

TIDEWATER COMMUNITY COLLEGE BOARD

MARCH 10, 2020

4:00 P.M.

WORKFORCE SOLUTIONS CENTER

CYNTHIA (CINDY) FREE, CHAIR
PRESIDING

REVISED AGENDA

Social Gathering – (4:00 – 4:30 p.m.)

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

“Progressive Academic and Career Experience (P.A.C.E.)”

Dr. Corey McCray, Interim Executive Vice President for Academic & Student Affairs
Dr. Karen Campbell, Associate Vice President for Student Affairs

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 #313 for January 14, 2020 **(Attached)**
 - b. Proposed Increase in Auxiliary Capital Fee **(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. Local Fund Financial Statements for Month Ending January 31, 2020 **(Attached)**
 - b. Mid-Year Report on 2019-20 State Operating Budget **(Attached)**
7. **Advocacy Committee Report – Mr. Jerome Bynum, Chair (10 min.)**
 - a. General Assembly Visit Feedback
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. Proposed 2019-20 Emeritus Appointment Resolutions (**Attached, for action**)

Teaching Faculty:

- Susan Dozier, Professor of Information Systems Technology
- Albert Koon, Associate Professor of Electronics
- Nita Wood, Associate Professor of English
- David Wright, Professor of Physics

Classified Staff:

- Patsy Alexander, Education Support Specialist III
- Reyne Buchholz, Financial Services Manager II
- Robin Moore, Procurement Manager III
- Lori Wheeler, Programmer Analyst II

b. Commencement Speakers

c. Enrollment Task Force

12. Chair's Report & Announcements – (10 min.)

a. Update on Presidential Transition Plan

b. Appointment of Board Nominating Committee

13. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 313

JANUARY 14, 2020

Meeting number three hundred thirteen of the Tidewater Community College Board was held on Tuesday, January 14, 2020, in the Green District Administration Building on the Norfolk Campus.

Members Present: Jerome A. Bynum
Dr. Marcia Conston
Cynthia (Cindy) S. Free
Delceno C. Miles
Charles A. Tysinger
Lynn B. Clements
Paulette D. Franklin-Jenkins
James (Jay) N. Lucado
John D. Padgett

Members Absent: Barry C. Brown, William (Bill) W. Crow, Mark A. Hugel

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Marian Anderfuren, Vice President for Communications & Enrollment Management
Matthew J. Baumgarten, Executive Director of Real Estate Foundation/COO of Facilities & Public Safety
Rita Bouchard, Associate Dean of Nursing
Emanuel Chestnut, Interim Provost of Norfolk Campus
Sarah DiCalogero, Chair of Faculty Senate
James Edwards, Interim Provost of Chesapeake Campus
Latesha D. Johnson, Executive Assistant to the President
Steve Jones, Executive Director, TCC Educational Foundation & Director, Government & Community Affairs
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Heather McCraig, Associate Vice President for Finance
Corey L. McCray, Interim Executive Vice President for Academic & Student Affairs and Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
Michael D. Summers, Provost of Virginia Beach Campus
Richie Windley, Chair of President's Advisory & Planning Council
Michelle W. Woodhouse, Provost of Portsmouth Campus

1. **Welcome and Call to Order**

Ms. Free, chair, determined the presence of a quorum and called the meeting to order at 4:30 p.m., and welcomed guests.

2. Program Highlight

Dr. Conston invited Dr. Woodhouse and Ms. Bouchard to present the program highlight featuring the nursing program.

Dr. Woodhouse noted that the nursing program has undergone a major restructuring within the VCCS. TCC launched the concept-based curriculum in Fall 2018. Ms. Bouchard discussed admissions and enrollment, outcomes, curriculum, and partnership initiatives. Admissions for 2019-20 included 369 applications, 134 eligible students who met the pre-requisite criteria, and 130 students who were admitted in the program. Total enrollment declined 2% since 2017-18. However, graduates increased 32%. There were 60 graduates in Fall 2019, with an anticipation of 35 graduates in Spring 2020. The program completion rate for 2019 was 56%. A completion rate improvement plan was implemented to focus on student support and advisement. Dr. Woodhouse noted that although completion rates were slightly low, pass rates (96.56%) were extremely high. At the end of the program, students are expected to demonstrate six learning outcomes, as noted in the document attached. Partnership initiatives include Eastern Shore Rural Health, G3 Planning Grant Initiative, and the LPN Program in Development.

3. Adoption of Consent Agenda

Ms. Free asked the board 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 Ms. Miles, seconded by Mr. Bynum, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to tabs 4a through 4e of the meeting packet, the board approved meeting minutes #311 for September 26, 2019; proposal for Spin-Off A.A.S. in Cyber Security degree; proposal for Specialization in Teacher Preparation (K-8), A.S. in General Studies; proposal for Career Studies Certificate in Cybersecurity and Networking Foundations, and proposal for Career Studies Certificate in PM/RRT to RN.

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. Routine Financial Statements for Month Ending September 30, 2019. The September statements were included in the November meeting packet. Therefore, without any objections, Ms. Milloy moved to report on the Routine Financial Statements for Month Ending November 30, 2019.

b. Routine Financial Statements for Month Ending November 30, 2019. Ms. Milloy provided routine local financial statements reflecting activity for five months of the fiscal year. Referring to tab 6b of the meeting packet, she highlighted expenditures for the student activities budget (41%), institutional auxiliary budget (75%), student center budget (62%), and the auxiliary services budget (49%). FY 19-20 local investments and contributions from

each city remained as expected. Investments of approximately \$43.5 million have earned \$327,369 since July 1.

- c. Student Financial Aid Cohort Default Rate. Ms. Milloy noted that a default rate of 30% or higher for three consecutive years may result in loss of direct loan and Pell Grant eligibility. In addition, a default rate of 40% in a single year may result in immediate loss of eligibility for three years. Within the VCCS, TCC's default rate is 16.2%.

7. Advocacy Committee Report – Mr. Jerome Bynum, Chair

- a. General Assembly Visit. The General Assembly visit is confirmed for Wednesday, January 29, 2020. Board members and cabinet members are attending. The TCC van will depart from Workforce Solutions Center in Suffolk at 6:00 AM. Steven Jones will provide an itinerary for the meetings with several legislators.

