duke
Sentara Norfolk General Hospital

Brenda Exum
Norfolk State University

Barbara Fletcher
Aid and Information for the Elderly

Bridget Freeman
Rehabilitation Services

Sharon Houston
Garden of Hope, Inc.

Oneiceia Howard
City of Norfolk

INDUSTRIAL TECHNOLOGY

Lyle Bagley
Bauer Compressors, Inc.

Erika Berry (Chair)
Naval Station Norfolk

William W. Fleming
Network Interfaces Corporation

James P. Healy
Society of Manufacturing Engineers (SME)

Jeff Jaycox
Tabet Manufacturing Company, Inc.

Ronald Jerasa
CRSA, LLC

Sam Richards
STIHL, Incorporated

Lou Ruggeri
Standard Calibrations, Inc.

Joseph M. Sabol
Newport News Shipbuilding

K. George Skena
Norfolk Public Schools

Robert Twine
Collins Machine Works

Alok Verma
Old Dominion University

INFORMATION SYSTEMS TECHNOLOGY

Leigh Armistead
Peregrine Technical Solutions

Gayle Burton
Honeywell Technology Solutions, Inc.

R. Mark Crowe
Sentara Healthcare

Shawn Fagan
Marathon Consulting

Linda Garratt
Dollar Tree

* Proposed New Members

** Chair to be selected at first meeting

INFORMATION SYSTEMS TECHNOLOGY
- continued

Kevin Fairley
City of Virginia Beach

Kimberly Fields
Amerigroup

Kevin Griffin
Griffin Consulting

Rich Hamady (Chair)
GEICO

Ben Hamerick
Christian Broadcasting Network

Annette Harris
City of Portsmouth

Stephen Troy Hollowell
Microsoft Corporation

Joseph Lee
JLGOV LLC

Kevin McKenzie
Dollar Tree Stores, Incorporated

Joseph Quinn
SAIC

Deborah Rhodes
Sentara Healthcare

Robert Rychlicki
City of Norfolk

Gene Starr
Electronic Systems, Inc.

Clay Wise
Hampton Roads Sanitation District (HRSD)

Ken York
Optima Health Plans, Inc.

INTERIOR DESIGN

Ron Austin
Design First

Frank Brannon
CBN Scenic Design

Sarah Butler
Rodriquez Ripley Maddox & Motley

Garland Hall
Garland Hall Interiors

Teresa L. Harrington (Chair)
Virginia Beach City Public Schools

Dan Hickok
Rodriquez Ripley Maddox & Motley

Matt Keane
AEKB

David Klemt
Klemt and Associates

Matt Lee
Hanbury, Evans, Wright, Vlattas & Company

Robert D. Pappas
NRHA

Alex Reichardt
Architectural Design and Rendering

Lana Sapozhnikov
LS Designs

Melodi E. Terhune
Clark Nexsen

MANAGEMENT

Laura Baxter
Military Newspaper of VA

Jason Benedict
Touch Stone Business Solutions

Michael Camden
Troy University

* Proposed New Members

** Chair to be selected at first meeting

MANAGEMENT - continued

Robert Camlin
Associate Builders and Contractors

Cathy Davis
Macy's Lynnhaven

Elizabeth Duncan-Hawker
Red Hawk Strategic Solutions, LLC

Terry Hall Hall
Analytics, LLC

Cecil Jenkins
Cecil Jenkins & Associates, Inc.

Bob Kerr
Kerr Environmental Services Corp.

Sam Manning (Chair)
Management Information Solutions

Bert Ortiz
AVMAC, LLC

Christina Tate
Habitat for SHR

Caroline Taylor
Taylor Made Diagnostics

Troy Thorn
Chesapeake Conference Center

MARINE TECHNOLOGY**

Peter Babilonia
Centerville Marina

Brian Baker
Suntex Marinas

John Cobb
Cobb's Marina

Jason Gray
Tidewater Yacht Marina

Joe Maniscalco
Yamaha Motor Corporation, USA

Jon Nichols
Norfolk Marine

Bill Noell
Bill's Marine Inc.

Wes Ripley
Virginia Dept. of Transportation

Ed Sherman
American Boat & Yacht Council

Dallas Wilson
Cummins Atlantic

MARITIME TECHNOLOGIES**

Jim Bento
Ocean Marine

Amanda Berce
BAE Systems Norfolk Ship Repair

William Goodwin
Norfolk Naval Shipyard

Thomas Harrington
Naval Facilities Engineering Command

Katie Hedges
Oceaneering International, Inc.

Steve Jackson
MARAD

Vukica Jovanovic
Old Dominion University

Ross Leach
AMSEC, LLC

Sarah McCoy
Virginia Port Authority

Regina McLean
Newport News Shipbuilding

Eileen Pietila
Portsmouth Public Schools

* Proposed New Members

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MARITIME TECHNOLOGIES - continued**

Guy St. John
Oceaneerin International, Inc.

Kira Wong
Colonna's Shipyard, Inc.

**MECHANICAL ENGINEERING
TECHNOLOGY****

Cecil Achord
Seaward Marine Services, Inc.

Courtney Addfison
STIHL, Incorporated

Chuck Baker*
Mid-Atlantic Regional Maintenance Center

Kenneth Bartley*
Hunnington Industries Fleet Support Group

Amanda Berce
BAE Systems Norfolk Ship Repair

Nate Brooks*
Valkyrie Enterprises

Phillip Capehart
Flowserve Corporation

Mike Cook*
Newport News Shipbuilding

Christina Corace*
Colonna's Shipyard, Inc.

William Goodwin
Norfolk Naval Shipyard

Brandon Hamby*
STIHL, Incorporated

Carl Hebert
City Virginia Beach

Felix Ikner
Valkyrie Enterprises

Rondalyn Jenkins*
Newport News Shipbuilding

Doug Kint
Lockheed Martin

John Kropcho
Mid-Atlantic Reg. Maintenance Center

Nathan Luetke*
Old Dominion University

JoAnne Marks*
Naval Medical Center

Alan Morrison
Mid-Atlantic Reg. Maintenance Center

Lee Newton
Bay Diesel & Generator

Maria Rangel
Flowserve Corp

MECHATRONICS

Carray Banks
Norfolk State University

Dan Disharoon
Hampton Roads Sanitation District

Ken Donahue
R.E.W. Corporation

Mark Dorsch
Bauer Compressors

John Dwyer
Bauer Compressors

Les Ferguson
Mitsubishi Chemical

Von Gilbreath
City of Chesapeake

John Girard (Chair)
BASF Corporation

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MECHATRONICS – continued

Richard Good
Solar Services, Inc.

