

# TIDEWATER COMMUNITY COLLEGE BOARD

JANUARY 14, 2020

4:00 P.M.

BOARD ROOM

GREEN DISTRICT ADMINISTRATION BUILDING

CYNTHIA (CINDY) FREE, CHAIR

PRESIDING

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## AGENDA

**Social Gathering** – (4:00 – 4:30 p.m.)

1. **Welcome and Call Meeting to Order** – (4.30 p.m.)
2. **Program Highlight** – (15 min.)

*“Nursing Program”*

Dr. Michelle Woodhouse, Provost  
Rita Bouchard, Associate Dean of Nursing

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) – (5 min.)**)
  - a. Previous Meeting Minutes #311 for September 26, 2019 (**Attached**)
  - b. Proposal for Spin-Off A.A.S. in Cyber Security Degree (**Attached**)
  - c. Proposal for Specialization in Teacher Preparation (K-8), A.S. in General Studies (**Attached**)
  - d. Proposal for Career Studies Certificate in Cybersecurity and Networking Foundations (**Attached**)
  - e. Proposal for Career Studies Certificate in PM/RRT to RN (**Attached**)
5. **Curriculum & Student Development Committee Report** – Dr. Barry C. Brown, Chair (**10 min.**)
  - a. None
6. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair (**10 min.**)
  - a. Routine Financial Statements for Month Ending September 30, 2019 (**Attached**)
  - b. Routine Financial Statements for Month Ending November 30, 2019 (**Attached**)
  - c. Student Financial Aid Cohort Default Rate (**Attached**)

7. **Advocacy Committee Report** – Mr. Jerome Bynum, Chair *(10 min.)*
  - a. General Assembly Visit
8. **Educational Foundation Liaison Report** – Ms. Delceno Miles *(5 min.)*
9. **Real Estate Liaison Report** – Mr. John Padgett *(5 min.)*
10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
11. **President’s Report** – *(10 min.)*
  - a. Spring and Fall Enrollment Update (w/Mr. Aasen)
  - b. December Commencement
12. **Chair’s Report & Announcements** – *(10 min.)*
  - a. New President Transition Process
  - b. Presentation - Resolution for Terri N. Thompson
13. **Adjournment**

# TIDEWATER COMMUNITY COLLEGE BOARD

## MEETING NO. 311

SEPTEMBER 26, 2019

Meeting number three hundred eleven of the Tidewater Community College Board was held on Thursday, September 26, 2019, in the Student Center on the Norfolk Campus.

**Members Present:** Barry C. Brown  
Lynn B. Clements  
Paulette D. Franklin-Jenkins  
Mark Hugel  
Delceno C. Miles  
Terri N. Thompson  
Jerome A. Bynum  
William (Bill) W. Crow  
Cynthia (Cindy) S. Free  
James (Jay) N. Lucado  
John D. Padgett

**Members Absent:** Gregory T. DeCinque

**Others Present:** Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness  
Matthew J. Baumgarten, Executive Director of Real Estate Foundation/COO of Facilities & Public Safety  
Sarah DiCalogero, Faculty Senate Chair  
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  
Kellie Sorey, Associate Vice President for Academic Affairs  
Michael D. Summers, Provost of Virginia Beach Campus  
Richie Windley, Chair of President's Advisory & Planning Council

### 1. **Welcome and Call to Order**

Ms. Thompson, chair, determined the presence of a quorum and called the meeting to order at 4:30 p.m. She welcomed guests and new board members Charles "Andy" Tysinger and Mark Hugel.

**2. Program Highlight**

At the invitation of Dr. McCray, Dr. Sorey updated the board on Transfer Programs as the featured program highlight.

Dr. Sorey provided a snapshot of the Transfer Programs. She discussed 1) where students transfer, 2) when students transfer and the impact, 3) transfer agreements, and 4) Transfer Virginia: A Call to Action. The headcount for fall 2018 was 20,941 students. Fifty-one percent enrolled in one of TCC's six transfer programs. In 2017-18, the majority of TCC graduates and non-graduates transferred to ODU, NSU, Regent, or VCU. Most students transfer with a degree, 21% transfer with 15 or fewer credits, 17% transfer with 16-30 credits, and 2% transfer with no degree. Academic Affairs spend a lot of time working with 4-year colleges or universities, specifically for students who transfer with an Associates Degree.

**3. 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 Ms. Miles, the board approved the consent agenda as presented.

**4. Approval of Action Items on Consent Agenda**

Referring to Tabs 4a through 4d of the meeting packet, the board approved Meeting Minutes #309 for May 14, 2019, Meeting Minutes #310 for August 20, 2019, Discontinuance of Career Studies Certificate in Collision Repair Technology—Non-Structural and Refinishing, and the Chesapeake Campus Ring Road Project.

**5. Curriculum & Student Development Committee Report – Dr. Barry C. Brown, Chair**

a. Nothing to report.

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

a. Final Local Financial Statements for Year Ending June 30, 2019. At the invitation of Mr. Lucado, Ms. Milloy provided the final local financial statements for year ending June 30, 2019. Referring to Tab 6a of the meeting packet, she highlighted balances with the Student Activities Budget (\$1.3 million), Institutional Auxiliary Budget (\$12.3 million), Student Center Budget (\$18.6 million), and the Auxiliary Services Budget (\$10.7 million). Many cuts were made in the Student Center Budget. The Capital Maintenance Reserve Fund is \$7.5 million. Local investments and contributions from Chesapeake, Norfolk, Portsmouth, and Virginia Beach remained as expected. The average yield on investments of \$44.6 million earned \$850,144.

b. Routine Local Financial Statements for Year Ending July 31, 2019. Ms. Milloy provided the routine local financial statements for the month ending July 31, 2019. Referring to Tab 6b of the meeting packet, she noted that the budgets reflect activity for one month of the fiscal year, with low revenues and high expenditures. This was due to bond payments for parking garage and lot, and certain encumbrances charged on an annual basis. Local investments and

contributions from Chesapeake, Norfolk, Portsmouth, and Virginia Beach remained as expected. The average yield on investments of \$40.5 million earned \$109,545.

- c. Final Financial Report for 2018-19. Directing the board's attention to Tab 6c, Ms. Milloy reported that revenues for 2018-19 are \$134.6 million, which represents tuition & mandatory fees, grants & contracts, local appropriations, student fees, general funds and other income. It does not include any revenues or expenses from the foundations. The state is contributing 40% of the budget and students are contributing 60%. Expenditures are \$127.0 million and less than they were in 2017-18. Financial Aid is \$69.0 million for 2018-19. Federal grants, state grants, and scholarships represent free aid that goes to students. Federal loans went down 3.2% from the previous year.
- d. State Operating Budget- Fiscal Year 2019-20. The State Operating Budget currently has a \$2.5 million reserve. The college is planning to maintain the reserve for use in FY21.

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

- a. Nothing to report.

**8. Education Foundation Liaison Report – Ms. Delceno Miles**

At the invitation of Ms. Miles, Mr. Jones provided a brief update on the Major Gifts Campaign. He reported that a new scholarship will be publicly announced in December. A huge gift will be given to TCC's Nursing Program. The foundation has another \$4 million "in-ask" for the Perry Center, including naming of the hospitality school. Ms. Miles asked that all boards be engaged in donating and raising funds for the TCC Campaign.

**9. Real Estate Liaison Report – Mr. John Padgett**

There were no updates to report. However, Mr. Padgett noted that the Real Estate Board Retreat was scheduled for October 10.

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

- a. Nothing to report.

**11. President's Report**

- a. Fall Enrollment Update (w/Mr. Aasen). In the absence of Dr. DeCinque, Dr. McCray invited Mr. Aasen to give the fall enrollment update. To date, FTE enrollment is down 8.4% and Student Headcount is down 7.3% from last year. Students are carrying fewer credits than last year. The traditional sixteen-week session continues to decline much faster than the shorter sessions. There are also declines in the 12-week, first 8-week session, and second 8-week session as noted in the document attached.

**12. Chair's Report & Announcements**

- a. Presidential Search Update. Ms. Thompson provided an update on the Presidential Search. The three finalists passed the reference and background checks. VCCS will provide a news release Friday, September 27, to announce their names. Chairwoman Thompson discussed

the schedule for the presidential campus visits and provided board members with dates for the board interviews and dinners. She answered questions regarding the process.

- b. Nomination of Board Leadership. Ms. Thompson opened the floor for nominations to fill her unexpired term as board chair. On a motion by Paulette Franklin-Jenkins, seconded by William Crow, the board voted unanimously to nominate Cynthia (Cindy) Free to fill the unexpired term.