8. Education Foundation Liaison Report – Ms. Delceno Miles

At the invitation of Ms. Miles, Mr. Jones provided an update for the Education Foundation. Three major gifts were pledged in December. Those gifts combined closed out fundraising efforts for the Perry Center project. Also, in a couple of weeks, the MOU between TCC and a donor will be finalized for the nursing program. This gift will put the college over its goal on the capital campaign for scholarships. Ms. Miles noted that the foundation will now focus on raising funds for the Skilled Trades Academy and trucks for the CDL program.

9. Real Estate Liaison Report – Mr. John Padgett

Mr. Padgett provided a brief update on the Suffolk property. He noted that the Real Estate Foundation board discussed next steps for use of the property at its annual meeting in December 2019. The board will have positive things to report throughout the year.

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

- a. Nothing to report.

11. President's Report

- a. Fall/Spring Enrollment Update (w/Mr. Aasen). In Fall 2019, full-time equivalent (FTE) enrollment declined -8.8% and student headcount declined -9.0%. Spring 2020 FTE declined -11.0% and student headcount declined -11.4%. TCC's enrollment encompasses high school dual enrollment, first-time (curricular), transfer-in, stop-out/returning, and other non-curricular students. Of the categories noted, there was a 1.0% increase in high school dual-enrolled students (Fall 2019), while the other categories experienced a decline in Fall 2019 and Spring 2020. Mr. Aasen displayed a chart of the Fall 2019 and Spring 2020 VCCS FTE enrollment comparisons noting that 17 of 23 and 8 of 23 institutions, respectively, within the VCCS experienced enrollment declines.
- b. December Commencement. Dr. Conston thanked the board and cabinet for inviting her to TCC's December commencement exercise. She had a wonderful time meeting several faculty, staff, and students. Also, during her visit, a pre-session legislative reception was held at the Glass Wheel Studio on December 17, 2019, to meet TCC's new president. Dr.

Conston, along with her husband and daughter, had an opportunity to meet board members and several legislators. She acknowledged and thanked all who coordinated the event.

- c. G3 Update. The governor's \$145 million G3 grant program is a major initiative that could help thousands of Virginians access higher education and workforce training. The program focuses on five critical areas to include healthcare, information technology, early childhood education, public safety, and manufacturing and skilled trades. Dr. Conston asked that we continue to discuss G3 with others of influence and reach out to our state legislators to express their support as well. By doing so, this would help TCC's enrollment. After some discussion, the board consented to draft a resolution stating full support of the G3 bill.
- d. Dr. David Wright. Dr. Conston was excited to share and celebrate TCC's physics professor. She noted that Dr. Wright, along with two TCC students, will appear on the "Kelly Clarkson Show" Thursday, January 16, at 5:00 PM on Fox, WVBT-TV. Dr. Wright's video has received over 27 million views and 500,000 retweets on social media. He is one of many outstanding faculty at TCC who is dedicated to providing exceptional learning experiences for our students.

12. Chair's Report & Announcements

- a. New President Transition Process. Ms. Free and Dr. McCray initiated the President's Transition Plan in November 2019. They developed a plan that consists of three teams including a community team, position team, and college team chaired by Steven Jones, Cindy Free, and Dr. Michelle Woodhouse respectively. Dr. McCray noted that the plan is in place for a full year. However, the major objective of the first 100 days is to ensure Dr. Conston is introduced to internal and external stakeholders.
- b. Presentation: Resolution for Terri N. Thompson. Ms. Free called on Mr. Padgett to present Ms. Thompson with a resolution for her years of service to TCC and the college board. He noted that she was a dynamic leader who made an impact that will last a life time. She also did many things behind the scenes and gave so much to the college. As such, the board officially thanked Ms. Thompson for faithfully serving with honor, integrity, and great distinction on the board from June 2012 through July 2019, and as chair of the Tidewater Community College Board from July 2016 – October 2019. The board and cabinet also congratulated Ms. Thompson on her appointment by the governor of Virginia to the Virginia State Board for Community Colleges.

13. Adjournment

Announcements

- The next board meeting is March 10th at 4:00 PM at the Workforce Solutions Center in Suffolk.
- For planning purposes, Ms. Free informed the board that the college's next commencement is scheduled for Monday, May 11th, at 6:00 p.m. in the Chartway Arena, formerly known at the Ted Constant Convocation Center.

There being no further business to come before the board, Ms. Free adjourned the meeting at 5:55p.m.

Respectfully submitted,

Marcia Conston

Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL

Cynthia (Cindy) S. Free
Chair

DRAFT

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 10, 2020
COMMITTEE: Finance and Facilities Committee
AGENDA ITEM: Increase in Auxiliary Capital Fee

BACKGROUND:

Language authorizing increases in mandatory non-educational and general program fees from 4-2.01 b. of the Appropriation Act states:

- a) Except as provided in Chapters 933 and 943 of the 2006 Acts of Assembly, mandatory fees for purposes other than educational and general programs shall not be increased for Virginia undergraduates beyond five percent annually, excluding requirements for wage, salary, and fringe benefit increases, as authorized by the General Assembly.
- b) This restriction shall not apply in the following instances: fee increases directly related to capital projects authorized by the General Assembly; fee increases to support student health services; and other fee increases specifically authorized by the General Assembly.
- c) Due to the small mandatory non-educational and general program fees currently assessed students in the Virginia Community College System, increases in any one year of no more than \$15 shall be allowed on a cost-justified case-by-case basis, subject to approval by the State Board for Community Colleges.

As a result of this language, the VCCS requires that mandatory non-educational and general program fee increases be limited to \$.50 per credit hour to a maximum of \$15.00 per academic year (Fall/Spring semesters). Further, each college requesting an increase in a mandatory non-educational and general program fee must prepare appropriate documentation to demonstrate the required cost justification for the fee increase and submit the fee increase request to the Chancellor for consideration by the State Board for Community Colleges.

Due to the enrollment decline, the college sees a need to re-instate the one dollar decrease in the Auxiliary Capital Fee that supports the four student centers. The fee was reduced from \$20 to \$19 per credit hour effective Fall Semester 2013.

The Business Plan for the student centers was approved by the State Board for Community Colleges in May 2007. The Business Plan was built on a projected annual FTE of 16,312; the college's 2018-19 FTE was 13,980, and is projected to decrease further this year. Operating costs have increased since 2007, employees have been granted salary and fringe benefit increases, and debt service payments amount to \$5 million annually; the latter accounted for 62% of total fee revenue this past fiscal year.