Thomas Harrington
Naval Facilities Engineering Command

M. Craig Hill
Portsmouth Public Schools

Steve Hsiung
Old Dominion University

Michael Iacobellis
NJATC

William (Skip) Johnson
STIHL, Inc.

Vukica Jovanovic
Old Dominion University

Linda Kaiser
Hermes Abrasives, Ltd.

Matt Kellam
Dominion Power

Terri Leitner
R.E.W. Corporation

Dacia Marxrieser
Manufacturing & Design Technologies, Inc.

Zach Mazur
Flow Serve Corp., Chesapeake Operation

Ralf Moosman
IMS Gear

Matthew Oliver
Dominion Power

Rick Raike
Hampton Roads Sanitation District

Charles Ritinski
Sumitomo Machinery Corporation of America

James Rivoir
Mitsubishi Kagaku Imaging Corporation

Bob Shanks
Virginia Beach City Public Schools

Bradley Stoker
Target Distribution Center

Munir Sulaiman
Norfolk State University

Mileta M. Tomovic
Old Dominion University

Donnie Ward
Hampton Roads Sanitation District

MEDICAL LABORATORY TECHNOLOGY**

Beth Ellington
Riverside Regional Medical Center

Margaret Goodman
Riverside Doctors Hospital

Tamesia High*
Bon Secours Maryview Hospital

Barbara Kraj
Old Dominion University

Jessica Lindhart
Sentara Norfolk General Hospital

Miranda Malone
LifeNet Health

Gail Maxey
Riverside Regional Medical Center

Linda McClenney
Bon Secours Mary Immaculate Hospital

Sandy Odegaard
DePaul Medical Center

Lynn Onesty
Riverside Regional Medical Center

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MEDICAL LABORATORY TECHNOLOGY
- continued

Deitra Phillips
VA Medical Center

Barbara Shields
Chesapeake Regional Medical Center

Lisa Shook
LabCorp of America

Linda Weiss*
LifeNet Health

NURSING

Rosa Abbott*
Virginia Beach School of Practical Nursing

Terri Anderson
Our Lady of Perpetual Help

Peggy Braun (Chair)
Sentara Virginia Beach General Hospital

Linda Grasmick
Children's Hospital of the King's Daughters

Janice Hawkins*
Old Dominion University School of Nursing

Patty MacDougall
Riverside Shore Memorial Hospital

Darlene Mueller*
Portsmouth Public Schools Medical
Department (S.H. Clarke Academy)

Ida Robinson*
Veterans Administration Medical Center

Phyllis Stoneburner
Sentara Obici Hospital

Helena Walo*
Bon Secours Maryview

OCCUPATIONAL THERAPY ASSISTANT

Anne Moody Ashe
Bon Secours in Motion Physical Therapy

Steve Brown
Sentara Neonatal Intensive Care

Lynn Chatfield
Genesis Rehab

Hannah Cooper
Sentara Life Care

Anita Jordan*
LifeWorks Rehab, MFA

Dacia Layton
Tidewater Community College

Paula Naudziunas (Chair)
Sentara Therapy Center

Ynez Peterson
Virginia DOE Training and Technical
Assistance Center

Jackie Tallon
American Senior Care

Evelyn Zirkle
Southeastern Cooperative Educational
Programs

PARALEGAL STUDIES

Thomas Ammons
General District Court Judge (Retired)

Nikki Duncan-Talley*
Help and Emergency Response, Inc.

Maria Grise
GEICO Staff Counsel

Valarie Herman
David, Kamp and Frank, LLC

William Joshua Holder
Chesapeake Public Defender's Office

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PARALEGAL STUDIES - continued

Kristina Hopkins*
Virginia Beach Office of the
Commonwealth's Attorney

Stephanie Hunter
Crenshaw, Ware & Martin

Jaye Koch
Virginia Beach Office of the
Commonwealth's Attorney

Paul Powers*
Virginia Beach Office of the
Commonwealth's Attorney

Donald Shenenberger, MD
Virginia Dermatology and Skin Cancer

Elizabeth Summers (Chair)
Sykes, Bourdon, Ahern, & Levy, P.C.

Jean Tancredi
Wahab Law Library

Jodie Turner*
Virginia Beach Office of the
Commonwealth's Attorney

Michele Turner*
DC Wicker, PLLC

PHYSICAL THERAPIST ASSISTANT

Dianna (Tory) L. Bishop
Pivot Physical Therapy

Lori M. Boone
Consultant

Mark S. Casto
Sentara Leigh Hospital

Lisa Koperna
Old Dominion University

Kimberly Kranz (Chair)
Children Hospital of the King Daughters
(CHKD)

Christiana N. Marshall
Envoy of Thornton Hall

Renee Stendel
Sentara Home Care

Alan Wilson
Battlefield Therapy Center

**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY**

Mary Balonek
Sentara Virginia Beach General Hospital

Cathy Boomer
Chesapeake Regional Medical Center

Don Byars
Sentara Norfolk General

Louis Caron
Sentara Virginia Beach General Hospital

Benita D. Carson
Sentara CarePlex Hospital

Suzanne Dickinson
Sentara Virginia Beach General Hospital

Jason Drane
Sentara Norfolk General Hospital

Marcus Foster
Chesapeake Regional Medical Center

Simeon Fuller
Medical X-Ray Staffing Solutions

Elizabeth Jacob
Sentara Bayside Hospital

Laura Kippes
Bon Secours HSO

Paula McPeak
Riverside Regional Medical Center

Mark Nehlen
Chesapeake Regional Medical Center

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**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY – continued**