Closed Session. In accordance with section 2.2-33711(A) of the code of Virginia, Ms. Thompson moved that the board convene in closed session to discuss matters relating to the presidential board interviews. The President's Cabinet, Liaison to the board, and constituents in attendance were excused from the meeting.

Open Session. The board concluded its closed session and reconvened the open session. Ms. Johnson returned to the meeting. A roll call vote was taken and board members Terri Thompson, Paulette Franklin-Jenkins, Barry Brown, Jerome Bynum, Lynn Clements, Cynthia Free, Mark Hugel, James Lucado, Delceno Miles, John Murray, John Padgett, and Charles Tysinger were present certifying that to the best of each member's knowledge (I) only public business matters lawfully exempted from open requirements under the Freedom of Information Act and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the board.

A vote was not required to take any action on the discussion of the presidential board interviews in closed session.

### 13. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 6:20 p.m.

Respectfully submitted,



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

APPROVAL

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Terri N. Thompson  
Chair

DRAFT

**TIDEWATER COMMUNITY COLLEGE BOARD**  
**AGENDA ITEM**

MEETING: January 14, 2020  
COMMITTEE: Curriculum and Student Development Committee  
AGENDA ITEM: Proposal for Spin-Off A.A.S. in Cyber Security Degree

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**BACKGROUND:**

Tidewater Community College (TCC) currently offers an A.A.S. Degree in Information Systems Technology with a Cyber Security Specialization. Information Technology 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.A.S. in Cyber Security.

During the fall 2018 semester, TCC enrolled 366 students totaling 266 FTES in the Cyber Security Specialization. The proposed degree title change would make 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.A.S. Information Systems Technology: Cyber Security Specialization to an A.A.S. in Cyber Security degree.

**STAFF LIAISON:**

Corey McCray  
Interim Executive Vice President for Academic and Student Affairs  
[cmccray@tcc.edu](mailto:cmccray@tcc.edu)  
757-822-1061



**Official Curriculum Guide**

Name: \_\_\_\_\_

Date Entered TCC: \_\_\_\_\_

SIS Empl ID: \_\_\_\_\_

Counselor: \_\_\_\_\_

**Associate of Applied Science: Cyber Security (XXX)**

The Associate of Applied Science (A.A.S.) degree in Cyber Security prepares students to recognize, prevent and defend against threats to information and information systems. The program covers security models, intrusion detection, incident handling, firewalls, perimeter protection, and network security law. Graduates may seek employment as information security officers and network security specialists in local businesses, educational institutions, and governmental agencies. Students completing this program may benefit from an articulation agreement established for TCC students who transfer into Old Dominion University's Bachelor of Science in Interdisciplinary Studies (IDS) degree program with a major in Cybersecurity.

Courses required for the Cyber Security degree are available at the Chesapeake and Virginia Beach campuses.

**Semester 1**

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
ENG 111	College Composition I	3	Qualifying Placement Test score, ENF 1, ENF 2 or equivalent	None	_____	( )
ITN 101	Introduction to Network Concepts	4	None	None	_____	( )
ITP 100	Software Design	4	None	None	_____	( )
SDV 101	Orientation to Computer Science and Information Technology	1	None	None	_____	( )
_____	Humanities Elective <sup>1</sup>	3			_____	( )
<b>Semester Total</b>		<b>15</b>				

**Semester 2**

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
ENG 112	College Composition II	3	ENG 111 or equivalent and ability to use word processing software	None	_____	( )
ITN 106	Microcomputer Operating Systems	4	None	None	_____	( )
ITN 171	Unix I	4	None	None	_____	( )
ITN 260	Network Security Basics	4	ITN 101	None	_____	( )
MTH 161 or higher	PreCalculus I	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	_____	( )
<b>Semester Total</b>		<b>18</b>				



## Semester 3

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
ITE 115	Introduction to Computer Applications and Concepts	4	None	None	_____	( )
ITN 107	Personal Computer Hardware and Troubleshooting	4	None	None	_____	( )
ITN 262	Network Communication, Security and Authentication	4	ITN 171 and ITN 260	None	_____	( )
ITN 263	Internet/Intranet Firewalls and e-Commerce Security	4	ITN 171 and ITN 260	None	_____	( )
<b>Semester Total</b>		<b>16</b>				

## Semester 4

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
CST 100	Principles of Public Speaking (or CST 110)	3	None	None	_____	( )
ECO 120	Survey of Economics (or ECO 201 or ECO 202)	3	None	None	_____	( )
ITN 261	Network Attacks, Computer Crime and Hacking	4	ITN 171 and ITN 260	None	_____	( )
ITN 267	Legal Topics in Network Security	3	ITN 260 (prerequisite or co-requisite)	None	_____	( )
_____	IT Approved Elective <sup>2</sup>	3 - 4			_____	( )
<b>Semester Total</b>		<b>16 - 17</b>				

**Total Minimum Credits 65 - 66**

<sup>1</sup> Eligible courses are listed on page XX in the 2020-2021 catalog. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

<sup>2</sup> IT Approved Electives (Before selecting an elective, be sure that you have successfully completed the prerequisite course or courses.):

ITN 111 - Server Administration (Windows 2016)

ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - Cisco

ITN 170 - Linux System Administration

ITN 275 - Incident Response and Computer Forensics

ITN 290 or ITN 297 - Coordinated Internship in ITN or Cooperative Education in ITN

**TIDEWATER COMMUNITY COLLEGE BOARD**  
**AGENDA ITEM**

MEETING: January 14, 2020  
COMMITTEE: Curriculum and Student Development Committee  
AGENDA ITEM: Specialization in Teacher Preparation (PreK-8), A.S. in General Studies

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**BACKGROUND:**

Tidewater Community College (TCC) proposes to offer a Teacher Preparation (PreK-8) of the A.S. Degree in General Studies.

The proposed curriculum, developed as part of a Workforce Innovation and Opportunity Act grant, is intended to address the severe teaching shortage of elementary and secondary teachers.

**STAFF RECOMMENDATION:**

That the College Board approves the A.S. in General Studies Teacher Preparation Specialization (PreK-8).

**STAFF LIAISON:**

Corey McCray  
Interim Executive Vice President for Academic and Student Affairs  
[cmccray@tcc.edu](mailto:cmccray@tcc.edu)  
757-822-1061

## SPECIALIZATION

### Associate of Science in General Studies: Specialization - Teacher Preparation (PreK-8)

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
SDV 100	College Success Skills (or SDV 101)	1	None	None
ENG 111	College Composition I	3	Qualifying Placement Test score, ENF 1, ENF 2 or equivalent	None
MTH 154	Quantitative Reasoning (or MTH 161 or higher)	3	MTH 3 (or MTH 1) or MTE 1-3, and MTH 5 (or MTH 95) or MTE 4-5; or qualifying placement score	None or MCR 4 with placement recommendation
HIS 121	United States History I (or HIS 122)	3	Placement into ENG 111	None
BIO 101	General Biology I	4	Placement into ENG 111 and completion of MTH 3 (or MTH 1), MTE 2, or equivalent	None
<b>Semester Credits</b>		<b>14</b>		

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
ENG 112	College Composition II	3	ENG 111 or equivalent and ability to use word processing software	None
PSY 230	Developmental Psychology	3	None	None
HIS 111	History of World Civilization I (or HIS 112)	3	Placement into ENG 111	None
MTH 155	Statistical Reasoning (or MTH 245)	3	MTH 3 or MTE 1-3, and MTH 5 or MTE 4-5; or qualifying placement score	None
_____	Science with Lab Elective <sup>1</sup>	4		None
<b>Semester Credits</b>		<b>16</b>		

#### SEMESTER 3

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 200	Introduction to Teaching as a Profession	3	Successful completion of 24 credits of transfer courses or departmental approval for students accepted into Virginia's Teachers for Tomorrow program	None
ECO 120	Survey of Economics (or ECO 201 or ECO 202)	3	None	None
ENG 241	Survey of American Literature I (or ENG 242) <sup>2</sup>	3	ENG 112 or divisional approval	None
CST 100	Principles of Public Speaking	3	None	None
_____	Science with Lab Elective <sup>1</sup>	4		None
<b>Semester Credits</b>		<b>16</b>		

## SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
GEO 210	People and the Land: Introduction to Cultural Geography (or GEO 220)	3	None	None
HLT 100	First Aid and Cardiopulmonary Resuscitation	3	None	None
_____	Approved Elective	3		None
_____	Approved Elective	3		None
_____	Humanities Elective <sup>3</sup>	3		None
<b>Semester Credits</b>		<b>15</b>		

**Total Minimum Credits      61**

<sup>1</sup> Choose from the following: GOL 110, PHY 100, PHY 201, CHM 111.

<sup>2</sup> ENG 250 is the recommended course for students pursuing Pre K-3 licensure.

<sup>3</sup> Choose from the following: ART 101, ART 102, ART 201, ART 202.