The Business Plan included a \$20 per credit hour fee to support the four centers. In the fall of 2013, the college decreased the fee to \$19 per credit hour in exchange for a one-dollar tuition differential increase to support a 2% salary increase for teaching faculty. The TCC College Board and the SBCC approved a fee increase of \$.50 in 2018-19, bringing the fee to \$19.50 per credit hour.

We are steadily decreasing costs each year by reducing staff and operational items where possible. Increasing the fee by \$.50 per credit hour will generate an additional \$148,400 on an annual basis and will bring us back to the original \$20 per credit hour.

STAFF RECOMMENDATION:

That the TCC College Board recommend to the State Board for Community Colleges an increase of \$.50 per credit hour in its Auxiliary Capital Fee, effective Fall Semester 2020. The \$.50 increase will complete the re-instatement of the one dollar decrease the college made effective Fall Semester 2013 when it reduced the per credit hour fee from \$20 to \$19.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 10, 2020

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Local Fund Financial Statements for Month Ending January 31, 2020

BACKGROUND:

The Local Fund Financial Statements for the month ending January 31, 2020 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
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TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2019 - January 31, 2020

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/19		\$ 1,290,309			
I. Revenues					
A. Student Activity Fee	\$ 985,932	\$ 642,671	\$ -	\$ 343,261	65%
B. ID Card Replacements	15,000	7,180		7,820	48%
C. Miscellaneous Revenue	500			500	0%
Total Revenues	\$ 1,001,432	\$ 649,851	\$ -	\$ 351,581	65%
Total Resources (Revenue & Fund Bal.)		\$ 1,940,160			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 1,786	\$ 750	\$ -	\$ 1,036	42%
2. Programming	22,511	12,462	3,409	6,640	71%
3. Student Organizations	8,641	6,333	1,250	1,058	88%
4. Recreational Sports	715			715	0%
5. Operating Expenses	715	130		585	18%
6. Contingency Fund	3,574	651		2,923	18%
Subtotal--Chesapeake Campus	\$ 37,942	\$ 20,326	\$ 4,659	\$ 12,957	66%
B. Norfolk Campus					
1. Student Government Association	\$ 2,673	\$ 823	\$ -	\$ 1,850	31%
2. Programming	25,839	16,589	3,051	6,199	76%
3. Student Organizations	3,992	3,012	980		100%
4. Recreational Sports	3,564	902	419	2,243	37%
5. Operating Expenses	891		891		100%
6. Contingency Fund	891			891	0%
Subtotal--Norfolk Campus	\$ 37,850	\$ 21,326	\$ 5,341	\$ 11,183	70%
C. Portsmouth Campus					
1. Student Government Association	\$ 2,673	\$ 1,518	\$ -	\$ 1,155	57%
2. Programming	36,531	12,708	3,340	20,483	44%
3. Student Organizations	3,992	1,750		2,242	44%
4. Contingency Fund	891			891	0%
Subtotal--Portsmouth Campus	\$ 44,087	\$ 15,976	\$ 3,340	\$ 24,771	44%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,119	\$ 300	\$ -	\$ 2,819	10%
2. Programming	33,037	2,228	357	30,452	8%
3. Student Organizations	20,457	11,892		8,565	58%
Subtotal--Virginia Beach Campus	\$ 56,613	\$ 14,420	\$ 357	\$ 41,836	26%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 2,829	\$ 900	\$ 256	\$ 1,673	41%
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%
Subtotal--Student Activities--College-wide	\$ 24,863	\$ 5,353	\$ 468	\$ 19,042	23%
F. Learning Assistance Fund					
1. Chesapeake	\$ 21,411	\$ 11,712	\$ -	\$ 9,699	55%
2. Norfolk	17,137	6,618		10,519	39%
3. Portsmouth	16,038	4,298		11,740	27%
4. Virginia Beach	53,460	29,502		23,958	55%
Subtotal--Learning Assistance Fund	\$ 108,046	\$ 52,130	\$ -	\$ 55,916	48%

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Provosts' Contingency Fund					
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%
Subtotal--Provosts' Contingency Fund	\$ 21,335	\$ 6,277	\$ 338	\$ 14,720	31%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 4,054	\$ 421	\$ -	\$ 3,633	10%
2. Norfolk	9,427	473		8,954	5%
3. Portsmouth	4,455	815	1,541	2,099	53%
4. Virginia Beach	8,910	2,545		6,365	29%
Subtotal--Deans' Contingency Fund	\$ 26,846	\$ 4,254	\$ 1,541	\$ 21,051	22%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 30,000	\$ 28,952	\$ -	\$ 1,048	97%
Subtotal--Student Activities Identification System	\$ 30,000	\$ 28,952	\$ -	\$ 1,048	97%
Total Expenditures	\$ 387,582	\$ 169,014	\$ 16,044	\$ 202,524	48%
III. Transfers					
A. Transfer to Student Center Budget	\$ 569,257	\$ 332,067	\$ -	\$ 237,190	58%
Subtotal--Transfers	\$ 569,257	\$ 332,067	\$ -	\$ 237,190	58%
Fund Balance 01/31/20		\$ 1,439,079			

Approved by the Local College Board on May 7, 2019

AVPF 02/10/20

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 - January 31, 2020**

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2019		\$ 12,337,131			
I. Revenues					
A. Institutional Fee	\$ 2,822,472	\$ 1,825,444	\$ -	\$ 997,028	65%
B. Student Parking Sales	82,160	34,896		47,264	42%
C. Student HRT Pass Sales	75,010	40,968		34,042	55%
Total Revenues	\$ 2,979,642	\$ 1,901,308	\$ -	\$ 1,078,334	64%
Total Resources (Revenue & Fund Bal.)					
		\$ 14,238,439			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,640,600	\$ 1,638,929	\$ -	\$ 1,671	100%
B. Chesapeake Campus Parking Lot - Debt Service	335,125	329,561		5,564	98%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	49,275	26,702		22,573	54%
2. Utilities	14,000	1,509		12,491	11%
3. General Maintenance	45,000	24,185	29,453	(8,638)	119%
D. College-wide Parking Lot Improvements	250,000	143,759	9,475	96,766	61%
E. Hampton Roads Transit (HRT) Passes	203,000	203,900		(900)	100%
F. Student Parking	99,090	31,330		67,760	32%
G. Visual Arts Center Parking Lease	82,800	44,520		38,280	54%
Total Expenditures	\$ 2,718,890	\$ 2,444,395	\$ 38,928	\$ 235,567	91%
Fund Balance 01/31/20					
		\$ 11,794,044			

