

TIDEWATER COMMUNITY COLLEGE BOARD

MAY 11, 2021

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**

“Student Resource and Empowerment Center”

Dr. Jeanne Natali
Director of Intercultural Learning

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 #320 for March 9, 2021 **(Attached)**
 - b. Proposal for Associate of Applied Science major in Funeral Directing **(Attached)**
 - c. Proposed 2021-22 Business and Industry Advisory Committees **(Attached)**
 - d. Proposed 2021-22 Local Fund Budgets **(Attached)**
 - e. Resolution Honoring John Padgett **(Attached)**
 - f. Resolution Honoring Paulette Franklin-Jenkins **(Attached)**
5. **Curriculum & Student Development Committee Report** – Dr. Barry Brown, Chair
 - a. Academic Affairs Updates – Dr. Michelle Woodhouse
 - b. Student Affairs Updates – Dr. Karen Campbell
 - c. Workforce Solutions Updates – Ms. Tamara Williams
6. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair
 - a. Local Fund Financial Statements for Month Ending March 31, 2021 **(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. Enrollment Update (w/Mr. Aasen)
12. **Chair’s Report & Announcements**
 - a. Executive Committee Reports (Attached)
 - b. Suffolk Board Representation Update
 - c. Joint Board Reception – September 30th, 4:00 – 6:00 PM, Norfolk Campus Student Center
13. **Adjournment**

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 320

MARCH 9, 2021

Meeting number three hundred twenty of the Tidewater Community College Board was held on Tuesday, March 9, 2021 via Zoom.

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

Members Absent: Delceno C. Miles, Charles A. Tysinger

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Kim Bovee, Director of Planning and Accountability
Karen Campbell, Interim Vice President for Student Affairs
Sarah DiCalogero, Faculty Senate
Kelly Gillerlain, Professor of Business Administration
Latesha D. Johnson, Executive Assistant to the President
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Heather Hardiman, 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 4:30 p.m., and welcomed guests.

2. **Program Highlight**

Dr. Conston invited Dr. Bovee to present the program highlight featuring the Strategic Plan. Dr. Bovee chronicled the process and timeline of the Strategic Plan. She shared the revised mission, vision, and core values for TCC. She also noted that it includes six strategic directions:

Strategic Direction 1: Enrollment Growth - Build awareness, expand access, increase affordability, and optimize student services to promote.

Strategic Direction 2: Student Progression, Retention, and Completion – Support student learning and achievement through meaningful academic programs, comprehensive and accessible support services, and co-curricular activities.

Strategic Direction 3: Innovation to Support Teaching and Learning – Provide quality teaching and learning through high impact practices, technology integration, and continuous development for faculty and students.

Strategic Direction 4: Community Partnerships and Workforce Development – Engage with and take actions to support the economic development and public good of our service region.

Strategic Direction 5: Diversity, Equity, & Inclusion – Create an environment 1) in which policies, practices, and beliefs are grounded in the principle of fairness; 2) that acknowledges structural racism, gender disparities, and systemic poverty while honoring the diversity of humanity; and 3) that prioritizes the success of all students to ensure they have the necessary resources to fulfill their college and career goals.

Strategic Direction 6: Organizational Resilience and Sustainability – Meet the needs of our students and employees through responsive and equitable resource management, transparency, and communication.

To ensure full implementation of the Strategic Plan, a Strategic Planning Management and Coordination Committee will be formed. The committee will be charged to develop and oversee a comprehensive project management timeline, develop and implement a multi-modal communication plan, and create an executive-level annual report. After some discussion, the College Board approved the college's new strategic plan.

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. Hugel, seconded by Ms. Clements, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to tabs 4a through 4c of the meeting packet, the board approved meeting minutes #319 for January 12, 2021; proposal for new Career Studies Certificates (CSC in Mechatronics Trainee and Mechatronics Technician, and discontinuance of current CSC in Mechatronics, and discontinuance of the Career Studies Certificate in Landscape Design).

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

- a. **Academic Affairs Update** – Dr. Woodhouse provided an update on a few initiatives for Academic Affairs. The Learning Institute, a premier professional development program, was held January 5-7 with a total of 618 participants. The theme was “Diversity, Equity and Inclusion in Our Courses”. The college started a new Mini-Mester initiative. These three-week classes were offered exclusively online to include art, communications, economics, English, history, math, political science, and psychology. A total of 184 students enrolled. The college is expanding more compressed session courses in the fall 2021.

TCC distributed document cameras, headsets, iPads, monitors, webcams, and whiteboards to assist faculty with remote teaching. The college anticipates filling full-time faculty positions in several disciplines. More information and details can be found on the college's website.

- b. **Student Affairs Update** – Students received tuition only scholarships through the Re-Employing Virginians (REV) Program. During the Spring semester, the college enrolled 992 students, disbursed over \$1.5 million, and provided textbook assistance. The program remains available for students through the Summer and Fall. Ms. Williams noted that Workforce provided students with short-term training and workshops to prepare them for a profession. In partnership with the Foodbank of Southeastern Virginia and the Eastern Shore, TCC's Community Feed provided more than 21,000 meals to students facing food insecurity. The college assisted 371 households with 4 pop-up pantries. A grand opening will be held at the Portsmouth campus. TCC's Student Resource and Empowerment Center is the first higher education institution in South Hampton Roads and among one of the first community colleges in the Commonwealth of Virginia to launch Single Stop, which is a support network that connects students to community resources.
- c. **Workforce Update** - Ms. Williams highlighted the Skilled Trades Academy and program expansion. Renovations are underway at the Skilled Trades Academy to serve more students. They are scheduled to be completed by the end of March and will allow programs to be centralized at one location. The expansion will include four new classrooms, outfitting for program labs, and 22 welding booths. TCC received a Go-Virginia Grant to assist with outfitting this space. The college is moving its pipe-fitting and coding programs to the Skilled Trades Academy. In addition, new programs will include plumbing, solar, construction, HVAC, and electrical. Increasing the capacity at the Skilled Trades Academy will certainly benefit students. Ms. Williams also shared that the college has established a partnership with Tesla. The first cohort of students will participate in the Tesla Energy Start Program at the end of March 2021.

