

TIDEWATER COMMUNITY COLLEGE BOARD

MARCH 9, 2021

4:30 P.M.

ZOOM

CYNTHIA (CINDY) FREE, CHAIR
PRESIDING

AGENDA

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

2. **Program Highlight** – (10-15 min.)

“Strategic Plan”

Dr. Kim Bovee
Director of Planning and Accountability

3. **Adoption of Consent Agenda** (Board Member(s) may make request(s) to move item(s) from the Consent Agenda that requires further discussion later in the meeting). (Board approves motion to adopt the consent agenda).

4. **Approval of Action Item(s) on Consent Agenda** (All item(s) under the Consent Agenda are enacted by one motion). (Attachment(s) – (5 min.)

a. Previous Meeting Minutes #319 for January 12, 2021 (Attached)

b. Proposal for new Career Studies Certificates (CSC in Mechatronics Trainee and Mechatronics Technician, and discontinuance of current CSC in Mechatronics (Attached)

c. Discontinuance of the Career Studies Certificate in Landscape Design (Attached)

5. **Curriculum & Student Development Committee Report** – Dr. Barry C. Brown, Chair (10 min.)

a. Academic Affairs Update – Dr. Michelle Woodhouse

b. Student Affairs Update – Dr. Karen Campbell

c. Workforce Solutions Update – Ms. Tamara Williams

6. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair (10 min.)

a. Local Fund Financial Statements for Month Ending January 31, 2021 (Attached)

b. Mid-Year Report on 2020-21 State Operating Budget (Attached)

7. **Advocacy Committee Report** – Mr. Jerome Bynum, Chair (10 min.)

a. Committee Update

8. **Educational Foundation Liaison Report** – Ms. Delceno Miles (5 min.)
9. **Real Estate Liaison Report** – Mr. John Padgett (5 min.)
10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – (10 min.)
11. **President’s Report** – (10 min.)
 - a. Proposed 2020-21 Emeritus Appointment Resolutions (Attached, for action)
 - Teaching Faculty:
 - Susan Boland, Associate Professor of English as a Second Language
 - Robyn Browder, Associate Professor of English
 - Administrative Faculty:
 - William Clement, Pathway Dean—Computer Science and Information Technology Pathway
 - Greg Frank, Discipline Dean—Engineering, Science, and Math Pathway
 - Phyllis Milloy, Vice President for Finance
 - b. Spring Enrollment Update (w/Mr. Aasen)
 - c. Strategic Plan (w/Dr. Bovee) (Presented for action)
12. **Chair’s Report & Announcements** – (10 min.)
 - a. Initiation of President’s Evaluation Process—Review Section 2.15.4 of TCCB Policies and Procedures Manual w/By-laws (Attached, for discussion)
 - b. Update on Suffolk Board Representation—Review Section 2.3.1 and 2.3.2 of TCCB Policies and Procedures Manual w/By-Laws (Attached, for discussion)
13. **Adjournment**

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 319

JANUARY 12, 2021

Meeting number three hundred nineteen of the Tidewater Community College Board was held via Zoom on Tuesday, January 12, 2021.

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

Members Absent: Jerome A. Bynum

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Karen Campbell, Interim Vice President for Student Affairs
Sarah DiCalogero, Faculty Senate
Kathy Drumm, Interim Associate Vice President of Facilities
Latesha D. Johnson, Executive Assistant to the President
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Heather McCraig, Interim Vice President for Finance
Stan Turbeville, Vice President for Institutional Advancement
Tamara S. Williams, Interim Vice President for Workforce Solutions
Richie Windley, Chair of President's Advisory & Planning Council
Michelle W. Woodhouse, Interim Vice President for Academic Affairs & Chief Academic Officer

1. Welcome and Call to Order

Ms. Free, chair, determined the presence of a quorum and called the meeting to order at 4:31 p.m., and welcomed guests.

2. Program Highlight

Dr. Conston introduced Dr. Drumm, Interim AVP for Facilities, to provide an update on facilities.

Dr. Drumm presented the proposed Perry Center timeline. She noted that the project was initiated in January 2017; in January 2018, the Perry Foundation provided a pledge letter for funds that would be contingent upon site ground-breaking; a fundraiser was hired to work on this project in May 2018, and only 4% of the project cost had been raised by January 2020. In addition, enrollments declined -49% in the Visual Arts, Culinary, and Restaurant & Hotel

Management discipline areas. As of December 31, 2019, the total project cost was \$17,502,442 and cash on hand was \$784,881. The remaining balance to fund the project was \$16,717,561 with pledges contingent upon groundbreaking at \$3,843,294 and the remaining funds to be raised was \$12,874,267. In July, Dr. Conston met with Mayor Kenneth Alexander to discuss the status of the Greyhound Bus site and, the proposed Visual and Culinary Arts project. Due to the financial impact of COVID-19, the project was tabled in the city's budget until 2022 or later. Dr. Drumm shared a copy of the Perry Family Foundation letter, stating their decision to cancel the \$2.5 million pledge to the Visual Arts, Culinary & Hospitality Center. The Perry's indicated it was their understanding that the City of Norfolk no longer intended to support the project due to the impact of COVID-19. Dr. Conston spoke with Mr. Perry and he is still interested in working with TCC in the visual arts, culinary, and hospitality areas.

TCC's leadership is committed to undertaking academic long-range programs, and curriculum and facilities planning processes. The college will conduct a facilities analysis to review the best use of existing, new, and alternative spaces to accommodate program demands. The top five short-term facilities priorities included:

1. Seek alternative funding sources for facilities and equipment (grants and donations)
2. Improve student service space at the Norfolk campus
3. Create space to offer an adult high school/GED program
4. Improve student service space at the Chesapeake campus
5. Realign/repurpose instructional space for high-demand programs

Top Five Long-term Facilities Priorities were:

1. Replace CT-2 and CT-3 at the Chesapeake campus.
2. Replace/repurpose the small one-story buildings at the Virginia Beach campus
3. Expand instructional programs at the Suffolk property
4. Create a revenue stream at the Suffolk property for the college in perpetuity
5. Seek alternative funding sources for new equipment and facilities

As higher education opportunities become more competitive, financial resources diminish, and enrollments continue to shrink at the college, it is imperative for the college to closely examine its academic programs, schedule, location of programs, and facilities to ensure that TCC has the most efficient use of its resources. While the college continues discussion around facility planning, the Office of Academic Affairs will deploy a strategy for comprehensive academic planning to align the college's strategic and facilities planning.

The college's Workforce Solutions Center is a resource for the Hampton Roads community designed to expand access to workforce training that leads to industry-recognized credentials and/or skill development.

Dr. Turbeville shared that he will continue to work with previous donors to recommit and repurpose pledges, identify corporate donors to support potential facility and space needs, and fundraising initiatives for scholarships.