### 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.

## TIDEWATER COMMUNITY COLLEGE BOARD

### AGENDA ITEM

MEETING: January 14, 2020

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Career Studies Certificate in Cybersecurity and Networking Foundations

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#### **BACKGROUND:**

Tidewater Community College (TCC) proposes to offer a Career Studies Certificate in Cybersecurity and Networking Foundations that covers introductory information technology concepts and skills, and prepares students to recognize, prevent and defend against threats to information and information systems.

The proposed curriculum, developed as part of a Workforce Innovation and Opportunity Act grant, creates entry-level employment opportunities in the cybersecurity and networking fields and gives students the opportunity to achieve industry certifications. The proposed certificate is also designed to stack into existing certificate and A.A.S. degree programs so students can continue their education and fulfill higher educational and employment goals.

#### **STAFF RECOMMENDATION:**

That the College Board approves the Career Studies Certificate in Cybersecurity and Networking Foundations.

#### **STAFF LIAISON:**

Corey McCray

Interim Executive Vice President for Academic and Student Affairs

[cmccray@tcc.edu](mailto:cmccray@tcc.edu)

757-822-1061

## CAREER STUDIES CERTIFICATE

### Cybersecurity and Networking Foundations

The Cybersecurity and Networking Foundations Career Studies Certificate program covers introductory information technology concepts and skills, and prepares students to recognize, prevent and defend against threats to information and information systems. Students will be introduced to topics including operating systems, computer hardware, networking concepts, cybersecurity, and programming.

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
ITN 101	Introduction to Network Concepts	4	None	None
ITN 107	Personal Computer Hardware and Troubleshooting	4	None	None
ITN 106	Microcomputer Operating Systems	4	None	None
<b>Semester Credits</b>		<b>12</b>		

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
ITP 100	Software Design	4	None	None
ITN 260	Network Security Basics	4	ITN 101	None
<b>Semester Credits</b>		<b>8</b>		

**Total Minimum Credits 20**

**TIDEWATER COMMUNITY COLLEGE BOARD**  
**AGENDA ITEM**

MEETING: January 14, 2020  
COMMITTEE: Curriculum and Student Development Committee  
AGENDA ITEM: Career Studies Certificate in PM/RRT to RN

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**BACKGROUND:**

Tidewater Community College (TCC) proposes to offer a Career Studies Certificate that will allow credentialed Paramedics and Respiratory Therapists to enter into the college's Nursing program through credit for prior learning.

The proposed curriculum, developed as part of a Workforce Innovation and Opportunity Act grant, is intended to partially relieve the nursing shortage in the college's service region through recognition of prior learning.

**STAFF RECOMMENDATION:**

That the College Board approves the Career Studies Certificate in PM/RRT to RN for a summer 2021 start date.

**STAFF LIAISON:**

Corey McCray  
Interim Executive Vice President for Academic and Student Affairs  
[cmccray@tcc.edu](mailto:cmccray@tcc.edu)  
757-822-1061

## CAREER STUDIES CERTIFICATE

### PM/RRT TO RN

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
SDV 101	Orientation to Health Care	1	None	None
ENG 111	College Composition I	3	Qualifying Placement Test score, ENF 1, ENF 2 or equivalent	None
PSY 230	Developmental Psychology	3	None	None
BIO 141	Human Anatomy and Physiology I	4	NAS 2 or acceptable NAS 2 Challenge Exam score	None
<b>Semester Credits</b>		<b>11</b>		

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
NSG 130	Professional Nursing Concepts	1	BIO 141	None
BIO 142	Human Anatomy and Physiology II	4	BIO 141	None
_____	Awaiting New Course Number	4		None
<b>Semester Credits</b>		<b>9</b>		

**Total Minimum Credits**                      **20**



# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: January 14, 2020

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending September 30, 2019

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### BACKGROUND:

The routine Local Fund Financial Statements for the month ending September 30, 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](mailto:PMilloy@tcc.edu)  
757-822-1064

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2019 - September 30, 2019

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/19</b>		\$ 1,290,309			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 985,932	\$ 324,944	\$ -	\$ 660,988	33%
B. ID Card Replacements	15,000	3,490		11,510	23%
C. Miscellaneous Revenue	500			500	0%
<b>Total Revenues</b>	<b>\$ 1,001,432</b>	<b>\$ 328,434</b>	<b>\$ -</b>	<b>\$ 672,998</b>	<b>33%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 1,618,743</b>			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 1,786	\$ -	\$ -	\$ 1,786	0%
2. Programming	22,511	6,663		15,848	30%
3. Student Organizations	8,641	3,570	470	4,601	47%
4. Recreational Sports	715			715	0%
5. Operating Expenses	715			715	0%
6. Contingency Fund	3,574	651		2,923	18%
<b>Subtotal--Chesapeake Campus</b>	<b>\$ 37,942</b>	<b>\$ 10,884</b>	<b>\$ 470</b>	<b>\$ 26,588</b>	<b>30%</b>
<b>B. Norfolk Campus</b>					
1. Student Government Association	\$ 2,673	\$ -	\$ 373	\$ 2,300	14%
2. Programming	25,839	4,983	3,684	17,172	34%
3. Student Organizations	3,992	679		3,313	17%
4. Recreational Sports	3,564		329	3,235	9%
5. Operating Expenses	891			891	0%
6. Contingency Fund	891			891	0%
<b>Subtotal--Norfolk Campus</b>	<b>\$ 37,850</b>	<b>\$ 5,662</b>	<b>\$ 4,386</b>	<b>\$ 27,802</b>	<b>27%</b>
<b>C. Portsmouth Campus</b>					
1. Student Government Association	\$ 2,673	\$ -	\$ -	\$ 2,673	0%
2. Programming	36,531	651	6,045	29,835	18%
3. Student Organizations	3,992	800		3,192	20%
4. Contingency Fund	891			891	0%
<b>Subtotal--Portsmouth Campus</b>	<b>\$ 44,087</b>	<b>\$ 1,451</b>	<b>\$ 6,045</b>	<b>\$ 36,591</b>	<b>17%</b>
<b>D. Virginia Beach Campus</b>					
1. Student Government Association	\$ 3,119	\$ -	\$ -	\$ 3,119	0%
2. Programming	33,037	1,194		31,843	4%
3. Student Organizations	20,457			20,457	0%
<b>Subtotal--Virginia Beach Campus</b>	<b>\$ 56,613</b>	<b>\$ 1,194</b>	<b>\$ -</b>	<b>\$ 55,419</b>	<b>2%</b>
<b>E. Student Activities--College-wide</b>					
1. Visual Arts Center	\$ 2,829	\$ -	\$ 679	\$ 2,150	24%
2. Women's Center	3,523	813	343	2,367	33%
3. Student Federation Council	3,720	2,718		1,002	73%
4. Intercultural Learning	14,791	224		14,567	2%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 24,863</b>	<b>\$ 3,755</b>	<b>\$ 1,022</b>	<b>\$ 20,086</b>	<b>19%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 21,411	\$ 3,736	\$ -	\$ 17,675	17%
2. Norfolk	17,137	2,533		14,604	15%
3. Portsmouth	16,038	1,523		14,515	9%
4. Virginia Beach	53,460	10,585		42,875	20%
<b>Subtotal--Learning Assistance Fund</b>	<b>\$ 108,046</b>	<b>\$ 18,377</b>	<b>\$ -</b>	<b>\$ 89,669</b>	<b>17%</b>

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Provosts' Contingency Fund</b>					
1. Chesapeake	\$ 6,353	\$ -	\$ -	\$ 6,353	0%
2. Norfolk	5,346	1,788		3,558	33%
3. Portsmouth	5,181	320		4,861	6%
4. Virginia Beach	4,455		385	4,070	9%
<b>Subtotal--Provosts' Contingency Fund</b>	<b>\$ 21,335</b>	<b>\$ 2,108</b>	<b>\$ 385</b>	<b>\$ 18,842</b>	<b>12%</b>
<b>H. Deans' Contingency Fund</b>					
1. Chesapeake	\$ 4,054	\$ -	\$ -	\$ 4,054	0%
2. Norfolk	9,427		212	9,215	2%
3. Portsmouth	4,455	440		4,015	10%
4. Virginia Beach	8,910	1,351	744	6,815	24%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 26,846</b>	<b>\$ 1,791</b>	<b>\$ 956</b>	<b>\$ 24,099</b>	<b>10%</b>
<b>I. Student Activities Identification System</b>					
Equipment, Software, and Supplies	\$ 30,000	\$ 28,904	\$ 47	\$ 1,049	97%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 30,000</b>	<b>\$ 28,904</b>	<b>\$ 47</b>	<b>\$ 1,049</b>	<b>97%</b>
<b>Total Expenditures</b>	<b>\$ 387,582</b>	<b>\$ 74,126</b>	<b>\$ 13,311</b>	<b>\$ 300,145</b>	<b>23%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 569,257	\$ 142,314	\$ -	\$ 426,943	25%
<b>Subtotal--Transfers</b>	<b>\$ 569,257</b>	<b>\$ 142,314</b>	<b>\$ -</b>	<b>\$ 426,943</b>	<b>25%</b>
<b>Fund Balance 09/30/19</b>		<b>\$ 1,402,303</b>			