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

- a. **Local Fund Financial Statements for Month Ending January 31, 2021.** At the invitation of Mr. Lucado and referring to Tab 6a of the meeting packet, Ms. Hardiman provided local fund financial statements reflecting activity for seven months of the fiscal year. She highlighted expenditures for the student activities budget (58%), institutional auxiliary budget (48%), student center budget (74%), and auxiliary services budget (23%). FY20-21 local investments and contributions from each city remained as expected. Investments of \$49.7 million earned \$222,916 since July 1.
- b. **Mid-Year Report on 2020-21 State Operating Budget.** Ms. Hardiman reviewed the mid-year report on the 2020-21 state operating budget. In cooperation with the Governor's mandate, the college closed the student centers in March 2020 due to the pandemic. Additional cleaning and sanitation were and remain needed at occupied buildings throughout the college. The college has redirected the custodial staff to other buildings within the college. As such, the salaries of these staff have been paid using state funds and not local funds.

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

- a. Committee Report. Mr. Bynum reported on the committee’s activities relating to G3 at TCC and the continued need for more advising funding. He also discussed the need to advocate for prioritizing higher education faculty and staff for the COVID-19 vaccine. Ms. Lunde shared that the college has expressed interest in serving as a vaccination site but has not been selected at this point. Mr. Bynum shared that members of the committee are planning to participate in the State of the City series and he encouraged all board members to do so.

8. Educational Foundation Liaison Report – Ms. Delceno Miles

In the absence of Ms. Miles, Dr. Turbeville provided an update for the Educational Foundation Board. He reported that the donor’s relationships are positive and strong. The Educational Foundation Development Committee is moving forward with its strategy to meet the needs in each identified focus area.

9. Real Estate Liaison Report – Mr. John Padgett

Mr. Padgett reported that the Real Estate Foundation met on February 11. The board discussed a few action items to include: 1) adopting the 2021 budget; 2) a grant for the Skilled Trades Academy; and 3) pursuing space at the Harbor Heights building. Development and cleanup of the Suffolk property is continuing.

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

- a. Nothing to report.

11. President’s Report

- a. Proposed 2020-2021 Emeritus Appointment Resolutions. Directing the board’s attention to Tab 11a of the meeting packet, Dr. Conston appointed faculty to emeritus status, respectively, and namely:

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

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

- b. Spring Enrollment Update - Mr. Aasen reported that the 2020-21 FTE is down -12.7% and -14.1% student headcount (Spring). The average student course credit load is +0.14. Last

Spring, the college was down -13% for First-Time-in-College (FTIC) students. However, there is some improvement for Spring 2021 at -7.5%. Re-Employing Virginians (REV) has made a significant contribution to enrollment this Spring with 825 students, generating 528 FTE enrollments. This accounts for nearly 7% of regular FTE enrollment with students in 79 academic programs. Workforce enrolled 170 students through REV.

12. Chair's Report & Announcements

- a. Initiation of President's Evaluation Process. Ms. Free discussed the president's evaluation process. Per section 2.15.4 of the College Board Policies and Procedures Manual, Dr. Conston will submit her self-evaluation to the board chair by March 15th. Ms. Free will distribute the self-evaluation electronically to the full board and receive feedback and input by April 15th. By May 1st, the board's Executive Committee will meet with Dr. Conston to discuss her performance. Subsequent to the meeting, a signed letter will be forwarded to Chancellor DuBois.
- b. Update on Suffolk Board Representation. Ms. Free is still working to get Suffolk representation on the College Board.

13. Adjournment

Announcements:

- The college's next virtual commencement is scheduled for Monday, May 10th, at 6:00 p.m.
- The next board meeting is May 11th at 4:30 PM via Zoom.

There being no further business to come before the board, Ms. Free adjourned the meeting at 6:06 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL

Cynthia (Cindy) S. Free
Chair

DRAFT

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 11, 2021

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposal for Associate of Applied Science Major in Funeral Directing

BACKGROUND:

The College offers an Associate of Applied Science in Funeral Service, with full accreditation from the American Board of Funeral Service Education (ABFSE). The AAS prepares students for Virginia licensure to practice both funeral directing and embalming, a requirement in Virginia until the passage of SB 1044 during the 2020 Virginia Legislative session.

SB 1044 allows for creation of two new licenses, Funeral Director Only and Embalmer Only. Recognizing that some individuals interested in the field may not want to be embalmers, TCC proposes to offer a funeral services program that prepares students for the Funeral Director Only licensure. The proposed major in Funeral Directing incorporates the necessary coursework critical to the practice of funeral directing and management of funeral establishments.

STAFF RECOMMENDATION:

That the College Board approve the proposed major in Funeral Directing.

