

TIDEWATER COMMUNITY COLLEGE BOARD

MAY 12, 2020

4:30 P.M.

ZOOM MEETING

CINDY S. FREE, CHAIR
PRESIDING

AGENDA

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

“TCC Marketing Update”

Ms. Marian Anderfuren, VP for Communications and Enrollment Management
Ms. Lucy O'Brien, Marketing Manager

3. **Adoption of Consent Agenda** (Board Member(s) may make request(s) to move item(s) from the Consent Agenda that requires further discussion later in the meeting). (Board approves motion to adopt the consent agenda).
4. **Approval of Action Item(s) on Consent Agenda** (All item(s) under the Consent Agenda are enacted by one motion). **(Attachment(s))**
 - a. Previous Meeting Minutes #314 for March10, 2020 **(Attached)**
 - b. Proposed 2020-21 Local Fund Budgets **(Attached)**
 - c. Auxiliary Parking Plan for 2020-22 Biennium **(Attached)**
 - d. Norfolk Campus Capital Lease **(Attached)**
 - e. Proposed 2020-21 Business and Industry Advisory Committees **(Attached)**
 - f. Proposed CSCs Automotive Curricula **(Attached)**
5. **Curriculum & Student Development Committee Report** – Dr. Barry Brown, Chair
 - a. None
6. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair
 - a. Local Fund Financial Statements for Month Ending March 31, 2020 **(Attached)**
 - b. Campus Beautification and Wayfinding **(Attached)**

7. **Advocacy Committee Report** – Mr. Jerome Bynum, Chair
 - a. Committee Update
8. **Educational Foundation Liaison Report** – Ms. Delceno Miles
9. **Real Estate Liaison Report** – Mr. John Padgett
10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda)
11. **President’s Report**
 - a. Spring/Summer Enrollment (w/Mr. Aasen)
 - b. COVID-19 Update
 - c. Joint Board Reception
12. **Chair’s Report & Announcements**
 - a. Presidential Inauguration Update
 - b. Report on Board Nominating Committee (**Attached, for action**)
 - c. Proposed 2020-21 Board Meeting Schedule (**Attached, for action**)
13. **Adjournment**

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 314

MARCH 10, 2020

Meeting number three hundred fourteen of the Tidewater Community College Board was held on Tuesday, March 10, 2020, at the Workforce Solutions Center in Suffolk.

Members Present: Lynn B. Clements
William (Bill) W. Crow
Cynthia (Cindy) S. Free
James (Jay) N. Lucado
John D. Padgett
Dr. Marcia Conston
Paulette D. Franklin-Jenkins
Mark Hugel
Delceno C. Miles

Members Absent: Barry C. Brown, Jerome A. Bynum, Charles A. Tysinger

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
Karen Campbell, Associate VP for Student Affairs
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
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 4:32 p.m., and welcomed guests.

2. Program Highlight

Dr. Conston invited Dr. McCray and Dr. Campbell to present the program highlight featuring Progressive Academic and Career Experience (P.A.C.E.).

P.A.C.E. is the college's Quality Enhancement Plan (QEP) aimed to help students achieve career success through self-awareness, academic planning, and experiential learning opportunities. Dr. Campbell and the advising team created an environment that allows students to focus on career development. They developed six strategies with intentional touch points for students, as noted in the document attached. Faculty developed a standardized career report assignment. As a required assignment in all student development (SDV) courses, the career report provides students with practical exposure to a chosen career through guided research using web-based resources. The career report engages students in the evaluation of this research relating to their professional, academic, and personal goals beginning with their experiences at TCC. At the end of the assessment period, Dr. Campbell shared information with the deans to help guide faculty on improving student learning.

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 Mr. Padgett, seconded by Mr. Crow, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to tabs 4a and 4b of the meeting packet, the board approved meeting minutes #313 for January 14, 2020 and the proposed increase in auxiliary capital fee.

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. Local Fund Financial Statements for Month Ending January 31, 2020. At the invitation of Mr. Lucado and referring to Tab 6a of the meeting packet, Ms. Milloy provided local fund financial statements reflecting activity for seven months of the fiscal year. She highlighted expenditures for the student activities budget (46%), institutional auxiliary budget (91%), student center budget (77%), and auxiliary services budget (51%). FY19-20 local investments and contributions from each city remained as expected. Investments of \$44.2 million earned \$499,305 since July 1, 2019.

b. Mid-Year Report on 2019-20 State Operating Budget. Ms. Milloy reviewed the mid-year report on the 2019-20 state operating budget. A projected reserve of approximately \$5 million was accomplished through tighter controls on procurements, a better than projected/budgeted enrollment loss, and delayed hiring resulting in more vacancy funds. The reserve will be used to lessen the impact from a potential decrease in next year's budget due to continuing enrollment declines and possible increase in costs for healthcare, retirement, and salary bonus.

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

- a. General Assembly Visit. In the absence of Mr. Bynum, Ms. Free invited Ms. Anderfuren to provide the advocacy committee report. The General Assembly visit was very successful. Dr. Conston, board members, an Educational Foundation board member, TCC staff, and students attended. The students spoke eloquently about TCC and their support of G3. The president and TCC staff met with several delegates. Ms. Anderfuren shared photos from the visit.

8. Education Foundation Liaison Report – Ms. Delceno Miles

At the invitation of Ms. Free, Ms. Miles provided an update for the Education Foundation. She stated that she restructured the development committee. Ambassadors are now focused on specific areas—scholarships, the Perry Center, CDL Program. Don Winchester, PNC Bank, is working with Mr. Jones on the Perry Center. A fundraising event is scheduled for March 26 with key leaders in the culinary and hospitality community. Something similar will be done for scholarships to help with retention and enrollment.

9. Real Estate Liaison Report – Mr. John Padgett

Mr. Padgett reported that the Real Estate Foundation discussed the mission and strategies of the board at the February meeting. Development and cleanup of the Suffolk property is continuing. Mr. Padgett stated the board had some discussions on the Perry Center—status of the project, fundraising, etc. Overall, it was a good meeting.

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

- a. Nothing to report.

11. President’s Report

- a. Proposed 2019-20 Emeritus Appointment Resolutions. Directing the board’s attention to Tab 11a of the meeting packet, Dr. Conston appointed faculty and staff to emeritus status, respectively, and namely:

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

The appointments were vetted through the college's formal policies and procedures governing emeritus status. Dr. Conston endorsed the appointments. On a motion by Ms. Miles, seconded by Mr. Crow, the board approved the appointments as presented.

President's Updates

- Dr. Conston noted the college was planning for commencement. She offered the board an opportunity to submit recommendations for a commencement speaker.
- Dr. Conston established an Enrollment Task Force, consisting of 10-12 persons including faculty and staff. They meet bi-weekly to examine issues that impact enrollment from an internal perspective. As a result, they provide a report with proposed recommendations to the President's Cabinet to move the college forward.
- The president continues to meet with the cabinet to closely monitor and discuss concerns regarding COVID-19. She noted the college is following guidelines from the Centers for Disease Control and Prevention, the Virginia Department of Health, and the Virginia Community College System to ensure that we take expedient and appropriate actions as necessary. Dr. Conston sent two announcements college-wide to keep the TCC community informed. In addition, the cabinet is reviewing and updating the college's continuity plan. As information continues to evolve, Dr. Conston will keep the TCC community informed.
- The college hosted Governor Northam last week at the Virginia Beach Campus. He spent time with faculty, staff, and students to explore TCC's Health Careers program.

12. Chair's Report & Announcements

- a. Update on Presidential Transition Plan. Ms. Free updated the board on the presidential transition plan. The committee met to start planning the president's inauguration, which is tentatively scheduled for October 23 at 1:00 PM—the location has not been determined. Events will be held throughout the week of October 19. Dr. McCray reported that the transition team continues to look at the process in helping Dr. Conston transition in her role as president.
- b. Appointment of Board Nominating Committee. Ms. Free named Ms. Miles as chair, Ms. Clements, Mr. Crow, Ms. Franklin-Jenkins, and Mr. Tysinger to serve on the nominating committee. She charged them to nominate officers as board chair and board vice chair for the period of 2020-22. The committee will reference section 2.1 of the board's *Policies and Procedures Manual-College w/By-Laws* in nominating candidates and to present their report at the May meeting.

13. Adjournment

Announcements

- 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.
- The next board meeting is May 12th at 4:00 PM in the Student Center at the Portsmouth Campus.

There being no further business to come before the board, Ms. Free adjourned the meeting at 5:30p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Marcia Conston". The signature is written in a cursive, flowing style.

Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL

Cynthia (Cindy) S. Free
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 12, 2020
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Proposed 2020-21 Local Fund Budgets

BACKGROUND:

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

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

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

STAFF RECOMMENDATION:

That the College Board approve the proposed Fiscal Year 2020-21 Local Fund Budgets as presented.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
FY2021

	Budget 2020	Anticipated 2020	Proposed Budget 2021	Variance
Fund Balance 07/01/2020	\$ 1,290,309		\$ 1,334,902	
I. Revenues				
A. Student Activity Fee	\$ 985,932	\$ 930,118	\$ 787,607	\$ (198,325)
B. ID Card Replacements	15,000	10,000	10,000	(5,000)
C. Miscellaneous Revenue	500		500	
Total Revenues	\$ 1,001,432	\$ 940,118	\$ 798,107	\$ (203,325)
Total Resources (Revenue & Fund Bal.)	\$ 2,291,741	\$ 940,118	\$ 2,133,009	
II. Expenditures				
A. Chesapeake Campus				
1. Student Government Association	\$ 1,786	\$ 1,200	\$ 1,515	\$ (271)
2. Programming	22,511	21,000	15,000	(7,511)
3. Student Organizations	8,641	7,000	2,000	(6,641)
4. Recreational Sports	715	25	250	(465)
5. Operating Expenses	715	350	250	(465)
6. Contingency Fund	3,574	3,200	1,500	(2,074)
Subtotal--Chesapeake Campus	\$ 37,942	\$ 32,775	\$ 20,515	\$ (17,427)
B. Norfolk Campus				
1. Student Government Association	\$ 2,673	\$ 1,300	\$ 1,200	\$ (1,473)
2. Programming	25,839	23,500	16,215	(9,624)
3. Student Organizations	3,992	3,992	1,000	(2,992)
4. Recreational Sports	3,564	2,200	1,500	(2,064)
5. Operating Expenses	891	891	500	(391)
6. Contingency Fund	891	100	100	(791)
Subtotal--Norfolk Campus	\$ 37,850	\$ 31,983	\$ 20,515	\$ (17,335)
C. Portsmouth Campus				
1. Student Government Association	\$ 2,673	\$ 2,000	\$ 1,000	\$ (1,673)
2. Programming	36,531	25,000	18,000	(18,531)
3. Student Organizations	3,992	3,000	1,000	(2,992)
4. Contingency Fund	891	891	515	(376)
Subtotal--Portsmouth Campus	\$ 44,087	\$ 30,891	\$ 20,515	\$ (23,572)
D. Virginia Beach Campus				
1. Student Government Association	\$ 3,119	\$ 500	\$ 500	(2,619)
2. Programming	33,037	21,000	20,644	(12,393)
3. Student Organizations	20,457	20,000	15,000	(5,457)
Subtotal--Virginia Beach Campus	\$ 56,613	\$ 41,500	\$ 36,144	\$ (20,469)
E. Student Activities--College-wide				
1. Visual Arts Center	\$ 2,829	\$ 2,000	\$ 2,100	\$ (729)
2. Women's Center	3,523	1,500	2,301	(1,222)
3. Student Federation Council	3,720	3,400	3,000	(720)
4. Intercultural Learning	14,791	10,500	10,500	(4,291)
Subtotal--Student Activities--College-wide	\$ 24,863	\$ 17,400	\$ 17,901	\$ (6,962)
F. Learning Assistance Fund				
1. Chesapeake	\$ 21,411	\$ 18,500	\$ 15,416	\$ (5,995)
2. Norfolk	17,137	14,000	12,339	(4,798)
3. Portsmouth	16,038	9,500	11,547	(4,491)
4. Virginia Beach	53,460	45,000	38,491	(14,969)
Subtotal--Learning Assistance Fund	\$ 108,046	\$ 87,000	\$ 77,793	\$ (30,253)