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. Tysinger, seconded by Mr. Brown, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to tab 4a of the meeting packet, the board approved meeting minutes #318 for November 10, 2020, with the recommendation to include the inquiry regarding the proposed Perry Center.

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

a. Nothing to report.

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

a. Routine Financial Statements for Month Ending November 30, 2020. Ms. McCraig provided routine local financial statements reflecting activity for five months of the fiscal year. She highlighted expenditures for the student activities budget (15%), institutional auxiliary budget (87%), student center budget (64%), and the auxiliary services budget (21%). Local investments and contributions for FY 20-21 from each city remained as expected. Investments of \$52.7 million have earned \$180,268 since July 1st.

b. Student Center Bond Restructure. TCC will pursue the restructure of certain taxable bonds related to the four student centers. The college will restructure these bonds because the student center fund balance is depleting faster than revenues are being earned. The average annual loss to this fund balance is approximately \$2 million. If this trend continues, the fund balance will be fully depleted within eight to nine years. The next proceeds/savings of this targeted action would equate to an additional \$4,440,000 remaining in the fund in the near-term future. The board approved the student center bond restructure.

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

a. Committee Update. In the absence of Mr. Bynum, Mr. Hugel provided the committee report. The committee discussed several major categories to present to the board as a framework to build a presentation for TCC stakeholders. All agreed that the committee should focus on and reinforce the top three items that the president is working to accomplish.

Mr. Hugel shared that he and Dr. Conston met with Portsmouth city leaders to discuss needs from TCC and workforce development. Committee members suggested meetings with each of the city leaders instead of a presentation to the city councils. Mr. Hugel remarked that the General Assembly is not hosting group meetings in Richmond due to COVID-19. Therefore, the committee discussed holding meetings with local representatives soon. There was also a brief discussion of the Community College Workforce Cooperative (CCWC).

8. Educational Foundation Liaison Report – Ms. Delceno Miles

Ms. Miles reported that the Educational Foundation Board had concerns regarding the Perry Center. She addressed their concerns and ensured that the college maintains a strong relationship with its donors. Also, they are still interested in partnering with TCC through scholarships or other initiatives. Ms. Miles remarked that the board will continue to develop strategies, pursue new partnerships, and support the vision of the college.

9. Real Estate Liaison Report – Mr. John Padgett

Mr. Padgett reported the following organizational changes to the Real Estate Board: Mr. Prescott Sherrod is the board chair; Jennifer Wilkinson is the board liaison; and Dr. Kathy Drumm has assumed duties and responsibilities of the REF. He noted that the board adopted five critical factors for the development of the Suffolk property:

- Continue to work with FNOD and with Hana Engineering assistance to keep the cleanup project on track
- Assist HRSD with pipeline installation and getting the environmental issues on the route de-listed. Latest schedule has them starting construction Q4 of 2022. Work with HRSD on final location and size of easement and parcels needed for their project and determine the best form of compensation from HRSD.
- Work with the City of Suffolk on rezoning the property
- Assist the City of Suffolk planning team to complete the early road and utility design
- Support the City of Suffolk planning team in the design and implementation of the shoreline park

The REF Board approved a \$70,000 grant and the development of a line of credit/lease adjustment funding for the renovation of the Skilled Trades Academy.

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

- a. Nothing to report.

11. President’s Report

- a. Spring Enrollment Update (w/ Mr. Aasen). Overall enrollment (including high school dual enrollment) Full-time equivalent (FTE) declined -10.0% and student headcount declined -6.8% Spring 2021. “Regular” enrollment (excluding high school and dual enrollment) Full-time equivalent (FTE) declined -14.5% and student headcount declined -16%. The average student course credit load increased +0.17%. First-time-in-college (FTIC) declined -13.2%. The National Student Clearinghouse reported that community colleges are also seeing a nearly 23% enrollment drop for first-time students.

The college received funding for Re-Employing Virginians (REV) through the CARES Act. This initiative provided an opportunity for those who were unemployed or underemployed due to COVID-19. Student who qualified received a training voucher up to \$3,000 to cover the cost for career training or a semester of spring classes. TCC enrolled 819 credit students, generating 583 FTE. Workforce also had access to the funding and enrolled 141 students. Mr. Aasen displayed a chart of the Spring 2021 FTE and headcount enrollment

comparisons of the 23 VCCS institutions, noting that TCC is not at the very bottom as we have been in the past.

b. General Updates.

- Dr. Conston reported that she wrote a personal note to each of the local legislators to thank them for their support of the G3 initiative. She also shared that she will submit another op-ed for The Virginian-Pilot.
- Classes started January 11th — 90% are held virtually and some require face-to-face. The college is still practicing social distancing and following the CDC guidelines.
- Dr. Conston and staff are working on the college's Strategic Plan. It will be presented at the next College Board meeting for review and approval.
- VCCS is focused on Diversity, Equity, and Inclusion (DE&I). TCC is incorporating DE&I as a part of the college's Strategic Plan.
- TCC received its first GoVA grant, written by Dr. LaVerne Ellerbe and Ms. Tamara Williams. The \$99,000 will be used to provide additional welding stations at the Skilled Trades Center.

Mr. Padgett inquired about the bank's approval and/or negotiation of the Harbor Heights 2nd floor parking garage. Dr. Conston stated this would be a part of the conversation at the upcoming President's Cabinet Retreat.

12. Chair's Report & Announcements

- a. Review Section 3.2 of TCCB Policies and Procedures Manual w/ By-laws. One of the board's working priorities is to complete an annual review of the TCCB policy and procedures manual and assess need for any revisions or updates under the direction of the president. The board reviewed Section 3.2 and minor modifications were noted.

13. Adjournment

Announcements

- The next board meeting is Tuesday, March 9th at 4:30 PM via Zoom.
- For planning purposes, the colleges Virtual Spring Commencement is scheduled for Monday, May 10th at 6:00 PM.

There being no further business to come before the board, Ms. Free adjourned the meeting at 5:59 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL

Cynthia (Cindy) S. Free
Chair

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: March 9, 2021

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposal for new Career Studies Certificates (CSC) in Mechatronics Trainee and Mechatronics Technician, and discontinuance of current CSC in Mechatronics.

BACKGROUND:

All coursework in the current CSC in Mechatronics applies to the AAS degree in Mechatronics, but does not follow the same sequence as the degree. Additionally, the current CSC requires three semesters to complete.

The proposed CSC in Mechatronics Trainee provides the entry-level training to obtain employment in two semesters (nine months). If approved, students in the dual enrollment program will be able to complete the program while still in high school.

The proposed CSC in Mechatronics Technician provides higher level training for employment in an advanced manufacturing facility. If approved, students wishing to further their training will be able to apply all coursework from the two CSCs to the AAS degree.

