

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 310

AUGUST 20, 2019

Meeting number three hundred ten of the Tidewater Community College Board was held on Tuesday, August 20 2019, in the Portsmouth Campus Student Center. The meeting constituted the boards 2019-20 work session. Terri N. Thompson, Board Chair, presided.

Members Present: Jerome A. Bynum
William W. Crow
Cynthia (Cindy) S. Free
Delceno C. Miles
Terri N. Thompson
Lynn B. Clements
Gregory T. DeCinque
James (Jay) N. Lucado
John D. Padgett

Members Absent: Barry C. Brown
Paulette D. Franklin-Jenkins

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Marian Anderfuren, Vice President for Institutional Advancement
Matthew J. Baumgarten, Executive Director of Real Estate Foundation/COO of Facilities & Public Safety
Sarah DiCalogero, Faculty Senate Chair
Dana Hathorn, Dean of Student Services
Emanuel Chestnut, Interim Provost of Norfolk Campus
James Edwards, Interim Provost of Chesapeake Campus
Latesha D. Johnson, Executive Assistant to the President
Steven Jones, Executive Director, TCC Education Foundation & Director, Government & Community Affairs
Corey L. McCray, Interim Executive Vice President for Academic & Student Affairs & Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
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 4:20 p.m.

2. **Discuss Purpose of Work Session**

Ms. Thompson stated that the purpose of the work session was to establish and focus on the board's 2019-20 Work Priorities.

3. **Farm Fresh Space Acquisition - Approval of Action Item(s) on Agenda**

Mr. Baumgarten reported on the proposed purchase of Harbor Heights Retail Condo. The college faces a unique opportunity for long-term, space planning for the Norfolk Campus. He provided background information and opportunities noted in the document attached. After much discussion and on a motion by Ms. Clements, seconded by Ms. Miles, the board approved the Farm Fresh Space Acquisition.

4. **Performance-Based Funding**

Mr. Aasen provided an update on Performance-Based Funding for FY2020. VCCS base its Performance Funding Metrics (PFM) on ten measures of student progression in categories of Entry, Retention & Progression, and Completion. Colleges earn 'points' based on weighted number of successful students. Greater number of successful student's results in more points earned and colleges compete against each other based on total points earned. Each of the metrics are weighted. Mr. Aasen reported a few PFM highlights as noted in the document attached.

5. **Update on Summer Enrollment**

Mr. Aasen reported that the FTE and Student Headcount for 2019 Summer Enrollment decreased by -15.1%. The decline puts the college back to where it was in 2000 for FTE and back to 1998 for Headcount Enrollment. Dr. DeCinque noted that online competition impacted Summer Enrollment, which is hurting TCC and many other regional institutions.

6. **Financials**

a. **Auxiliary Services Update**

- **Textbook Sales** - Textbook sales declined due to decreasing enrollment, increased competition from other vendors, high textbook cost, and increased use of OER. Barnes & Noble lost over \$400 - \$600K the past four years and asked for a contract modification to decrease the college's commission. The college will work with MacArthur Mall management to renegotiate the Barnes & Noble lease contract.
- **Food Service** – The College has a contract with eLite Management Group. The declining enrollment has significantly impacted sales. In an effort to minimize the effects of decreased sales, TCC agreed to forego the FY20 commissions, estimated at \$39,000. Ms. Milloy is negotiating with eLite to operate at least one food service location at all campus student centers for the entire semester, with improved service. In addition, she will re-evaluate the FY21 contract to determine if the re-instatement of commissions is warranted and customer/food service has improved.
- **Exclusive Beverage and Vending** - The contracts with Coke and CRH ended June 30. Shared Services Center (SSC) extended vending to December 30, 2019 and exclusive beverage to June 30, 2020. The exclusive beverage and vending contracts have a commission rate of 47% and 27.6% respectively. The combined revenue is over \$100,000 annually. The Code of Virginia states that vending operations must be

offered to the Department of Blind and Visually Impaired (DBVI). However, DBVI did not grant a waiver and proposed a commission rate of 13% to the SSC for TCC. Ms. Milloy noted that a commission decrease from 47% and 27.6% to 13% is unacceptable. Therefore, she requested the SSC issue a RFP to establish a market rate and then ask DBVI to match it.

- **Child Care** – In August 2018, the YWCA indicated their desire to terminate the childcare contract, effective December 2018. The Department of Education awarded TCC the Child Care Availability Means Parents in School (CCAMPIS) grant in September 2018. The grant is a 4-year, \$1.4M award with each year being evaluated and re-awarded if conditions are met and funding is available. The annual award is \$469,501, of which \$348,300 is dedicated to childcare scholarships for TCC students. The college has MOUs with Blue Ribbon Results, Children’s Harbor, and KinderCare in each city. During the summer session, scholarships were awarded to 24 students, with 42 children receiving high quality children at accredited childcare centers in our service region.