	Budget 2020	Anticipated 2020	Proposed Budget 2021	Variance
G. Provosts' Contingency Fund				
1. Chesapeake	\$ 6,353	\$ 6,000	\$ 4,574	\$ (1,779)
2. Norfolk	5,346	2,500	3,849	(1,497)
3. Portsmouth	5,181	5,000	3,730	(1,451)
4. Virginia Beach	4,455	2,000	3,208	(1,247)
Subtotal--Provosts' Contingency Fund	\$ 21,335	\$ 15,500	\$ 15,361	\$ (5,974)
H. Deans' Contingency Fund				
1. Chesapeake	\$ 4,054	\$ 2,500	\$ 2,919	\$ (1,135)
2. Norfolk	9,427	2,000	6,787	(2,640)
3. Portsmouth	4,455	2,500	3,208	(1,247)
4. Virginia Beach	8,910	5,000	6,415	(2,495)
Subtotal--Deans' Contingency Fund	\$ 26,846	\$ 12,000	\$ 19,329	\$ (7,517)
I. Student Activities Identification System				
Equipment, Software, and Supplies	\$ 30,000	\$ 30,000	\$ 33,000	\$ 3,000
Subtotal--Student Activities Identification System	\$ 30,000	\$ 30,000	\$ 33,000	\$ 3,000
Total Expenditures	\$ 387,582	\$ 299,049	\$ 261,073	\$ (126,509)
III. Transfers				
A. Transfer to Student Center Budget				
	\$ 569,257	\$ 569,257	\$ 512,331	\$ (56,926)
Subtotal--Transfers	\$ 569,257	\$ 569,257	\$ 512,331	\$ (56,926)
Fund Balance 06/30/2021	\$ 1,334,902		\$ 1,359,605	

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**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2021**

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 10,725 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 2020-21 fiscal year.

E. Student Activities – College-wide

1. Visual Arts Center – Funds are provided for special art exhibitions, honoraria, refreshments for opening receptions, and other college-wide activities of the Visual Arts Center. The Norfolk Campus manages this budget.
2. Women’s Center – Funds support college-wide programs focused on issues critical to the success of all students, but specifically populations of underserved students (women, pregnant and parenting students, low income, first generation college students, etc.) to persist in their academic pursuits. Supported programs include topics such as success strategies for pregnant and parenting students, leadership skills, healthy masculinity, and education and awareness programs related to sexual violence, domestic violence, dating violence, stalking, and healthy relationships. The Director of Intercultural Learning and Women’s Center manages this budget.
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 – Funds support intercultural learning initiatives across the college (e.g. The Literary Festival, Hispanic Heritage Month, Women’s History Month, the Martin Luther King Awards and Recognition/Black History Month Program, etc.). The Director of Intercultural Learning and Women’s Center manages this budget.

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

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

H. Deans' Contingency Fund – Provides funding for the campus Deans of Student Services to support student success activities. These include welcoming receptions for various student groups, student and staff recognitions, professional development, travel and other related expenses, campus improvements, meetings with students, staff and student workshops and retreats, and various student retention efforts.

I. Student Activities Identification System – These funds are used for supplies and the CBORD software maintenance agreement for the college-wide student identification system.

III. Transfers – Funds are transferred to the Student Center budget to cover the costs of campus Student Life and Student ID personnel.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
FY2021**

	Budget 2020	Anticipated 2020	Proposed Budget 2021	Variance
Fund Balance 07/01/2020	\$ 12,337,131	\$ 12,337,131	\$ 12,514,404	
I. Revenues				
A. Institutional Fee	\$ 2,822,472	\$ 2,662,690	\$ 2,254,719	\$ (567,753)
B. Student Parking Sales	82,160	59,000	52,119	(30,041)
C. Student HRT Pass Sales	75,010	42,250	56,250	(18,760)
D. Miscellaneous Revenue			3,600	3,600
Total Revenues	\$ 2,979,642	\$ 2,763,940	\$ 2,366,688	\$ (616,554)
Total Resources (Revenue & Fund Bal.)				
	\$ 15,316,773	\$ 15,101,071	\$ 14,881,092	
II. Expenditures				
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,640,600	\$ 1,641,649	\$ 1,640,600	
B. Chesapeake Campus Parking Lot - Debt Service	335,125	335,125	335,125	
C. Chesapeake Campus Parking Garage - Operating Expenses				
1. Personnel	49,275	45,673	49,275	
2. Utilities	14,000	9,000	10,000	(4,000)
3. General Maintenance	45,000	30,000	40,000	(5,000)
D. College-wide Parking Lot Improvements	250,000	200,000	200,000	(50,000)
E. Hampton Roads Transit (HRT) Passes	203,000	203,900	186,210	(16,790)
F. Student Parking	99,090	45,000	69,990	(29,100)
G. Visual Arts Center Parking Lease	82,800	76,320	76,500	(6,300)
H. College-wide Beautification and Wayfinding			2,500,000	2,500,000
Total Expenditures	\$ 2,718,890	\$ 2,586,667	\$ 5,107,700	\$ 2,388,810
Anticipated Fund Balance 06/30/2021				
	\$ 12,597,883	\$ 12,514,404	\$ 9,773,392	

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**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2021**

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 10,725 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 eighth 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 eleventh 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.
- 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. Expenditures are anticipated to increase as a result of an increase in purchased paratransit passes.
- 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.
- H. College-wide Beautification and Wayfinding** – Cost to improve and enhance the grounds and signage across all campuses and the district office.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
FY2021**

	Budget 2020	Anticipated 2020	Proposed Budget 2021	Variance
Fund Balance 07/01/2020	\$ 18,646,627		\$ 16,516,053	
I. Revenues				
A. Auxiliary Capital Fee	\$ 7,539,480	\$ 7,112,664	\$ 6,156,317	\$ (1,383,163)
B. Transfer-In from Student Activities Budget	569,257	569,257	512,331	\$ (56,926)
C. Food Service Commission			34,000	34,000
D. Miscellaneous Revenue	74,000	43,000	72,500	(1,500)
Total Revenues	\$ 8,182,737	\$ 7,724,921	\$ 6,775,148	\$ (1,407,589)
Total Resources (Revenue & Fund Balance)				
	\$ 26,829,364	\$ 7,724,921	\$ 23,291,201	
II. Expenditures				
A. Bond Debt Service				
1. Student Center - Norfolk Campus	\$ 1,114,719	\$ 1,114,719	\$ 1,110,600	\$ (4,119)
2. Student Center - Chesapeake Campus	1,164,194	1,164,194	1,233,530	69,336
3. Student Center - Portsmouth Campus	1,082,472	1,082,472	1,091,639	9,167
4. Student Center - Virginia Beach Campus	1,661,113	1,661,113	1,759,134	98,021
Subtotal--Bond Debt Service	\$ 5,022,498	\$ 5,022,498	\$ 5,194,903	\$ 172,405
B. Norfolk Student Center				
1. General Operations				
a. Personnel	\$ 425,846	\$ 363,000	\$ 311,522	\$ (114,324)
b. Operating Expenses	41,547	25,000	25,000	(16,547)
Subtotal--General Operations	\$ 467,393	\$ 388,000	\$ 336,522	\$ (130,871)
2. Facility Operations				
a. Utilities	\$ 105,000	\$ 100,000	\$ 100,000	\$ (5,000)
b. Security	60,000	55,000	58,000	(2,000)
c. Custodial				
1. Personnel	113,300	110,000	116,000	2,700
2. Expenditures	14,000	14,000	9,208	(4,792)
d. General Maintenance				
1. Personnel	69,180	69,180	53,723	(15,457)
2. Expenditures	66,000	64,000	46,750	(19,250)
e. Insurance	7,696	7,606	7,700	4
f. Network & Telecommunications	70,613	70,613	35,942	(34,671)
Subtotal--Facility Operations	\$ 505,789	\$ 490,399	\$ 427,323	\$ (78,466)
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 18,000	\$ 18,900	\$ (2,100)
Subtotal--Food Services	\$ 21,000	\$ 18,000	\$ 18,900	\$ (2,100)
Subtotal--Norfolk Student Center	\$ 994,182	\$ 896,399	\$ 782,745	\$ (211,437)

	Budget 2020	Anticipated 2020	Proposed Budget 2021	Variance
C. Chesapeake Student Center				
1. General Operations				
a. Personnel	\$ 407,650	\$ 336,000	\$ 311,254	\$ (96,396)
b. Operating Expenses	94,092	75,000	50,000	(44,092)
Subtotal--General Operations	\$ 501,742	\$ 411,000	\$ 361,254	\$ (140,488)
2. Facility Operations				
a. Utilities	\$ 110,000	\$ 107,000	\$ 110,000	
b. Security	40,000	40,000	40,000	
c. Custodial				
1. Personnel	110,000	116,000	120,362	10,362
2. Expenditures	14,000	10,000	12,000	(2,000)
d. General Maintenance				
1. Personnel	66,869	64,100	53,768	(13,101)
2. Expenditures	66,000	65,500	46,750	(19,250)
e. Insurance	8,449	8,349	8,400	(49)
f. Network & Telecommunications	61,556	61,556	34,686	(26,870)
Subtotal--Facility Operations	\$ 476,874	\$ 472,505	\$ 425,966	\$ (50,908)
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 11,950	\$ 10,100	\$ 10,755	\$ (1,195)
Subtotal--Food Services	\$ 11,950	\$ 10,100	\$ 10,755	\$ (1,195)
Subtotal--Chesapeake Student Center	\$ 990,566	\$ 893,605	\$ 797,975	\$ (192,591)
D. Portsmouth Student Center				
1. General Operations				
a. Personnel	\$ 421,912	\$ 363,900	\$ 313,630	\$ (108,282)
b. Operating Expenses	55,025	49,825	29,766	(25,259)
Subtotal--General Operations	\$ 476,937	\$ 413,725	\$ 343,396	\$ (133,541)
2. Facility Operations				
a. Utilities	\$ 110,000	\$ 101,000	\$ 110,000	
b. Security	50,000	49,800	50,400	400
c. Custodial				
1. Personnel	110,000	98,163	118,379	8,379
2. Expenditures	14,000	8,570	8,500	(5,500)
d. General Maintenance				
1. Personnel	72,001	63,900	50,717	(21,284)
2. Expenditures	66,000	50,250	46,750	(19,250)
e. Insurance	8,276	8,179	8,250	(26)
f. Network & Telecommunications	73,463	73,463	40,045	(33,418)
Subtotal--Facility Operations	\$ 503,740	\$ 453,325	\$ 433,041	\$ (70,699)
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 18,000	\$ 16,600	\$ 16,200	\$ (1,800)
Subtotal--Food Services	\$ 18,000	\$ 16,600	\$ 16,200	\$ (1,800)
Subtotal--Portsmouth Student Center	\$ 998,677	\$ 883,650	\$ 792,637	\$ (206,040)