If the new CSCs are approved, the current CSC in Mechatronics will be discontinued.

STAFF RECOMMENDATION:

That the College Board approve the proposed Mechatronics Trainee and Mechatronics Technician Career Studies Certificates as well as the discontinuance of the current CSC in Mechatronics.

STAFF LIAISON:

Michelle Woodhouse, Ed.D.
Interim Vice President for Academic Affairs and Chief Academic Officer
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757-822-1061

CAREER STUDIES CERTIFICATE

Mechatronics Trainee Career Studies Certificate

The Mechatronics Trainee Career Studies Certificate is designed to prepare students for an entry-level repair technician position in an advanced manufacturing facility or other industrial positions, to include the following: industrial mechanical, electrical, electronic equipment repair; industrial automation repair; electrical and mechanical equipment assembler; mechatronics systems and electromechanical technicians; and automated machinery maintenance mechanic.

After completion of this Career Studies Certificate, a student will be able to

- Identify various career options in the advanced manufacturing industry
- Demonstrate safe work habits related to electrical, mechanical, and industrial repair
- Perform basic tasks in an advanced manufacturing facility

SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
ELE 150	A.C. and D.C. Circuit Fundamentals	3	None	None
SDV 101	Orientation to Engineering and Technologies	1	None	None
MEC 140	Introduction to Mechatronics	3	None	None
_____	Math Elective	<u>3</u>		None
Semester Credits		10		

SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
ELE 146	Electric Motor Control	4	ELE 150 or MRT 160	None
MEC 154	Mechanical Maintenance I	3	None	None
ETR 281	Digital Systems	<u>3</u>	None	None
Semester Credits		10		

Total minimum Credits 20

CAREER STUDIES CERTIFICATE

Mechatronics Technician Career Studies Certificate

The Mechatronics Technician Career Studies Certificate is designed to prepare students for a technician position in an advanced manufacturing facility or other industrial positions, to include the following: industrial mechanical, electrical, electronic equipment repair; industrial automation installation, programming, repair; electrical and mechanical equipment assembler; mechatronics systems and electromechanical technicians; automated machinery maintenance mechanic; and industrial automation and process controls technician.

Students must successfully complete the Mechatronics Trainee Career Studies Certificate before entering this program.

After completion of this Career Studies Certificate, a student will be able to

- Perform maintenance on mechanical, electrical, and control systems
- Determine the cause of basic mechanical, electrical, and control system malfunctions
- Demonstrate proficiency in an advanced manufacturing or industrial automation facility

SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
ELE 233	Programmable Logic Controller Systems I	3	ELE 146 (prerequisite or corequisite)	None
MEC 269	Fluid Power – Pneumatic Systems	3	None	None
INS 230	Instrumentation I	<u>3</u>	None	None
Semester Credits		9		

SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
INS 233	Process Control Integration	4	ELE 233 and INS 230	None
ELE 211	Electrical Machines I	3	ETR 114 or ELE 150	None
MEC 155	Mechanisms	<u>3</u>	None	None
Semester Credits		10		

Total minimum Credits **19**

**TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM**

MEETING: March 9, 2021

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Discontinuance of the Career Studies Certificate in
Landscape Design

BACKGROUND:

TCC faculty, the Horticulture Program Advisory Committee, and the Pathway Dean determined the need to consolidate program offerings to improve overall program efficiency. Doing so requires the elimination of the Career Studies Certificate (CSC) in Landscape Design, with slight modifications to the AAS in Horticulture and CSCs in Landscape Management and Plant Production.

STAFF RECOMMENDATION:

That the College Board approve discontinuance of the CSC in Landscape Design.

STAFF LIAISON:

Michelle Woodhouse, Ed.D.
Interim Vice President for Academic Affairs and Chief Academic Officer
mwoodhouse@tcc.edu
757-822-1061

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: March 9, 2021
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Local Funds Investments

BACKGROUND:

The Local Funds available for investment are presented for review.

STAFF LIAISON:

Heather Hardiman (McCraig)
Interim Vice President for Finance & Facilities
hmccraig@tcc.edu
757-822-1738

**TIDEWATER COMMUNITY COLLEGE
LOCAL FUNDS AVAILABLE FOR INVESTMENT**

	Maturity Date	Interest Rate	Amount	Current Investments	Available for Investment	Total Available for Investment
RAYMOND JAMES						
	Money Market*	0.01%	1,783,145	1,783,145		
FY21	February 2021	1.85%	245,000	245,000	245,000	2,028,145
	March 2021	1.70%	245,000	245,000	245,000	2,273,145
	June 2021	2.32%	1,960,000	1,960,000	1,960,000	4,233,145
FY22	Through Aug 2021	1.98%	1,470,000	1,470,000	1,470,000	5,703,145
LGIP - Treasury						
	N/A	0.13%	\$ 16,064,287	16,064,287		
Repurchase Agreements - Towne Bank						
	Overnight	0.13%	\$ 27,929,000	27,929,000		
			Total Invested	49,696,432		

*Funds from recent maturities

VPF 1/31/21

Approximate earnings rates (subject to change):

Raymond James

1 year 0.05%
2 years .05-.10%
3 years .20-.25%

College Board Meetings

May 11, 2021
August 12, 2021
September 14, 2021
November 9, 2021

**TIDEWATER COMMUNITY COLLEGE
INVESTMENTS
2020-21 STATEMENT OF EARNINGS**

	BALANCE INVESTED	INTEREST 2020-21
July 31, 2020	\$ 46,080,909	\$ 89,466
August 31, 2020	\$ 46,272,825	\$ 49,001
September 30, 2020	\$ 46,919,386	\$ 15,579
October 31, 2020	\$ 50,190,335	\$ 12,811
November 30, 2020	\$ 52,756,362	\$ 13,410
December 31, 2020	\$ 52,450,635	\$ 22,384
January 31, 2021	\$ 49,696,432	\$ 20,264
February 28, 2021		
March 31, 2021		
April 30, 2021		
May 31, 2021		
June 30, 2021		
TOTAL		\$ 222,916

Note 1

VPF 2/8/21

Detail:

Investment Category	Cumulative Average Yield	Balance
Towne Bank - Repurchase Agreements	0.13%	\$ 27,929,000
Towne Bank - Raymond James	3.21%	\$ 5,703,145
Commonwealth - LGIP	0.13%	\$ 16,064,287
TOTAL		\$ 49,696,432

Note 2

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

Note 2 - Shown at Fair Market Value

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 9, 2021

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Local Funds Financial Statements for Month Ending January 31, 2021

BACKGROUND:

The Local Funds Financial Statements for the month ending January 31, 2021 are presented for review.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Heather Hardiman (McCraig)
Interim Vice President for Finance & Facilities
hmccraig@tcc.edu
757-822-1738

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
 July 1, 2020 - January 31, 2021