Approved by the Local College Board on May 7, 2019

AVPF 02/10/20

**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 - January 31, 2020

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/19		\$ 18,646,627			
I. Revenues					
A. Auxiliary Capital Fee	\$ 7,539,480	\$ 4,844,361	\$ -	\$ 2,695,119	64%
B. Transfer-In from Student Activities Budget	569,257	332,067		237,190	58%
C. Food Service Commission					
D. Miscellaneous Revenue	74,000	52,335		21,665	71%
Total Revenues	\$ 8,182,737	\$ 5,228,763	\$ -	\$ 2,953,974	64%
Total Resources (Revenue & Fund Balance)					
		\$ 23,875,390			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,114,719	\$ 1,113,621	\$ -	\$ 1,098	100%
2. Student Center - Chesapeake Campus	1,164,194	1,133,551		30,643	97%
3. Student Center - Portsmouth Campus	1,082,472	1,089,947		(7,475)	101%
4. Student Center - Virginia Beach Campus	1,661,113	1,618,067		43,046	97%
Subtotal--Bond Debt Service	\$ 5,022,498	\$ 4,955,186	\$ -	\$ 67,312	99%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 425,846	\$ 173,263	\$ -	\$ 252,584	41%
b. Operating Expenses	41,547	11,820	4,999	24,728	40%
Subtotal--General Operations	\$ 467,393	\$ 185,083	\$ 4,999	\$ 277,312	41%
2. Facility Operations					
a. Utilities	105,000	59,353		45,647	57%
b. Security	60,000	25,594	30,299	4,107	93%
c. Custodial					
1. Personnel	113,300	61,460		51,840	54%
2. Expenditures	14,000	10,322	3,303	375	97%
d. General Maintenance					
1. Personnel	69,180	48,922		20,258	71%
2. Expenditures	66,000	51,527	9,610	4,863	93%
e. Insurance	7,696	7,606		90	99%
f. Network & Telecommunications	70,613	41,191		29,422	58%
Subtotal--Facility Operations	\$ 505,789	\$ 305,975	\$ 43,212	\$ 156,602	69%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 8,164	\$ 12,836	\$ -	100%
Subtotal--Food Services	\$ 21,000	\$ 8,164	\$ 12,836	\$ -	100%
Subtotal--Norfolk Student Center	\$ 994,182	\$ 499,221	\$ 61,047	\$ 433,914	56%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 407,650	\$ 188,546	\$ -	\$ 219,104	46%
b. Operating Expenses	94,092	31,922	4,564	57,606	39%
Subtotal--General Operations	\$ 501,742	\$ 220,468	\$ 4,564	\$ 276,710	45%

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	110,000	45,879		64,121	42%
b. Security	40,000	18,616	21,384		100%
c. Custodial					
1. Personnel	110,000	68,624		41,376	62%
2. Expenditures	14,000		3,349	10,651	24%
d. General Maintenance					
1. Personnel	66,869			66,869	0%
2. Expenditures	66,000	38,993	18,059	8,948	86%
e. Insurance	8,449	8,349		100	99%
f. Network & Telecommunications	61,556	35,908		25,648	58%
Subtotal--Facility Operations	\$ 476,874	\$ 216,368	\$ 42,792	\$ 217,713	54%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 11,950	\$ 3,477	\$ 8,473	\$ -	100%
Subtotal--Food Services	\$ 11,950	\$ 3,477	\$ 8,473	\$ -	100%
Subtotal--Chesapeake Student Center	\$ 990,566	\$ 440,314	\$ 55,829	\$ 494,423	50%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 421,912	\$ 204,908	\$ -	\$ 217,004	49%
b. Operating Expenses	55,025	36,281	2,043	16,701	70%
Subtotal--General Operations	\$ 476,937	\$ 241,189	\$ 2,043	\$ 233,705	51%
2. Facility Operations					
a. Utilities	110,000	26,350		83,650	24%
b. Security	50,000	23,249	26,751		100%
c. Custodial					
1. Personnel	110,000	57,595		52,405	52%
2. Expenditures	14,000	1,300	1,150	11,550	18%
d. General Maintenance					
1. Personnel	72,001			72,001	0%
2. Expenditures	66,000	30,414	6,510	29,076	56%
e. Insurance	8,276	8,179		97	99%
f. Network & Telecommunications	73,463	42,853		30,610	58%
Subtotal--Facility Operations	\$ 503,740	\$ 189,940	\$ 34,411	\$ 279,389	45%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 18,000	\$ 7,896	\$ 10,104	\$ -	100%
Subtotal--Food Services	\$ 18,000	\$ 7,896	\$ 10,104	\$ -	100%
Subtotal--Portsmouth Student Center	\$ 998,677	\$ 439,025	\$ 46,558	\$ 513,094	49%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 554,002	\$ 274,813	\$ -	\$ 279,189	50%
b. Operating Expenses	56,005	32,375	9,891	13,739	75%
Subtotal--General Operations	\$ 610,007	\$ 307,188	\$ 9,891	\$ 292,928	52%

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	155,000	7,722		147,278	5%
b. Security	45,000	24,369	20,631		100%
c. Custodial					
1. Personnel	175,000	95,028		79,972	54%
2. Expenditures	18,000	11,369	2,054	4,577	75%
d. General Maintenance					
1. Personnel	109,764	72,331		37,433	66%
2. Expenditures	85,000	20,389	14,225	50,386	41%
e. Insurance	12,423	12,276		147	99%
f. Network & Telecommunications	76,193	44,446		31,747	58%
Subtotal--Facility Operations	\$ 676,380	\$ 287,930	\$ 36,910	\$ 351,540	48%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 8,309	\$ 12,691	\$ -	100%
Subtotal--Food Services	\$ 21,000	\$ 8,309	\$ 12,691	\$ -	100%
Subtotal--Virginia Beach Student Center	\$ 1,307,387	\$ 603,427	\$ 59,492	\$ 644,469	51%
Total Expenditures	\$ 9,313,311	\$ 6,937,173	\$ 222,926	\$ 2,153,212	77%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000		\$ 1,000,000	0%
Fund Balance 01/31/20		\$ 15,938,217			