	Budget 2020	Anticipated 2020	Proposed Budget 2021	Variance
E. Virginia Beach Student Center				
1. General Operations				
a. Personnel	\$ 554,002	\$ 465,260	\$ 406,704	\$ (147,298)
b. Operating Expenses	56,005	49,900	30,300	(25,705)
Subtotal--General Operations	\$ 610,007	\$ 515,160	\$ 437,004	\$ (173,003)
2. Facility Operations				
a. Utilities	\$ 45,000	\$ 43,000	\$ 45,745	\$ 745
b. Security	155,000	92,500	45,300	\$ (109,700)
c. Custodial				
1. Personnel	175,000	164,598	189,000	14,000
2. Expenditures	18,000	16,980	11,333	(6,667)
d. General Maintenance				
1. Personnel	109,764	124,561	90,491	(19,273)
2. Expenditures	85,000	49,550	60,208	(24,792)
e. Insurance	12,423	12,276	12,350	(73)
f. Network & Telecommunications	76,193	76,193	35,890	(40,303)
Subtotal--Facility Operations	\$ 676,380	\$ 579,658	\$ 490,317	\$ (186,063)
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 17,999	\$ 18,900	\$ (2,100)
Subtotal--Food Services	\$ 21,000	\$ 17,999	\$ 18,900	\$ (2,100)
Subtotal--Virginia Beach Student Center	\$ 1,307,387	\$ 1,112,817	\$ 946,221	\$ (361,166)
Total Expenditures	\$ 9,313,311	\$ 8,808,968	\$ 8,514,481	\$ (798,830)
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
Projected Fund Balance 06/30/2021	\$ 16,516,053		\$ 13,776,720	

AVPF 4/2020

Capital Maintenance Reserve Fund	
FY14-FY20	\$ 8,500,000

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
Narrative Justification
FY2021**

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 10,725 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 for the Summer session, and may increase to \$20.00 per credit hour if approved by the SBCC at its May meeting.
- 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 The Farley Group.
- 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 adjusted based on the estimated miscellaneous revenue for the respective campuses.

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.
 - f. **Network & Telecommunications** – Estimated cost of ongoing network and telecommunications support for the student centers.
3. **Food Services** – Cost of maintenance, repair, and replacement of food service equipment.

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

TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
FY2021

	Budget 2020	Anticipated 2020	Proposed Budget 2021	Variance
Projected Fund Balance 07/01/2020	\$ 10,701,572		\$ 11,339,839	
I. Revenues				
A. Bookstore	\$ 1,195,065	\$ 578,978	\$ 684,000	\$ (511,065)
B. Vending				
1. Exclusive Beverage Contract	66,000	61,063	55,000	(11,000)
2. Vending - CRH	35,121	15,616	14,400	(20,721)
C. Food Service - Joint-Use Library	4,523	1,543	3,000	(1,523)
D. Municipal Support	24,000	24,000	24,000	
E. Interest Earnings	550,000	449,000	468,000	(82,000)
F. Miscellaneous Revenue	10,000	7,660	7,000	(3,000)
Total Revenues	\$ 1,884,709	\$ 1,137,860	\$ 1,255,400	\$ (629,309)
Total Resources (Revenue & Fund Bal.)				
	\$ 12,586,281	\$ 1,137,860	\$ 12,595,239	
II. Expenditures				
A. Operating Expenses				
1. Banking Costs	\$ 6,000	\$ 4,500	\$ 5,000	\$ (1,000)
2. Miscellaneous Expenses	1,000		1,000	
3. Joint-Use Library Food Service Equipment	7,000	4,200	4,000	(3,000)
Subtotal - Operating Expenses	\$ 14,000	\$ 8,700	\$ 10,000	\$ (4,000)
B. Faculty/Staff Parking	\$ 430,000	\$ 315,000	\$ 320,000	\$ (110,000)
C. College Community Events	\$ 15,000	\$ 1,000	\$ 15,000	
D. Financial Aid Adjustments	\$ 14,000	\$ (10,500)	\$ 10,000	\$ (4,000)
E. Auxiliary Service Operations				
1. Personnel	\$ 165,500	\$ 142,360	\$ 172,455	\$ 6,955
2. General Operating Costs	6,000	1,586	5,000	(1,000)
3. Equipment/Software/Installation	35,000	31,300	35,000	
4. StormCard Marketing	10,000	1,250	4,000	(6,000)
Subtotal - Auxiliary Service Operations	\$ 216,500	\$ 176,496	\$ 216,455	\$ (45)
F. Community Support				
1. College Board	\$ 2,500	\$ 1,500	\$ 2,500	
2. President	15,000	10,000	15,000	
3. Vice Presidents and Directors				
a. Exec. Vice President for Academic & Student Affairs	6,000	2,000	6,000	
b. Vice President for Finance	6,000	1,225	6,000	
c. Vice President for Information Systems & Institutional Effectiveness	6,000	550	6,000	
d. Vice President for Communications & Enrollment Management	6,000	250	6,000	
e. Vice President for Workforce Solutions	6,000	1,200	6,000	
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	3,600	6,000	
4. Campus Provosts				
a. Chesapeake	6,000	2,500	6,000	
b. Norfolk	6,000	3,000	6,000	
c. Portsmouth	6,000	2,500	6,000	
d. Virginia Beach	12,000	5,500	12,000	
5. Community Outreach	27,000	12,500	27,000	
6. Contingencies	3,500	125	3,500	
Subtotal - Community Support	\$ 114,000	\$ 46,450	\$ 114,000	

	Budget 2020	Anticipated 2020	Proposed Budget 2021	Variance
G. Deans' Discretionary Aid Fund				
1. Chesapeake	\$ 5,000	\$ 2,325	\$ 5,000	
2. Norfolk	5,000	4,350	5,000	
3. Portsmouth	5,000	3,500	5,000	
4. Virginia Beach	10,000	7,100	10,000	
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 17,275	\$ 25,000	
Subtotal- Expenditures	\$ 828,500	\$ 554,421	\$ 710,455	\$ (118,045)
III. Student Financial Assistance				
A. TCC Scholarships & Awards				
1. Art Scholarships	\$ 15,000	\$ 12,000	\$ 15,000	
2. Student Study Abroad Scholarships	15,500	2,000	15,500	
3. Culinary Match Program	3,000	1,350	3,000	
4. Martin Luther King Scholarship	5,621	5,621	5,576	(45)
5. Military Scholarships	28,103	26,500	28,103	
6. ROTC Scholarships	13,489	5,850	13,489	
7. High School Scholarships				
a. Chesapeake	78,687	73,584	67,446	(11,241)
1. LaVonne P. Ellis Scholarship	11,241	11,241	11,151	(90)
2. Terri N. Thompson Scholarship			11,151	11,151
b. Norfolk	56,205	37,967	56,205	
1. John T. Kavanaugh Scholarship	11,241	11,241	11,151	(90)
c. Portsmouth	22,482	11,031	22,482	
1. Lee B. Armistead Scholarship	11,241	11,241	11,151	(90)
d. Suffolk (Northern)	11,241	1,000	11,151	(90)
e. Virginia Beach	101,169	65,730	101,169	
1. Stanley Waranch Scholarship	11,241	11,241	11,151	(90)
2. Dorcas T. Helfant-Browning Scholarship	11,241	11,241	11,151	(90)
3. Thomas H. Wilson Scholarship	11,241	11,241	11,151	(90)
Subtotal - TCC Scholarships & Awards	\$ 417,942	\$ 310,079	\$ 417,178	\$ (765)
Total Expenditures & Student Financial Assistance	\$ 1,246,442	\$ 864,500	\$ 1,127,633	\$ (118,810)
Projected Fund Balance 06/30/2021	\$ 11,339,839		\$ 11,467,607	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
Narrative Justification
FY2021**

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. According to the VCCS Shared Services Center, these contracts may change vendors in FY21 which may change funding structure.
- C. **Food Service – Joint-Use Library** – The college currently has a food service contract with The Farley Group, which is operational at the Joint-Use Library in Virginia Beach.
- D. **Municipal Support** – Contributions from the cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach.
- E. **Interest Earnings** – Investment earnings are calculated on a \$43 million average investment at .3%.
- 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.

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; memberships in local and regional organizations to promote the college.
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.

The Terri N. Thompson Scholarship will be awarded annually to a Chesapeake high school graduate. The Local College Board named the scholarship in honor of Ms. Thompson on January 14, 2019 for her dedication and exemplary service to Tidewater Community College and those it serves.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 12, 2020
COMMITTEE: Finance and Facilities Committee
AGENDA ITEM: Auxiliary Parking Plan for 2020-22 Biennium

BACKGROUND:

The VCCS Policy Manual Section 4.3.1.5c states that colleges shall establish a capital outlay plan for parking and a reserve fund from auxiliary enterprise revenues and/or contributions from local government jurisdictions to provide for the construction, repair, and maintenance of college parking facilities approved by the College Board, which shall be submitted to the Chancellor by July 1 of each new biennium.

The board acts on this plan annually at its May meeting.

STAFF RECOMMENDATION:

That the TCC College Board approve the Auxiliary Parking Plan for the 2020-22 biennium as presented.

STAFF LIAISON:

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



Virginia Community College System
Auxiliary Reserve Plan for College Parking Facilities
2020-22 Biennium (FY 2021 and FY 2022)
FY 2021

College: **Tidewater Community College**

A. Projected FY '20 Parking Reserve Balance (June 30, 2020) \$ 12,514,404.00

FY '21 Planned Use of Funds (thru June 30, 2021)

Project Description	Budget
1 Debt Service - Chesapeake Campus Garage	\$ 1,640,600.00
2 Debt Service - Chesapeake Campus Parking Lot	\$ 335,125.00
3 Parking Lot Maintenance & Improvements	\$ 200,000.00
4 Hampton Roads Transit (HRT) Passes	\$ 186,210.00
5 Student Parking	\$ 69,990.00
6 <i>Additional Projects (See Continuation Sheet)</i>	\$ 2,675,775.00

B. FY '21 Planned Use of Funds Total \$ 5,107,700.00

FY '21 Projected Revenue (thru June 30, 2021)

Revenue Source Description	
1 Mandatory Non-E&G Student Parking Fees	\$ 2,254,719.00
2 Permit Parking Fees, Fines & Event Sales	\$ -
3 Local Government Contributions	\$ -
4 Interest	\$ -
5 Student Parking Sales	\$ 52,119.00
6 Student HRT Pass Sales	\$ 56,250.00
7 Miscellaneous Revenue	\$ 3,600.00

C. FY '21 Projected Revenue Total \$ 2,366,688.00

D. Projected FY '21 Available Parking Fund Total (A+C) \$ 14,881,092.00

**Projected FY '21 (June 30, 2021) Parking Fund
Ending Balance (D-B) \$ 9,773,392.00**



Virginia Community College System
Auxiliary Reserve Plan for College Parking Facilities
2020-22 Biennium (FY 2021 and FY 2022)
FY 2022

College: Tidewater Community College

A. Projected FY '21 Parking Reserve Balance (June 30, 2021) \$ 9,773,392.00

FY '22 Planned Use of Funds (thru June 30, 2022)

Project Description

Budget

1	Debt Service - Chesapeake Campus Garage	\$ 1,642,475.00
2	Debt Service - Chesapeake Campus Parking Lot	\$ 333,500.00
3	Parking Lot Maintenance & Improvements	\$ 250,000.00
4	Hampton Roads Transit (HRT) Passes	\$ 207,000.00
5	Student Parking	\$ 70,000.00
6	<i>Additional Projects (See Continuation Sheet)</i>	\$ 181,500.00

B. FY '22 Planned Use of Funds Total \$ 2,684,475.00

FY '22 Projected Revenue (thru June 30, 2022)