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/20		\$ 1,490,404			
I. Revenues					
A. Student Activity Fee	\$ 787,607	\$ 480,440	\$ -	\$ 307,167	61%
B. ID Card Replacements	10,000	720		9,280	7%
C. Miscellaneous Revenue	500			500	0%
Total Revenues	\$ 798,107	\$ 481,160	\$ -	\$ 316,947	60%
Total Resources (Revenue & Fund Bal.)		\$ 1,971,564			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 1,515	\$ -	\$ -	\$ 1,515	0%
2. Programming	15,000		3,000	12,000	20%
3. Student Organizations	2,000	179		1,821	9%
4. Recreational Sports	250			250	0%
5. Operating Expenses	250			250	0%
6. Contingency Fund	1,500			1,500	0%
Subtotal--Chesapeake Campus	\$ 20,515	\$ 179	\$ 3,000	\$ 17,336	15%
B. Norfolk Campus					
1. Student Government Association	\$ 1,200	\$ -	\$ -	\$ 1,200	0%
2. Programming	16,215	1,535	4,708	9,972	39%
3. Student Organizations	1,000		980	20	98%
4. Recreational Sports	1,500			1,500	0%
5. Operating Expenses	500	500			100%
6. Contingency Fund	100			100	0%
Subtotal--Norfolk Campus	\$ 20,515	\$ 2,035	\$ 5,688	\$ 12,792	38%
C. Portsmouth Campus					
1. Student Government Association	\$ 1,000	\$ -	\$ -	\$ 1,000	0%
2. Programming	18,000		2,557	15,443	14%
3. Student Organizations	1,000			1,000	0%
4. Contingency Fund	515			515	0%
Subtotal--Portsmouth Campus	\$ 20,515	\$ -	\$ 2,557	\$ 17,958	12%
D. Virginia Beach Campus					
1. Student Government Association	\$ 500	\$ -	\$ -	\$ 500	0%
2. Programming	20,644	2,260	2,350	16,034	22%
3. Student Organizations	15,000	1,245		13,755	8%
Subtotal--Virginia Beach Campus	\$ 36,144	\$ 3,505	\$ 2,350	\$ 30,289	16%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 2,100	\$ 775	\$ -	\$ 1,325	37%
2. Women's Center	2,301			2,301	0%
3. Student Federation Council	3,000			3,000	0%
4. Intercultural Learning	10,500		462	10,038	4%
Subtotal--Student Activities--College-wide	\$ 17,901	\$ 775	\$ 462	\$ 16,664	7%
F. Learning Assistance Fund					
1. Chesapeake	\$ 15,416	\$ 1,258	\$ -	\$ 14,158	8%
2. Norfolk	\$ 12,339	2,372		9,967	19%
3. Portsmouth	\$ 11,547	5,192		6,355	45%
4. Virginia Beach	38,491	21,254		17,237	55%
Subtotal--Learning Assistance Fund	\$ 77,793	\$ 30,076	\$ -	\$ 47,717	39%

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 4,574	\$ -	\$ -	\$ 4,574	0%
2. Norfolk	3,849			3,849	0%
3. Portsmouth	3,730			3,730	0%
4. Virginia Beach	3,208			3,208	0%
Subtotal--Provosts' Contingency Fund	\$ 15,361	\$ -	\$ -	\$ 15,361	0%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 2,919	\$ 288	\$ 1,699	\$ 932	68%
2. Norfolk	6,787			6,787	0%
3. Portsmouth	3,208			3,208	0%
4. Virginia Beach	6,415	3,553	124	2,738	57%
Subtotal--Deans' Contingency Fund	\$ 19,329	\$ 3,841	\$ 1,823	\$ 13,665	29%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 33,000	\$ -	\$ -	\$ 33,000	0%
Subtotal--Student Activities Identification System	\$ 33,000	\$ -	\$ -	\$ 33,000	0%
Total Expenditures	\$ 261,073	\$ 40,411	\$ 15,880	\$ 204,782	22%
III. Transfers					
A. Transfer to Student Center Budget	\$ 512,331	\$ 298,860	\$ -	\$ 213,471	58%
Subtotal--Transfers	\$ 512,331	\$ 298,860	\$ -	\$ 213,471	58%
Fund Balance 1/31/21		\$ 1,632,294			

Approved by the Local College Board on May 12, 2020

IVPF 2/2021

TIDEWATER COMMUNITY COLLEGE
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
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2020 - January 31, 2021**

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2020		\$ 16,644,506			
I. Revenues					
A. Institutional Fee	\$ 2,254,719	\$ 1,375,379	\$ -	\$ 879,340	61%
B. Student Parking Sales	52,119	-		52,119	0%
C. Student HRT Pass Sales	56,250	4,449		51,801	8%
D. Miscellaneous Revenue	3,600			3,600	0%
Total Revenues	\$ 2,366,688	\$ 1,379,828	\$ -	\$ 983,260	58%
Total Resources (Revenue & Fund Bal.)					
		\$ 18,024,333			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,640,600	\$ 1,640,106	\$ -	\$ 494	100%
B. Chesapeake Campus Parking Lot - Debt Service	335,125	331,473		3,652	99%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	49,275			49,275	0%
2. Utilities	10,000	4,465		5,535	45%
3. Security					
4. General Maintenance	40,000	19,562	20,438	0	100%
D. College-wide Parking Lot Improvements	200,000	98,308	28,669	73,023	63%
E. Hampton Roads Transit (HRT) Passes	186,210	57,450		128,760	31%
F. Student Parking	69,990		19,320	50,670	28%
G. Visual Arts Center Parking Lease	76,500	38,160		38,340	50%
H. College-wide Beautification and Wayfinding	2,500,000	134,803	42,269	2,322,928	7%
Total Expenditures	\$ 5,107,700	\$ 2,324,327	\$ 110,696	\$ 2,672,677	48%
Fund Balance 01/31/21					
		\$ 15,700,006			

Approved by the Local College Board on May 12, 2020

IVPF 2/2021

**TIDEWATER COMMUNITY COLLEGE
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
STUDENT CENTER BUDGET
July 1, 2020 - January 31, 2021