Approved by the Local College Board on May 7, 2019

AVPF 10/04/19

**TIDEWATER COMMUNITY COLLEGE**  
**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  
INSTITUTIONAL AUXILIARY BUDGET  
July 1, 2019 - September 30, 2019**

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2019</b>		\$ 12,337,131			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,822,472	\$ 850,060.44	\$ -	\$ 1,972,412	30%
B. Student Parking Sales	82,160	17,329		64,831	21%
C. Student HRT Pass Sales	75,010	12,074		62,936	16%
<b>Total Revenues</b>	<b>\$ 2,979,642</b>	<b>\$ 879,463</b>	<b>\$ -</b>	<b>\$ 2,100,179</b>	<b>30%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		\$ 13,216,594			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,640,600	\$ 1,322,330	\$ -	\$ 318,270	81%
B. Chesapeake Campus Parking Lot - Debt Service	335,125	295,474		39,651	88%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	49,275	11,877		37,398	24%
2. Utilities	14,000	1,024		12,976	7%
3. Security					
4. General Maintenance	45,000	11,693	30,720	2,587	94%
D. College-wide Parking Lot Improvements	250,000	31,882	83,642	134,476	46%
E. Hampton Roads Transit (HRT) Passes	203,000	203,900		(900)	100%
F. Student Parking	99,090	2,330		96,760	2%
G. Visual Arts Center Parking Lease	82,800	12,720		70,080	15%
<b>Total Expenditures</b>	<b>\$ 2,718,890</b>	<b>\$ 1,893,230</b>	<b>\$ 114,362</b>	<b>\$ 711,298</b>	<b>74%</b>
<b>Fund Balance 09/30/19</b>					
		\$ 11,323,364			

Approved by the Local College Board on May 7, 2019

AVPF 10/04/19

**TIDEWATER COMMUNITY COLLEGE  
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**  
**STUDENT CENTER BUDGET**  
**July 1, 2019 - September 30, 2019**

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/19</b>		<b>\$ 18,646,627</b>			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 7,539,480	\$ 2,445,526	\$ -	\$ 5,093,954	32%
B. Transfer-In from Student Activities Budget	569,257	142,314		426,943	25%
C. Food Service Commission					
D. Miscellaneous Revenue	74,000	17,285		56,715	23%
E. Facility Use Fee					
<b>Total Revenues</b>	<b>\$ 8,182,737</b>	<b>\$ 2,605,126</b>	<b>\$ -</b>	<b>\$ 5,577,611</b>	<b>32%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>		<b>\$ 21,251,753</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 1,114,719	\$ 920,158	\$ -	\$ 194,561	83%
2. Student Center - Chesapeake Campus	1,164,194	942,724		221,470	81%
3. Student Center - Portsmouth Campus	1,082,472	929,919		152,553	86%
4. Student Center - Virginia Beach Campus	1,661,113	1,346,101		315,012	81%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 5,022,498</b>	<b>\$ 4,138,902</b>	<b>\$ -</b>	<b>\$ 883,596</b>	<b>82%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 425,846	\$ 74,788	\$ -	\$ 351,058	18%
b. Operating Expenses	41,547	5,648	4,999	30,900	26%
<b>Subtotal--General Operations</b>	<b>\$ 467,393</b>	<b>\$ 80,436</b>	<b>\$ 4,999</b>	<b>\$ 381,958</b>	<b>18%</b>
<b>2. Facility Operations</b>					
a. Utilities	105,000	25,483		79,517	24%
b. Security	60,000	10,139	46,824	3,037	95%
c. Custodial					
1. Personnel	113,300	26,507		86,793	23%
2. Expenditures	14,000	636	2,993	10,371	26%
d. General Maintenance					
1. Personnel	69,180	21,958		47,222	32%
2. Expenditures	66,000	10,349	16,616	39,035	41%
e. Insurance	7,696			7,696	0%
f. Network & Telecommunications	70,613	17,653		52,960	25%
<b>Subtotal--Facility Operations</b>	<b>\$ 505,789</b>	<b>\$ 112,725</b>	<b>\$ 66,433</b>	<b>\$ 326,631</b>	<b>35%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 2,195	\$ 18,500	\$ 305	99%
<b>Subtotal--Food Services</b>	<b>\$ 21,000</b>	<b>\$ 2,195</b>	<b>\$ 18,500</b>	<b>\$ 305</b>	<b>99%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 994,182</b>	<b>\$ 195,356</b>	<b>\$ 89,932</b>	<b>\$ 708,894</b>	<b>29%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 407,650	\$ 84,658	\$ -	\$ 322,992	21%
b. Operating Expenses	94,092	9,775	11,187	73,130	22%
<b>Subtotal--General Operations</b>	<b>\$ 501,742</b>	<b>\$ 94,433</b>	<b>\$ 11,187</b>	<b>\$ 396,122</b>	<b>21%</b>



	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	110,000	15,269		94,731	14%
b. Security	40,000	8,096	31,904		100%
c. Custodial					
1. Personnel	110,000	29,314		80,686	27%
2. Expenditures	14,000	256	1,666	12,078	14%
d. General Maintenance					
1. Personnel	66,869			66,869	0%
2. Expenditures	66,000	23,523	23,380	19,097	71%
e. Insurance	8,449			8,449	0%
f. Network & Telecommunications	61,556	15,389		46,167	25%
<b>Subtotal--Facility Operations</b>	<b>\$ 476,874</b>	<b>\$ 91,847</b>	<b>\$ 56,950</b>	<b>\$ 328,077</b>	<b>31%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 11,950	\$ 885	\$ 11,000	\$ 65	99%
<b>Subtotal--Food Services</b>	<b>\$ 11,950</b>	<b>\$ 885</b>	<b>\$ 11,000</b>	<b>\$ 65</b>	<b>99%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 990,566</b>	<b>\$ 187,165</b>	<b>\$ 79,137</b>	<b>\$ 724,264</b>	<b>27%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 421,912	\$ 91,662	\$ -	\$ 330,250	22%
b. Operating Expenses	55,025	5,209	30,165	19,651	64%
<b>Subtotal--General Operations</b>	<b>\$ 476,937</b>	<b>\$ 96,871</b>	<b>\$ 30,165</b>	<b>\$ 349,901</b>	<b>27%</b>
<b>2. Facility Operations</b>					
a. Utilities	110,000	9,570		100,430	9%
b. Security	50,000	9,607	40,393		100%
c. Custodial					
1. Personnel	110,000	24,945		85,055	23%
2. Expenditures	14,000	329	1,808	11,863	15%
d. General Maintenance					
1. Personnel	72,001			72,001	0%
2. Expenditures	66,000	12,240	53,526	234	100%
e. Insurance	8,276			8,276	0%
f. Network & Telecommunications	73,463	18,366		55,097	25%
<b>Subtotal--Facility Operations</b>	<b>\$ 503,740</b>	<b>\$ 75,057</b>	<b>\$ 95,727</b>	<b>\$ 332,956</b>	<b>34%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 18,000	\$ 931	\$ 17,000	\$ 69	100%
<b>Subtotal--Food Services</b>	<b>\$ 18,000</b>	<b>\$ 931</b>	<b>\$ 17,000</b>	<b>\$ 69</b>	<b>100%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 998,677</b>	<b>\$ 172,859</b>	<b>\$ 142,892</b>	<b>\$ 682,927</b>	<b>32%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 554,002	\$ 121,379	\$ -	\$ 432,623	22%
b. Operating Expenses	56,005	10,552	977	44,476	21%
<b>Subtotal--General Operations</b>	<b>\$ 610,007</b>	<b>\$ 131,931</b>	<b>\$ 977</b>	<b>\$ 477,099</b>	<b>22%</b>