Christopher Pierson
Sentara Leigh Hospital

Felicia Toreno
Eastern Virginia Medical School

Maggie Trimmer
Sentara Leigh Hospital

Jodi Warren
Sentara Independence AIC

Rita Winfield (Chair)
Sentara Princess Anne Hospital

RESPIRATORY THERAPY

Alisha Arthur
Riverside Regional Medical Center

Felisa Aycud
Sentara CarePlex Hospital

Ann Burdi-Lietz
Naval Medical Center Portsmouth

Heather Chessick
Sentara Princess Anne Hospital

Macie Christian
Riverside Regional Medical Center

Susan Davis
Sentara Norfolk General Hospital

Stephanie Dubaniewicz
Sentara Princess Anne Hospital

Tonya Ford
Sentara CarePlex Hospital

Jeff Hartenburg
Bon Secours Maryview Medical Center

Lorenzo Hinton
Naval Medical Center Portsmouth

Aileen Holgado
Hampton Roads Specialty Hospital

Joanna Hudak (Chair)
Sentara Leigh Hospital

Kathy McCabe
Southampton Memorial Hospital

Shelley Mishoe
Old Dominion University

Rob Owens
Lincare Home Care

Shawn Price
Sentara Norfolk General Hospital

Shirley Rich
Sentara Norfolk General Hospital

Ignacio Ripoll, MD
Sleep Specialists of Tidewater

LaVese Russell
Bon Secours DePaul Medical Center

Betsy Ryland
Sentara Leigh Hospital

Dolly Saunders
Chesapeake Regional Medical Center

Stephen Sibole
Sentara Norfolk General Hospital

Susan Swedish
Sentara Princess Anne Hospital

Jessica Terry
Program Graduate

Courtney Von Tersch
Community Representative

Walter (Lee) Williford
Children's Hospital of the King's Daughters

Millicent Zanders
Laker Taylor Transitional Care Hospital

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STUDIO ARTS

Kimberli Gant
Chrysler Museum

Sam Hughes
Norfolk State University

Solomon Isekeje
Norfolk State University

Craig McClure
The Virginian Pilot

Ali Rogan
Cristallo Art Center

Robin Rogers
Chrysler Museum

John Roth
Old Dominion University

Sharon Swift (Chair)
Virginia Wesleyan College

Chuck Thomas
Old Dominion University

TRUCKING**

Otho Babbs
BBC Trucking, Inc.

Larry Battle
Consolidated Logistics, CLC

Patrick E. Carroll
TFC Recycling

Howard Davis
NDV Nash Finch, Inc.

Danny Glover
GTL Transport Company

Tina Harvey
Capital Concrete, Inc.

Edward O'Callaghan
Century Express, Inc.

Dan Osbourne
Commercial Ready Mix Products

Mark Sawyer
Sovereign Freight Inc.

VETERINARY ASSISTANT

Layne B. Brett, DVM
Courthouse Veterinary Clinic

Heather Brookshire
Animal Vision Center of VA

Bryan Brown
MWI Veterinary Supply

Geoff Campbell
Edinburgh Animal Hospital

Adam Henderson
Banfield Pet Hospital

Kate Henderson
Banfield Pet Hospital

Herbert Maissenbacher
Veterinary Heart Care

Emily Peck (Chair)
Virginia Beach SPCA

Danielle Russ
Center of Veterinary Expertise

L. Allison Rye
Bay Beach Veterinary Hospital

WELDING**

Ronnie Allen
International Longshoremen Association

Jenord Alston
Jefferson Lab

Luther Bundy
Norfolk Naval Shipyard

Brian Burroughs
Newport News Shipbuilding

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WELDING – continued

Michael Conroy
ARCET Welding Equipment and Supplies

Troi Croswell
Tecnico Corporation

William C. Goodwin
Norfolk Naval Shipyard

Stephanie J. Irvine
Miller Electric Manufacturing Company

James Jones
Virginia Beach Technical and Career
Education Center

Michael Kerr
Virginia Pipe Trades Association

Scott McLeod
Oceaneering International, Inc.

Charles L. Spear
Chesapeake Machine Works, Inc.

Andre' H. Sullivan
Norfolk Technical Center

John Williamson
AMSEC, LLC

* Proposed New Members

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TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 7, 2019

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending March 31, 2019

BACKGROUND:

The routine Local Fund Financial Statements for the month ending March 31, 2019 are presented for review.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Phyllis F. Milloy
Vice President for Finance
PMilloy@tcc.edu
757-822-1064

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2018 - March 31, 2019

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/18		\$ 1,192,336			
I. Revenues					
A. Student Activity Fee	\$ 1,060,106	\$ 983,966	\$ -	\$ 76,140	93%
B. ID Card Replacements	16,000	10,010		5,990	63%
C. Miscellaneous Revenue	5,000			5,000	0%
Total Revenues	\$ 1,081,106	\$ 993,976	\$ -	\$ 87,130	92%
Total Resources (Revenue & Fund Bal.)		\$ 2,186,312			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 2,005	\$ 1,905	\$ -	\$ 100	95%
2. Programming	25,265	20,185	4,172	908	96%
3. Student Organizations	9,698	4,182	2,121	3,395	65%
4. Recreational Sports	803			803	0%
5. Operating Expenses	803			803	0%
6. Contingency Fund	4,011	3,426		585	85%
Subtotal--Chesapeake Campus	\$ 42,585	\$ 29,698	\$ 6,293	\$ 6,594	85%
B. Norfolk Campus					
1. Student Government Association	\$ 3,000	\$ 1,450	\$ 750	\$ 800	73%
2. Programming	29,000	21,227	3,037	4,736	84%
3. Student Organizations	4,480	2,965		1,515	66%
4. Recreational Sports	4,000	3,983		17	100%
5. Operating Expenses	1,000	584	330	86	91%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Norfolk Campus	\$ 42,480	\$ 30,209	\$ 4,117	\$ 8,154	81%
C. Portsmouth Campus					
1. Student Government Association	\$ 3,000	\$ 1,841	\$ 1,006	\$ 153	95%
2. Programming	41,000	17,408	4,703	18,889	54%
3. Student Organizations	4,480	800	1,282	2,398	46%
6. Contingency Fund	1,000	973		27	97%
Subtotal--Portsmouth Campus	\$ 49,480	\$ 21,022	\$ 6,991	\$ 21,467	57%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,500	\$ -	\$ -	\$ 3,500	0%
2. Programming	37,079	5,795	2,295	28,989	22%
3. Student Organizations	22,960	4,902		18,058	21%
Subtotal--Virginia Beach Campus	\$ 63,539	\$ 10,697	\$ 2,295	\$ 50,547	20%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 3,175	\$ 1,894	\$ 259	\$ 1,022	68%
2. Women's Center	4,175	3,245	254	676	84%
3. Student Federation Council	4,175			4,175	0%
5. Intercultural Learning	16,600	10,796	5,800	4	100%
Subtotal--Student Activities--College-wide	\$ 28,125	\$ 15,935	\$ 6,313	\$ 5,877	79%
F. Learning Assistance Fund					
1. Chesapeake	\$ 24,030	\$ 16,255	\$ -	\$ 7,775	68%
2. Norfolk	19,234	19,234		-	100%
3. Portsmouth	18,000	8,984		9,016	50%
4. Virginia Beach	60,000	24,497		35,503	41%
Subtotal--Learning Assistance Fund	\$ 121,264	\$ 68,970	\$ -	\$ 52,294	57%