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/20		\$ 17,708,133			
I. Revenues					
A. Auxiliary Capital Fee	\$ 6,156,317	\$ 3,767,096	\$ -	\$ 2,389,221	61%
B. Transfer-In from Student Activities Budget	512,331	298,860		213,471	58%
C. Food Service Commission	34,000			34,000	
D. Miscellaneous Revenue	72,500			72,500	0%
E. Facility Use Fee				-	
Total Revenues	\$ 6,775,148	\$ 4,065,956	\$ -	\$ 2,709,192	60%
Total Resources (Revenue & Fund Balance)		\$ 21,774,089			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,110,600	\$ 1,110,403	\$ -	\$ 197	100%
2. Student Center - Chesapeake Campus	1,233,530	1,143,342		90,188	93%
3. Student Center - Portsmouth Campus	1,091,639	1,086,050		5,589	99%
4. Student Center - Virginia Beach Campus	1,759,134	1,629,960		129,174	93%
Subtotal--Bond Debt Service	\$ 5,194,903	\$ 4,969,755	\$ -	\$ 225,148	96%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 311,522	\$ 147,855	\$ -	\$ 163,667	47%
b. Operating Expenses	25,000	4,873	3,761	16,366	35%
Subtotal--General Operations	\$ 336,522	\$ 152,728	\$ 3,761	\$ 180,033	47%
2. Facility Operations					
a. Utilities	100,000	15,261		84,739	15%
b. Security	58,000		58,000		100%
c. Custodial					
1. Personnel	116,000			116,000	0%
2. Expenditures	9,208	1,489	5,154	2,565	72%
d. General Maintenance					
1. Personnel	53,723	11,540		42,183	21%
2. Expenditures	46,750	25,031	21,500	219	100%
e. Insurance	7,700			7,700	0%
f. Network & Telecommunications	35,942	20,966		14,976	58%
Subtotal--Facility Operations	\$ 427,323	\$ 74,287	\$ 84,654	\$ 268,382	37%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 18,900	\$ 127	\$ 4,910	\$ 13,863	27%
Subtotal--Food Services	\$ 18,900	\$ 127	\$ 4,910	\$ 13,863	27%
Subtotal--Norfolk Student Center	\$ 782,745	\$ 227,142	\$ 93,325	\$ 462,278	41%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 311,254	\$ 164,664	\$ -	\$ 146,590	53%
b. Operating Expenses	50,000	3,782	2,853	43,365	13%
Subtotal--General Operations	\$ 361,254	\$ 168,446	\$ 2,853	\$ 189,955	47%

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	110,000	40,442		69,558	37%
b. Security	40,000	601	39,399		100%
c. Custodial					
1. Personnel	120,362			120,362	0%
2. Expenditures	12,000	805	1,483	9,712	19%
d. General Maintenance					
1. Personnel	53,768	12,619		41,149	23%
2. Expenditures	46,750	28,159	18,111	480	99%
e. Insurance	8,400			8,400	0%
f. Network & Telecommunications	34,686	20,234		14,453	58%
Subtotal--Facility Operations	\$ 425,966	\$ 102,860	\$ 58,993	\$ 264,114	38%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 10,755	\$ -	\$ 4,872	\$ 5,883	45%
Subtotal--Food Services	\$ 10,755	\$ -	\$ 4,872	\$ 5,883	45%
Subtotal--Chesapeake Student Center	\$ 797,975	\$ 271,306	\$ 66,718	\$ 459,952	42%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 313,630	\$ 158,100	\$ -	\$ 155,530	50%
b. Operating Expenses	29,766	1,130	3,272	25,364	15%
Subtotal--General Operations	\$ 343,396	\$ 159,230	\$ 3,272	\$ 180,894	47%
2. Facility Operations					
a. Utilities	110,000	45,196		64,804	41%
b. Security	50,400		50,400		100%
c. Custodial					
1. Personnel	118,379			118,379	0%
2. Expenditures	8,500	155	2,923	5,422	36%
d. General Maintenance					
1. Personnel	50,717	11,597		39,120	23%
2. Expenditures	46,750	15,104	20,285	11,361	76%
e. Insurance	8,250			8,250	0%
f. Network & Telecommunications	40,045	23,360		16,685	58%
Subtotal--Facility Operations	\$ 433,041	\$ 95,412	\$ 73,608	\$ 264,021	39%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 16,200	\$ -	\$ 5,055	\$ 11,145	31%
Subtotal--Food Services	\$ 16,200	\$ -	\$ 5,055	\$ 11,145	31%
Subtotal--Portsmouth Student Center	\$ 792,637	\$ 254,642	\$ 81,935	\$ 456,060	42%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 406,704	\$ 196,752	\$ -	\$ 209,952	48%
b. Operating Expenses	30,300	1,808	18,142	10,350	66%
Subtotal--General Operations	\$ 437,004	\$ 198,560	\$ 18,142	\$ 220,302	50%

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	45,745	11,031		34,714	24%
b. Security	45,300	9,364	35,936		100%
c. Custodial					
1. Personnel	189,000			189,000	0%
2. Expenditures	11,333	2,099	4,102	5,132	55%
d. General Maintenance					
1. Personnel	90,491	17,082		73,409	19%
2. Expenditures	60,208	18,527	24,066	17,615	71%
e. Insurance	12,350			12,350	0%
f. Network & Telecommunications	35,890	20,936		14,954	58%
Subtotal--Facility Operations	\$ 490,317	\$ 79,039	\$ 64,104	\$ 347,174	29%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 18,900	\$ -	\$ 8,360	\$ 10,540	44%
Subtotal--Food Services	\$ 18,900	\$ -	\$ 8,360	\$ 10,540	44%
Subtotal--Virginia Beach Student Center	\$ 946,221	\$ 277,599	\$ 90,606	\$ 578,016	39%
Total Expenditures	\$ 8,514,481	\$ 6,000,443	\$ 332,584	\$ 2,181,454	74%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	100%
Fund Balance 1/31/21		\$ 14,773,646			

Approved by the Local College Board on May 12, 2020

IVPF 2/2021

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

TIDEWATER COMMUNITY COLLEGE
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
AUXILIARY SERVICES BUDGET
July 1, 2020 - January 31, 2021