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	155,000	2,228		152,772	1%
b. Security	45,000	18,013	26,987		100%
c. Custodial					
1. Personnel	175,000	42,131		132,869	24%
2. Expenditures	18,000	1,678	8,300	8,022	55%
d. General Maintenance					
1. Personnel	109,764	31,281		78,483	28%
2. Expenditures	85,000	7,803	10,040	67,157	21%
e. Insurance	12,423			12,423	0%
f. Network & Telecommunications	76,193	19,048		57,145	25%
<b>Subtotal--Facility Operations</b>	<b>\$ 676,380</b>	<b>\$ 122,182</b>	<b>\$ 45,327</b>	<b>\$ 508,871</b>	<b>25%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 444	\$ 20,400	\$ 156	99%
<b>Subtotal--Food Services</b>	<b>\$ 21,000</b>	<b>\$ 444</b>	<b>\$ 20,400</b>	<b>\$ 156</b>	<b>99%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,307,387</b>	<b>\$ 254,557</b>	<b>\$ 66,704</b>	<b>\$ 986,126</b>	<b>25%</b>
<b>Total Expenditures</b>	<b>\$ 9,313,311</b>	<b>\$ 4,948,839</b>	<b>\$ 378,665</b>	<b>\$ 3,985,807</b>	<b>57%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>		<b>\$ 1,000,000</b>	<b>0%</b>
<b>Fund Balance 09/30/19</b>		<b>\$ 15,302,913</b>			

Approved by the Local College Board on May 7, 2019

AVPF 10/04/19

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY19</b>	<b>\$ 7,500,000</b>

**TIDEWATER COMMUNITY COLLEGE  
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**  
**AUXILIARY SERVICES BUDGET**  
July 1, 2019 - Sept 30, 2019

	Budget 2020	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/19</b>		\$ 10,701,571			
<b>I. Revenues</b>					
A. Bookstore	\$ 1,195,065	\$ 352,043	\$ -	\$ 843,022	29%
B. Vending					
1. Exclusive Beverage Contract	66,000	29,231		36,769	44%
2. Vending - CRH	35,121	4,884		30,237	14%
C. Food Service - Joint-Use Library	4,523			4,523	0%
D. Municipal Support	24,000	18,000		6,000	75%
E. Interest Earnings	550,000	206,344		343,656	38%
F. Miscellaneous Revenue	10,000	435		9,565	4%
<b>Total Revenues</b>	<b>\$ 1,884,709</b>	<b>\$ 610,937</b>	<b>\$ -</b>	<b>\$ 1,273,772</b>	<b>32%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 11,312,508</b>	<b>\$ -</b>		
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 685	\$ 3,422	\$ 1,893	68%
2. Miscellaneous Expenses	1,000			1,000	0%
3. Joint-Use Library Food Service Equipment	7,000	444	5,400	1,156	83%
<b>Subtotal - Operating Expenses</b>	<b>\$ 14,000</b>	<b>\$ 1,129</b>	<b>\$ 8,822</b>	<b>\$ 4,049</b>	<b>71%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 430,000</b>	<b>\$ 315,361</b>		<b>\$ 114,639</b>	<b>73%</b>
<b>C. College Community Events</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>0%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 14,000</b>	<b>\$ (300)</b>	<b>\$ -</b>	<b>\$ 14,300</b>	<b>-2%</b>
<b>E. Auxiliary Service Operations</b>					
1. Personnel	\$ 165,500	\$ 33,933	\$ -	\$ 131,567	21%
2. General Operating Costs	6,000		980	5,020	16%
3. Equipment/Software/Installation	35,000	31,264		3,736	89%
4. StormCard Marketing	10,000	500		9,500	5%
5. Child Care Subsidy					
<b>Subtotal - Auxiliary Service Operations</b>	<b>\$ 216,500</b>	<b>\$ 65,697</b>	<b>\$ 980</b>	<b>\$ 149,823</b>	<b>31%</b>
<b>F. Community Support</b>					
1. College Board	\$ 2,500	\$ 14	\$ 860	\$ 1,626	35%
2. President	15,000	251	1,393	13,356	11%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	67	60	5,873	2%
b. Vice President for Finance	6,000	585		5,415	10%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	152		5,848	3%
d. Vice President for Institutional Advancement	6,000	240		5,760	4%
e. Vice President for Workforce Services	6,000	729	358	4,913	18%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	950	293	4,757	21%
4. Campus Provosts					
a. Chesapeake	6,000			6,000	0%
b. Norfolk	6,000	55	1,072	4,873	19%
c. Portsmouth	6,000	808	2,591	2,601	57%
d. Virginia Beach	12,000	2,991		9,009	25%
5. Community Outreach	27,000			27,000	0%
6. Contingencies	3,500			3,500	0%
<b>Subtotal - Community Support</b>	<b>\$ 114,000</b>	<b>\$ 6,842</b>	<b>\$ 6,627</b>	<b>\$ 100,531</b>	<b>12%</b>

	Budget 2020	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 5,000	\$ -	\$ 455	\$ 4,545	9%
2. Norfolk	5,000	496		4,504	10%
3. Portsmouth	5,000	1,741	107	3,152	37%
4. Virginia Beach	10,000	3,123	147	6,730	33%
<b>Subtotal - Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ 5,360</b>	<b>\$ 709</b>	<b>\$ 18,931</b>	<b>24%</b>
<b>Subtotal- Expenditures</b>					
	<b>\$ 828,500</b>	<b>\$ 394,089</b>	<b>\$ 17,138</b>	<b>\$ 417,273</b>	<b>50%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
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			5,621	0%
5. Military Scholarships	28,103			28,103	0%
6. ROTC Scholarships	13,489			13,489	0%
7. High School Scholarships					
a. Chesapeake	78,687			78,687	0%
1. LaVonne P. Ellis Scholarship	11,241			11,241	0%
b. Norfolk	56,205			56,205	0%
1. John T. Kavanaugh Scholarship	11,241			11,241	0%
c. Portsmouth	22,482			22,482	0%
1. Lee B. Armistead Scholarship	11,241			11,241	0%
d. Suffolk (Northern)	11,241			11,241	0%
e. Virginia Beach	101,169			101,169	0%
1. Stanley Waranch Scholarship	11,241			11,241	0%
2. Dorcas T. Helfant-Browning Scholarship	11,241			11,241	0%
3. Thomas H. Wilson Scholarship	11,241			11,241	0%
<b>Subtotal - TCC Scholarships &amp; Awards</b>	<b>\$ 417,942</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 417,942</b>	<b>0%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>					
	<b>\$ 1,246,442</b>	<b>\$ 394,089</b>	<b>\$ 17,138</b>	<b>\$ 835,215</b>	<b>33%</b>
<b>Fund Balance 09/30/2019</b>					
		<b>\$ 10,918,419</b>			

**TIDEWATER COMMUNITY COLLEGE**  
**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.

**TIDEWATER COMMUNITY COLLEGE  
LOCAL CONTRIBUTIONS  
AS OF SEPTEMBER 30, 2019**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
<b>PORTSMOUTH:</b>			
LOCAL BOARD (Operating)	6,000		
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>		<b>\$ 6,000</b>
<b>VIRGINIA BEACH:</b>			
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	
<b>CHESAPEAKE:</b>			
TECHNOLOGY	60,500	60,500	
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	
<b>NORFOLK:</b>			
LOCAL BOARD (Operating)	6,000		
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	
<b>TOTAL</b>	<b>\$ 84,500</b>	<b>\$ 78,500</b>	<b>\$ 6,000</b>

**TIDEWATER COMMUNITY COLLEGE  
LOCAL INVESTMENTS  
2015 - 2020**

<b>LOCALITIES</b>	<b>FY2020</b>	<b>FY2019</b>	<b>FY2018</b>	<b>FY2017</b>	<b>FY2016</b>	<b>FY2015</b>
<b>PORTSMOUTH:</b>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	5,400	6,000
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 5,400</b>	<b>\$ 6,000</b>
<b>VIRGINIA BEACH:</b>						
JOINT-USE LIBRARY <sup>1</sup>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	5,100	5,100	5,100
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>
<b>CHESAPEAKE:</b>						
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
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>
<b>NORFOLK:</b>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>TOTAL</b>	<b>\$ 84,500</b>	<b>\$ 84,500</b>	<b>\$ 84,500</b>	<b>\$ 83,600</b>	<b>\$ 83,000</b>	<b>\$ 83,600</b>

AVPF 10/04/19

**TIDEWATER COMMUNITY COLLEGE  
INVESTMENTS  
2019-20 STATEMENT OF EARNINGS**

	<b>BALANCE INVESTED</b>	<b>INTEREST 2019-2020</b>
July 31, 2019	\$ 40,566,146	\$ 109,545
August 31, 2019	\$ 40,361,829	\$ 80,684
September 30, 2019	\$ 40,063,529	\$ 46,012
October 31, 2019		
November 30, 2019		
December 31, 2019		
January 31, 2020		
February 29, 2020		
March 31, 2020		
April 30, 2020		
May 31, 2020		
June 30, 2020		
<b>TOTAL</b>		<b>\$ 236,241</b>

Note 1

AVPF 10/15/19

**Detail:**

<b>Investment Category</b>	<b>Cumulative Average Yield</b>	<b>Balance</b>
Towne Bank - Repurchase Agreements	2.42%	\$ 8,179,114
Towne Bank - Raymond James	2.65%	\$ 31,429,435
Commonwealth - LGIP	2.33%	\$ 454,980
<b>TOTAL</b>		<b>\$ 40,063,529</b>

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.