STAFF LIAISON:

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

FUNERAL DIRECTING

The Associate of Applied Science in Funeral Directing prepares students for careers in the field of funeral directing and client care. The Funeral Directing curriculum addresses the changing needs and demands of contemporary funeral directing, business management and entrepreneurship. Entrance requirements for this program include graduation from high school or completion of the GED and submission of a high school transcript or GED certificate, and placement or readiness for ENG 111. Transcripts from other colleges attended must be sent to Tidewater Community College, Office of the College Registrar, P.O. Box 9000, Norfolk, Virginia, 23509. These transcripts must be evaluated before any transfer credit is granted prior to the application deadline. Credit will not be granted for courses taken five years or more prior to the date of enrollment. Credit will only be granted for Funeral Services (FNS) courses taken at institutions accredited by the American Board of Funeral Service Education www.abfse.org.

Following acceptance into the program, students must maintain a C or better in all FNS courses and in SOC 200 and PSY 116. Students will be required to have completed twenty-four credit hours in order to enroll in FNS 126, FNS 231, FNS 232, FNS 295, FNS 236, and FNS 298. In order to take the second part of sequenced courses, a grade of C or better must be earned in the initial course.

In order to receive a Funeral Directors license in the Commonwealth of Virginia, an individual must:

1. Be at least 18 years of age and hold a high school diploma or its equivalent;
2. Have completed a funeral service internship prescribed by the board in regulation;
3. Have graduated from a school of mortuary science or funeral service accredited by the American Board of Funeral Service Education, Incorporated, or have completed an Associate's Degree or its equivalent, which consists of at least 60 credit hours of coursework from a funeral directing program approved by the board;
4. Have successfully completed coursework in the area of pathology as approved by the board;
5. Have passed the National Board Examination in Arts or Virginia State Board Examination in Arts of the International Conference of Funeral Service Examining Boards; and
6. Have passed the Virginia State Board Examination on the laws, rules, and regulations for funeral practice.

The Tidewater Community College A.A.S. in Funeral Directing is designed to prepare students for entry level positions as funeral directors. This includes preparation for the State Board Examination in Arts of the International Conference of Funeral Service Examining Boards (<https://theconferenceonline.org/>).

This academic program is designed to meet specific state or professional needs. It is NOT accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

Semester 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
CHM 110	Survey of Chemistry ¹	3	None	None
ENG 111	College Composition I	3	EDE 10, ENF 1, ENF 2 or placement	None or ENE 11 with placement
SOC 200	Principles of Sociology	3	None	None
SDV 100	College Success Skills	1	None	None
PSY 116	Psychology of Death and Dying	3	None	None
ITE 115	Introduction to Computer Applications and Concepts	4	None	None
	Semester Credits	17		

Semester 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
BUS 100	Introduction to Business	3	None	None
ACC 211	Principles of Accounting I	3	Eligible to enroll in MTH 130 or higher	None
BUS 241	Business Law I	3	None	None
CST 100	Principles of Public Speaking	3	None	None
FNS 110	Introduction to Funeral Service	2	Admission into program or instructor permission	None
_____	Humanities Elective ²	3		None
	Semester Credits	17		

Semester 3

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
FNS 126	Pathology for Funeral Service	3	Admission into program or instructor permission	None
FNS 231	Principles of Funeral Management I	4	Admission into program or instructor permission	None
FNS 295	Survey of Embalming and Disposition	4	None	None
_____	Approved Business Elective ³	3		None
	Semester Credits	14		

Semester 4

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
FNS 236	Funeral Service Law	3	Admission into program or instructor permission	None
FNS 232	Principles of Funeral Management II	4	Admission into program and FNS 231	None
FNS 298	Funeral Service Seminar	3	Instructor Permission	None
_____	FNS elective 4	3	Eligible to enroll in ENG 111	None
	Semester Credits	13		
	Total Minimum Credits	61		

¹ Students may substitute CHM 110 with an eligible math or science course. Eligible courses are listed under General Education Core Requirements. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

² Eligible courses are listed under General Education Core Requirements. Students should consult with an academic advisor or counselor to choose the appropriate course(s). Students are encouraged to take a religion elective.

³ Eligible electives include: BUS 100, BUS 117, BUS 200, and BUS 242.

⁴ Eligible electives include any course in the Funeral Service curriculum not required for this degree.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 11, 2021

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Proposed 2021-22 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, and Vice President for Academic Affairs and Chief Academic Officer.

STAFF RECOMMENDATION:

That the College Board approves the 2021-22 Business and Industry Advisory Committees.

STAFF LIAISON:

Michelle W. Woodhouse, Ed.D.

Vice President for Academic Affairs and Chief Academic Officer

mwoodhouse@tcc.edu

757-822-1061

TCC BUSINESS AND INDUSTRY ADVISORY COMMITTEES

2021-2022 Membership

ACCOUNTING**

Joseph "Joe" Baptiste
Ernst & Young

Robin Bianco
DesRoches & Company, CPAs

Brandi Davis
Ernst & Young

Cynthia Johndrow
Robert Half, Inc.