Revenue Source Description

1	Mandatory Non-E&G Student Parking Fees	\$ 2,555,000.00
2	Permit Parking Fees, Fines & Event Sales	\$ -
3	Local Government Contributions	\$ -
4	Interest	\$ -
5	Student Parking Sales	\$ 60,000.00
6	Student HRT Pass Sales	\$ 63,000.00
7	Other (Please Specify)	\$ -

C. FY '22 Projected Revenue Total \$ 2,678,000.00

D. Projected FY '22 Available Parking Fund Total (A+C) \$ 12,451,392.00

Projected FY '22 (June 30, 2022) Parking Fund Ending Balance (D-B) **\$ 9,766,917.00**

Summary

2018-20 Projected Reserve Balance (June 30, 2020)	\$ 12,514,404.00
2020-22 Planned Use of Funds	\$ 7,792,175.00
2020-22 Projected Revenue	\$ 5,044,688.00
2020-22 Projected Reserve Balance (June 30, 2022)	\$ 9,766,917.00

Date Approved by Local Board: _____

Signed by: _____

Title: President, Tidewater Community College

Date: _____



Virginia Community College System
Auxiliary Reserve Plan for College Parking Facilities
2020-22 Biennium (FY 2021 and FY 2022)
Project Continuation Sheet

College: Tidewater Community College

FY 21 ADDITIONAL PROJECTS

Project Description	Budget
Chesapeake Parking Garage Operating Expense	\$ 99,275.00
Portsmouth Visual Arts Center Parking Lease	\$ 76,500.00
Grounds Beautification/Wayfinding Signage	\$ 2,500,000.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
<i>FY 21 Subtotal (Carried over to FY 2021 Sheet)</i>	<i>\$ 2,675,775.00</i>

FY 22 ADDITIONAL PROJECTS

Project Description	Budget
Chesapeake Parking Garage Operating Expense	\$ 105,000.00
Norfolk/Portsmouth Visual Arts Center Parking Lease	\$ 76,500.00
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
<i>FY 22 Subtotal (Carried over to FY 2022 Sheet)</i>	<i>\$ 181,500.00</i>

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 12, 2020
COMMITTEE: Finance and Facilities Committee
AGENDA ITEM: Norfolk Campus Capital Lease

BACKGROUND:

The Norfolk Campus of TCC was acquired through a capital lease arrangement in 1995 with the Norfolk Community College Campus Corporation, an associated entity of the Norfolk Redevelopment and Housing Authority. The buildings and property are now being leased and at the end of the lease period, the property will belong to the Virginia Community College System (VCCS).

The original campus consisted of two renovated buildings, the Stanley C. Walker and Alvah H. Martin buildings, and a newly constructed Mason C. Andrews Science Building. Subsequently, the Jeanne & George Roper Performing Arts Center was added under the capital lease.

In 2011, the first of TCC's four student centers was constructed on land acquired through the 1995 capital lease.

DISCUSSION:

The Norfolk Campus Capital Lease was extended an additional five-years and now finalizes June 30th, 2020. Per the original lease agreement once the Construction Bonds have been paid off, the property transfers to VCCS.

STAFF RECOMMENDATION:

That the TCC College Board approve the property transfer to the VCCS and allow the Capital Lease to expire.

STAFF LIAISON:

Matthew J. Baumgarten
Chief Operating Officer, Facilities and Public Safety
MBaumgarten@tcc.edu
757-822-1780

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 12, 2020

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Proposed 2020-21 Business and Industry Advisory Committees

BACKGROUND:

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

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

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

STAFF RECOMMENDATION:

That the College Board approves the 2020-21 Business and Industry Advisory Committees.

STAFF LIAISON:

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

TCC BUSINESS AND INDUSTRY ADVISORY COMMITTEES

2020-2021 Membership

ACCOUNTING**

Robert Albertson
Virginia Wesleyan College

Royce Burnett*
Old Dominion University

Lyndon Remias
City of Virginia Beach

Theresa Rohm
A Rohm Smith and Company

R. Paul Speece
McPhillips, Roberts & Deans, PLC

ADMINISTRATIVE SUPPORT TECHNOLOGY**

Leah Luzunaris
Norfolk Naval Shipyard

Joseph C. Newman, III
Children's Hospital of King Daughters

Shatina Simpson
Maryview Emergency Department

Melissa Small
Norfolk Naval Shipyard

Shaina Yowel
Towne Bank Mortgage

AMERICAN SIGN LANGUAGE

Marissa Barone
Independent Contractor

Rebecca Hillegass
Virginia Beach City Public Schools

Mary Nunnally
Department of Aging and Rehabilitative
Services

Joshua Pennise (Chair)
Sorenson Communications

Deborah Pfeiffer
Virginia School for the Deaf and Blind

Sabrina Smith
STS Interpreting

Sally Thompson
Hampton Roads Chapter of VAD

Deandra Wood
Hampton City Schools

Christina York
Sorenson Communications

AUTOMOTIVE

Bob Barton
Barton Ford

Bobby Bowen
POMOCO Chrysler of Newport News

Keith Bradshaw
Hall Chrysler/Jeep/Dodge/Ram

D. Sean Brickell
Hampton Roads Automobile Dealers
Association

Dan Bruner
Hall Acura

Wayne Champigny
Virginia Beach Technical and Career
Education Center

Jay Craig
RK Chevrolet

Jerome Craig
Virginia State Police

Laura Darwin
Cavalier Ford Chesapeake Square

Eric Dauphin
Bridgestone/Firestone

* Proposed New Members

** Chair to be selected at first meeting

AUTOMOTIVE – continued

John Deuso
Southern Chrysler/Jeep Greenbrier

C. Tom Ellmer (Chair)
Priority Toyota Greenbrier

Walker Ellwanger
Beach Ford

Keith Estes
Cavalier Ford Greenbrier

Bob Eyler
Toyota Motor Sales

Kevin Francis
Virginia State Police

Amanda Hayslett
Checker Flag Automotive

Butch Hora
Tidewater Mopar Club

Pierre Howard
Norfolk Technical Center

Kim Kelly
Tysinger Motor Company

O. William Kuehrmann
Fiat Chrysler Automobile

Kent Mathews
First Team Honda

Neil McClanan
First Team Toyota

Debbie McHugh
New Horizons

Steve Moore
POMOCO Chrysler/Jeep of Hampton

Winston Morgan*
Toyota Motor North America, Inc.

Jeff Osakowicz
Fiat Chrysler Automobile

Bob Owen
Virginia Auto Dealers Association

Mike Owen
Southern Auto Group

Chris Peterson
Central Atlantic Toyota

Jeff Peterson*
Priority Acura

Fred Phillips
Charles Barker Toyota

David Pickett
Hall Automotive Group

Robert Pippen
Bridgestone/Firestone

Doug Reader
RK Subaru

Michaela Reardon
Checkered Flag Toyota

Jim Rose
Priority Honda

Paul Saltarelli
Cavalier Ford Lincoln

Greg Shank
Charles Barker Automotive

Steve Spinks
Priority Ford

Mark Stevens
Checkered Flag Honda

Jim Todd
Ford Motor Company

Austin Votta
Ford Motor Company

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

AUTOMOTIVE – continued

Robert West
West Service Center, Inc.

Bryan Wynne
Wynne Ford

CIVIL ENGINEERING TECHNOLOGY

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

Brian Dresen LS
Clark Nexsen

Nester Escobales
Old Dominion University

Christina Jackson
City of Norfolk

Richard Nettleton
City of Virginia Beach, Public Utilities

David Neubert
S.B. Ballard Construction

Chad Oxton (Chair)
City of Virginia Beach

Shawn Schultz
RH Builders

Kevin Wood
Pennon

COLLISION REPAIR

Todd Babb
Beamon and Johnson

Lance Carson
Hall Automotive

Sharon Corey
First Team Collision Center

Wes Cummings
Priority Collision Center

Tom Elmer
Priority Toyota Greenbrier

Julia Grim
Geico

Paul Jackson
Caliber Collision

Mike Maddox
MiCar Collision Center

Bill Moison
Southern Collision Repair Center

John Rial
Freedom Automotive

John Shoemaker (Chair)
Bowditch Ford

Jeff Stewart
Tape Inc.

Carmen Stockard
PPG Industries

COMPUTER-AIDED DRAFTING AND DESIGN

Edward Abete
General Dynamics Information Technology

Todd Bobak
Sumitomo Drive Technologies

Thad A. Broom
Architects and Designers, PC

Chris Brown
Newport News Shipbuilding

Jason Ewick
CDI Marine

Jean-Claud Guilbaud
Guilbaud Enterprises and Construction

Tony Jones
The Apprentice School

* Proposed New Members
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COMPUTER-AIDED DRAFTING AND DESIGN – continued