Approved by the Local College Board on May 7, 2019

AVPF 02/10/20

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

**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 - January 31, 2019

	Budget 2020	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/19		\$ 10,701,571			
I. Revenues					
A. Bookstore	\$ 1,195,065	\$ 591,481	\$ -	\$ 603,584	49%
B. Vending					
1. Exclusive Beverage Contract	66,000	52,892		13,108	80%
2. Vending - CRH	35,121	12,948		22,173	37%
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	412,026		137,974	75%
F. Miscellaneous Revenue	10,000	7,508		2,492	75%
Total Revenues	\$ 1,884,709	\$ 1,096,397	\$ -	\$ 788,312	58%
Total Resources (Revenue & Fund Bal.)					
		\$ 11,797,968	\$ -		
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 1,309	\$ 2,973	\$ 1,718	71%
2. Miscellaneous Expenses	1,000			1,000	0%
3. Joint-Use Library Food Service Equipment	7,000	727	5,200	1,073	85%
Subtotal - Operating Expenses	\$ 14,000	\$ 2,036	\$ 8,173	\$ 3,791	73%
B. Faculty/Staff Parking	\$ 430,000	\$ 315,361	\$ -	\$ 114,639	73%
C. College Community Events	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
D. Financial Aid Adjustments	\$ 14,000	\$ (9,182)	\$ -	\$ 23,182	-66%
E. Auxiliary Service Operations					
1. Personnel	\$ 165,500	\$ 78,249	\$ -	\$ 87,251	47%
2. General Operating Costs	6,000	1,276	296	4,428	26%
3. Equipment/Software/Installation	35,000	31,264		3,736	89%
4. StormCard Marketing	10,000	800		9,200	8%
Subtotal - Auxiliary Service Operations	\$ 216,500	\$ 111,589	\$ 296	\$ 104,615	52%
F. Community Support					
1. College Board	\$ 2,500	\$ 905	\$ 444.00	\$ 1,151	54%
2. President	15,000	7,254	165	7,581	49%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	894	864	4,242	29%
b. Vice President for Finance	6,000	754	248	4,998	17%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	396		5,604	7%
d. Vice President for Institutional Advancement	6,000	240		5,760	4%
e. Vice President for Workforce Services	6,000	860	228	4,912	18%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	1,285	878	3,837	36%
4. Campus Provosts					
a. Chesapeake	6,000	1,012		4,988	17%
b. Norfolk	6,000	1,373	652	3,975	34%
c. Portsmouth	6,000	3,400	585	2,015	66%
d. Virginia Beach	12,000	5,316	105	6,579	45%
5. Community Outreach	27,000			27,000	0%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 114,000	\$ 23,689	\$ 4,169	\$ 86,142	24%

	Budget 2020	Revenue/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 455	\$ -	\$ 4,545	9%
2. Norfolk	5,000	2,709	702	1,589	68%
3. Portsmouth	5,000	2,853	635	1,512	70%
4. Virginia Beach	10,000	7,047	1,613	1,340	87%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 13,064	\$ 2,950	\$ 8,986	64%
Subtotal- Expenditures	\$ 828,500	\$ 456,557	\$ 15,588	\$ 356,355	57%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
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	26,906		29,299	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%
Subtotal - TCC Scholarships & Awards	\$ 417,942	\$ 164,502	\$ -	\$ 253,440	39%
Total Expenditures & Student Financial Assistance	\$ 1,246,442	\$ 621,059	\$ 15,588	\$ 609,795	51%
Fund Balance 01/31/2020		\$ 11,176,909			

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 INVESTMENTS
2015 - 2020**

LOCALITIES	FY2020	FY2019	FY2018	FY2017	FY2016	FY2015
PORTSMOUTH:						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	5,400	6,000
TOTAL-PORTSMOUTH	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 5,400	\$ 6,000
VIRGINIA BEACH:						
JOINT-USE LIBRARY ¹						
LOCAL BOARD (Operating)	6,000	6,000	6,000	5,100	5,100	5,100
TOTAL-VIRGINIA BEACH	\$ 6,000	\$ 6,000	\$ 6,000	\$ 5,100	\$ 5,100	\$ 5,100
CHESAPEAKE:						
TECHNOLOGY	60,500	60,500	60,500	60,500	60,500	60,500
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-CHESAPEAKE	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500
NORFOLK:						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-NORFOLK	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL	\$ 84,500	\$ 84,500	\$ 84,500	\$ 83,600	\$ 83,000	\$ 83,600

AVPF 12/10/19

**TIDEWATER COMMUNITY COLLEGE
LOCAL CONTRIBUTIONS
AS OF JANUARY 31, 2020**

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

AVPF 02/10/20

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

	BALANCE INVESTED	INTEREST 2019-2020
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	\$ 46,481,811	\$ 109,293
January 31, 2020	\$ 44,243,395	\$ 62,643
February 29, 2020		
March 31, 2020		
April 30, 2020		
May 31, 2020		
June 30, 2020		
TOTAL		\$ 499,305

Note 1

AVPF 02/11/20

Detail:

Investment Category	Cumulative Average Yield	Balance
Towne Bank - Repurchase Agreements	2.14%	\$ 17,231,993
Towne Bank - Raymond James	1.91%	\$ 26,553,609
Commonwealth - LGIP	1.99%	\$ 457,793
TOTAL		\$ 44,243,395

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: March 10, 2020

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2019-20 State Operating Budget

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2019-20 State Operating Budget was presented at the September 26, 2019 meeting; the Mid-Year report provides an update on the budget.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