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 7,130	\$ 2,000	\$ 3,183	\$ 1,947	73%
2. Norfolk	6,000	43		5,957	1%
3. Portsmouth	5,815	5,377	219	219	96%
4. Virginia Beach	5,000			5,000	0%
Subtotal--Provosts' Contingency Fund	\$ 23,945	\$ 7,420	\$ 3,402	\$ 13,123	45%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 4,550	\$ 1,909	\$ 224	\$ 2,417	47%
2. Norfolk	10,580	4,720	15	5,845	45%
3. Portsmouth	5,000	1,190	1,172	2,638	47%
4. Virginia Beach	10,000	3,632	5,097	1,271	87%
Subtotal--Deans' Contingency Fund	\$ 30,130	\$ 11,451	\$ 6,508	\$ 12,171	60%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 47,000	\$ 37,839	\$ 9,191	\$ (30)	100%
Subtotal--Student Activities Identification System	\$ 47,000	\$ 10,266	\$ 9,191	\$ (30)	100%
Total Expenditures	\$ 448,548	\$ 205,668	\$ 45,110	\$ 197,770	56%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 474,381		\$ 158,127	75%
Subtotal--Transfers	\$ 632,508	\$ 474,381	\$ -	\$ 158,127	75%
Fund Balance 03/31/19		\$ 1,506,263			

Approved by the Local College Board on May 15, 2018

AVPF 04/13/19

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2019

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 14,435 annualized FTES.

- A. Student Activity Fee** – A fee of \$2.55 per credit hour, up to a maximum of 15 credits, is assessed to all students, except those under special arrangement contracts.
- B. ID Card Replacements** – A fee of \$10 is charged for replacement student ID cards. TCC requires all students to carry their TCC ID card while on campus.
- C. Miscellaneous Revenue** – Revenue collected from various events sponsored by students.

II. EXPENDITURES

The funding allocated to each campus is based on an 80/20 formula in which 20% of the funds are distributed evenly among the campuses, and the remaining 80% is distributed as follows: Virginia Beach – 40%, Chesapeake – 20%, Norfolk – 20%, and Portsmouth – 20%. This formula is applied to all categories of expenditures except Student Activities – College-wide (E) and Student Activities Identification System (I).

A-D. Campus-based Student Activities

The campus-based student life office provides holistic programming to include, but not limited to, student government association and campus-based student organizations, engagement, volunteerism, leadership development, publications, recreation, and cultural inclusion that has been approved by student life or appropriate college authorities. Student life professionals are required to use funds to support the needs of the campus student population to promote the future development and vision of student life. The operating expense budget for each campus office is to pay for office supplies, travel, and other miscellaneous expenses.

- 1. **Student Government Association** – Funding is used for stipends, apparel, programming support, recruitment and retention, office supplies, campus-wide initiatives, and additional support as deemed appropriate and approved by the Director/Co-Director of the Student Center.
- 2. **Programming** – Funding is provided for planned student life programming which includes, but is not limited to, social and cultural events, engagement, enrichment, volunteerism, leadership development, speakers, presenters, entertainment, marketing, promotional materials, event support, and apparel.

3. Student Organizations – Funding is used for leadership development, organization support, conferences, training, speakers, enrichment, honor societies, campus initiatives, community outreach, engagement, honorariums, and recognitions.
4. Recreational Sports – Funds are used for equipment, recreational upkeep, recreational programming, technology, vendors, training, and other needed items to support recreational sports.
5. Operating Expenses – Funding is used for office supplies, publications, equipment, equipment upkeep, technology, travel, training, certification, and other miscellaneous expenses.
6. Contingency Fund – Funding is provided to fund special initiatives that may emerge during the 2018-19 fiscal year.

E. Student Activities – College-wide

1. Visual Arts Center – Funds are provided for special art shows, honoraria, publication of student art work magazine “340 High Street,” refreshments for openings, and other college-wide activities of the Visual Arts Center. The Portsmouth Campus manages this budget.
2. Women’s Center – Funds support college-wide events focused on women’s issues. Such topics include health, parenting, career planning for women, leadership skills, domestic violence, self-esteem, Women’s History Month events, etc.
3. Student Federation Council – Provides funds for supporting the activities and development of the college-wide Student Federation Council. The Coordinator of Student Leadership Development and Community Engagement and campus student life coordinators approve these expenditures. The Chesapeake Campus manages this budget.
4. College-wide Clubs & Committees – This funding has moved to the campuses in accordance with the approved funding formula.
5. Intercultural Learning – Provides funds to support intercultural activities across all campuses (e.g. Hispanic Heritage Month and Black History Month). The Director of Intercultural Learning/Women’s Center manages this budget.

F. Learning Assistance Fund – Provides salaries for administrative support, tutors, and supplemental instructors to assist students experiencing academic difficulties and operating funds for tutoring centers on each campus.

G. Provosts’ Contingency Fund – Provides the provosts with funding to support specific campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.

- H. **Deans' Contingency Fund** – Provides funding for the campus Deans of Student Services to support student success activities. These include welcoming receptions for various student groups, student and staff recognitions, professional development, travel and other related expenses, campus improvements, meetings with students, staff and student workshops and retreats, and various student retention efforts.
 - I. **Student Activities Identification System** – These funds are used for supplies and the CBORD software maintenance agreement for the college-wide student identification system.
- III. **Transfers** – Funds are transferred to the Student Center budget to cover the costs of campus Student Life and Student ID personnel.

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2018 - March 31, 2019**

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2018		\$ 11,974,341			
I. Revenues					
A. Institutional Fee	\$ 3,034,814	\$ 2,759,218	\$ -	\$ 275,596	91%
B. Student Parking Sales	106,220	116,381		(10,161)	110%
C. Student HRT Pass Sales	109,000	77,572		31,428	71%
Total Revenues	\$ 3,250,034	\$ 2,953,171	\$ -	\$ 296,863	91%
Total Resources (Revenue & Fund Bal.)					
		\$ 14,927,512			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,643,475	\$ 1,641,649	\$ -	\$ 1,826	100%
B. Chesapeake Campus Parking Lot - Debt Service	332,500	326,635		5,865	98%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	47,380	34,421		12,959	73%
2. Utilities	14,000	7,431		6,569	53%
3. Security	103,302			103,302	0%
4. General Maintenance	45,000	18,973	22,109	3,918	91%
D. College-wide Parking Lot Improvements	250,000	66,091	171,999	11,910	95%
E. Hampton Roads Transit (HRT) Passes	232,000	227,625		4,375	98%
F. Student Parking	128,100	70,151	57,949		100%
G. Visual Arts Center Parking Lease	82,800	57,240		25,560	69%
Total Expenditures	\$ 2,878,557	\$ 2,450,216	\$ 252,057	\$ 176,284	94%
Fund Balance 03/31/19					
		\$ 12,477,296			

Approved by the Local College Board on May 15, 2018

AVPF 04/09/19

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2019**

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 14,435 annualized FTES.