	Budget 2021	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/20		\$ 11,380,622			
I. Revenues					
A. Bookstore	\$ 684,000	\$ -	\$ -	\$ 684,000	0%
B. Vending					
1. Exclusive Beverage Contract	55,000	22,330		32,670	41%
2. Vending - CRH	14,400	825		13,575	6%
C. Food Service - Joint-Use Library	3,000			3,000	0%
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	468,000	207,656		260,344	44%
F. Miscellaneous Revenue	7,000	5		6,995	0%
Total Revenues	\$ 1,255,400	\$ 254,816	\$ -	\$ 1,000,584	20%
Total Resources (Revenue & Fund Bal.)		\$ 11,635,438	\$ -		
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 5,000	\$ 848	\$ 4,152	\$ -	100%
2. Miscellaneous Expenses	1,000			1,000	0%
3. Joint-Use Library Food Service Equipment	4,000		655	3,345	16%
Subtotal - Operating Expenses	\$ 10,000	\$ 848	\$ 4,807	\$ 4,345	57%
B. Faculty/Staff Parking	\$ 320,000	\$ -	\$ 11,492	\$ 308,508	4%
C. College Community Events	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
D. Financial Aid Adjustments	\$ 10,000	\$ (6,239)	\$ -	\$ 16,239	-62%
E. Auxiliary Service Operations					
1. Personnel	\$ 172,455	\$ 73,392	\$ -	\$ 99,063	43%
2. General Operating Costs	5,000	2,109	1,373	1,518	70%
3. Equipment/Software/Installation	35,000			35,000	0%
4. StormCard Marketing	4,000			4,000	0%
5. Child Care Subsidiary					
6. Child Care Operations					
a. Portsmouth	17,500			17,500	0%
b. Norfolk	17,500		2,704	14,796	15%
Subtotal - Auxiliary Service Operations	\$ 251,455	\$ 75,501	\$ 4,077	\$ 171,877	32%
F. Community Support					
1. College Board	\$ 2,500	\$ -	\$ -	\$ 2,500	0%
2. President	15,000	3,928	902	10,170	32%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	2,325	285	3,390	44%
b. Vice President for Finance	6,000	15		5,985	0%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	50		5,950	1%
d. Vice President for Institutional Advancement	6,000			6,000	0%
e. Vice President for Workforce Services	6,000	67	510	5,423	10%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	155	921	4,924	18%
4. Campus Provosts					
a. Chesapeake	6,000	1,000		5,000	17%
b. Norfolk	6,000	1,000	652	4,348	28%
c. Portsmouth	6,000	1,197		4,803	20%
d. Virginia Beach	12,000	2,100		9,900	18%
5. Community Outreach	27,000			27,000	0%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 114,000	\$ 11,837	\$ 3,270	\$ 98,893	13%

	Budget 2021	Revenue/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 2,224	\$ 2,776	\$ -	100%
2. Norfolk	5,000	1,056	3,944		100%
3. Portsmouth	5,000	664	4,336		100%
4. Virginia Beach	10,000	3,838	5,128	1,034	90%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 7,782	\$ 16,184	\$ 1,034	96%
Subtotal- Expenditures	\$ 745,455	\$ 89,729	\$ 39,830	\$ 615,896	17%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
2. Student Study Abroad Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000			3,000	0%
4. Martin Luther King Scholarship	5,576	1,668		3,908	30%
5. Military Scholarships	28,103			28,103	0%
6. ROTC Scholarships	13,489	371		13,118	3%
7. High School Scholarships					
a. Chesapeake	67,446	23,506		43,940	35%
1. LaVonne P. Ellis Scholarship	11,151	11,112		39	100%
2. Terri N. Thompson Scholarship	11,151	6,660		4,491	60%
b. Norfolk	56,205	18,895		37,310	34%
1. John T. Kavanaugh Scholarship	11,151	9,465		1,686	85%
c. Portsmouth	22,482	8,429		14,053	37%
1. Lee B. Armistead Scholarship	11,151	6,028		5,123	54%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	101,169	33,312		67,857	33%
1. Stanley Waranch Scholarship	11,151	11,020		131	99%
2. Dorcas T. Helfant-Browning Scholarship	11,151	4,026		7,125	36%
3. Thomas H. Wilson Scholarship	11,151	2,745		8,406	25%
Subtotal - TCC Scholarships & Awards	\$ 417,178	\$ 137,237	\$ -	\$ 279,941	33%
Total Expenditures & Student Financial Assistance	\$ 1,162,633	\$ 226,966	\$ 39,830	\$ 895,837	23%
Fund Balance 01/31/2021		\$ 11,408,472			

Approved by the Local College Board on May 12, 2020

IVPF 2/2021

TIDEWATER COMMUNITY COLLEGE
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
 PLEDGED LOCAL CONTRIBUTIONS
 2019 - 2021**

LOCALITIES	FY2021	FY2020	FY2019
PORTSMOUTH:			
LOCAL BOARD (Operating)	6,000	6,000	6,000
TOTAL-PORTSMOUTH	\$ 6,000	\$ 6,000	\$ 6,000
VIRGINIA BEACH:			
JOINT-USE LIBRARY ¹			
LOCAL BOARD (Operating)	6,000	6,000	6,000
TOTAL-VIRGINIA BEACH	\$ 6,000	\$ 6,000	\$ 6,000
CHESAPEAKE:			
TECHNOLOGY	60,500	60,500	60,500
LOCAL BOARD (Operating)	6,000	6,000	6,000
TOTAL-CHESAPEAKE	\$ 66,500	\$ 66,500	\$ 66,500
NORFOLK:			
LOCAL BOARD (Operating)	6,000	6,000	6,000
TOTAL-NORFOLK	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL	\$ 84,500	\$ 84,500	\$ 84,500

IVPF 12/2020

**TIDEWATER COMMUNITY COLLEGE
 PLEDGED LOCAL CONTRIBUTIONS
 AS OF JANUARY 31, 2021**

LOCALITIES	PLEDGED	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 BOARD

AGENDA ITEM

MEETING: March 9, 2021

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2020-21 State Operating Budget

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2020-21 State Operating Budget was presented at the September 15, 2020 meeting; the Mid-Year report provides an update on the budget.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Heather Hardiman (McCraig)
Interim Vice President for Finance & Facilities
hmccraig@tcc.edu
757-822-1738