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: January 14, 2020

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending November 30, 2019

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### BACKGROUND:

The routine Local Fund Financial Statements for the month ending November 30, 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](mailto:PMilloy@tcc.edu)

757-822-1064

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2019 - November 30, 2019

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/19</b>		\$ 1,290,309			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 985,932	\$ 375,470	\$ -	\$ 610,462	38%
B. ID Card Replacements	15,000	5,100		9,900	34%
C. Miscellaneous Revenue	500			500	0%
<b>Total Revenues</b>	<b>\$ 1,001,432</b>	<b>\$ 380,570</b>	<b>\$ -</b>	<b>\$ 620,862</b>	<b>38%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 1,670,879</b>			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 1,786	\$ -	\$ -	\$ 1,786	0%
2. Programming	22,511	6,663	5,799	10,049	55%
3. Student Organizations	8,641	4,040	2,343	2,258	74%
4. Recreational Sports	715			715	0%
5. Operating Expenses	715			715	0%
6. Contingency Fund	3,574	651		2,923	18%
<b>Subtotal--Chesapeake Campus</b>	<b>\$ 37,942</b>	<b>\$ 11,354</b>	<b>\$ 8,142</b>	<b>\$ 18,446</b>	<b>51%</b>
<b>B. Norfolk Campus</b>					
1. Student Government Association	\$ 2,673	\$ 373	\$ -	\$ 2,300	14%
2. Programming	25,839	8,614	9,321	7,904	69%
3. Student Organizations	3,992	679	980	2,333	42%
4. Recreational Sports	3,564	329	573	2,662	25%
5. Operating Expenses	891		891		100%
6. Contingency Fund	891			891	0%
<b>Subtotal--Norfolk Campus</b>	<b>\$ 37,850</b>	<b>\$ 9,995</b>	<b>\$ 11,765</b>	<b>\$ 16,090</b>	<b>57%</b>
<b>C. Portsmouth Campus</b>					
1. Student Government Association	\$ 2,673	\$ -	\$ 1,518	\$ 1,155	57%
2. Programming	36,531	5,881	3,912	26,738	27%
3. Student Organizations	3,992	800		3,192	20%
4. Contingency Fund	891			891	0%
<b>Subtotal--Portsmouth Campus</b>	<b>\$ 44,087</b>	<b>\$ 6,681</b>	<b>\$ 5,430</b>	<b>\$ 31,976</b>	<b>27%</b>
<b>D. Virginia Beach Campus</b>					
1. Student Government Association	\$ 3,119	\$ 300	\$ -	\$ 2,819	10%
2. Programming	33,037	1,697		31,340	5%
3. Student Organizations	20,457	9,892		10,565	48%
<b>Subtotal--Virginia Beach Campus</b>	<b>\$ 56,613</b>	<b>\$ 11,889</b>	<b>\$ -</b>	<b>\$ 44,724</b>	<b>21%</b>
<b>E. Student Activities--College-wide</b>					
1. Visual Arts Center	\$ 2,829	\$ 536	\$ 364	\$ 1,929	32%
2. Women's Center	3,523	1,372	212	1,939	45%
3. Student Federation Council	3,720	2,718		1,002	73%
4. Intercultural Learning	14,791	363		14,428	2%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 24,863</b>	<b>\$ 4,989</b>	<b>\$ 576</b>	<b>\$ 19,298</b>	<b>22%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 21,411	\$ 8,366	\$ -	\$ 13,045	39%
2. Norfolk	17,137	4,727		12,410	28%
3. Portsmouth	16,038	3,070		12,968	19%
4. Virginia Beach	53,460	21,073		32,387	39%
<b>Subtotal--Learning Assistance Fund</b>	<b>\$ 108,046</b>	<b>\$ 37,236</b>	<b>\$ -</b>	<b>\$ 70,810</b>	<b>34%</b>

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Provosts' Contingency Fund</b>					
1. Chesapeake	\$ 6,353	\$ -	\$ 3,784	\$ 2,569	60%
2. Norfolk	5,346	1,788		3,558	33%
3. Portsmouth	5,181	320	338	4,523	13%
4. Virginia Beach	4,455	385		4,070	9%
<b>Subtotal--Provosts' Contingency Fund</b>	<b>\$ 21,335</b>	<b>\$ 2,493</b>	<b>\$ 4,122</b>	<b>\$ 14,720</b>	<b>31%</b>
<b>H. Deans' Contingency Fund</b>					
1. Chesapeake	\$ 4,054	\$ 421	\$ -	\$ 3,633	10%
2. Norfolk	9,427	362		9,065	4%
3. Portsmouth	4,455	440	1,316	2,699	39%
4. Virginia Beach	8,910	2,545		6,365	29%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 26,846</b>	<b>\$ 3,768</b>	<b>\$ 1,316</b>	<b>\$ 21,762</b>	<b>19%</b>
<b>I. Student Activities Identification System</b>					
Equipment, Software, and Supplies	\$ 30,000	\$ 28,904	\$ 47	\$ 1,049	97%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 30,000</b>	<b>\$ 28,904</b>	<b>\$ 47</b>	<b>\$ 1,049</b>	<b>97%</b>
<b>Total Expenditures</b>	<b>\$ 387,582</b>	<b>\$ 117,309</b>	<b>\$ 31,398</b>	<b>\$ 238,875</b>	<b>38%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 569,257	\$ 237,190	\$ -	\$ 332,067	42%
<b>Subtotal--Transfers</b>	<b>\$ 569,257</b>	<b>\$ 237,190</b>	<b>\$ -</b>	<b>\$ 332,067</b>	<b>42%</b>
<b>Fund Balance 11/30/19</b>		<b>\$ 1,316,380</b>			

Approved by the Local College Board on May 7, 2019

AVPF 12/09/19

**TIDEWATER COMMUNITY COLLEGE**  
**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  
INSTITUTIONAL AUXILIARY BUDGET  
July 1, 2019 - November 30, 2019**

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2019</b>		\$ 12,337,131			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,822,472	\$ 1,081,678	\$ -	\$ 1,740,794	38%
B. Student Parking Sales	82,160	15,152		67,008	18%
C. Student HRT Pass Sales	75,010	32,921		42,089	44%
<b>Total Revenues</b>	<b>\$ 2,979,642</b>	<b>\$ 1,129,751</b>	<b>\$ -</b>	<b>\$ 1,849,891</b>	<b>38%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		\$ 13,466,882			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,640,600	\$ 1,322,330	\$ -	\$ 318,270	81%
B. Chesapeake Campus Parking Lot - Debt Service	335,125	295,474		39,651	88%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	49,275	19,073		30,202	39%
2. Utilities	14,000	1,509		12,491	11%
3. Security					
4. General Maintenance	45,000	16,717	28,659	(376)	101%
D. College-wide Parking Lot Improvements	250,000	95,926	45,598	108,476	57%
E. Hampton Roads Transit (HRT) Passes	203,000	203,900		(900)	100%
F. Student Parking	99,090	2,330		96,760	2%
G. Visual Arts Center Parking Lease	82,800	19,080		63,720	23%
<b>Total Expenditures</b>	<b>\$ 2,718,890</b>	<b>\$ 1,976,339</b>	<b>\$ 74,257</b>	<b>\$ 668,294</b>	<b>75%</b>
<b>Fund Balance 11/30/19</b>					
		\$ 11,490,543			

Approved by the Local College Board on May 7, 2019

AVPF 12/10/19

**TIDEWATER COMMUNITY COLLEGE  
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**  
**STUDENT CENTER BUDGET**  
July 1, 2019 - November 30, 2019