Ronald Kloster
Hampton University

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

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

Michael Ross (Chair)
HBA Architecture and Interior Design

Jeenson Sheen
Norfolk State University

Larry Smith
Linx Industries

Johan Stadler
Clark Nexsen

Thomas N. Tortomasi
Virginia Beach City Public Schools

Alok Verma
Old Dominion University

CRIMINAL JUSTICE

Jason Armstrong
Norfolk Police Department

Sadie R. Boone
Department of Motor Vehicles

Scott C. Burke
Portsmouth Police Department

James Cervera
Virginia Beach Police Department

Sharon Chamberlin
Norfolk Police Department

Tonya Chapman
Portsmouth Police Department

John Gandy (Chair)
Virginia Beach Police Department

David A. Hackworth
Chesapeake Sheriff's Office

CULINARY ARTS

Omar Boukhriss (Chair)
Omar's Carriage House

William S. Cabell
Distinctive Event Rentals

Matt Green
Sysco Hampton Roads

Ron Haughton
Kate's Catering Service

Johanna Heidler
Gold Key Resorts and Professional
Hospitality

Alan Lindauer
Waterside Fish and Produce

John Mannino
Mannino's Italian Bistro

John McLure
Virginia Beach Resort Hotel

Anthony Mower
Westneck Signature Grille

Erika Nestler
Christopher Newport University

Patrick Reed
Virginia Beach Technical and Career
Education Center

Rob Reper
Sysco of Hampton Roads

Karen Rickettes
Crest Foodservice Equipment

Lailani Rockholt
Norfolk Health Department

* Proposed New Members

** Chair to be selected at first meeting

CULINARY ARTS-continued

John Spicer
Crest Foodservice Equipment

Jim Wilson
Crest Foodservice Equipment

DIESEL

David W. Boyce
Liebherr

Jason Crowder
Excel Truck Group

Jessica Fredrick
TFC Recycling

Ernie Fritz
Virginia Truck Center of Tidewater

George Hrichak
City of Chesapeake

Zack Johnston
Coastal Equipment Corp

Mike McColgan (Chair)
City of Chesapeake

Bob Perry
Coastal Equipment

Rob Robins
Bay Diesel

Mike Smith
Penske Truck Leasing

EARLY CHILDHOOD DEVELOPMENT

Joetta Camp (Chair)
Virginia Star Quality Improvement Initiative

Kristen Cater
Children's Harbor

April Cook
Parish Day School at Eastern Shore Chapel

Ronnica Edmonds
Mid-Atlantic Navy Child and Youth Programs

Lisa Embry
Virginia Beach Technical and Career Center

Jane E. Glasgow
Minus 9 - 5 Early Childhood Initiative

Cheryl Gould
Regent University

Courtney Hundley
Portsmouth Public Schools

Kathryn Jessee
Chesapeake RU Ready

Christine John
Eastern Region Infant & Toddler Specialist
Network

Jacqueline Johnson
Norfolk State University

Heather Kitsis
Virginia Quality

Barbara Lito
Virginia Beach Economic Development

Daphne Lovely
Virginia Beach Technical and Career Center

William O'Donnell
Portsmouth Public Schools

Jamie Pfistner
Norfolk Public Schools

Lauren Small
Hampton Roads Small Business
Development

Priscilla Spencer
Norfolk Technical Center

Virginia Staylor
Norfolk Ready by Five

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

**EARLY CHILDHOOD DEVELOPMENT –
continued**

Sarah Sterzing
Early Childhood Quality Initiative

Kristine Sunday
Old Dominion University

Ipek Taffe
The Planning Council

Kristen Whalen
Parish Day School at Eastern Shore Chapel

Cindy Zerr
Western Branch Academy

ELECTRONICS

John Hackworth
Old Dominion University

Paul McDuffie
CPIS, LLC

Darrell Riddick
Old Point National Bank

Michael Royal
Landstown High School

Richard Seriani
Arinc, LLC

Suzanne Steffensen
Bauer Compressor

Munir Sulaiman
Norfolk State University

Charles Thomas
First Colonial High School

Richard Walker
Thomas Jefferson National Accelerator
Facility

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

George Wood
Dominion Power

EMERGENCY MEDICAL SERVICES**

Michael Barakey
Virginia Beach Fire Department

John Bianco
Virginia Beach EMS

Robert Craft
Newport News Fire Department

Brandon Dommel
Norfolk Fire-Rescue

Robert W. Hundley
Emergency Physicians of Tidewater

John Keyes
Virginia Beach Fire Department

Stewart Martin
Virginia Beach EMS

Jeffrey Meyer
Department of Fire, Rescue and Emergency
Services

Michael B. Player
Peninsulas EMS Council, Inc.

Jay Porter
Tidewater EMS Council, Inc.

Thomas Schawlenberg
City of Chesapeake

Warren Short, Jr.
Office of Emergency Medical Service

Brian Spicer
Suffolk Department of Fire & Rescue

FIRE SCIENCE

Michael Brashear
Virginia Beach Fire Department

* Proposed New Members

** Chair to be selected at first meeting

FIRE SCIENCE - Continued

Robert G. Burton
Norfolk Fire-Rescue

Robert Craft
Newport News Fire Department

Pat Dent
Williamsburg Fire Department

Brandon Dommel
Norfolk Fire Department

Edmund Elliott (Chair)
Chesapeake Fire Department

Travis Halstead
Virginia Beach Fire Department (Retired)

Doreen McAndrews
Virginia Department of Fire Programs

Joshua Tomon
Navy Regional Fire Rescue

Levin Turner
Portsmouth Fire Department

FUNERAL SERVICE**

Donna B. Alexander
Metropolitan Funeral Service

K. Carter Bell
Funeral Consultant

Edward Cowell
Altmeyer Funeral Home

Casey Jones
Hollomon-Brown Funeral Home

Michael J. Leonard
H.D. Oliver Funeral Apartments

Aubrey Mitchell
Mitchell Funeral Care and Cremations

Theresa Norrell
LifeNet Health

Robert Oman
Oman Funeral Home

Thomas Roland, Esq.
Roland Vaults, LTD

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

Christopher Sissler
Altmeyer Funeral Home

GRAPHIC DESIGN

Ivanete Blanco
Old Dominion University

Germaine Clair (Chair)
GC Designs

Savannah Kaylor
American Institute of Graphic Arts (AIGA)

Janice Pang
Grow

David Shields
Old Dominion University

Mary Lee Shumate
M'Lee Designs

HEALTH INFORMATION MANAGEMENT

Mary Ann Clark
Virginia Beach Psychiatric Center

Mary Beth Dunlap
Hampton Roads Specialty Hospital

Chris Pogue
Sentara Healthcare

Tina Stevens
Norfolk Community Services Board

Margaret Theodorakis (Vice Chair)
Optima Healthcare

* Proposed New Members

** Chair to be selected at first meeting

**HEALTH INFORMATION MANAGEMENT –
continued**

Leslie Twine (Chair)
GE Healthcare

Christina Upton
Old Dominion University

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

Robert Gunderson
Damuth Trane

Thomas Harrington
Naval Facilities Engineering Command

Matthew Miller
Colonial Webb Contractors

Andy Styron
R.A. Styron Heating & Air Conditioning

Ralph Styron
R.A. Styron Heating & Air Conditioning

Rick Ilich
Virginia Air Distributors

Ray Walsh
House Call Company

Stanley Yeskolski
Investigative Inspection Services

HORTICULTURE**

Billy Almond
WPL

Mike Andruczyk
Cooperative Extension – Chesapeake Unit

Theresa Augustin
Norfolk Botanical Garden

Wes Bray
Lawns and Gardens Plus

Josh Despinis
EMCOR Government Services

Laurie Fox
Hampton Roads Agricultural Research &
Extension Center

Eric Gunderson
Southern Branch Nursey, Inc.

Jason Heizer
Bartlett Tree Company

Shereen Hughes
Wetlands Watch, CBLP

Lisa Lankford-Needy
Renaissance Academy

Robert Nye
Basnight land and Lawn

Chad Peevy
Old Dominion University

Sheri White
White's Nursery and Greenhouses

Laurie Yates
Virginia Beach Vo-Tech

HOSPITALITY MANAGEMENT

William S. Cabell
Distinctive Event Rentals

James C. Corprew
Norfolk State University

Lawrence E. Epplien
Norfolk State University

Duane Gauthier
Commonwealth Lodging

Louie Marcelo-Glenn
Landmark Hotel Group

Bobbi Melatti*
Portsmouth Pavilion/Beach Events

* Proposed New Members

** Chair to be selected at first meeting

HOSPITALITY MANAGEMENT - continued

Harvey Moore
Harmony Hospitality

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

Anthony J. Parrow
LTD Hospitality

Cynthia Roseman
Dreams 2 Reality LLC

Stacey S. Shiflet
Virginia Beach Resort Hotel & Conference
Center

John M. Ulp
Catlee Incorporated / dba McDonalds

Lindsey Usher
Old Dominion University

Lynne Williams
Virginia Beach City Public Schools

HUMAN SERVICES**

Angela Duke
Sentara Norfolk General Hospital

Brenda Exum
Norfolk State University

Barbara Fletcher
Aid and Information for the Elderly

Bridget Freeman
Rehabilitation Services

Sharon Houston
Garden of Hope, Inc.

Oneiceia Howard
City of Norfolk

INDUSTRIAL TECHNOLOGY

Lyle Bagley
Bauer Compressors, Inc.

Erika Berry (Chair)
Naval Station Norfolk

William W. Fleming
Network Interfaces Corporation

James P. Healy
Society of Manufacturing Engineers (SME)

Jeff Jaycox
Tabet Manufacturing Company, Inc.

Ronald Jerasa
CRSA, LLC

Sam Richards
STIHL, Incorporated

Lou Ruggeri
Standard Calibrations, Inc.

Joseph M. Sabol
Newport News Shipbuilding

K. George Skena
Norfolk Public Schools

Robert Twine
Collins Machine Works

Alok Verma
Old Dominion University

INFORMATION SYSTEMS TECHNOLOGY

Leigh Armistead
Peregrine Technical Solutions

Gayle Burton
Honeywell Technology Solutions, Inc.

R. Mark Crowe
Sentara Healthcare

Shawn Fagan
Marathon Consulting

* Proposed New Members

** Chair to be selected at first meeting

INFORMATION SYSTEMS TECHNOLOGY
- continued

Linda Garratt
Dollar Tree

Kevin Fairley
City of Virginia Beach

Kimberly Fields
Amerigroup

Kevin Griffin
Griffin Consulting

Rich Hamady (Chair)
GEICO

Ben Hamerick
Christian Broadcasting Network

Annette Harris
City of Portsmouth

Stephen Troy Hollowell
Microsoft Corporation

Joseph Lee
JLGOV LLC

Kevin McKenzie
Dollar Tree Stores, Incorporated

Joseph Quinn
SAIC

Deborah Rhodes
Sentara Healthcare

Robert Rychlicki
City of Norfolk

Gene Starr
Electronic Systems, Inc.

Clay Wise
Hampton Roads Sanitation District (HRSD)

Ken York
Optima Health Plans, Inc.

INTERIOR DESIGN

Bill Boyce
RRMM

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

Betty Higginbotham
BH Design

Matt Keane
AEKB

Matt Lee
Hanbury, Evans, Wright, Vlattas & Company

Robert D. Pappas
NRHA

Lana Sapozhnikov
LS Designs

Melodi E. Terhune
Clark Nexsen

MANUFACTURING**

Roger Baxter*
Yupo

Dena Coor*
Bauer Compressors

Mcoumba Dimsey*
S&S Precision

Kevon Easley*
Norfolk Technical Center

William (Skip) Johnson
STIHL, Inc.

Justin Larivee*
Target Upstream Distribution Center

Xavier Martin*
Target Upstream Distribution Center

Dacia Marxrieser
Manufacturing & Design Technologies, Inc.

* Proposed New Members

** Chair to be selected at first meeting

MANUFACTURING – continued

Yajaida Pacheco*
Mitsubishi Chemical Composites America

Michael Petrice*
Busch Vacuum Pumps

Rick Raike
Hampton Roads Sanitation District

Christian Richter*
IMS Gear

Charles Ritinski
Sumitomo Machinery Corporation of America

James Rivoir
Mitsubishi Kagaku Imaging Corporation

Grant Stanley*
Chesapeake Public Schools

Bradley Stoker
Target Distribution Center

MARINE TECHNOLOGY**

Peter Babilonia
Centerville Marina

John Cobb
Cobb's Marina

Jason Gray
Tidewater Yacht Marina

Spencer Hull*
Atlantic Yacht Basin

Joe Maniscalco
Yamaha Motor Corporation, USA

Jon Nichols
Norfolk Marine

Bill Noell
Bill's Marine Inc.

Wes Ripley
Virginia Dept. of Transportation

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

MARINE TECHNOLOGY-continued**

Dallas Wilson
Cummins Atlantic

MARITIME TECHNOLOGIES**

Jim Bento
Ocean Marine

Amanda Berce
BAE Systems Norfolk Ship Repair

William Goodwin
Norfolk Naval Shipyard

Thomas Harrington
Naval Facilities Engineering Command

Katie Hedges
Oceaneering International, Inc.

Steve Jackson
MARAD

Vukica Jovanovic
Old Dominion University

Ross Leach
AMSEC, LLC

Sarah McCoy
Virginia Port Authority

Regina McLean
Newport News Shipbuilding

Eileen Pietila
Portsmouth Public Schools

Guy St. John
Oceaneering International, Inc.

Kira Wong
Colonna's Shipyard, Inc.

**MECHANICAL ENGINEERING
TECHNOLOGY****

Cecil Achord
Seaward Marine Services, Inc.

**MECHANICAL ENGINEERING
TECHNOLOGY-continued**

Courtney Addfison
STIHL, Incorporated

Chuck Baker
Mid-Atlantic Regional Maintenance Center

Kenneth Bartley
Hunnington Industries Fleet Support Group

Amanda Berce
BAE Systems Norfolk Ship Repair

Nate Brooks
Valkyrie Enterprises

Phillip Capehart
Flowserve Corporation

Mike Cook
Newport News Shipbuilding

Christina Corace
Colonna's Shipyard, Inc.