- A. Institutional Fee** – A fee of \$7.30 per credit hour, up to a maximum of 15 credits, is assessed to all students, except those under special arrangement contracts.
- B. Student Parking Sales** – Revenue from the sale of City of Norfolk parking garage spaces to students on the Norfolk Campus. Student cost is at a reduced rate because the institutional fee subsidizes total cost.
- C. Student HRT Pass Sales** – Revenue from the sale of HRT passes to students at all campuses. These passes are sold to students at a reduced rate because the institutional fee subsidizes total cost.

II. EXPENDITURES

- A. Chesapeake Campus Parking Garage – Debt Service** – Funds for the debt service for the Chesapeake Campus Parking Garage. This reflects the sixth year of a 20-year annual debt service payment.
- B. Chesapeake Campus Parking Lot – Debt Service** – Funds for the debt service for the Chesapeake Campus parking lot. This reflects the ninth year of a 15-year annual debt service payment.
- C. Chesapeake Campus Parking Garage – Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, sweeping, custodial, and the utilities associated with the Chesapeake Campus garage. Provides security staffing Monday through Friday and related security equipment and supervision expenses.
- D. College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- E. Hampton Roads Transit (HRT) Passes** – Cost to purchase the GoPass365 from HRT to provide transportation services to students at a discounted rate, including light rail, bus, and ferry.
- F. Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- G. Visual Arts Center Parking Lease** – Parking lease for Visual Arts Center students.

TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
July 1, 2018 - March 31, 2019

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/18		\$ 19,183,504			
I. Revenues					
A. Auxiliary Capital Fee	\$ 8,076,703	\$ 7,527,302	\$ -	\$ 549,401	93%
B. Transfer-In from Student Activities Budget	632,508	474,381		158,127	75%
C. Food Service Commission	59,000	19,235		39,765	33%
D. Miscellaneous Revenue	79,500	39,132		40,368	49%
E. Facility Use Fee	1,000	465		535	47%
Total Revenues	\$ 8,848,711	\$ 8,060,515	\$ -	\$ 788,196	91%
Total Resources (Revenue & Fund Balance)					
		\$ 27,244,019			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,115,888	\$ 1,114,736	\$ -	\$ 1,152	100%
2. Student Center - Chesapeake Campus	1,166,478	1,137,644		28,834	98%
3. Student Center - Portsmouth Campus	1,091,639	1,093,280		(1,641)	100%
4. Student Center - Virginia Beach Campus	1,661,113	1,616,592		44,521	97%
Subtotal--Bond Debt Service	\$ 5,035,118	\$ 4,962,252	\$ -	\$ 72,866	99%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 454,964	\$ 254,412	\$ -	\$ 200,552	56%
b. Operating Expenses	42,109	18,471	8,641	14,997	64%
Subtotal--General Operations	\$ 497,073	\$ 272,883	\$ 8,641	\$ 215,550	57%
2. Facility Operations					
a. Utilities	105,127	73,412		31,715	70%
b. Security	108,203	45,645	50,938	11,620	89%
c. Custodial					
1. Personnel	117,005	83,099		33,906	71%
2. Expenditures	16,000	9,901	2,163	3,936	75%
d. General Maintenance					
1. Personnel	69,180	63,884		5,296	92%
2. Expenditures	80,000	49,200	18,378	12,422	84%
e. Insurance	7,696	7,310		386	95%
f. Network & Telecommunications	70,613	52,960		17,653	75%
Subtotal--Facility Operations	\$ 573,824	\$ 385,411	\$ 71,479	\$ 116,934	80%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 17,980	\$ 7,572	\$ 14,925	\$ (4,517)	125%
Subtotal--Food Services	\$ 17,980	\$ 7,572	\$ 14,925	\$ (4,517)	125%
Subtotal--Norfolk Student Center	\$ 1,088,877	\$ 665,866	\$ 95,045	\$ 327,967	70%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 435,524	\$ 247,576	\$ -	\$ 187,948	57%
b. Operating Expenses	66,899	55,344	7,276	4,279	94%
Subtotal--General Operations	\$ 502,423	\$ 302,920	\$ 7,276	\$ 192,227	62%

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	106,818	85,645	-	21,173	80%
b. Security	86,120	45,719	39,306	1,095	99%
c. Custodial					
1. Personnel	122,675	94,121		28,554	77%
2. Expenditures	16,000	5,865	2,769	7,366	54%
d. General Maintenance					
1. Personnel	66,869	30,904		35,965	46%
2. Expenditures	80,000	51,437	20,725	7,838	90%
e. Insurance	8,449	8,024		425	95%
f. Network & Telecommunications	61,556	46,167		15,389	75%
Subtotal--Facility Operations	\$ 548,487	\$ 367,882	\$ 62,800	\$ 117,805	79%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 14,740	\$ 3,457	\$ 15,427	\$ (4,144)	128%
Subtotal--Food Services	\$ 14,740	\$ 3,457	\$ 15,427	\$ (4,144)	128%
Subtotal--Chesapeake Student Center	\$ 1,065,650	\$ 674,259	\$ 85,503	\$ 305,888	71%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 450,761	\$ 282,431	\$ -	\$ 168,330	63%
b. Operating Expenses	44,472	10,594	19,824	14,054	68%
Subtotal--General Operations	\$ 495,233	\$ 293,025	\$ 19,824	\$ 182,384	63%
2. Facility Operations					
a. Utilities	119,000	88,950	-	30,050	75%
b. Security	154,246	42,394	58,704	53,148	66%
c. Custodial					
1. Personnel	119,509	71,761		47,748	60%
2. Expenditures	16,000	5,876	4,434	5,690	64%
d. General Maintenance					
1. Personnel	72,001	48,095		23,906	67%
2. Expenditures	80,000	39,057	23,051	17,892	78%
e. Insurance	8,276	7,861		415	95%
f. Network & Telecommunications	73,463	55,097		18,366	75%
Subtotal--Facility Operations	\$ 642,495	\$ 359,091	\$ 86,189	\$ 197,215	69%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 11,856	\$ 16,887	\$ (7,743)	137%
Subtotal--Food Services	\$ 21,000	\$ 11,856	\$ 16,887	\$ (7,743)	137%
Subtotal--Portsmouth Student Center	\$ 1,158,728	\$ 663,972	\$ 122,900	\$ 371,856	68%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 591,883	\$ 318,462	\$ -	\$ 273,421	54%
b. Operating Expenses	56,672	15,738	16,315	24,619	57%
Subtotal--General Operations	\$ 648,555	\$ 334,200	\$ 16,315	\$ 298,040	54%