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/19</b>		\$ 18,646,627			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 7,539,480	\$ 2,825,431	\$ -	\$ 4,714,049	37%
B. Transfer-In from Student Activities Budget	569,257	237,190		332,067	42%
C. Food Service Commission					
D. Miscellaneous Revenue	74,000	37,515		36,485	51%
E. Facility Use Fee					
<b>Total Revenues</b>	<b>\$ 8,182,737</b>	<b>\$ 3,100,136</b>	<b>\$ -</b>	<b>\$ 5,082,601</b>	<b>38%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>		<b>\$ 21,746,763</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 1,114,719	\$ 920,158	\$ -	\$ 194,561	83%
2. Student Center - Chesapeake Campus	1,164,194	942,724		221,470	81%
3. Student Center - Portsmouth Campus	1,082,472	929,919		152,553	86%
4. Student Center - Virginia Beach Campus	1,661,113	1,346,101		315,012	81%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 5,022,498</b>	<b>\$ 4,138,902</b>	<b>\$ -</b>	<b>\$ 883,596</b>	<b>82%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 425,846	\$ 123,759	\$ -	\$ 302,087	29%
b. Operating Expenses	41,547	6,586	8,811	26,150	37%
<b>Subtotal--General Operations</b>	<b>\$ 467,393</b>	<b>\$ 130,345</b>	<b>\$ 8,811</b>	<b>\$ 328,237</b>	<b>30%</b>
<b>2. Facility Operations</b>					
a. Utilities	105,000	43,402		61,598	41%
b. Security	60,000	16,452	40,511	3,037	95%
c. Custodial					
1. Personnel	113,300	43,900		69,400	39%
2. Expenditures	14,000	2,918	7,464	3,618	74%
d. General Maintenance					
1. Personnel	69,180	34,944		34,236	51%
2. Expenditures	66,000	39,255	15,051	11,694	82%
e. Insurance	7,696			7,696	0%
f. Network & Telecommunications	70,613	29,422		41,191	42%
<b>Subtotal--Facility Operations</b>	<b>\$ 505,789</b>	<b>\$ 210,293</b>	<b>\$ 63,026</b>	<b>\$ 232,470</b>	<b>54%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 4,475	\$ 16,525	\$ -	100%
<b>Subtotal--Food Services</b>	<b>\$ 21,000</b>	<b>\$ 4,475</b>	<b>\$ 16,525</b>	<b>\$ -</b>	<b>100%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 994,182</b>	<b>\$ 345,113</b>	<b>\$ 88,362</b>	<b>\$ 560,707</b>	<b>44%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 407,650	\$ 134,676	\$ -	\$ 272,974	33%
b. Operating Expenses	94,092	22,657	7,371	64,064	32%
<b>Subtotal--General Operations</b>	<b>\$ 501,742</b>	<b>\$ 157,333</b>	<b>\$ 7,371</b>	<b>\$ 337,038</b>	<b>33%</b>

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	110,000	31,549		78,451	29%
b. Security	40,000	13,126	26,874		100%
c. Custodial					
1. Personnel	110,000	46,636		63,364	42%
2. Expenditures	14,000	826	2,964	10,210	27%
d. General Maintenance					
1. Personnel	66,869			66,869	0%
2. Expenditures	66,000	31,930	20,737	13,333	80%
e. Insurance	8,449			8,449	0%
f. Network & Telecommunications	61,556	25,648		35,908	42%
<b>Subtotal--Facility Operations</b>	<b>\$ 476,874</b>	<b>\$ 149,715</b>	<b>\$ 50,575</b>	<b>\$ 276,583</b>	<b>42%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 11,950	\$ 1,645	\$ 10,305	\$ -	100%
<b>Subtotal--Food Services</b>	<b>\$ 11,950</b>	<b>\$ 1,645</b>	<b>\$ 10,305</b>	<b>\$ -</b>	<b>100%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 990,566</b>	<b>\$ 308,693</b>	<b>\$ 68,251</b>	<b>\$ 613,622</b>	<b>38%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 421,912	\$ 146,363	\$ -	\$ 275,549	35%
b. Operating Expenses	55,025	12,257	25,840	16,928	69%
<b>Subtotal--General Operations</b>	<b>\$ 476,937</b>	<b>\$ 158,620</b>	<b>\$ 25,840</b>	<b>\$ 292,477</b>	<b>39%</b>
<b>2. Facility Operations</b>					
a. Utilities	110,000	16,197		93,803	15%
b. Security	50,000	15,601	34,399		100%
c. Custodial					
1. Personnel	110,000	40,153		69,847	37%
2. Expenditures	14,000	657	2,778	10,565	25%
d. General Maintenance					
1. Personnel	72,001			72,001	0%
2. Expenditures	66,000	22,714	12,506	30,780	53%
e. Insurance	8,276			8,276	0%
f. Network & Telecommunications	73,463	30,610		42,853	42%
<b>Subtotal--Facility Operations</b>	<b>\$ 503,740</b>	<b>\$ 125,932</b>	<b>\$ 49,683</b>	<b>\$ 328,126</b>	<b>35%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 18,000	\$ 2,962	\$ 15,038	\$ -	100%
<b>Subtotal--Food Services</b>	<b>\$ 18,000</b>	<b>\$ 2,962</b>	<b>\$ 15,038</b>	<b>\$ -</b>	<b>100%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 998,677</b>	<b>\$ 287,514</b>	<b>\$ 90,561</b>	<b>\$ 620,603</b>	<b>38%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 554,002	\$ 196,295	\$ -	\$ 357,707	35%
b. Operating Expenses	56,005	18,362	12,327	25,316	55%
<b>Subtotal--General Operations</b>	<b>\$ 610,007</b>	<b>\$ 214,657</b>	<b>\$ 12,327</b>	<b>\$ 383,023</b>	<b>37%</b>

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	155,000	3,909		151,091	3%
b. Security	45,000	29,168	15,832		100%
c. Custodial					
1. Personnel	175,000	67,877		107,123	39%
2. Expenditures	18,000	4,064	9,078	4,858	73%
d. General Maintenance					
1. Personnel	109,764	51,665		58,099	47%
2. Expenditures	85,000	14,055	10,610	60,335	29%
e. Insurance	12,423			12,423	0%
f. Network & Telecommunications	76,193	31,747		44,446	42%
<b>Subtotal--Facility Operations</b>	<b>\$ 676,380</b>	<b>\$ 202,485</b>	<b>\$ 35,520</b>	<b>\$ 438,375</b>	<b>35%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 4,576	\$ 16,268	\$ 156	99%
<b>Subtotal--Food Services</b>	<b>\$ 21,000</b>	<b>\$ 4,576</b>	<b>\$ 16,268</b>	<b>\$ 156</b>	<b>99%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,307,387</b>	<b>\$ 421,718</b>	<b>\$ 64,115</b>	<b>\$ 821,554</b>	<b>37%</b>
<b>Total Expenditures</b>	<b>\$ 9,313,311</b>	<b>\$ 5,501,940</b>	<b>\$ 311,289</b>	<b>\$ 3,500,082</b>	<b>62%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>		<b>\$ 1,000,000</b>	<b>0%</b>
<b>Fund Balance 11/30/19</b>		<b>\$ 15,244,823</b>			

Approved by the Local College Board on May 7, 2019

AVPF 12/09/19

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY19</b>	<b>\$ 7,500,000</b>

**TIDEWATER COMMUNITY COLLEGE  
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**  
**AUXILIARY SERVICES BUDGET**  
July 1, 2019 - November 30, 2019

	Budget 2020	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/19</b>		\$ 10,701,571			
<b>I. Revenues</b>					
A. Bookstore	\$ 1,195,065	\$ 471,239	\$ -	\$ 723,826	39%
B. Vending					
1. Exclusive Beverage Contract	66,000	42,677		23,323	65%
2. Vending - CRH	35,121	7,302		27,819	21%
C. Food Service - Joint-Use Library	4,523	1,542		2,981	34%
D. Municipal Support	24,000	18,000		6,000	75%
E. Interest Earnings	550,000	277,453		272,547	50%
F. Miscellaneous Revenue	10,000	7,252		2,748	73%
<b>Total Revenues</b>	<b>\$ 1,884,709</b>	<b>\$ 825,465</b>	<b>\$ -</b>	<b>\$ 1,059,244</b>	<b>44%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		\$ 11,527,036	\$ -		
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 1,155	\$ 3,043	\$ 1,802	70%
2. Miscellaneous Expenses	1,000			1,000	0%
3. Joint-Use Library Food Service Equipment	7,000	627	5,300	1,073	85%
<b>Subtotal - Operating Expenses</b>	<b>\$ 14,000</b>	<b>\$ 1,782</b>	<b>\$ 8,343</b>	<b>\$ 3,875</b>	<b>72%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 430,000</b>	<b>\$ 315,361</b>		<b>\$ 114,639</b>	<b>73%</b>
<b>C. College Community Events</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>0%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 14,000</b>	<b>\$ (186)</b>	<b>\$ -</b>	<b>\$ 14,186</b>	<b>-1%</b>
<b>E. Auxiliary Service Operations</b>					
1. Personnel	\$ 165,500	\$ 55,892	\$ -	\$ 109,608	34%
2. General Operating Costs	6,000		980	5,020	16%
3. Equipment/Software/Installation	35,000	31,264		3,736	89%
4. StormCard Marketing	10,000	600		9,400	6%
5. Child Care Subsidy					
<b>Subtotal - Auxiliary Service Operations</b>	<b>\$ 216,500</b>	<b>\$ 87,756</b>	<b>\$ 980</b>	<b>\$ 127,764</b>	<b>41%</b>
<b>F. Community Support</b>					
1. College Board	\$ 2,500	\$ 874		\$ 1,626	35%
2. President	15,000	6,404	1,392	7,204	52%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	127	576	5,297	12%
b. Vice President for Finance	6,000	585	248	5,167	14%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	205		5,795	3%
d. Vice President for Institutional Advancement	6,000	240		5,760	4%
e. Vice President for Workforce Services	6,000	812	275	4,913	18%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	1,285	142	4,573	24%
4. Campus Provosts					
a. Chesapeake	6,000	92	920	4,988	17%
b. Norfolk	6,000	1,082	944	3,974	34%
c. Portsmouth	6,000	3,400		2,600	57%
d. Virginia Beach	12,000	3,716		8,284	31%
5. Community Outreach	27,000			27,000	0%
6. Contingencies	3,500			3,500	0%
<b>Subtotal - Community Support</b>	<b>\$ 114,000</b>	<b>\$ 18,822</b>	<b>\$ 4,497</b>	<b>\$ 90,681</b>	<b>20%</b>