William Goodwin
Norfolk Naval Shipyard

Brandon Hamby*
STIHL, Incorporated

Carl Hebert
City Virginia Beach

Felix Ikner
Valkyrie Enterprises

Rondalyn Jenkins
Newport News Shipbuilding

Doug Kint
Lockheed Martin

John Kropcho
Mid-Atlantic Reg. Maintenance Center

Nathan Luetke
Old Dominion University

JoAnne Marks
Naval Medical Center

Alan Morrison
Mid-Atlantic Reg. Maintenance Center

Lee Newton
Bay Diesel & Generator

Maria Rangel
Flowserve Corp

MEDICAL LABORATORY TECHNOLOGY**

Belinda Barnes*
USAF Hospital Langley

Beth Ellington
Riverside Regional Medical Center

Tamesia High
Bon Secours Maryview Hospital

Barbara Kraj
Old Dominion University

Jessica Lindhart
Sentara Norfolk General Hospital

Miranda Malone
LifeNet Health

Gail Maxey
Riverside Regional Medical Center

Linda McClenney
Bon Secours Mary Immaculate Hospital

Lynn Onesty
Riverside Regional Medical Center

Deitra Phillips
VA Medical Center

Barbara Shields
Chesapeake Regional Medical Center

Lisa Shook
LabCorp of America

* Proposed New Members

** Chair to be selected at first meeting

**MEDICAL LABORATORY TECHNOLOGY-
continued**

Linda Weiss
LifeNet Health

NURSING

Rosa Abbott
Virginia Beach School of Practical Nursing

Terri Anderson
Our Lady of Perpetual Help

Peggy Braun (Chair)
Sentara Virginia Beach General Hospital

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

Janice Hawkins
Old Dominion University School of Nursing

Patty MacDougall
Riverside Shore Memorial Hospital

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

Ida Robinson
Veterans Administration Medical Center

Phyllis Stoneburner
Sentara Obici Hospital

Helena Walo
Bon Secours Maryview

OCCUPATIONAL THERAPY ASSISTANT

Anne Moody Ashe
Bon Secours in Motion Physical Therapy

Steve Brown
Sentara Neonatal Intensive Care

Lynn Chatfield
Genesis Rehab

Hannah Cooper
Sentara Life Care

Anita Jordan
LifeWorks Rehab, MFA

Dacia Layton
Tidewater Community College

Paula Naudziunas (Chair)
Sentara Therapy Center

Ynez Peterson
Virginia DOE Training and Technical
Assistance Center

Jackie Tallon
American Senior Care

Evelyn Zirkle
Southeastern Cooperative Educational
Programs

PARALEGAL STUDIES**

Thomas Ammons
General District Court Judge (Retired)

Kimball Boone*
Wahab Law Library

Nikki Duncan-Talley
Help and Emergency Response, Inc.

Maria Grise
GEICO Staff Counsel

Donna Hall*
Goodman, Allen, Donnelly, PLC

Valarie Herman
David, Kamp and Frank, LLC

William Joshua Holder
Chesapeake Public Defender's Office

Kristina Hopkins
Virginia Beach Office of the
Commonwealth's Attorney

* Proposed New Members

** Chair to be selected at first meeting

PARALEGAL STUDIES - continued

Stephanie Hunter
Crenshaw, Ware & Martin

Jaye Koch
Virginia Beach Office of the
Commonwealth's Attorney

Paul Powers
Virginia Beach Office of the
Commonwealth's Attorney

Donald Shenenberger, MD
Virginia Dermatology and Skin Cancer

Jodie Turner
Virginia Beach Office of the
Commonwealth's Attorney

Michele Turner
DC Wicker, PLLC

PHYSICAL THERAPIST ASSISTANT

Brian Beaulieu
Pivot Physical Therapy

Dianna (Tory) L. Bishop
Pivot Physical Therapy

Mark S. Cato
Sentara Leigh Hospital

Caci Gilden
Pivot Physical Therapy

Lisa Koperna
Old Dominion University

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

Christiana N. Marshall
Envoy of Thornton Hall

Renee Stendel
Sentara Home Care

Alan Wilson
Battlefield Therapy Center

**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY**

Tracy Adams*
Bon Secours HSO

Mary Balonek
Sentara Virginia Beach General Hospital

Cathy Boomer
Chesapeake Regional Medical Center

Don Byars
Sentara Norfolk General

Louis Caron
Sentara Virginia Beach General Hospital

Benita D. Carson
Sentara CarePlex Hospital

Suzanne Dickinson
Sentara Virginia Beach General Hospital

Jason Drane
Sentara Norfolk General Hospital

Marcus Foster
Chesapeake Regional Medical Center

Simeon Fuller
Medical X-Ray Staffing Solutions

Elizabeth Jacob
Sentara Bayside Hospital

Mark Nehlen
Chesapeake Regional Medical Center

Dana Pettigrew*
Sentara Princess Anne Hospital

Karen Shadle*
Bon Secours HSO

Felicia Toreno
Eastern Virginia Medical School

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

**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY-continued**

Maggie Trimmer
Sentara Leigh Hospital

Jodi Warren
Sentara Independence AIC

Rita Winfield (Chair)
Sentara Princess Anne Hospital

RESPIRATORY THERAPY**

Tara Alimony
Sentara Leigh Hospital

Alisha Arthur
Riverside Regional Medical Center

Felisa Aycud
Sentara CarePlex Hospital

Bea Baraja
Sentara Virginia Beach General

Ann Burdi-Lietz
Naval Medical Center Portsmouth

Heather Chessick
Sentara Princess Anne Hospital

Macie Christian
Riverside Regional Medical Center

Susan Davis
Sentara Norfolk General Hospital

George Fields
Chesapeake Regional Medical

Tonya Ford
Sentara CarePlex Hospital

Aileen Holgado
Hampton Roads Specialty Hospital

Jessica Keith
Sentara Virginia Beach General

Kathy McCabe
Southampton Memorial Hospital

Brian McHale
Sentara Norfolk General

Rob Owens
Lincare Home Care

Kimby Powel
Bon Secours Maryview Medical Center

Shirley Rich
Sentara Norfolk General Hospital

Ignacio Ripoll, MD
Sleep Specialists of Tidewater

Betsy Ryland
Sentara Leigh Hospital

Stephen Sibole
Sentara Norfolk General Hospital

Susan Swedish
Sentara Princess Anne Hospital

Jessica Terry
Program Graduate

Courtney Von Tersch
Community Representative

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

Millicent Zanders
Laker Taylor Transitional Care Hospital

STUDIO ARTS

Kimberli Gant
Chrysler Museum

Sam Hughes
Norfolk State University

Solomon Isekeje
Norfolk State University

* Proposed New Members

** Chair to be selected at first meeting

STUDIO ARTS – continued

Craig McClure
The Virginian Pilot

Ali Rogan
Cristallo Art Center

Robin Rogers
Chrysler Museum

John Roth
Old Dominion University

Sharon Swift (Chair)
Virginia Wesleyan College

Chuck Thomas
Old Dominion University

TRUCKING**

Otho Babbs
BBC Trucking, Inc.

Larry Battle
Consolidated Logistics, CLC

Patrick E. Carroll
TFC Recycling

Howard Davis
NDV Nash Finch, Inc.

Danny Glover
GTL Transport Company

Tina Harvey
Capital Concrete, Inc.

Edward O'Callaghan
Century Express, Inc.

Dan Osbourne
Commercial Ready Mix Products

Mark Sawyer
Sovereign Freight Inc.

VETERINARY ASSISTANT

Layne B. Brett, DVM
Courthouse Veterinary Clinic

Heather Brookshire
Animal Vision Center of VA

Bryan Brown
MWI Veterinary Supply

Geoff Campbell
Edinburgh Animal Hospital

Adam Henderson
Banfield Pet Hospital

Kate Henderson
Banfield Pet Hospital

Herbert Maissenbacher
Veterinary Heart Care

Emily Peck (Chair)
Virginia Beach SPCA

Danielle Russ
Center of Veterinary Expertise

L. Allison Rye
Bay Beach Veterinary Hospital

WELDING**

Ronnie Allen
International Longshoremen Association

Jenord Alston
Jefferson Lab

Luther Bundy
Norfolk Naval Shipyard

Brian Burroughs
Newport News Shipbuilding

Michael Conroy
ARCET Welding Equipment and Supplies

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

WELDING – continued

Troi Croswell
Tecnico Corporation

William C. Goodwin
Norfolk Naval Shipyard

Stephanie J. Irvine
Miller Electric Manufacturing Company

James Jones
Virginia Beach Technical and Career
Education Center

Michael Kerr
Virginia Pipe Trades Association

Scott McLeod
Oceaneering International, Inc.

Charles L. Spear
Chesapeake Machine Works, Inc.

Andre' H. Sullivan
Norfolk Technical Center

John Williamson
AMSEC, LLC

* Proposed New Members

** Chair to be selected at first meeting

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 12, 2020
COMMITTEE: Curriculum and Student Development Committee
AGENDA ITEM: Automotive Curricula

BACKGROUND:

Tidewater Community College (TCC) currently offers an AAS degree in Automotive Technology and four related Career Studies Certificates (CSCs). The CSCs are: Automotive Chassis Systems, Automotive Electronics, Automotive Engine Performance, and Automotive Powertrains.

Proposed changes to the automotive curricula, all recommended by automotive faculty and endorsed by the Automotive Program Advisory Committee (PAC) on January 16, 2020, include:

- 1) Discontinue the current automotive CSCs in Electronics, Engine Performance, and Powertrains and retain the Automotive Chassis Systems CSC.
- 2) Change the Automotive Chassis Systems CSC program name to Automotive Trainee CSC to more accurately reflect program objectives and learning outcomes.
- 3) Offer two new CSCs:
 - a. Automotive Maintenance and Light Repair Technician (MLR) will be the entry point for most automotive students. All coursework from the Automotive Trainee CSC (formerly Automotive Chassis Systems CSC) will apply to this program.
 - b. Automotive Technician CSC will require completion of the newly established Maintenance and Light Repair Technician CSC (above) for entry.

The revisions recognize learning as a continuum, starting with the basics and building to expertise at the associate degree level. These changes will offer students a properly stacked sequence of programs in which they can choose the level of training they wish to achieve.

STAFF RECOMMENDATION:

That the College Board approves the Career Studies Certificate (CSC) name change from Automotive Chassis to Automotive Trainee and the two new automotive CSCs in Automotive Maintenance and Light Repair Technician and Automotive Technician. Staff also recommends that the College Board approves the discontinuance of the CSCs in Electronics, Engine Performance, and Powertrains.

STAFF LIAISON:

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

Automotive Trainee Career Studies Certificate

The Automotive Trainee Career Studies Certificate is designed for students in dual enrollment or other entry-level training programs. Students are prepared for an entry-level position in an automotive repair facility.

A valid driver's license is required for admission into any Automotive Technology program. Students must visit the Regional Automotive Center prior to registration. Students are advised to consult with the program faculty prior to admission into the program.

After completion of this Career Studies Certificate, students will be able to:

- Identify various career options in the automotive repair industry.
- Demonstrate safe work habits related to the automotive repair industry.
- Perform basic tasks in an automotive repair facility.

Semester 1

AUT 101 Introduction to Automotive Systems	3cr
AUT 149 Basic Automotive Electrical Diagnostics	5cr
Total	8cr

Semester 2

AUT 153 Automotive Steering and Suspension Systems Diagnostics	5cr
AUT 151 Automotive Braking Systems Diagnostics	5cr
AUT 197 Cooperative Education in Automotive Technology	1cr
Total	11cr

TOTAL CSC – 19cr

Automotive Maintenance & Light Repair Technician (MLR) Career Studies Certificate

The Automotive Maintenance and Light Repair (MLR) Career Studies Certificate is designed to prepare students to become a maintenance and light repair automotive technician at an automotive repair facility. The training includes preparation for the ASE certification exams in Steering and Suspension (A4) and Brakes (A5). Additionally, the training includes preparation for the VA Safety Inspection exam.