**TIDEWATER COMMUNITY COLLEGE
2019-20 STATE OPERATING BUDGET
MID-YEAR REPORT**

REVENUES	2019-20	
BASE BUDGET	111,252,890	
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	2,772,043	Note 1
WORKFORCE SOLUTIONS	1,700,000	Note 2
ANTICIPATED ADDITIONAL APPROPRIATION	1,988,403	Note 3
PRIOR YEAR EXPENDITURE CREDIT	2,010,765	
TOTAL REVENUES EXPECTED	119,724,101	
EXPENDITURES - PERSONNEL SERVICES		
PERSONNEL SERVICES		
TEACHING FACULTY	19,468,137	
ADMINISTRATIVE & PROFESSIONAL FACULTY	9,023,902	
CLASSIFIED	18,124,070	
ADJUNCT/OVERLOAD/SUMMER PAY	15,198,944	
WAGE EMPLOYEES	4,885,226	
WORKFORCE SOLUTIONS	1,122,576	Note 4
REALLOCATION, SICK/ANNUAL LEAVE	300,000	
FRINGES	21,865,073	
VACANCY	(4,136,241)	Note 4
TOTAL PERSONNEL SERVICES	85,851,687	
EXPENDITURES - OPERATING		
CHESAPEAKE CAMPUS		
PROVOST & STUDENT SERVICES	61,311	
ENGINEERING, SCIENCE, & MATH PATHWAY	247,562	
MANUFACTURING & TRANSPORTATION PATHWAY	50,313	
NORFOLK CAMPUS		
PROVOST & STUDENT SERVICES	74,658	
ARTS & HUMANITIES PATHWAY	64,748	
BUSINESS PATHWAY	71,136	
ROPER THEATER	191,678	
PORTSMOUTH CAMPUS		
PROVOST & STUDENT SERVICES	52,677	
MARITIME & SKILLED TRADES PATHWAY	159,944	
NURSING PATHWAY	42,361	
SOCIAL SCIENCE & EDUCATION PATHWAY	4,933	
VIRGINIA BEACH CAMPUS		
PROVOST & STUDENT SERVICES	97,539	
ADVANCED TECHNOLOGY CENTER	404,402	
JOINT USE LIBRARY	506,043	
COMPUTER SCIENCE & IT PATHWAY	23,030	
HEALTH PROFESSIONS PATHWAY	269,556	
PUBLIC & PROFESSIONAL SERVICES PATHWAY	74,759	
CAMPUS AND CENTER TOTALS	2,396,650	

EXPENDITURES - OPERATING	
OTHER OPERATING	
ACADEMIC & STUDENT AFFAIRS (includes CMVE)	952,088
FACILITIES	4,990,090
SAFETY & SECURITY	2,587,115
FINANCE	40,704
HUMAN RESOURCES	374,109
INFORMATION SYSTEMS	3,410,254
INSTITUTIONAL ADVANCEMENT	1,747,976
INSTITUTIONAL EFFECTIVENESS	30,387
OFFICE OF THE PRESIDENT	15,550
OTHER FIXED COSTS	2,375,993
WORKFORCE	1,000,000
PROFESSIONAL DEVELOPMENT	348,500
DUAL ENROLLMENT	2,300,000
VCCS SHARED SERVICES	1,194,609
EQUIPMENT TRUST FUND & TECHNOLOGY PURCHASES	2,627,980
OTHER OPERATING TOTAL	23,995,355
TOTAL BUDGETED EXPENDITURES	112,243,692
ONE-TIME SPENDING	(1,999,479)
RESERVE/CARRYFORWARD FUNDS	(4,979,906)
BALANCE	501,024

Note 5

Note 6

AVPF 02/13/20

Notes:

- Note 1: Reflects an enrollment projection decrease from 12,709 to 12,582 FTE.
- Note 2: Reflects a revenue projection decrease based on current year trends.
- Note 3: Reflects additional appropriation from the VCCS including G3 and OVN.
- Note 4: Reflects an increase in vacancy savings.
- Note 5: Reflects the purchase of ETF and Technology which will be partially reimbursed in FY21.
- Note 6: Reflects additional one-time spending on instructional equipment, safety and security, campus improvements, and campus furnishings.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 10, 2020

COMMITTEE: N/A – President’s Report

AGENDA ITEM: Proposed 2020 Emeritus Appointments

BACKGROUND:

The college has had a formal emeritus program for recognizing those retired or retiring employees whose individual service and contributions have been particularly meritorious and significant over the course of their careers since 2002. The following rights and privileges accompany such appointments.

1. The option to participate in the academic procession at commencement exercises and other such official college events, marching at the head of the faculty. *(This is not applicable to Classified Staff)*
2. Full use of the facilities of the college’s learning resources centers.
3. Employee parking privileges.
4. College ID card.
5. A standing invitation to attend special events, concerts, presentations, or lectures sponsored by the college, as well as to participate in college intramural and recreational programs.
6. The employee discount at the college bookstores.
7. A college e-mail account.

DISCUSSION:

Nominations for emeritus status are submitted by members of the college community and are reviewed by ad hoc committees comprised of long-serving employees representing a cross-section of the college. After reviewing the nominations received, the committees recommended individuals to the President who, in turn, reviews the nominations and makes a recommendation to the College Board for approval of appointment of individuals to emeritus status.

STAFF RECOMMENDATION:

That the College Board approve the appointment of the following individuals to emeritus status and the issuance of the attached resolutions.

Teaching Faculty:

Susan Dozier, Professor of Information Systems Technology

Albert Koon, Associate Professor of Electronics

Nita Wood, Associate Professor of English

David Wright, Professor of Physics

Classified Staff:

Patsy Alexander, Education Support Specialist III

Reyne Buchholz, Financial Services Manager II

Robin Moore, Procurement Manager III

Lori Wheeler, Programmer Analyst II

STAFF LIAISON:

Sarah E. (Beth) Lunde
Associate Vice President for Human Resources
blunde@tcc.edu
822-1711



Resolution

Whereas, Susan N. Dozier joined the faculty of Tidewater Community College as an assistant professor of information systems technology at the Virginia Beach Campus in 2000 after having served the college as an adjunct instructor of that same discipline for sixteen years; and

Whereas, Susan N. Dozier brought a considerable and impressive background in teaching and coordinating/scheduling of classes to the college from her many years of teaching and administrative work in Newport News and Virginia Beach public schools; and

Whereas, Susan N. Dozier developed and taught eight distinct courses in information technology —classroom, online and hybrid — helping ensure that students had multiple access points for the study of information systems technology; and

Whereas, Susan N. Dozier maintained critical professional certifications, including Industry Certifications in Microsoft Oracle and Oracle Instruction as well as continuing her active membership in Phi Kappa Phi, the United States' oldest and most selective multidisciplinary collegiate honor society; and

Whereas, Susan N. Dozier raised the profile of the college and greatly assisted the teaching of Information Systems Technology by co-authoring the textbook, *Microsoft Office Go!*, published in 2007 by Pearson Publishing; and