Lyndon Remias
City of Virginia Beach

Theresa Rohm
A Rohm Smith and Company

ADMINISTRATIVE SUPPORT TECHNOLOGY**

April Adkins
Western Tidewater Free Clinic

Sonja Bridgers
Norfolk Public Schools

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

Melissa Smail
Norfolk Naval Shipyard

AMERICAN SIGN LANGUAGE**

Star Grieser
Center for the Assessment of Sign Language
Interpretation

Rebecca Hillegass
Virginia Beach City Public Schools

Carrie Humphrey
J. Sargeant Reynolds Community College

Leah Weaver
Tidewater Community College,
Adjunct Faculty

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

John Deuso
Southern Chrysler/Jeep Greenbrier

C. Tom Ellmer (Chair)
Priority Toyota Greenbrier

* Proposed New Members

** Chair to be selected at first meeting

AUTOMOTIVE – continued

Walker Ellwanger
Beach Ford

Keith Estes
Cavalier Ford Greenbrier

Bob Eyer
Toyota Motor Sales

Kevin Francis
Virginia State Police

Amanda Hayslett
Checkered Flag Automotive

Butch Hora
Hall Chrysler/Jeep/Dodge/Ram

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

Ken Strain
Casey Honda

Jim Todd
Ford Motor Company

Austin Votta
Ford Motor Company

Devine West
Ford Motor Company

Bryan Wynne
Wynne Ford

* Proposed New Members

** Chair to be selected at first meeting

CIVIL ENGINEERING TECHNOLOGY

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

Brian Dresen L.S.
Clark Nexsen

Nester Escobales
Old Dominion University

Christina Jackson
City of Norfolk

David Neubert
S.B. Ballard Construction

Chad Oxtan (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
Caliber Collision

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

Ronald Kloster
Hampton University

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

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

* Proposed New Members

** Chair to be selected at first meeting

COMPUTER-AIDED DRAFTING AND DESIGN – continued

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

COMPUTER SCIENCE AND INFORMATION SYSTEMS TECHNOLOGY**

Leigh Armistead
Peregrine Technical Solutions

Chris Burroughs
PRA Group

Gayle Burton
Honeywell Technology Solutions, Inc.

R. Mark Crowe
Sentara Healthcare

Trent Dorroh
Cisco Systems

Shawn C. Fagan
Marathon Consulting

Kevin Fairley
City of Virginia Beach

Kimberly Fields
WellPoint

Linda Garratt
Stihl

Kevin Griffin
Griffin Consulting

Rich Hamady
GEICO

Ben Hamerick
Christian Broadcasting Network

Annette Harris
City of Portsmouth

Stephen Troy Hollowell
Microsoft Corporation

Joseph Lee
JL GOV LLC

Mitch Marian
Global IT

Kevin McKenzie
Dollar Tree Stores, Incorporated

Deborah Rhodes
Sentara Healthcare

Gene Starr
Electronic Systems, Incorporated

Clay Wise
Hampton Roads Sanitation District (HRSD)

Ken York
Optima Health Plans, Incorporated

CRIMINAL JUSTICE**

Jason Armstrong
Norfolk Police Department

Sadie R. Boone
Department of Motor Vehicles

Scott C. Burke
Portsmouth Police Department

* Proposed New Members

** Chair to be selected at first meeting

CRIMINAL JUSTICE - continued**

James Cervera
Virginia Beach Police Department, (Retired)

Wally Driskell
Tidewater Community College,
Adjunct Faculty

Patrick Gallagher
Virginia Beach Police Department

John Gandy
Virginia Beach Police Department

David A. Hackworth
Regional Jail

CULINARY ARTS AND HOSPITALITY

Omar Boukhriss (Chair)
Omar's Carriage House

William S. Cabell
Distinctive Event Rentals

Nicholas Clark
The Butcher's Son

James Corprew
Norfolk State University

Lawrence Epplein
Norfolk State University

Duane Gauthier
Commonwealth Lodging

Matt Green
Sysco Hampton Roads

Ron Haughton
Kate's Catering Service

Alan Lindauer, Jr.
Waterside Fish and Produce

Carol Mahan
Crest Restaurant Supply

John Mannino
Mannino's Italian Bistro

Louie Marcelo-Glenn
Landmark Hotel Group

Harvey Moore
Harmony Hospitality, Inc.