A valid driver's license is required for admission into any Automotive Technology program. Students must visit the Regional Automotive Center prior to registration. Students are advised to consult with the program faculty prior to admission into the program.

After completion of this Career Studies Certificate, students will be able to:

- Perform maintenance and light repair tasks on cars and light trucks.
- Determine the cause of basic vehicle malfunctions.
- Demonstrate proficiency in an automotive repair facility.

Semester 1

AUT 101 Introduction to Automotive Systems	3cr
AUT 149 Basic Automotive Electrical Diagnostics	5cr
AUT 155 Basic Automotive Engine Performance Diagnostics	5cr
SDV 101 Orientation to Automotive Technology	1cr
Total	14cr

Semester 2

AUT 153 Automotive Steering and Suspension Systems Diagnostics	5cr
AUT 151 Automotive Braking Systems Diagnostics	5cr
AUT 197 Cooperative Education in Automotive Technology	1cr
Total	11cr

TOTAL CSC – 25cr

Automotive Technician Career Studies Certificate

The Automotive Technician Career Studies Certificate is designed to prepare students to become an automotive technician at an automotive repair facility. The training includes preparation for the ASE certification exams in Engine Repair (A1), Automatic Transmission/Transaxle (A2), Manual Drive Train & Axles (A3), and Heating & Air Conditioning (A7).

A valid driver's license is required for admission into any Automotive Technology program. Students must visit the Regional Automotive Center prior to registration. Students are advised to consult with the program faculty prior to admission into the program.

Students must successfully complete the Automotive Maintenance and Light Repair (MLR) Career Studies Certificate before beginning this program.

After completion of this Career Studies Certificate, students will be able to:

- Diagnose and repair complex vehicle malfunctions.
- Perform advanced repair operations on vehicles.
- Demonstrate proficiency as an automotive technician in an automotive repair facility.

Semester 3 (Summer)

AUT 178 Automotive Final Drive & Manual Transmission Systems	4cr
AUT 236 Automotive Climate Controls	4cr
Total	8cr

Semester 4

AUT 152 Automotive Engine Diagnostics	5cr
AUT 251 Automatic Transmissions	4cr
AUT 29, Cooperative Education in Automotive Technology	1cr
Total	10cr

TOTAL CSC – 18cr

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 12, 2020

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

The Local Fund Financial Statements for the month ending March 31, 2020 are presented for review.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Phyllis F. Milloy
Vice President for Finance
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TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2019 - March 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	\$ 729,050		\$ 256,882	74%
B. ID Card Replacements	15,000	8,120		6,880	54%
C. Miscellaneous Revenue	500			500	
Total Revenues	\$ 1,001,432	\$ 737,170		\$ 264,262	74%
Total Resources (Revenue & Fund Bal.)		\$ 2,027,479			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 1,786	\$ 750		\$ 1,036	42%
2. Programming	22,511	16,178	650	5,683	75%
3. Student Organizations	8,641	7,233		1,408	84%
4. Recreational Sports	715			715	
5. Operating Expenses	715	130		585	18%
6. Contingency Fund	3,574	2,031		1,543	57%
Subtotal--Chesapeake Campus	\$ 37,942	\$ 26,322	\$ 650	\$ 10,970	71%
B. Norfolk Campus					
1. Student Government Association	\$ 2,673	\$ 823	\$ 840	\$ 1,010	62%
2. Programming	25,839	20,076	4,043	1,720	93%
3. Student Organizations	3,992	2,189	980	823	79%
4. Recreational Sports	3,564	1,321	2,137	106	97%
5. Operating Expenses	891		891		100%
6. Contingency Fund	891			891	
Subtotal--Norfolk Campus	\$ 37,850	\$ 24,409	\$ 8,891	\$ 4,550	88%
C. Portsmouth Campus					
1. Student Government Association	\$ 2,673	\$ 1,518		\$ 1,155	57%
2. Programming	36,531	16,917	878	18,736	49%
3. Student Organizations	3,992	1,750		2,242	44%
4. Contingency Fund	891	667		224	75%
Subtotal--Portsmouth Campus	\$ 44,087	\$ 20,852	\$ 878	\$ 22,357	49%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,119	\$ 410		\$ 2,709	13%
2. Programming	33,037	2,585	125	30,327	8%
3. Student Organizations	20,457	11,892		8,565	58%
Subtotal--Virginia Beach Campus	\$ 56,613	\$ 14,887	\$ 125	\$ 41,601	27%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 2,829	\$ 935		\$ 1,894	33%
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	3,246	462	11,083	25%
Subtotal--Student Activities--College-wide	\$ 24,863	\$ 8,271	\$ 674	\$ 15,918	36%
F. Learning Assistance Fund					
1. Chesapeake	\$ 21,411	\$ 14,429		\$ 6,982	67%
2. Norfolk	17,137	8,859		8,278	52%
3. Portsmouth	16,038	6,365		9,673	40%
4. Virginia Beach	53,460	37,101		16,359	69%
Subtotal--Learning Assistance Fund	\$ 108,046	\$ 66,754		\$ 41,292	62%

	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	658		4,523	13%
4. Virginia Beach	4,455	885		3,570	20%
Subtotal--Provosts' Contingency Fund	\$ 21,335	\$ 7,115		\$ 14,220	33%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 4,054	\$ 755		\$ 3,299	19%
2. Norfolk	9,427	563		8,864	6%
3. Portsmouth	4,455	2,356	1,001	1,098	75%
4. Virginia Beach	8,910	3,484	100	5,326	40%
Subtotal--Deans' Contingency Fund	\$ 26,846	\$ 7,158	\$ 1,101	\$ 18,587	31%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 30,000	\$ 28,952	\$ 4,270	\$ (3,222)	111%
Subtotal--Student Activities Identification System	\$ 30,000	\$ 28,952	\$ 4,270	\$ (3,222)	111%
Total Expenditures	\$ 387,582	\$ 204,720	\$ 16,589	\$ 166,273	57%
III. Transfers					
A. Transfer to Student Center Budget					
	\$ 569,257	\$ 426,943		\$ 142,314	75%
Subtotal--Transfers	\$ 569,257	\$ 426,943		\$ 142,314	75%
Fund Balance 03/31/2020		\$ 1,395,816			

Approved by the Local College Board on May 7, 2019

AVPF 04/13/20

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 - March 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	\$ 2,047,612		\$ 774,860	73%
B. Student Parking Sales	82,160	47,384		34,776	58%
C. Student HRT Pass Sales	75,010	42,241		32,769	56%
Total Revenues	\$ 2,979,642	\$ 2,137,237		\$ 842,405	72%
Total Resources (Revenue & Fund Bal.)					
		\$ 14,474,368			
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	35,035		14,240	71%
2. Utilities	14,000	2,141		11,859	15%
3. Security					
4. General Maintenance	45,000	27,452	17,263	285	99%
D. College-wide Parking Lot Improvements	250,000	143,759	76,442	29,799	88%
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	57,240		25,560	69%
Total Expenditures	\$ 2,718,890	\$ 2,469,347	\$ 93,705	\$ 155,838	94%
Fund Balance 03/31/2020					
		\$ 12,005,021			

Approved by the Local College Board on May 7, 2019

AVPF 04/13/20

**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 - March 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	\$ 5,535,329		\$ 2,004,151	73%
B. Transfer-In from Student Activities Budget	569,257	426,943		142,314	75%
C. Food Service Commission					
D. Miscellaneous Revenue	74,000	55,221		18,779	75%
E. Facility Use Fee					
Total Revenues	\$ 8,182,737	\$ 6,017,493		\$ 2,165,244	74%
Total Resources (Revenue & Fund Balance)					
		\$ 24,664,120			
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	\$ 222,977		\$ 202,869	52%
b. Operating Expenses	41,547	11,820	13,760	15,967	62%
Subtotal--General Operations	\$ 467,393	\$ 234,797	\$ 13,760	\$ 218,836	53%
2. Facility Operations					
a. Utilities	105,000	68,613		36,387	65%
b. Security	60,000	33,364	21,592	5,044	92%
c. Custodial					
1. Personnel	113,300	81,922		31,378	72%
2. Expenditures	14,000	12,835	1,086	79	99%
d. General Maintenance					
1. Personnel	69,180	64,244		4,936	93%
2. Expenditures	66,000	54,016	11,256	728	99%
e. Insurance	7,696	7,606		90	99%
f. Network & Telecommunications	70,613	52,960		17,653	75%
Subtotal--Facility Operations	\$ 505,789	\$ 375,560	\$ 33,934	\$ 96,295	81%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 8,439	\$ 12,561		100%
Subtotal--Food Services	\$ 21,000	\$ 8,439	\$ 12,561		100%
Subtotal--Norfolk Student Center	\$ 994,182	\$ 618,796	\$ 60,255	\$ 315,132	68%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 407,650	\$ 243,196		\$ 164,454	60%
b. Operating Expenses	94,092	38,565	2,974	52,553	44%
Subtotal--General Operations	\$ 501,742	\$ 281,761	\$ 2,974	\$ 217,007	57%

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	110,000	58,176		51,824	53%
b. Security	40,000	24,328	12,875	2,797	93%
c. Custodial					
1. Personnel	110,000	89,546		20,454	81%
2. Expenditures	14,000	8,187	3,635	2,178	84%
d. General Maintenance					
1. Personnel	66,869	11,366		55,502	17%
2. Expenditures	66,000	44,669	19,244	2,087	97%
e. Insurance	8,449	8,349		100	99%
f. Network & Telecommunications	61,556	46,167		15,389	75%
Subtotal--Facility Operations	\$ 476,874	\$ 290,788	\$ 35,754	\$ 150,331	68%
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	\$ 576,026	\$ 47,201	\$ 367,339	63%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 421,912	\$ 263,530		\$ 158,382	62%
b. Operating Expenses	55,025	37,045	1,325	16,655	70%
Subtotal--General Operations	\$ 476,937	\$ 300,575	\$ 1,325	\$ 175,037	63%
2. Facility Operations					
a. Utilities	110,000	29,684		80,316	27%
b. Security	50,000	30,276	17,084	2,640	95%
c. Custodial					
1. Personnel	110,000	75,317		34,683	68%
2. Expenditures	14,000	2,958	4,435	6,607	53%
d. General Maintenance					
1. Personnel	72,001	10,621		61,380	15%
2. Expenditures	66,000	32,049	5,140	28,811	56%
e. Insurance	8,276	8,179		97	99%
f. Network & Telecommunications	73,463	55,097		18,366	75%
Subtotal--Facility Operations	\$ 503,740	\$ 244,181	\$ 26,659	\$ 232,900	54%
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	\$ 552,652	\$ 38,088	\$ 407,937	59%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 554,002	\$ 346,127		\$ 207,875	62%
b. Operating Expenses	56,005	33,016	11,757	11,232	80%
Subtotal--General Operations	\$ 610,007	\$ 379,143	\$ 11,757	\$ 219,107	64%

	Budget 2020	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	155,000	12,217		142,783	8%
b. Security	45,000	24,244	3,099	17,657	61%
c. Custodial					
1. Personnel	175,000	126,863		48,137	72%
2. Expenditures	18,000	11,891	2,437	3,672	80%
d. General Maintenance					
1. Personnel	109,764	95,209		14,555	87%
2. Expenditures	85,000	29,725	10,880	44,395	48%
e. Insurance	12,423	12,276		147	99%
f. Network & Telecommunications	76,193	57,145		19,048	75%
Subtotal--Facility Operations	\$ 676,380	\$ 369,570	\$ 16,416	\$ 290,394	57%
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	\$ 757,022	\$ 40,864	\$ 509,502	61%
Total Expenditures	\$ 9,313,311	\$ 7,459,682	\$ 186,408	\$ 1,667,221	82%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000		\$ 1,000,000	
Fund Balance 03/31/2020		\$ 16,204,438			