	Budget 2020	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 5,000	\$ 455		\$ 4,545	9%
2. Norfolk	5,000	1,730	502	2,768	45%
3. Portsmouth	5,000	2,676		2,324	54%
4. Virginia Beach	10,000	6,047	40	3,913	61%
<b>Subtotal - Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ 10,908</b>	<b>\$ 542</b>	<b>\$ 13,550</b>	<b>46%</b>
<b>Subtotal- Expenditures</b>	<b>\$ 828,500</b>	<b>\$ 434,443</b>	<b>\$ 14,362</b>	<b>\$ 379,695</b>	<b>54%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ 10,000	\$ -	\$ 5,000	67%
2. Student Study Abroad Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000	375		2,625	13%
4. Martin Luther King Scholarship	5,621	2,780		2,841	49%
5. Military Scholarships	28,103	11,975		16,128	43%
6. ROTC Scholarships	13,489	741		12,748	5%
7. High School Scholarships					
a. Chesapeake	78,687	41,638		37,049	53%
1. LaVonne P. Ellis Scholarship	11,241			11,241	0%
b. Norfolk	56,205	26,905		29,300	48%
1. John T. Kavanaugh Scholarship	11,241			11,241	0%
c. Portsmouth	22,482	15,599		6,883	69%
1. Lee B. Armistead Scholarship	11,241			11,241	0%
d. Suffolk (Northern)	11,241			11,241	0%
e. Virginia Beach	101,169	54,488		46,681	54%
1. Stanley Waranch Scholarship	11,241			11,241	0%
2. Dorcas T. Helfant-Browning Scholarship	11,241			11,241	0%
3. Thomas H. Wilson Scholarship	11,241			11,241	0%
<b>Subtotal - TCC Scholarships &amp; Awards</b>	<b>\$ 417,942</b>	<b>\$ 164,501</b>	<b>\$ -</b>	<b>\$ 253,441</b>	<b>39%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 1,246,442</b>	<b>\$ 598,944</b>	<b>\$ 14,362</b>	<b>\$ 633,136</b>	<b>49%</b>
<b>Fund Balance 11/30/2019</b>		<b>\$ 10,928,092</b>			

**TIDEWATER COMMUNITY COLLEGE**  
**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.

**TIDEWATER COMMUNITY COLLEGE  
LOCAL CONTRIBUTIONS  
AS OF NOVEMBER 30, 2019**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
<b>PORTSMOUTH:</b>			
LOCAL BOARD (Operating)	6,000		
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>		<b>\$ 6,000</b>
<b>VIRGINIA BEACH:</b>			
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	
<b>CHESAPEAKE:</b>			
TECHNOLOGY	60,500	60,500	
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	
<b>NORFOLK:</b>			
LOCAL BOARD (Operating)	6,000		
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	
<b>TOTAL</b>	<b>\$ 84,500</b>	<b>\$ 78,500</b>	<b>\$ 6,000</b>

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**TIDEWATER COMMUNITY COLLEGE  
LOCAL INVESTMENTS  
2015 - 2020**

<b>LOCALITIES</b>	<b>FY2020</b>	<b>FY2019</b>	<b>FY2018</b>	<b>FY2017</b>	<b>FY2016</b>	<b>FY2015</b>
<b>PORTSMOUTH:</b>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	5,400	6,000
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 5,400</b>	<b>\$ 6,000</b>
<b>VIRGINIA BEACH:</b>						
JOINT-USE LIBRARY <sup>1</sup>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	5,100	5,100	5,100
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>
<b>CHESAPEAKE:</b>						
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
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>
<b>NORFOLK:</b>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>TOTAL</b>	<b>\$ 84,500</b>	<b>\$ 84,500</b>	<b>\$ 84,500</b>	<b>\$ 83,600</b>	<b>\$ 83,000</b>	<b>\$ 83,600</b>

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**TIDEWATER COMMUNITY COLLEGE  
INVESTMENTS  
2019-20 STATEMENT OF EARNINGS**

	<b>BALANCE INVESTED</b>	<b>INTEREST 2019-2020</b>
July 31, 2019	\$ 40,566,146	\$ 109,545
August 31, 2019	\$ 40,361,829	\$ 80,684
September 30, 2019	\$ 40,063,529	\$ 46,012
October 31, 2019	\$ 43,197,742	\$ 45,839
November 30, 2019	\$ 43,463,800	\$ 45,289
December 31, 2019		
January 31, 2020		
February 29, 2020		
March 31, 2020		
April 30, 2020		
May 31, 2020		
June 30, 2020		
<b>TOTAL</b>		<b>\$ 327,369</b>

Note 1

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**Detail:**

<b>Investment Category</b>	<b>Cumulative Average Yield</b>	<b>Balance</b>
Towne Bank - Repurchase Agreements	2.42%	\$ 11,504,332
Towne Bank - Raymond James	2.65%	\$ 31,503,026
Commonwealth - LGIP	2.33%	\$ 456,442
<b>TOTAL</b>		<b>\$ 43,463,800</b>

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 .94% to 2.92%, and payment frequency varies from monthly to annually.



**TIDEWATER COMMUNITY COLLEGE BOARD**  
**AGENDA ITEM**

MEETING: January 14, 2020  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: Student Financial Aid Cohort Default Rate

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**BACKGROUND:**

A cohort default rate is the percentage of a school's borrowers who enter repayment on certain loans through the Family Federal Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program during a particular federal fiscal year, October 1st to September 30th, and defaulted or meet other specified conditions within the cohort default period. Students are considered to default on their loans after 360 days of non-payment.

The 2016 three-year cohort represents students who entered repayment between October 1, 2015 through September 30, 2016 and defaulted before September 30, 2018.

Vice President Milloy will provide the annual report on the college's student financial aid cohort default rate.

**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

Phyllis F. Milloy  
Vice President for Finance  
[PMilloy@tcc.edu](mailto:PMilloy@tcc.edu)  
757-822-1064



## Resolution

**Whereas**, Terri N. Thompson was appointed by the Chesapeake City Council as a member of the Tidewater Community College Board in June 2012, and was subsequently reappointed to the Board in June 2016 until her appointment by the Governor of Virginia to the Virginia State Board for Community Colleges in July 2019; and

**Whereas**, Terri N. Thompson faithfully served with honor, integrity, and great distinction as Chair of the Tidewater Community College Board from July 2016 through October 2019; and

**Whereas**, Terri N. Thompson provided exceptional leadership and service to Tidewater Community College and the College Board as demonstrated when she served on the Executive Committee, chaired the Advocacy Committee and actively served on the Finance & Facilities Committee during her appointment; and

**Whereas**, Terri N. Thompson established an exemplary record of service and devotion that set the tone for her peers in execution of their duties and responsibilities in service of Tidewater Community College's faculty, staff, and students; and

**Whereas**, Terri N. Thompson faithfully participated in Commencement Exercises, College Convocations, TCC Women's Center programs, the annual Chancellor's Retreats, State Board Annual Meetings, Virginia Community College System Legislative Receptions, Joint Board Receptions, Dedications, Groundbreakings, and other College events:

**Now, Therefore, Be It Resolved** that the Tidewater Community College Board shall establish the Terri N. Thompson Scholarship, which shall be awarded annually to a Chesapeake high school graduate; and

**Be It Further Resolved** that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, thank and commend Terri N. Thompson for her outstanding contributions, dedication, and exemplary service 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 Terri N. Thompson with our warmest wishes on this the 14<sup>th</sup> day of January 2020, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

Cynthia S. Free  
Chair, College Board

/s/

Marcia Conston, Ph.D.  
President