Anthony Mowery
Signature

Cliff Myers
Virginia Beach Convention Center and
Visitors Bureau

Anthony Parrow
Suburban Capital

Patrick Reed
Virginia Beach Technical and Career
Education Center

Rob Reper
Sysco of Hampton Roads

Tasha Roberts
Bonjou Creole Catering

Cynthia Roseman
Dreams 2 Reality, LLC

Stacy Rouse
Gold Key Resorts

Stacy Shiflet
Virginia Beach Resort Hotel and Conference
Center

John Spicer
Crest Foodservice Equipment

John M. Ulp
Catlee Incorporated/McDonalds

Lindsay Usher
Old Dominion University

* Proposed New Members

** Chair to be selected at first meeting

**CULINARY ARTS AND HOSPITALITY-
continued**

Lynne Williams
Virginia Beach City Public Schools

Jim Wilson
Crest Foodservice Equipment

DIESEL

David W. Boyce
Liebherr

Jason Crowder
Excel Truck Group

Rick Ezell
Western Branch Diesel

Jessica Frederick
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

Emily Edmonds*
Chesapeake RU Ready

Lisa Embry
Virginia Beach Technical and Career Center

Jane E. Glasgow
Minus 9 - 5 Early Childhood Initiative

Cheryl Gould
Regent University

Sharon Howell*
The Planning Council

Courtney Hundley
Chesapeake Public Schools

Bryanna Huston*
Children's Harbor

Christine John
Eastern Region Infant & Toddler Specialist
Network

Jacqueline Johnson
Norfolk State University

Heather Kitsis
Virginia Quality

Jeanie Leaverton*
Parish Day School of Eastern Shore Chapel

Barbara Lito
Virginia Beach Economic Development

Daphne Lovely
Virginia Beach Technical and Career
Education Center

Jamie Malinak
Norfolk Public Schools

Lauren Small
Hampton Roads Small Business
Development

Priscilla Spencer
Norfolk Technical Center

* 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

Kim Sutton*
Portsmouth Public Schools

Kathleen Vuono*
Virginia Beach City Public Schools

Kristen Whalen
Parish Day School at Eastern Shore Chapel

Nichole Williams*
Children’s Harbor

Cindy Zerr
Western Branch Academy

ELECTRONICS

Steve Binwood*
Dominion Power

John Hackworth
Old Dominion University

F. Keith Harris*
NASA

Warren Hill*
Weber State University

Chris Machut*
Netarus

Paul McDuffie
CPIS, LLC

Otilia Popescu*
Old Dominion University

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

Angela Wang*
Micron Technology

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

EMERGENCY MEDICAL SERVICES**

Manual Armada*
Emergency Physicians of Tidewater

Michael Barakey*
Suffolk Fire Department

Lilian Bedford*
Tidewater Community College,
EMS Skills Lab

Patty Chandler*
Public Member

Mark Day*
Virginia Beach General Hospital

Jeannett Edwards-Banks*
Children’s Hospital of the King’s Daughters

Sam Gulisano*
Chesapeake Fire Department

Steve Henson*
Isle of Wight Emergency Services

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EMERGENCY MEDICAL SERVICES -
continued**

Joseph Hundley*
Virginia Beach Department of EMS

Randi Hunter*
Tidewater Community College,
EMS Skills Lab

Stephanie Lenhart*
Norfolk Fire Rescue

David Long*
Tidewater EMS Council

Brian Philips*
Virginia Beach Fire Department

Michelle Stevenson-White*
Tidewater Community College,
EMS Skills Lab

Nathasha White*
Pasquotank EMS

FIRE SCIENCE

Michael Brashear
Virginia Beach Fire Department

Robert G. Burton
Norfolk Fire-Rescue

Edmund Elliott (Chair)
Chesapeake Fire Department

Travis Halstead
Virginia Beach Fire Department (Retired)

Doreen McAndrews
Virginia Department of Fire Programs

Ronnie Reeves
Portsmouth Fire Department

FUNERAL SERVICE**

K. Carter Bell
Funeral Consultant

Edward Cowell
Altmeyer Funeral Home

Angela George*
Bucktrout Funeral Home

Casey M. Jones
Hollomon-Brown Funeral Home

Michael J. Leonard
H.D. Oliver Funeral Apartments

Shanice Mills*
Tidewater Community College

Aubrey Mitchell
Mitchell Funeral Care and Cremations

Theresa Norrell
LifeNet Health

Chavela' Painter*
O. H. Smith and Son Funeral Home

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

Christopher Sissler
Altmeyer Funeral Home

GRAPHIC DESIGN**

Joe Banton
Grow

Ivanete Blanco
Old Dominion University

Louisa Caragan
Hunter PR

Cherilyn Colbert
Old Dominion University

* Proposed New Members

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GRAPHIC DESIGN- continued**

Landon Cooper
Cooper Design Company

Ethel Delacruz
Have a Good Day

Savannah Kaylor
American Institute of Graphic Arts (AIGA)

Truly Matthews
Virginia Museum of Contemporary Art

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

Leslie Twine (Chair)
GE Healthcare

Christina Upton
Old Dominion University

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

William Etzler*
Smith & Keene, Inc.

Robert Gunderson
Damuth Trane

Thomas Harrington
Naval Facilities Engineering Command

Rick Jester*
Chesapeake Controls, Inc.

Andy Styron
R.A. Styron Heating & Air Conditioning

Ralph Styron
R.A. Styron Heating & Air Conditioning

Stanley Yeskolski
Investigative Inspection Services

HORTICULTURE**

Billy Almond
WPL

Mike Andruczyk
Chesapeake VCE

Chip Ashton
Ashton's Landscaping

Theresa Augustin
Norfolk Botanical Garden

Wes Bray
Lawns and Gardens Plus, Inc.

Andrea Davis
Virginia Beach VCE

Joshua Despinis
Riparian Water Quality Control

Laurie Fox
Hampton Roads Agricultural Research &
Extension Center

* Proposed New Members

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HORTICULTURE - continued**

Eric Gunderson
Southern Branch Nursey, Inc.

Richard Jarrett
London Bridge Nursery

Robert Nye
Basnight Land and Lawn

Sheri White
White's Nursery and Greenhouses

HUMAN SERVICES

Glenda Benion (Chair)
Talk Family of Virginia, Inc.

Jocquelyn Chapman
City of Chesapeake Human Services

Kathy Dial
Kin & Kids Consulting

Angela Duke
Sentara Norfolk General

Bridget Freeman
Rehabilitation Services

Francina Harrison
The Career Engineer

Roneiko Henderson-Beasley
Self-Actualization Counseling Services

Sharon Houston
Garden of Hope, 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 Architecture

Robert D. Pappas
NRHA

Lana Sapozhnikov
LS Designs

Melodi E. Terhune
Clark Nexsen

MANAGEMENT

Laura Baxter
Military Newspapers of Virginia

Jason Benedict
Touch Stone Business Solutions

Elizabeth Duncan-Hawker
Red Hawk Strategic Solutions, LLC

Terry Hall
Hall Analytics, LLC

Cecil Jenkins
Cecil Jenkins & Associates, Inc.