Approved by the Local College Board on May 7, 2019

AVPF 04/13/20

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 - March 31, 2019

	Budget 2020	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/19		\$ 10,701,571			
I. Revenues					
A. Bookstore	\$ 1,195,065	\$ 578,978		\$ 616,087	48%
B. Vending					
1. Exclusive Beverage Contract	66,000	61,064		4,936	93%
2. Vending - CRH	35,121	15,616		19,505	44%
C. Food Service - Joint-Use Library	4,523	1,542		2,981	34%
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	550,000	476,970		73,030	87%
F. Miscellaneous Revenue	10,000	7,696		2,304	77%
Total Revenues	\$ 1,884,709	\$ 1,165,866		\$ 718,843	62%
Total Resources (Revenue & Fund Bal.)					
		\$ 11,867,437			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 1,435	\$ 2,908	\$ 1,657	72%
2. Miscellaneous Expenses	1,000			1,000	
3. Joint-Use Library Food Service Equipment	7,000	727	3,850	2,423	65%
Subtotal - Operating Expenses	\$ 14,000	\$ 2,162	\$ 6,758	\$ 5,080	64%
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	\$ (9,184)		\$ 23,184	-66%
E. Auxiliary Service Operations					
1. Personnel	\$ 165,500	\$ 101,163		\$ 64,337	61%
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	1,250		8,750	13%
5. Child Care Subsidy					
Subtotal - Auxiliary Service Operations	\$ 216,500	\$ 134,953	\$ 296	\$ 81,251	62%
F. Community Support					
1. College Board	\$ 2,500	\$ 1,348		\$ 1,152	54%
2. President	15,000	7,633	1,514	5,853	61%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	1,758	180	4,062	32%
b. Vice President for Finance	6,000	1,002	221	4,777	20%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	396	120	5,484	9%
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	2,800	921	2,279	62%
4. Campus Provosts					
a. Chesapeake	6,000	1,012	1,302	3,686	39%
b. Norfolk	6,000	2,623	652	2,725	55%
c. Portsmouth	6,000	4,229	197	1,574	74%
d. Virginia Beach	12,000	5,421		6,579	45%
5. Community Outreach	27,000			27,000	
6. Contingencies	3,500			3,500	
Subtotal - Community Support	\$ 114,000	\$ 29,322	\$ 5,335	\$ 79,343	30%

	Budget 2020	Revenue/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 2,123		\$ 2,877	42%
2. Norfolk	5,000	4,330		670	87%
3. Portsmouth	5,000	3,488	193	1,319	74%
4. Virginia Beach	10,000	7,047	1,613	1,340	87%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 16,988	\$ 1,806	\$ 6,206	75%
Subtotal- Expenditures	\$ 828,500	\$ 489,602	\$ 14,195	\$ 324,703	61%
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	
3. Culinary Match Program	3,000	750		2,250	25%
4. Martin Luther King Scholarship	5,621	3,892		1,729	69%
5. Military Scholarships	28,103	22,941		5,162	82%
6. ROTC Scholarships	13,489	741		12,748	5%
7. High School Scholarships					
a. Chesapeake	78,687	69,302		9,385	88%
1. LaVonne P. Ellis Scholarship	11,241	11,241			100%
b. Norfolk	56,205	39,397		16,808	70%
1. John T. Kavanaugh Scholarship	11,241	11,241			100%
c. Portsmouth	22,482	17,178		5,304	76%
1. Lee B. Armistead Scholarship	11,241	11,241			100%
d. Suffolk (Northern)	11,241			11,241	
e. Virginia Beach	101,169	64,710		36,459	64%
1. Stanley Waranch Scholarship	11,241	11,241			100%
2. Dorcas T. Helfant-Browning Scholarship	11,241	11,241			100%
3. Thomas H. Wilson Scholarship	11,241	11,241			100%
Subtotal - TCC Scholarships & Awards	\$ 417,942	\$ 296,356		\$ 121,586	71%
Total Expenditures & Student Financial Assistance	\$ 1,246,442	\$ 785,958	\$ 14,195	\$ 446,289	64%
Fund Balance 03/31/2020		\$ 11,081,479			

Approved by the Local College Board on May 7, 2019

AVPF 04/13/20

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 MARCH 31, 2020**

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

**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
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	\$ 45,302,087	\$ 62,635
February 29, 2020	\$ 45,273,118	\$ 61,958
March 31, 2020	\$ 41,677,370	\$ 55,887
April 30, 2020		
May 31, 2020		
June 30, 2020		
TOTAL		\$ 617,142

Note 1

AVPF 04/09/2020

Detail:

Investment Category	Balance
Towne Bank - Repurchase Agreements	\$ 7,245,283
Towne Bank - Raymond James	\$ 25,353,026
Commonwealth - LGIP	\$ 9,079,060
TOTAL	\$ 41,677,370

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.

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 12, 2020

COMMITTEE: Finance and Facilities Committee

AGENDA ITEM: Campus Beautification and Wayfinding Project

BACKGROUND:

TCC is comprised of four campuses and multiple off-site centers with a total of 266 acres. Virginia Beach is TCC's largest campus with 126 acres; the Chesapeake Campus comprises 89 acres and the Portsmouth Campus includes 35 acres. The Norfolk Campus is located in the heart of the urban business district of downtown Norfolk.

Each campus has a unique landscape design and diverse environmental conditions. The Virginia Beach Campus has 50-year old immense pin oaks, the Chesapeake Campus is adjacent to tidal wetlands, the Portsmouth Campus has very constrained property lines and a significant amount of vacant land adjacent to the campus which is not owned by TCC, and the Norfolk Campus has very little greenspace to create landscaping effects.

Navigating each campus initially can be intimidating and frustrating. In order for a large institution to properly address the issue of wayfinding, the college created a Wayfinding Master Plan in 2015. This plan addresses specific sign types that are required at all TCC sites, thus providing a college-wide unifying appearance.

The college has made this project a priority which is long overdue. The finished product will provide an enriched environment creating a positive influence for all who visit TCC's campuses, including students, faculty, staff, and the community at large.

DISCUSSION:

In an effort to increase student enrollment, TCC envisions a friendly, welcoming, and beautiful environment. This requires a complete makeover of the landscaping and installation of wayfinding signage.

STAFF LIAISON:

Matthew J. Baumgarten
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Phyllis F. Milloy
Vice President for Finance
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TCC COLLEGE-WIDE CAMPUS BEAUTIFICATION & WAYFINDING PROJECT BUDGET

LINE	PROJECT	DESCRIPTION	CAMPUSES	PROPOSED BUDGET	PROJECT MANAGER
1	WAYFINDING	Purchase and installation of new vehicular and pedestrian directional signage, lighted building identification signage and campus entrance wall lettering	ALL	\$542,475	MATT
2	LIGHTPOST BANNERS	Decorative, inspirational and directional small colorful light post banners.	CHESAPEAKE, PORTSMOUTH AND VIRGINIA BEACH (Norfolk complete)	\$31,185	LYNN
3	LANDSCAPING UPGRADES	Complete makeover of all landscaping beds. Significant reduction in the amount of mulch via changing to turf and/or river rock. Tree trimming, tree removal and tree replacement. Upgrades to irrigation systems.	ALL	\$1,200,000	MATT
4	BENCHES & LITTER RECEPTACLES	Replacement of old wornout items. Going to go to one style for Chesapeake, Portsmouth and VB. Norfolk to match downtown Norfolk styles.	ALL	\$506,749	LYNN
5	WINDOW WRAP FOR NORFOLK	Vinyl window graphics along Monticello Ave to enhance TCC Norfolk presence	NORFOLK	\$15,000	LYNN
6	PAINTING	Fresh paint job for Whitehurst and Pass buildings metal mansard roofs. Changing color from faded brown to a bone white to match the Student Center and academic buildings	CHESAPEAKE	\$32,995	BOBBY THOMAS
7	POWER WASHING BUILDINGS AND SIDEWALKS & WINDOW WASHING	Power washing of every campus building and sidewalk is beyond the capability of the campus maintenance staff. This work will be contracted out. The window washing is for the buildings that are hard to reach: VB Student Center, Chesapeake Student Center, all Norfolk buildings except Green.	ALL	\$104,500	BOBBY MACKLEY
8	SIDEWALK LIGHTING	Enhance student and staff safety and security by adding sidewalk lighting along the main campus entrance road from the Pass building down to the Whitehurst building. It has never been there.	CHESAPEAKE	\$48,100	BOBBY MACKLEY
9	BRICK SCREEN WALL	The emergency generator for the B building at Porstmouth is screend by 3 giant cedar trees that are growing onto the generator and present a safety hazard to people leaving the building. Project will remove the trees and place a brick screen wall that matches the others on this campus	PORTSMOUTH	\$45,000	BOBBY MACKLEY
TOTAL PROJECT BUDGET				\$2,481,003	
RESERVE FUND				\$18,997	
PROJECT NOT TO EXCEED				\$2,500,000	

TIDEWATER COMMUNITY COLLEGE BOARD

NOMINATING COMMITTEE REPORT

MARCH 24, 2020

The Nominating Committee of the Tidewater Community College Board met on March 24, 2020, via teleconference.

Members Present:

Lynn B. Clements
Charles A. Tysinger

William W. Crow
Delceno C. Miles (chair)

Members Absent:

Paulette D. Franklin-Jenkins

Others Present:

Latesha D. Johnson, Executive Assistant to the President

1. **Welcome and Call to Order**

Ms. Miles, chair, determined the presence of a quorum and called the meeting to order at 2:00 p.m.

2. **Nomination of Officers**

Ms. Miles reviewed the recent history of College Board vice chairs, noting that the board's *Policies and Procedures Manual w/ByLaws* stipulates that "...the Nominating Committee shall be sensitive to locality representation and board rotation..." in its deliberations to nominate a College Board Chair and Vice Chair for 2020-22.

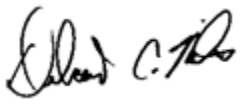
After some discussion, on a motion by Mr. Crow, seconded by Mr. Tysinger, the committee voted unanimously to nominate Lynn Clements as board vice chair for a two-year term beginning July 1, 2020.

On a motion by Mr. Crow, seconded by Mr. Tysinger, the committee voted unanimously to nominate Cynthia Free as board chair for a two-year term beginning July 1, 2020.

3. **Adjournment**

There being no further business to come before the committee, Ms. Miles adjourned the meeting at 2:30 p.m.

APPROVAL:



Delceno C. Miles
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

Proposed 2020-21 MEETING SCHEDULE

Thursday	August 13, 2020	Student Center Virginia Beach Campus (Work Session)
Tuesday	September 8, 2020	Student Center Chesapeake Campus
Tuesday	November 10, 2020	Student Center Norfolk Campus
Tuesday	January 12, 2021	Student Center Portsmouth Campus
Tuesday	March 9, 2021	Green District Administration Building Norfolk
Tuesday	May 11, 2021	TCC Regional Workforce Solutions Center, Suffolk
Thursday	August 12, 2021	Student Center Norfolk Campus (Work Session)
Tuesday	September 14, 2021	Student Center Virginia Beach Campus
Tuesday	November 9, 2021	Student Center Chesapeake Campus

Notes

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