Whereas, Susan N. Dozier made numerous contributions in service to the college by actively participating in discipline and division meetings; by serving as a test administrator for Microsoft Office User Specialist certifications; by reviewing, administering, and grading Computer Competency Tests and Challenge Tests for Information Technology; and through other activities that greatly enhanced and enriched the Information Systems Technology program; and

Whereas, Susan N. Dozier has given back to the larger community through her volunteer efforts for the Leukemia Society, the American Cancer Society, the March of Dimes, and the American Diabetes Association, as well as similar organizations; and

Whereas, Susan N. Dozier's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Susan N. Dozier retired from college service on June 1, 2019:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Susan N. Dozier for her nineteen years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Susan N. Dozier the status of Professor Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Susan N. Dozier with our warmest wishes, on this, the 24th of July 2020, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cindy S. Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Albert V. Koon joined the faculty of Tidewater Community College as an instructor of electricity and electronics in 1978, and was subsequently promoted to assistant professor in 1980 and associate professor in 1986; and

Whereas, Albert V. Koon has worked diligently for Tidewater Community College, beginning as a student worker and an instructional assistant while completing his Associate of Applied Science in Electrical and Electronics Technology, and continuing through his academic teaching assignments at Tidewater Community College; and

Whereas, Albert V. Koon leveraged his considerable abilities to upgrade the college's Electronics Technology lab facilities by working to secure grants with assistance from leaders from Penn State, the Educational Testing Service, the Center for Occupational Research, and the Concord Consortium, among others; and

Whereas, Albert V. Koon directed a program that has created a pipeline for electronics technology students to seamlessly transfer to Old Dominion University's Electrical Engineering Technology program for completion of their bachelor of science degrees; and

Whereas, Albert V. Koon has been noted by colleagues and students to have an empowering in-class teaching style that enables student success with clear, concise instruction of highly technical concepts, and in a laboratory setting, he has fostered an accepting and warm culture that serves a diverse student population; and

Whereas, Albert V. Koon has helped to make Tidewater Community College a respected national leader in the field of electronics technology education, with over thirty states and thirteen countries using software developed at Tidewater Community College; and

Whereas, Albert V. Koon has served on numerous advisory boards, including those with Old Dominion University, Norfolk State University, Norfolk Public Schools, Thomas Nelson Community College, and Paul D. Camp Community College, thereby elevating the profile and influence of Tidewater Community College; and

Whereas, Albert V. Koon was selected by the students and faculty of Tidewater Community College to be the inaugural Professor of the Year for the 2000 to 2001 school year; and

Whereas, Albert V. Koon's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Albert V. Koon retired from college service on August 1, 2018:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Albert V. Koon for his forty years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Albert V. Koon the status of Professor Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Albert V. Koon with our warmest wishes, on this, the 24th of July 2020, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cindy S. Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Nita B. Wood joined the faculty of Tidewater Community College as an instructor of English at the Portsmouth Campus in 1999; and

Whereas, Nita B. Wood was a devoted and diligent instructor of English who inculcated in her students an appreciation for both the study of literature, as well as an understanding of the importance of precise and graceful written expression; and

Whereas, Nita B. Wood helped run the campus Writing Center for many years, greatly assisting students in both the basic and fine points of written expression; and

Whereas, Nita B. Wood developed and taught two survey classes of African-American literature in the early 2000's which are still taught at the college today; and

Whereas, Nita B. Wood demonstrated a love for literature through her service on the Tidewater Community College Literary Festival committee for over ten years, greatly assisting with the scheduling and hosting of authors, including poet Nikki Giovanni, and building interest in the Festival through her enthusiastic promotion of the event; and

Whereas, Nita B. Wood's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Nita B. Wood departed this life on September 3, 2019:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Nita B. Wood for her twenty years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Nita B. Wood the status of Professor Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Nita B. Wood's family with our warmest wishes, on this, the 24th of July 2020, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cindy S. Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Dr. David S. Wright joined the faculty of Tidewater Community College as a professor of physics at the Virginia Beach Campus in 1974; and

Whereas, Dr. David S. Wright was instrumental in setting up and equipping the physics labs at the Virginia Beach Campus, as well as writing the lab exercises that utilized lab equipment; and

Whereas, Dr. David S. Wright has been tireless in his efforts to supervise adjunct faculty, handle Equipment Trust Fund purchases, keep lab manuals current, and to address countless other issues that may arise in the teaching of physics and the use of the physics laboratories; and

Whereas, Dr. David S. Wright also began an astronomy program that ran parallel to the physics program, helping in the planning, design, and operation of Tidewater Community College Observatory and Planetarium; and

Whereas, Dr. David S. Wright was invaluable in creating the current two-semester astronomy lab course sequence, which has served large numbers of students over the past thirty years; and

Whereas, Dr. David S. Wright has greatly assisted the college, chairing the Virginia Beach Campus Faculty Senate, Faculty Senate Professional Development Committee, and Faculty Professional Development Committee; and

Whereas, Dr. David S. Wright has been active with the American Association of Physics Teachers (AAPT), serving in various offices for the Chesapeake section of the AAPT, and has run the Teachers of Physics Society for the benefit of high school physics teachers in Hampton Roads for many years; and

Whereas, Dr. David S. Wright has been recognized for his exemplary teaching efforts by his winning of numerous awards including the Tidewater Community College Professor of the Year Award in 2017, the Virginia Outstanding Faculty Award in 2002, the Dr. George B. Pass Distinguished Service Award in 1992 and 1998, and the Tidewater Community College Virginia Beach Campus Teacher of the Year Award in 1996; and

Whereas, Dr. David S. Wright has for years shared his passion for the sciences with his “Physics in Motion” interactive shows at Busch Gardens in Williamsburg, Virginia, and Tampa, Florida; and

Whereas, Dr. David S. Wright has elevated the global stature of the college through recent world-wide social media reporting of his unconventional classroom physics demonstrations; and

Whereas, Dr. David S. Wright, as a result of his media exposure, warmly and effectively spoke with numerous media outlets about his teaching methods and the physics and astronomy programs at Tidewater Community College; and

Whereas, Dr. David S. Wright's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Dr. David S. Wright will retire from college service on June 1, 2020:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Dr. David S. Wright for his more than forty-five years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Dr. David S. Wright the status of Professor Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Dr. David S. Wright with our warmest wishes, on this, the 24th of July 2020, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cindy S. Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Patsy H. Alexander joined the classified staff of Tidewater Community College as an office services specialist for the Norfolk Campus in 1992; and,