Bob Kerr
Kerr Environmental Services Corporation

Sam Manning (Chair)
Management Information Solutions

Bert Ortiz
AVMAC, LLC

Christina Tate
Habitat for SHR

Caroline Taylor
Taylor Made Diagnostics

* Proposed New Members

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MANAGEMENT - continued

Troy Thorn
Chesapeake Conference Center

MANUFACTURING**

Roger Baxter
Yupo

Dena Coor
Bauer Compressors

Mcoumba Dimsey
S&S Precision

Kevon Easley
Norfolk Technical Center

Justin Larivee
Target Upstream Distribution Center

Xavier Martin
Target Upstream Distribution Center

Yajaida Pacheco
Mitsubishi Chemical Composites America

Michael Petrice
Busch Vacuum Pumps

Christian Richter
IMS Gear

Grant Stanley
Chesapeake Public Schools

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

Dallas Wilson
Cummins Atlantic

MARITIME TECHNOLOGIES**

Tobey Allen*
BAE Systems

Kenneth Bartley*
Huntington Ingalls Fleet Support Group

Christine Corace*
Coastal Mechanical Systems, LLC

Michael "Craig" Hill*
Portsmouth Public Schools

Petros Katsioloudis*
Old Dominion University

John Kirkhorn*
Valkyrie Enterprises, Inc.

Karen Miller*
Tidewater Community College,
Apprenticeship Coordinator

John Moore*
Auxiliary Systems

LaPortia Morgan*
Colonna's Shipyard

Lee Redditt*
Tecnico Corporation

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** Chair to be selected at first meeting

MARITIME TECHNOLOGIES - continued**

Joy Speelman*
Chesapeake Public Schools

Guy St. John
Oceaneering International, Inc.

MECHANICAL ENGINEERING AND INDUSTRIAL TECHNOLOGY**

Cecil Achord
Seaward Marine Services, Inc.

Courtney Addfison
STIHL, Incorporated

Chuck Baker
Mid-Atlantic Regional Maintenance Center

Kenneth Bartley
Huntington 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 of 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 Regional Maintenance Center

Lee Newton
Bay Diesel & Generator

Maria Rangel
Flowserve Corp

MEDICAL LABORATORY TECHNOLOGY**

Terry Allen*
Bon Secours Maryview Hospital

Belinda Barnes
USAF Hospital Langley

Beth Ellington
Riverside Regional Medical Center

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

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**MEDICAL LABORATORY
TECHNOLOGY** - continued**

Jennifer McLeod
VCU Health System

Latasha Neal*
Chesapeake Regional Medical Center

Lynn Onesty
Riverside Regional Medical Center

Deitra Phillips
VA Medical Center

Barbara Shields
Chesapeake Regional Medical Center

Lisa Shook
LabCorp of America

Linda Weiss
LifeNet Health

Darren Wilson
Patient First

NURSING

Rosa Abbott
Virginia Beach School of Practical Nursing

Terri Anderson
Our Lady of Perpetual Help

Peggy Braun (Chair)
Sentara Virginia Beach General Hospital

Deborah Brown
Riverside Shore Memorial Hospital

Joan Daversa
Bon Secours Maryview

Sandra Hearn
Eastern Shore Rural Hospital

Sarah Hutton
Children's Hospital of the King's Daughters

Stephanie Jackson
Sentara Obici

Trudy Jelderks
Chesapeake Public Schools

Suzanne VanOrden
Old Dominion University School of Nursing

OCCUPATIONAL THERAPY ASSISTANT

Anne Moody Ashe
Bon Secours in Motion Physical Therapy

Lynn Chatfield
Genesis Rehab

Hannah Cooper
Sentara Life Care

Anita Jordan
LifeWorks Rehab, MFA

Patricia Laverdure
Old Dominion University

Dacia Layton
Tidewater Community College,
Adjunct Faculty

Paula Naudziunas (Chair)
Sentara Therapy Center

Ynez Peterson
Virginia DOE Training and Technical
Assistance Center

PARALEGAL STUDIES**

Kimball Boone
Wahab Law Library

Teresa Conlon
Hammel Sommers Law & Military Divorce,
P.C.

Nikki Duncan-Talley
New Virginia Majority

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PARALEGAL STUDIES - continued**

Joseph Fairchild, JD
Dean

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

Stephanie Hunter
Crenshaw, Ware & Martin

Jaye Koch
Virginia Beach Office of the
Commonwealth's Attorney

Bridget Medina
Department of the Navy, Sealift Command
Office of the General Counsel

Rhonda Moody
Virginia Beach Office of the
Commonwealth's Attorney

Paul Powers
Virginia Beach Office of the
Commonwealth's Attorney

Steve Shames
Shames & Byrum, Attorneys at Law

Michele Turner
DC Wicker, PLLC

PHARMACY TECHNICIAN**

Benjamin Ferris
Walgreens, Company

Tracy Small-Johnson
Hampton University School of Pharmacy

Amber Stokes
Walmart Pharmacy

Trae'vis Sumler
Rite Aid Pharmacy

PHYSICAL THERAPIST ASSISTANT**

Brian Beaulieu
Pivot Physical Therapy

Christopher Bertani*
Children's Hospital of the King's Daughters

Dianna (Tory) L. Bishop
Pivot Physical Therapy

Mark S. Casto
Sentara Leigh Hospital

Caci Gilden
Sentara Healthcare

Lisa Koperna
Old Dominion University

Kimberly Krantz
Children's Hospital of the King's Daughters

Christiana N. Marshall
Kindred Transitional BayPointe

Renee Stendel
Sentara Home Care

Alan Wilson
Sentara Battlefield Therapy Center

**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY**

Tracy Adams
Sentara Princess Anne Hospital

Mary Balonek
Sentara Virginia Beach General Hospital

Cathy Boomer
Chesapeake Regional Medical Center

* Proposed New Members

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**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY- continued**