**TIDEWATER COMMUNITY COLLEGE
2020-21 STATE OPERATING BUDGET
MID-YEAR REPORT**

REVENUES		2020-2021	Adjustments	2020-21 Adjusted Budget
	GENERAL FUNDS	46,609,843		46,609,843
	TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	51,539,811		51,539,811
	WORKFORCE SOLUTIONS	2,000,000		2,000,000
	CARES ACT - INSTITUTIONAL FUNDING	5,999,978		5,999,978
	EQUIPMENT TRUST FUND	2,050,696		2,050,696
	RESERVE/CARRYFORWARD	13,000,000		13,000,000
	TOTAL REVENUES EXPECTED	121,200,329		121,200,329
EXPENDITURES - PERSONNEL SERVICES				
	PERSONNEL SERVICES			
	TEACHING FACULTY	18,000,000		18,000,000
	ADMINISTRATIVE & PROFESSIONAL FACULTY	8,760,000	700,000	9,460,000
	CLASSIFIED	18,124,000	100,000	18,224,000
	ADJUNCT/OVERLOAD/SUMMER PAY	13,800,000		13,800,000
	WAGE EMPLOYEES	4,700,000		4,700,000
	WORKFORCE SOLUTIONS	1,550,000		1,550,000
	REALLOCATION, SICK/ANNUAL LEAVE/SEVERANCE	300,000		300,000
	FRINGES	21,943,000		21,943,000
	VACANCY	(2,000,000)		(2,000,000)
	TOTAL PERSONNEL SERVICES	85,177,000	800,000	85,977,000
EXPENDITURES - OPERATING				
	CHESAPEAKE CAMPUS			
	STUDENT SERVICES	61,311		61,311
	ENGINEERING, SCIENCE, & MATH PATHWAY	250,556		250,556
	MANUFACTURING & TRANSPORTATION PATHWAY	53,672		53,672
	NORFOLK CAMPUS			
	STUDENT SERVICES	74,658		74,658
	ARTS & HUMANITIES PATHWAY	64,748		64,748
	BUSINESS, COMPUTER SCIENCE & IT PATHWAY	91,102		91,102
	ROPER THEATER	191,678		191,678
	PORTSMOUTH CAMPUS			
	STUDENT SERVICES	52,677		52,677
	MARITIME & SKILLED TRADES PATHWAY	159,944		159,944
	NURSING PATHWAY	42,361		42,361
	SOCIAL SCIENCE & EDUCATION PATHWAY	4,933		4,933
	VIRGINIA BEACH CAMPUS			
	STUDENT SERVICES	97,539		97,539
	ADVANCED TECHNOLOGY CENTER	404,402		404,402
	JOINT-USE LIBRARY	506,043		506,043
	HEALTH PROFESSIONS PATHWAY	269,556		269,556
	PUBLIC & PROFESSIONAL SERVICES PATHWAY	75,207		75,207
	CAMPUS AND CENTER TOTALS	2,400,387		2,400,387
	OTHER OPERATING			
	ACADEMIC AFFAIRS	672,453		672,453
	STUDENT AFFAIRS	531,697		531,697
	SAFETY & SECURITY	2,787,115		2,787,115
	FACILITIES MANAGEMENT	4,790,090		4,790,090
	FINANCE	43,827		43,827
	HUMAN RESOURCES	374,109		374,109
	INFORMATION SYSTEMS	2,626,161		2,626,161
	INSTITUTIONAL ADVANCEMENT	1,747,976		1,747,976
	INSTITUTIONAL EFFECTIVENESS	30,387		30,387
	OFFICE OF THE PRESIDENT	15,550		15,550
	OTHER FIXED COSTS	2,375,993		2,375,993
	WORKFORCE	1,000,000		1,000,000
	PROFESSIONAL DEVELOPMENT	348,500		348,500
	DUAL ENROLLMENT	2,300,000		2,300,000
	VCCS SHARED SERVICES	1,194,609		1,194,609
	OTHER OPERATING TOTAL	20,838,467		20,838,467
	TOTAL BUDGETED EXPENDITURES	108,415,854		109,215,854
	RESERVE/CARRYFORWARD BALANCE	12,784,475		11,984,475

Note 1
Note 1

Note:

Note 1: Reflects the costs of (primarily) Custodial staff redirected from the Student Centers to other areas of the college.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 9, 2021

COMMITTEE: N/A – President’s Report

AGENDA ITEM: Proposed 2021 Emeritus Appointments

BACKGROUND:

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

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

DISCUSSION:

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

STAFF RECOMMENDATION:

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

Teaching Faculty:

Susan Boland, Associate Professor of English as a Second Language

Robyn Browder, Associate Professor of English

Administrative Faculty:

William Clement, Pathway Dean – Computer Science and Information
Technology Pathway

Greg Frank, Discipline Dean – Engineering, Science, and Math Pathway

Phyllis Milloy, Vice President for Finance

STAFF LIAISON:

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



Resolution

Whereas, Susan D. Boland joined the faculty of Tidewater Community College in 1995 as an Associate Professor of English as a Second Language (ESL) at the Virginia Beach Campus in 1995; and

Whereas, Susan D. Boland, in her fifteen years as faculty member and Assistant to the Dean, transformed the ESL program, considerably expanding its course offerings and significantly improving its curriculum through a rigorous review process and a culture of collaboration with colleagues; and

Whereas, Susan D. Boland initiated a partnership with Old Dominion University's Applied Linguistics Department so that graduate students could complete teaching practicums in the Tidewater Community College ESL program; and

Whereas, Susan D. Boland worked tirelessly to advance the goals of Tidewater Community College's ESL program through her recruitment of students from the Adult Learning Center ESL program in Virginia Beach; by partnering with Tidewater Community College's Workforce Development department to provide language instruction in Hampton Roads; by offering Teaching of English as a Foreign Language (TOEFL) test preparation to Tidewater Community College students, as well as hosting the TOEFL exam on the Virginia Beach campus; and

Whereas, Susan D. Boland updated and expanded the ESL program by creating a Blackboard site for ESL faculty to both familiarize them with Learning Management System software and to effectively collaborate with each other; and

Whereas, Susan D. Boland retired from college service on January 9, 2019:

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

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

Be It Further Resolved that a copy of this resolution be given to Susan D. Boland with our warmest wishes, on this, the 9th of March, 2021, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cynthia S. "Cindy" Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Robyn S. Browder joined the faculty of Tidewater Community College's Portsmouth Campus as an Instructor of Reading in 1968, eventually transferring to the Virginia Beach Campus; and

Whereas, Robyn S. Browder, as one of Tidewater Community College's first English teachers, taught multiple developmental and composition classes over her fifty-one years of service to the college; and

Whereas, Robyn S. Browder mentored and supervised English adjunct instructors, designed numerous professional development opportunities, helped lead and organize Tidewater Community College Humanities mini-conferences, and managed adjunct orientation sessions; and

Whereas, Robyn S. Browder greatly assisted the college in her participation in hiring committees, grade challenge committees, the freshman English committee, and the Developmental English committee, as well as in her service as faculty senator for the Virginia Beach faculty senate; and

Whereas, Robyn S. Browder represented the college through her participation in various Virginia state educational organizations, resulting in her reception of Virginia Community College System awards in leadership and service; and

Whereas, Robyn S. Browder represented the college as Faculty Marshal at college commencements—carrying the college mace and opening and closing the commencement ceremonies for more than fifteen years; and

Whereas, Robyn S. Browder retired from college service on June 1, 2020:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff and students, express their gratitude and appreciation to Robyn S. Browder for her fifty-one years of commitment and dedication; and

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

Be It Further Resolved that a copy of this resolution be given to Robyn S. Browder with our warmest wishes, on this, the 9th of March, 2021, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cynthia S. "Cindy" Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, William Clement joined the faculty of Tidewater Community College as a professor of information systems technology at the Virginia Beach Campus in 2001 after having served the college as an adjunct instructor of information technology at the Norfolk Campus; and

Whereas, William Clement brought eleven years of electronics teaching experience with Chesapeake Public Schools to his position at Tidewater Community College, making him a favorite with students who noted his carefully-planned and effective teaching methodology; and

Whereas, William Clement, beginning in 2001, designed, developed and taught numerous courses and courseware that integrated instructional technologies into online, hybrid and traditional teaching environments at a time when online and hybrid course methodologies were first being developed; and

Whereas, William Clement designed training for college faculty to standardize the process of writing college course outlines; and