Whereas, Patsy H. Alexander, as the first full-time employee of the Norfolk Campus, was, in the words of one of her colleagues, “our records, admission, enrollment, placement test, and financial aid person. She did it all”; and,

Whereas, Patsy H. Alexander, working with a number of other professionals in the Virginia Community College System, was instrumental in the overhaul of the college’s Student Information System and the eventual change to the Peoplesoft system, a variation of which is still in use by the college today; and,

Whereas, Patsy H. Alexander, as a critical player in the introduction of and use of the Peoplesoft system, was, in the words of another colleague, “the person to run interference or mediate between the end users and the technical subject matter expert. If someone needed training, Patsy would schedule and provide the training, whether the training was for a group or a single person. She was always 100% committed to the success of the college”; and,

Whereas, Patsy H. Alexander’s service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Patsy H. Alexander retired from college service on January 1, 2018:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Patsy H. Alexander for her more than twenty-five years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Patsy H. Alexander the status of Classified Emeritus with all the attendant rights and privileges per the college’s policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Patsy H. Alexander with our warmest wishes, on this, the 24th of July 2020, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cindy S. Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Reyne D. Buchholz joined the classified staff of Tidewater Community College as a Business Manager in 1993; and,

Whereas, Reyne D. Buchholz was an inspiring leader in the Finance Department of Tidewater Community College in the above role and in her subsequent positions of Controller and Associate Vice President for Finance-Designated Funds; and

Whereas, Reyne D. Buchholz, as Controller, oversaw payroll, accounts payable, accounts receivable, student financials, grants and contracts, local funds, and workforce accounting; and

Whereas, Reyne D. Buchholz, also as Controller, led the area of foundation accounting, which includes the Tidewater Community College Educational Foundation and Real Estate Foundation; and

Whereas, Reyne D. Buchholz, was responsible for many years of on-time employee/payroll and vendor payments, millions of dollars in student refunds, and excellent federal and state audits, as well as the hiring of many qualified finance staff; and

Whereas, Reyne D. Buchholz was instrumental in the writing of numerous policies and procedures that are in use at Tidewater Community College today and have been modeled by other Virginia Community College System institutions; and

Whereas, Reyne D. Buchholz was deeply involved in the financial planning and tracking of all four Tidewater Community College student centers, the Advanced Technology Center, the Joint Use Library, and the new Portsmouth Campus; and

Whereas, Reyne D. Buchholz was deeply involved in the establishment and accounting for the financial aid back office to support eight other Virginia Community College System schools; and

Whereas, Reyne D. Buchholz's work on the Indirect Cost Rate (IDC) final report consisted of over ten detailed and summarized reports that contained years of financial data, resulting in an increase in the IDC rate to be charged on all state and federal grants — an increase that will be used to continue support of the college's operations for many years; and

Whereas, Reyne D. Buchholz demonstrated concern and compassion for the well-being of the staff she supervised while holding them and herself to a standard of performance that ensured excellence in budgeting, account management, and other critical areas;

Whereas, Reyne D. Buchholz's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Reyne D. Buchholz retired from college service on March 1, 2019:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Reyne D. Buchholz for her more than twenty-five years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Reyne D. Buchholz the status of Classified Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Reyne D. Buchholz with our warmest wishes, on this, the 24th of July 2020, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cindy S. Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Robin S. Moore originally joined the classified staff of Tidewater Community College as a Clerk Typist B at the Portsmouth Campus of Tidewater Community College in 1974; and

Whereas, Robin S. Moore lent her considerable abilities to the procurement office of the college and, as a result, eventually attained the position of Director of Materiel Management and Procurement Services; and

Whereas, Robin S. Moore was instrumental in the acquisition of the Peoplesoft system, which streamlined numerous accounting systems within the college; and

Whereas, Robin S. Moore's financial acumen was crucial to the development of the college as it undertook numerous projects including the Regional Health Professions Center, the Joint Use Library, the campus student centers, the new Portsmouth Campus, and other capital projects; and

Whereas, Robin S. Moore's outstanding leadership ensured that the college won several purchasing awards granted by the Department of General Services; and

Whereas, Robin S. Moore's consistent attention to financial detail resulted in the achievement of Tier II purchasing authority for the college; and

Whereas, Robin S. Moore's efforts resulted in consistent achievement of Small Business and Women and Minority Owned Business quotas for the college; and

Whereas, Robin S. Moore was a key player in the placement of the Barnes and Noble Bookstore in MacArthur Center, the first time that such an arrangement had been made with that company; and

Whereas, Robin S. Moore worked diligently to secure funding for the berthing of the research vessel Maury, an accomplishment that required numerous contacts with the U.S. Navy in order to maintain rent on its berth; and

Whereas, Robin S. Moore's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Robin S. Moore retired from college service on January 1, 2019:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Robin S. Moore for her more than forty-two years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Robin S. Moore the status of Classified Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Robin S. Moore with our warmest wishes, on this, the 24th of July 2020, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cindy S. Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Lorraine L. “Lori” Wheeler joined the classified staff of Tidewater Community College as a programmer in the Office of Information Systems in 1988; and

Whereas, Lori Wheeler was a key player in the implementation of two crucial college initiatives: the revision of the college financial aid system and the creation of the college identification system; and

Whereas, Lori Wheeler worked closely with the college financial aid office, as well as the Virginia Community College System, subsequently writing several complex programs that helped resolve financial aid processing issues; and

Whereas, Lori Wheeler was instrumental in the setup of the PeopleSoft Student Information System Financial Aid module; and

Whereas, Lori Wheeler was the primary administrator of the college identification system’s initial setup, working with the office of Safety and Security to set up building access through the use of keyless locks, and with the office of Auxiliary Services to ensure that students had access to their funds through the use of student identification cards; and

Whereas, Lori Wheeler’s service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Lori Wheeler retired from college service on September 1, 2018:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Lori Wheeler for her thirty years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Lori Wheeler the status of Classified Emeritus with all the attendant rights and privileges per the college’s policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Lori Wheeler with our warmest wishes, on this, the 24th of July 2020, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cindy S. Free
Chair, College Board

Marcia Conston, Ph.D.
President