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	160,000	37,647		122,353	24%
b. Security	87,202	63,580	23,622	-	100%
c. Custodial					
1. Personnel	191,270	120,788		70,482	63%
2. Expenditures	20,000	8,798	15,088	(3,886)	119%
d. General Maintenance					
1. Personnel	109,764	93,649		16,115	85%
2. Expenditures	160,000	86,762	26,689	46,549	71%
e. Insurance	12,423	11,799		624	95%
f. Network & Telecommunications	76,193	57,145		19,048	75%
Subtotal--Facility Operations	\$ 816,852	\$ 480,168	\$ 65,399	\$ 271,285	67%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 12,480	\$ 21,127	\$ (12,607)	160%
Subtotal--Food Services	\$ 21,000	\$ 12,480	\$ 21,127	\$ (12,607)	160%
Subtotal--Virginia Beach Student Center	\$ 1,486,407	\$ 826,847	\$ 102,841	\$ 556,719	63%
Total Expenditures	\$ 9,834,780	\$ 7,793,197	\$ 406,289	\$ 1,635,295	83%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000		\$ -	100%
Fund Balance 03/31/19		\$ 18,450,822			

Approved by the Local College Board on May 15, 2018

AVPF 04/09/19

Capital Maintenance Reserve Fund	
FY14-FY18	\$ 6,500,000

**TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
Narrative Justification
FY2019**

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 14,435 annualized FTEs.

- A. Auxiliary Capital Fee** – A fee is assessed to all students up to a maximum of 15 credit hours. The fee is \$19.00 per credit hour for Summer Semester 2018 and increases to \$19.50 per credit hour for Fall Semester 2018.
- B. Transfer-In from Student Activities Budget** – This transfer reflects the funding of positions from the Student Activities budget.
- C. Food Service Commission** – Estimated commissions from the college’s food service contract with Elite.
- D. Miscellaneous Revenue** – Revenue generated from rental of student center facilities and other activities at the student centers. The General Operations Operating Expenses for each campus have been increased based on the estimated miscellaneous revenue for the respective campuses.
- E. Facility Use Fee** – Revenue generated from employee use of the fitness centers at the Student Centers. The college charges a fee of up to \$105 annually.

II. EXPENDITURES

- A. Bond Debt Service** – Principal and interest payments due on VCBA Pooled Bonds used to finance the student centers.
- B-E. Norfolk, Chesapeake, Portsmouth, & Virginia Beach Student Centers** –
 - 1. General Operations**
 - a. Personnel** – Staffing costs for Norfolk, Chesapeake, Portsmouth, and Virginia Beach Student Centers, including costs for Student Life personnel and student identification personnel.
 - b. Operating Expenses** – Funding for general operating expenses such as office supplies, travel, professional development, equipment repairs, etc.

2. **Facility Operations**

- a. **Utilities** – Utilities services for the student centers. Utilities include electrical, natural gas, water, and sewer.
 - b. **Security** – Unarmed security services for the student centers. The services are provided under the college's security contract. Additional coverage is provided for special events, and officers assigned elsewhere on campus are available to respond to situations, if necessary.
 - c. **Custodial** – Personnel costs, consumable materials for housecleaning, and trash and garbage disposal services for the student centers.
 - d. **General Maintenance** – Personnel costs, consumable materials, and contract services to maintain the student centers' mechanical, electrical, and other building systems.
 - e. **Insurance** – Estimated cost of insurance for the student centers. The increase is due to the inclusion of general liability insurance for the student centers that was not previously budgeted.
 - f. **Network & Telecommunications** – Estimated cost of ongoing network and telecommunications support for the student centers.
3. **Food Services** – Cost of maintenance, repair, and replacement of food service equipment.

III. **Capital Maintenance Reserve** – Funds approximating 2% of the cost of the student center buildings will be transferred to a maintenance reserve account to fund future costs.

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
July 1, 2018 - March 31, 2019

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/18		\$ 9,598,420			
I. Revenues					
A. Bookstore	\$ 1,050,665	\$ 1,043,419	\$ -	\$ 7,246	99%
B. Vending					
1. Exclusive Beverage Contract	73,425	58,521		14,904	80%
2. Vending - CRH	34,184	18,709		15,475	55%
C. Food Service - Joint-Use Library	9,987	2,875		7,112	29%
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	600,000	389,544		210,456	65%
F. Miscellaneous Revenue	10,000	10,715		(715)	107%
Total Revenues	\$ 1,802,261	\$ 1,547,783	\$ -	\$ 254,478	86%
Total Resources (Revenue & Fund Bal.)		\$ 11,146,203	\$ -		
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 2,295	\$ 4,631	\$ (926)	115%
2. Miscellaneous Expenses	1,000			1,000	0%
3. Joint-Use Library Food Service Equipment	2,150	5,472	1,647	(4,969)	331%
Subtotal - Operating Expenses	\$ 9,150	\$ 7,767	\$ 6,278	\$ (4,895)	153%
B. Faculty/Staff Parking	\$ 420,580	\$ 314,382	\$ 105,000	\$ 1,198	100%
C. College Community Events	\$ 15,000	\$ 7,149		\$ 7,851	48%
D. Financial Aid Adjustments	\$ 14,000	\$ (6,998)	\$ -	\$ 20,998	-50%
E. Auxiliary Service Operations					
1. Personnel	\$ 236,900	\$ 157,160	\$ -	\$ 79,740	66%
2. General Operating Costs	10,000	2,630		7,370	26%
3. Equipment/Software/Installation	35,000	39,096		(4,096)	112%
4. StormCard Marketing	20,000	1,800		18,200	9%
5. Child Care Subsidy	100,000	55,945		44,055	56%
Subtotal - Auxiliary Service Operations	\$ 401,900	\$ 256,631	\$ -	\$ 145,269	64%
F. Community Support					
1. College Board	\$ 2,500	\$ 1,775	\$ -	\$ 725	71%
2. President	15,000	13,895	653	452	97%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	2,200	1,249	2,551	57%
b. Vice President for Finance	6,000	2,669		3,331	44%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	1,632		4,368	27%
d. Vice President for Institutional Advancement	6,000	98		5,902	2%
e. Vice President for Workforce Services	6,000	1,342	227	4,431	26%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	2,054		3,946	34%
4. Campus Provosts					
a. Chesapeake	6,000	4,503		1,497	75%
b. Norfolk	6,000	1,147	173	4,680	22%
c. Portsmouth	6,000	2,966	433	2,601	57%
d. Virginia Beach	12,000	4,486	1,038	6,476	46%
5. Community Outreach	27,000	12,190	1,843	12,967	52%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 114,000	\$ 50,957	\$ 5,616	\$ 57,427	50%