- b. Overview of latest Audited Financial Statements. Ms. Milloy presented a Comprehensive Audit Report for Year Ended 2018. The Commonwealth of Virginia’s Auditor of Public Accounts performs annual audits of state agencies that includes financial statements of the VCCS for the year ended June 30, 2018. It also includes testing of federal Student Financial Assistance in accordance with the U.S. Office of Management and Budget Compliance Supplement Part 5 Student Financial Assistance Programs. TCC, NVCC, System Office, and SSC are audited every year (because of size), whereas the remaining colleges are generally audited every three years. The Auditor of Public Accounts also performs annual federal funds audit of state agencies. This report contains: 1) internal control over financial reporting and compliance, 2) compliance for each major federal program, 3) internal control related to compliance, 4) schedule of expenditures of Federal Awards, and 5) schedule of findings and questioned costs. There were 80 (no-material weaknesses) Comprehensive & Single Audit Findings. TCC had four findings in the Comprehensive Audit Findings to include: perform effective reviews of system access, properly monitor revenue contract deliverables, strengthen interdepartmental communication related to terminated employees, and ensure prepaid expenditures comply with Commonwealth requirements. There was one finding under the Single Audit, which was to improve enrollment reporting to the National Student Loan Data System. The Comprehensive Audit included a “Comment to Management” regarding the increased number of findings system-wide for the past two years.

7. Update on Major Gifts Campaign

Mr. Jones asked Ms. Anderfuren to share about the “*Stop the Drop*” Initiative. The Admissions Task Force identified more than 50 students who were in good standing and on track to graduate in December and had small balances remaining on their accounts. Ms. Anderfuren borrowed a tactic from Germanna Community College and launched the initiative that awarded aid to those students so they would not be dropped from their classes. The college raised more than \$15,000 thanks to board members, staff and alumni. In addition, the Educational Foundation was able to

match several students to existing scholarships. Dr. DeCinque will announce an Annual Scholarship Campaign at Convocation.

Mr. Jones provided an update on the Major Gifts Campaign. To date, he has \$6.35 million “asks out”. The committee identified targets of \$10 -\$12 million before October. In-kind asks include kitchens, lighting, IT, HVAC, and landscaping. A major grant announcement will be made soon. Meetings with potential donors will continue.

8. Update on Guided Pathways

Dr. McCray presented an update on Guided Pathways. As of July 1, the college fully implemented Guided Pathways (150) academic programs into nine pathways, each under the guidance of Pathway Provosts and Deans. Pathways and Academic Structure provides accountability, program performance and review, faculty and staff support, college-wide collaboration, and college and statewide initiatives. Student success will be measured by a performance metric to include graduation and success rates. The expectation is that the Pathway model will support improvement. Faculty are in a position to engage students through advising and accountability. Therefore, positively impacting student success.

9. Discuss & Adopt Proposed 2019-20 College Board Working Priorities

Ms. Thompson noted that the proposed Working Priorities were ongoing from the previous year. However, she revised number one to support the incoming president, as noted in the document attached. On a motion by Mr. Crow, seconded by Ms. Miles, the board approved the 2019-20 College Board Working Priorities.

10. President’s Report

- a. Update on Staff Changes/Interim Appointments. Dr. DeCinque noted there are eleven interim appointments college-wide. He is in the process of filling appointments that does not report directly to the President.
- b. College Convocation. Dr. DeCinque invited the board to attend Convocation on Friday, August 23 at 1:00 PM at the Chesapeake Campus Student Center.

11. Faculty Senate Motion Update

Ms. Thompson provided Ms. DiCalogero an opportunity to answer any questions from board members regarding the 2018-19 motions passed by the Faculty Senate that they received at the May Board meeting.

12. Chair’s Report & Announcements

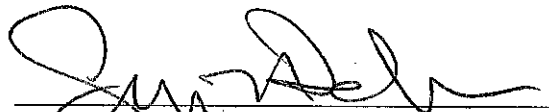
- a. Board Leadership Changes. Ms. Thompson reported that she had the honor of being appointed to the State Board for Community Colleges by Governor Northam, July 1, 2019. However, due to the importance of TCC’s Presidential Search, the Governor agreed to delay her appointment. As a result, she will remain Board Chair until October 1, 2019. Chairwoman Thompson also noted that the Board Vice Chair, Ms. Franklin-Jenkins, would normally move to the Chair position and the board would nominate a new Vice Chair. However, she declined. Therefore, the board will nominate a new Chair.

- b. Board Member Updates. The Cities of Norfolk and Portsmouth appointed Mr. Charles Tysinger and Mr. Mark Hugel, respectively, to the College Board. Their new board orientation is scheduled for September 17.
- c. Update on Presidential Search. Ms. Thompson provided the board with an update on the Presidential Selection Process. The Search Committee met August 6 and selected ten semi-finalists. Interviews are scheduled for September 9 and 10 at the System Office. Ms. Thompson noted that Campus Interviews are projected for the week of September ~~28~~ ³⁰ and/or the following week. *tnt*
- d. Information Packet
- The 2019-20 Standing Committees reflects the committee assignments and chairs.
 - The revised 2019-20 Meeting Schedule/Upcoming Events reflects updates.
 - The 2019-20 Board Membership Roster reflects updates to the board.

13. Adjournment

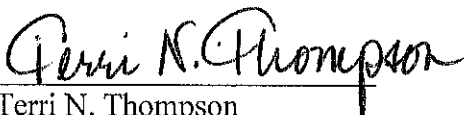
There being no further business to come before the board, Ms. Thompson adjourned the meeting at 7:25 p.m.

Respectfully submitted,



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

APPROVAL



Terri N. Thompson
Chair of the Board