Whereas, William Clement secured a National Science Foundation grant for the purchase of hardware components for 25 college computer systems; and

Whereas, William Clement was promoted to Dean of Computer Science and Information Technology in 2015, furthering his transformational leadership in curriculum development and extending the college's reach through dual enrollment initiatives with local high schools, articulation agreements with four-year institutions, and apprenticeships and partnerships with local industry; and

Whereas, William Clement developed the Associate of Applied Science in Cyber Security and oversaw the designation of the college's cyber security program as a National Security Agency Center of Academic Excellence for Two-Year Schools; and

Whereas, William Clement led the state-wide effort with the Virginia Community College System to create a Cyber Security and Networking Foundations Career Studies Certificate; and

Whereas, William Clement created a physical space for students where they could participate in cyber security competitions and extracurricular activities with opportunities to use a variety of equipment including 3D printers, laser cutters, electronics equipment and computers; and

Whereas, William Clement diligently served the college through his attendance and participation in a number of college committees and initiatives including his efforts regarding the implementation of the Pathways system of academic restructuring at the college; and

Whereas, William Clement elevated the profile of the college through his numerous conference presentations on the applications of new and developing learning technologies; and

Whereas, William Clement retired from college service on August 1, 2020:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff and students, express their gratitude and appreciation to William Clement for his nineteen years of commitment and dedication; and

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

Be It Further Resolved that a copy of this resolution be given to William Clement with our warmest wishes, on this, the 9th of March, 2021, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cynthia S. "Cindy" Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Gregory P. Frank joined the faculty of Tidewater Community College as an Instructor of Biology at the Virginia Beach Campus in 1981; and

Whereas, Gregory P. Frank was promoted to Division Chair of Natural Sciences and Allied Health Sciences in 1986, and continued to serve as Division Chair of Natural Sciences and Mathematics in 1991; and

Whereas, Gregory P. Frank was promoted to Dean of Mathematics and Science in 2002, and continued to serve as Dean of Natural Sciences in 2013; and

Whereas, Gregory P. Frank greatly assisted the college in his oversight of the design and construction of the new Science Building at the Virginia Beach Campus, as well as the renovation of the Blackwater Building; and

Whereas, Gregory P. Frank was awarded the Tidewater Community College Administrator of the Year recognition in 2011; and

Whereas, Gregory P. Frank greatly assisted the college in his interim position of Provost for the Chesapeake Campus of the college from 2012 to 2013, providing oversight for the construction of the new Academic Building and the new Student Center; and

Whereas, Gregory P. Frank served as the college's point of contact for grant partnerships with Old Dominion University, Norfolk State University, and Virginia Beach Public Schools; and

Whereas, Gregory P. Frank was instrumental in the establishment and accreditation of the Veterinary Assisting and Veterinary Technician programs; and

Whereas, Gregory P. Frank retired from college service on June 1, 2021:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff and students, express their gratitude and appreciation to Gregory P. Frank for his thirty-nine years of commitment and dedication; and

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

Be It Further Resolved that a copy of this resolution be given to Gregory P. Frank with our warmest wishes, on this, the 9th of March, 2021, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.



Resolution

Whereas, Phyllis F. Milloy joined the executive staff of Tidewater Community College as Vice President for Finance and Administration in 1993 and proceeded to serve as to Vice President for Finance in 2003; and

Whereas, Phyllis F. Milloy brought numerous years of distinct financial experience to her position at the college, having been Vice President for Finance and Administration at Rappahannock Community College and Business Manager at Danville Community College; and

Whereas, Phyllis F. Milloy helped to expand higher education opportunities at Tidewater Community College through her development of the financial aid back office, the tuition loan program, and expanded financial/informational systems; and

Whereas, Phyllis F. Milloy, as co-chair of the Virginia Community College System (VCCS) Student Information System implementation in the early 2000's, helped ensure a smooth transition to this new system—which still serves the VCCS today; and

Whereas, Phyllis F. Milloy met the challenges of expanded college growth during the 2000's by consistently managing the college's finances through the development of annual budgets, ensuring that resources available to the college were allocated prudently and in line with the college's priorities and goals; and

Whereas, Phyllis F. Milloy negotiated numerous contracts and agreements beneficial to the college, among them the Tidewater Community College Barnes and Noble Bookstore in MacArthur Center, the Tidewater Community College child care facilities, and the Hampton Roads Regional Transit passes for students; and

Whereas, Phyllis F. Milloy, as a reaffirmation reviewer for the Southern Association of Colleges and Schools for almost 30 years, travelled to all states but one to assist in the financial reviews of other colleges; and

Whereas, Phyllis F. Milloy retired from college service on August 12, 2020:

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

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

Be It Further Resolved that a copy of this resolution be given to Phyllis F. Milloy with our warmest wishes, on this, the 9th of March, 2021, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

2.15.4 Evaluation Plan

The president shall be evaluated annually. The evaluation shall include, as part of its basis, an independent assessment of the president's accomplishments conducted by the college board. The final evaluation letter shall list each goal/objective followed by a narrative statement detailing the degree of accomplishment. The chancellor conducts an independent assessment.

a. College Board's Evaluation

The evaluation of the president by the college board shall be conducted by the executive committee working in conjunction with the president. The evaluation letter shall be reviewed by the president and shall be signed by the board chair and by the president and submitted to the chancellor no later than the May meeting of the college board.

b. Predetermined Goals/Objectives

At the board's August work session the College Board and president shall establish goals/objectives to be used in the board's evaluation of the president for the ensuing evaluation period, with the goals provided by the chancellor as the primary basis for said evaluation.

c. Evaluation Process

The evaluation process shall be as follows:

- i. At the August work session of the college board, the president and the full board shall have a discussion of the goals/objectives and adopt them officially.
- ii. By March 15, the president shall submit a self-evaluation to the college board chair.
- iii. By April 15, the chair shall distribute the self-evaluation electronically to the full college board and receive feedback and input on the president's performance via electronic reply.
- iv. By May 1, the president and the executive committee of the college board shall have a discussion in closed session regarding the president's performance.

**Tidewater Community College Board
Policies & Procedures Manual**

- v. No later than the May meeting of the college board, the board shall have completed its evaluation of the president and submitted the appropriately signed evaluation letter to the chancellor.

2.3 Composition of the College Board

2.3.1 The Tidewater Community College Board consists of twelve members. Each of the local political subdivisions that the college serves—namely, the cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach—has three representatives. The college also serves the northern part of the City of Suffolk, though this city has not yet exercised its option to have board representation.

2.3.2 The College Board reflects the diversity of the college's service area through the demographics of race, ethnicity, gender, and professional affiliation. Board members are viewed as the "representative voice" for their jurisdictions and are valued for the unique orientations they bring to the work of the college. Their individual and collective working knowledge of the region is considered an essential.