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 2,543	\$ 397	\$ 2,060	59%
2. Norfolk	5,000	691	694	3,615	28%
3. Portsmouth	5,000	3,034	245	1,721	66%
4. Virginia Beach	10,000	561	4,159	5,280	47%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 6,829	\$ 5,495	\$ 12,676	49%
Subtotal- Expenditures	\$ 999,630	\$ 636,717	\$ 122,389	\$ 240,524	76%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 13,000	\$ -	\$ 2,000	87%
2. Student Study Abroad Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000			3,000	0%
4. Martin Luther King Scholarship	5,621	5,066		555	90%
5. Military Scholarships	28,103	13,716		14,387	49%
6. ROTC Scholarships	13,489	6,858		6,631	51%
7. High School Scholarships					
a. Chesapeake	78,687	42,290		36,397	54%
1. LaVonne P. Ellis Scholarship	11,241			11,241	0%
b. Norfolk	56,205	24,311		31,894	43%
1. John T. Kavanaugh Scholarship	11,241			11,241	0%
c. Portsmouth	22,482	12,233		10,249	54%
1. Lee B. Armistead Scholarship	11,241			11,241	0%
d. Suffolk (Northern)	11,241			11,241	0%
e. Virginia Beach	101,169	50,531		50,638	50%
1. Stanley Waranch Scholarship	11,241	2,780		8,461	25%
2. Dorcas T. Helfant-Browning Scholarship	11,241			11,241	0%
3. Thomas H. Wilson Scholarship	11,241			11,241	0%
Subtotal - TCC Scholarships & Awards	\$ 417,942	\$ 170,785	\$ -	\$ 247,157	41%
Total Expenditures & Student Financial Assistance	\$ 1,417,572	\$ 807,502	\$ 122,389	\$ 487,681	66%
Fund Balance 03/31/2019		\$ 10,338,701			

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
Narrative Justification
FY2019

I. REVENUES

- A. **Bookstore** – Anticipated sales commissions from the Barnes & Noble bookstores operated at MacArthur Mall and the Virginia Beach Campus.
- B. **Vending** – Commissions from vending sales at all four campuses and the District Office. The college has an exclusive beverage contract with Coke and a food vending contract with CRH Catering. Also includes funds for sponsorship/marketing.
- C. **Food Service – Joint-Use Library** – The college currently has a food service contract with Elite, which is operational at the Joint-Use Library in Virginia Beach.
- D. **Municipal Support** – Contributions from the cities of Chesapeake, Norfolk, Virginia Beach, and Portsmouth.
- E. **Interest Earnings** – Investment earnings are calculated on a \$40 million average investment at 1.5%.
- F. **Miscellaneous Revenue** – Miscellaneous income from expired StormCard plans and other miscellaneous receipts.

II. EXPENDITURES

- A. **Operating Expenses** – Cost of bank fees, check stock, credit card fees, miscellaneous service fees, etc.
- B. **Faculty/Staff Parking** – Cost of faculty/staff parking in Norfolk including parking for adjunct faculty and visitors. The cost of Harbor Heights parking was erroneously omitted from the FY18 budget resulting in the increase for FY19.
- C. **College Community Events** – Funds to sponsor events to enhance the spirit of community among the college’s faculty and staff.
- D. **Financial Aid Adjustments** – Funding for financial aid adjustments resulting from administrative errors or similar circumstances.
- E. **Auxiliary Service Operations**
 - 1. **Personnel** – Salaries and benefits for the college’s Auxiliary Services personnel. The decrease is due to the elimination of the wage position that is budgeted for FY18.
 - 2. **General Operating Costs** – Funds for training, office supplies, travel, and other miscellaneous expenses for the Auxiliary Services personnel.

3. Equipment/Software/Installation – Funds to support the college’s StormCard system. Funds are included for equipment, software, and installation of data lines.
4. StormCard Marketing – The college receives funds each year for promotional use as part of the Coke contract.
5. Child Care Subsidy – Estimated operational subsidy to continue offering child care at each of the campuses.
6. Consultant Fees – This line item is not budgeted for FY19.

F. Community Support

1. College Board – Funds for expenses of the Board meetings and other Board related expenses.
- 2., 3., & 4. President, Vice Presidents, Campus Provosts, & Directors – Discretionary funds for hosting college-wide and/or required regional meetings for various administrators and ad hoc committees; luncheon and dinner meetings with various city and business officials; purchase of refreshments for meetings hosted at TCC; special events honoring employees; memberships in local and regional organizations to promote the college; and purchase of flowers for sympathy or congratulations.
5. Community Outreach – Cost of attending functions sponsored by various civic organizations, sponsorships, and other community outreach activities.
6. Contingencies – Unanticipated obligations of the Board.

G. Deans’ Discretionary Aid Fund – Funds to assist students with emergency financial needs to enable them to attend classes at Tidewater Community College. The need must relate to the student’s cost of attendance at the college.

III. STUDENT FINANCIAL ASSISTANCE

A. TCC Scholarships & Awards

1. Art Scholarships – Awards to students with outstanding portfolios for study in fine arts, graphic design, or photography at TCC’s Visual Arts Center. Fifteen \$1,000 scholarships are available.
2. Student Study Abroad Scholarships – Awards to foreign language students on a competitive basis.
3. Culinary Match Program – Matching funds for Culinary Scholarships donated to the college.
4. Martin Luther King Scholarship – An award to a student who exemplifies the values of Dr. Martin Luther King. Recognition is given at the college’s annual Dr. Martin Luther King Dinner.
5. Military Scholarships – Awards to dependents of servicepersons from each branch of the military.

6. ROTC Scholarships – Awards to TCC students participating in the college's ROTC program through Old Dominion University and Norfolk State University.
7. High School Scholarships – Awards to an outstanding high school senior in each of the public high schools in the cities of Chesapeake, Norfolk, Portsmouth, Northern Suffolk, and Virginia Beach. Additional scholarships are included for the Advanced Technology Center in Virginia Beach, and the Norfolk and Chesapeake Technology Centers. The awards are for tuition and fees for the first and second years of attendance at TCC.

The Stanley Waranch Scholarship will be awarded annually to a Virginia Beach high school graduate of the Advanced Technology Center. The Local College Board named the scholarship in honor of Mr. Waranch on June 26, 2003 for his dedication and exemplary service to Tidewater Community College and those it serves.

The John T. Kavanaugh Scholarship will be awarded annually to a Norfolk high school graduate who has participated in the Navy Junior Reserve Officer Training Corps program. The Local College Board named the scholarship in honor of Mr. Kavanaugh on June 25, 2009 for his dedication and exemplary service to Tidewater Community College and those it serves.

The Dorcas T. Helfant-Browning Scholarship will be awarded annually to a Virginia Beach high school graduate. The Local College Board named the scholarship in honor of Ms. Helfant-Browning on June 25, 2009 for her dedication and exemplary service to Tidewater Community College and those it serves.

The LaVonne P. Ellis Scholarship will be awarded annually to a Chesapeake high school graduate. The Local College Board named the scholarship in honor of Ms. Ellis on June 26, 2012 for her dedication and exemplary service to Tidewater Community College and those it serves.

The Thomas H. Wilson Scholarship will be awarded annually to a Virginia Beach high school graduate. The Local College Board named the scholarship in honor of Mr. Wilson on September 10, 2013 for his dedication and exemplary service to Tidewater Community College and those it serves.

The Lee B. Armistead Scholarship will be awarded annually to a Portsmouth high school graduate. The Local College Board named the scholarship in honor of Dr. Armistead on May 10, 2016 for his dedication and exemplary service to Tidewater Community College and those it serves.

**TIDEWATER COMMUNITY COLLEGE
LOCAL CONTRIBUTIONS
AS OF MARCH 31, 2019**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
PORTSMOUTH:			
LOCAL BOARD (Operating)	6,000	6,000	
TOTAL-PORTSMOUTH	\$ 6,000	\$ 6,000	
VIRGINIA BEACH:			
LOCAL BOARD (Operating)	6,000	6,000	
TOTAL-VIRGINIA BEACH	\$ 6,000	\$ 6,000	
CHESAPEAKE:			
TECHNOLOGY	60,500	60,500	
LOCAL BOARD (Operating)	6,000	6,000	
TOTAL-CHESAPEAKE	\$ 66,500	\$ 66,500	
NORFOLK:			
LOCAL BOARD (Operating)	6,000	6,000	
TOTAL-NORFOLK	\$ 6,000	\$ 6,000	
TOTAL	\$ 84,500	\$ 84,500	\$ -

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**TIDEWATER COMMUNITY COLLEGE
LOCAL INVESTMENTS
2014 - 2019**

LOCALITIES	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014
PORTSMOUTH:						
LOCAL BOARD (Operating)	6,000	6,000	6,000	5,400	6,000	
TOTAL-PORTSMOUTH	\$ 6,000	\$ 6,000	\$ 6,000	\$ 5,400	\$ 6,000	\$ -
VIRGINIA BEACH:						
LOCAL BOARD (Operating)	6,000	6,000	5,100	5,100	5,100	5,100
TOTAL-VIRGINIA BEACH	\$ 6,000	\$ 6,000	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100
CHESAPEAKE:						
TECHNOLOGY	60,500	60,500	60,500	60,500	60,500	60,500
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-CHESAPEAKE	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500
NORFOLK:						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-NORFOLK	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL	\$ 84,500	\$ 84,500	\$ 83,600	\$ 83,000	\$ 83,600	\$ 77,600

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**TIDEWATER COMMUNITY COLLEGE
INVESTMENTS
2018-19 STATEMENT OF EARNINGS**

	BALANCE INVESTED	AVERAGE YIELD All investments	INTEREST 2017-2018
07/31/18	\$ 40,455,133	1.72%	\$ 58,044
08/31/18	\$ 41,438,760	1.05%	\$ 36,360
09/30/18	\$ 41,649,770	0.86%	\$ 29,871
10/31/18	\$ 45,175,818	1.22%	\$ 45,959
11/30/18	\$ 45,086,972	1.13%	\$ 42,361
12/31/18	\$ 45,270,012	1.32%	\$ 49,952
01/31/19	\$ 44,119,553	1.61%	\$ 59,330
02/28/19	\$ 44,079,220	1.84%	\$ 67,670
03/31/19	\$ 46,889,813	1.86%	\$ 72,617
04/30/19	\$ -		\$ -
05/31/19	\$ -		\$ -
06/30/19	\$ -		\$ -
TOTAL			\$ 462,164

Note 1

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Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	2.57%	\$ 8,838,425
Towne Bank - Raymond James	1.75%	\$ 37,106,889
Commonwealth - LGIP	2.57%	\$ 944,499
TOTAL		\$ 46,889,813

Note 2

Note 1 - The investment earnings are reported based on statements received from the financial institution and may vary from the college's financial records due to timing differences.

Note 2 - Actual interest rates on Raymond James CDs range from 1.35% to 2.66%, and payment frequency varies from monthly to annually.

TIDEWATER COMMUNITY COLLEGE BOARD

Proposed 2019-20 MEETING SCHEDULE

Thursday	August 8, 2019	Student Center Portsmouth Campus (Work Session)
Tuesday	September 10, 2019	Student Center Norfolk Campus
Tuesday	November 5, 2019	Student Center Chesapeake Campus
Tuesday	January 14, 2020	Green District Administration Building Norfolk
Tuesday	March 10, 2020	TCC Regional Workforce Solutions Center, Suffolk
Tuesday	May 12, 2020	Student Center Portsmouth Campus
Thursday	August 13, 2020	Student Center Virginia Beach Campus

Notes

1. All regular meetings of the board commence at 4:00 p.m. on the second Tuesday of the month, unless otherwise noted, and typically conclude by 6:00 p.m.
2. The August meeting is framed as the board's annual planning work session.