Don Byars
EVMS - Sentara Norfolk General Hospital

Louis Caron
Sentara Virginia Beach General Hospital

Benita D. Carson
Sentara Careplex Hospital

Steve Clark*
MRI-CT Diagnostics

Suzanne Dickinson
Eastern Virginia Medical School

Jason Drane
Sentara Norfolk General Hospital

Marcus Foster
Chesapeake Regional Medical Center

Simeon Fuller
Medical X-Ray Staffing Solutions

Elizabeth Jacob
Sentara Princess Anne Hospital

Mark Nehlen
Sentara Virginia Beach General Hospital

Karen Shadle
Bon Secours Maryview Hospital

Dr. Felicia Toreno
Eastern Virginia Medical School

Maggie Trimmer
Sentara Leigh Hospital

Jodi Warren
Sentara Independence AIC

Rita Winfield (Chair)
Sentara Princess Anne Hospital

RESPIRATORY THERAPY**

Tara Alimony
Sentara Norfolk General 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

Susan Davis
Sentara Norfolk General Hospital

George Fields
Chesapeake Regional Medical

Tonya Ford
Sentara CarePlex Hospital

Aileen Holgado
Hampton Roads Specialty Hospital

Joanna Hudak
Sentara Leigh Hospital

Jessica Keith
Sentara Virginia Beach General

Brian McHale
Sentara Norfolk General

Rob Owens
Lincare Home Care

Robin Pope
Southampton Memorial Hospital

Kimby Powell
Bon Secours Maryview Medical Center

* Proposed New Members

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RESPIRATORY THERAPY - continued**

Shirley Rich
Sentara Norfolk General Hospital

Ignacio Ripoll
Sleep Specialists of Tidewater

Betsy Ryland
Sentara Leigh Hospital

Justin Seemeuller
Sentara Norfolk General Hospital

Stacey Soltysik
Laker Taylor Transitional Care Hospital

Susan Swedish
Sentara Princess Anne Hospital

Susan Wadsworth
Sentara Princess Anne Hospital

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

STUDIO ARTS

Alison Byrne
Virginia Museum of Contemporary Art

Sam Hughes
Norfolk State University

Solomon Isekeije
Norfolk State University

Charlotte Kasic
Barry Art Museum

Craig McClure
The Virginian-Pilot

Robin Rogers
Chrysler Museum

John Roth
Old Dominion University

Sharon Swift (Chair)
Virginia Wesleyan University

Alison Taylor
Chrysler Museum

Andrea Warren
Governor's School for the Arts

TRUCKING**

Otho Babbs
BBC Trucking, Inc.

Larry Battle
Consolidated Logistics, CLC

Patrick E. Carroll
TFR Recycling

Brooke Deems*
Century Express, Inc.

Cheryl Freauff*
TMC Transportation, Inc.

Danny Glover
GTL Transport Company

Tina Harvey
Capital Concrete, Inc.

Edward O'Callaghan
Century Express, Inc.

Paul Pittman*
Pepsi Bottling Group

George Woodruff*
Givens Transportation

VETERINARY SCIENCES

Hannah Adams
Academy Animal Care

Heather Brookshire
Animal Vision Center of Virginia

* Proposed New Members

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VETERINARY SCIENCES - continued

Geoff Campbell
Edinburgh Animal Hospital

Samantha DeShields
People for the Ethical Treatment of Animals

Lesley Esposito
Acredale Animal Hospital

Gemma Gilera
Beach Pet Hospital

Todd Hollowell
Strawbridge Animal Care

Melody Nelson
Pet Care Veterinary Hospital

Emily Peck (Chair)
Virginia Beach SPCA

Danielle Russ
Center of Veterinary Expertise

L. Allison Rye
Bay Beach Veterinary Hospital

Christina Sims
Beach Pet Hospital

Sharon Siry
Nansemond Veterinary Clinic

Aimee Walker
P.A.W.S. for Rehabilitation

Dylan Wilson
Tidewater Community College, Student

WELDING**

Troi Crosswell
Tecnico Corporation

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 Spear
Chesapeake Marine Works, Inc.

John Williamson
AMSEC, LLC

* Proposed New Members
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TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 11, 2021
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Proposed 2021-22 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 2021-22 Local Fund Budgets as presented.

STAFF LIAISON:

Heather Hardiman
Vice President for Administration and
Chief Financial Officer

hmccraig@tcc.edu

757-822-1738

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
FY2022**

	Budget 2021	Anticipated FY21 Expenses	Proposed Budget 2022	Variance
Fund Balance 07/01	\$ 1,490,404	\$ 1,490,404	\$ 1,842,466	
I. Revenues				
A. Student Activity Fee	\$ 787,607	\$ 787,607	\$ 798,660	\$ 11,053
B. Student Activity Fee Revenue Loss Reimbursement			215,959	215,959
C. ID Card Replacements	10,000	900	1,000	(9,000)
Total Revenues	\$ 797,607	\$ 788,507	\$ 1,015,619	\$ 218,012
Total Resources (Revenue & Fund Bal.)	\$ 2,288,011	\$ 2,278,911	\$ 2,858,085	
II. Expenditures				
A. Chesapeake Campus				
1. Student Government Association	\$ 1,515		1,515	\$ -
2. Programming	15,000	5,000	15,000	
3. Student Organizations	2,000	200	2,000	
6. Contingency Fund	1,500		2,000	500
Subtotal--Chesapeake Campus	\$ 20,015	\$ 5,200	\$ 20,515	\$ 500
B. Norfolk Campus				
1. Student Government Association	\$ 1,200		\$ 1,200	\$ -
2. Programming	16,215	8,500	18,215	2,000
3. Student Organizations	1,000	1,000	1,000	
6. Contingency Fund	100		100	
Subtotal--Norfolk Campus	\$ 18,515	\$ 9,500	\$ 20,515	\$ 2,000
C. Portsmouth Campus				
1. Student Government Association	\$ 1,000		\$ 1,000	\$ -
2. Programming	18,000	5,000	18,000	
3. Student Organizations	1,000		1,000	
4. Contingency Fund	515		515	
Subtotal--Portsmouth Campus	\$ 20,515	\$ 5,000	\$ 20,515	\$ -
D. Virginia Beach Campus				
1. Student Government Association	\$ 500	\$ -	\$ 500	\$ -
2. Programming	20,644	6,500	20,644	
3. Student Organizations	15,000	1,245	15,000	
4. Contingency Fund				
Subtotal--Virginia Beach Campus	\$ 36,144	\$ 7,745	\$ 36,144	\$ -
E. Student Activities--College-wide				
1. Visual Arts Center	\$ 2,100	\$ 900	\$ 2,100	\$ -
2. Student Resource and Empowerment Center	2,301		10,000	7,699
3. Student Federation Council	3,000		3,000	
4. Intercultural Learning	10,500	500	2,000	(8,500)
5. Virtual Student Center			16,000	16,000
Subtotal--Student Activities--College-wide	\$ 17,901	\$ 1,400	\$ 33,100	\$ (801)
F. Learning Assistance Fund				
1. Chesapeake	\$ 15,416	\$ 2,500	\$ 15,416	\$ -
2. Norfolk	12,339	4,400	12,339	
3. Portsmouth	11,547	9,000	11,547	
4. Virginia Beach	38,491	34,000	38,491	
Subtotal--Learning Assistance Fund	\$ 77,793	\$ 49,900	\$ 77,793	\$ -

	Budget 2021	Anticipated FY21 Expenses	Proposed Budget 2022	Variance
G. College-wide Contingency Fund				
1. Chesapeake	\$ 4,574		\$ 4,574	\$ -
2. Norfolk	3,849		3,849	
3. Portsmouth	3,730		3,730	
4. Virginia Beach	3,208	800	3,208	
Subtotal--College-wide Contingency Fund	\$ 15,361	\$ 800	\$ 15,361	\$ -
H. Deans' Contingency Fund				
1. Chesapeake	\$ 2,919	\$ 2,700	\$ 2,919	\$ -
2. Norfolk	6,787		6,787	
3. Portsmouth	3,208	200	3,208	
4. Virginia Beach	6,415	4,000	6,415	
Subtotal--Deans' Contingency Fund	\$ 19,329	\$ 6,900	\$ 19,329	\$ -
I. Student Activities Identification System				
Equipment, Software, and Supplies	\$ 33,000		\$ 36,000	\$ 3,000
Subtotal--Student Activities Identification System	\$ 33,000	\$ -	\$ 36,000	\$ 3,000
Total Expenditures	\$ 258,573	\$ 86,445	\$ 279,272	\$ 20,699
III. Transfers				
A. Transfer to Student Center Budget	\$ 512,331	\$ 350,000	\$ 537,948	\$ 25,617
Subtotal--Transfers	\$ 512,331	\$ 350,000	\$ 537,948	\$ 25,617
Fund Balance 06/30		\$ 1,842,466	\$ 2,040,865	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2022**

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 10,875 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. Student Activities

Student Life offices provide holistic student development and programming inclusive of, but not limited to, Student Government Association, student organizations, engagement, volunteerism, community outreach, leadership development, marketing, recreation, E-sports, diversity, and cultural inclusion that has been approved by the Director of Student Life. Student Life professionals utilize local funds to support the needs of the student population, promote student engagement and retention, and support the colleges' strategic plan initiatives.

- 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 of Student Life.
- 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, inclusion 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. Contingency Fund – Funding is provided to fund special initiatives, technology and equipment upkeep, and other miscellaneous expenses that may emerge during the 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. Student Resource and Empowerment Center – Funds support college-wide programs and services focused on issues critical to the success of all students, but specifically populations of underserved students to persist in their academic pursuits. The Director of the Student Resource and Empowerment Center manages this budget.
3. Student Federation Council – Provides college wide funding and support for Student Government Association for professional and leadership development, training, conferences, registrations, education initiatives and affiliated student travel, honor cords and recognition, and professional organization memberships. The Vice President for Student Affairs approves these expenditures.
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 the Student Resource and Empowerment Center manages this budget.
5. Virtual Student Center - Funding is provided to support Virtual Student Center special initiatives and programming. Initiatives and programming support include, but is not limited to, speakers, presenters, entertainment, marketing, promotional materials, and apparel.

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. College-wide Contingency Fund – Provides the campus 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. These funds are managed by the Vice President for Academic Affairs and the Vice President for Student Affairs.

H. Deans' Contingency Fund – Provides funding for the campus deans 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
FY2022**

	Budget 2021	Anticipated Rev/Exp 2021	Proposed Budget 2022	Variance
Fund Balance 07/01	\$ 16,644,506	\$ 16,644,506	\$ 16,378,070	
I. Revenues				
A. Institutional Fee	\$ 2,254,719	\$ 2,254,719	\$ 2,286,360	\$ 31,641
B. Institutional Fee Revenue Loss Reimbursement			\$ 618,237	\$ 618,237
C. Student Parking Sales	52,119	5,200	20,000	\$ (32,119)
D. Student HRT Pass Sales	56,250	6,200	10,000	\$ (46,250)
E. Miscellaneous Revenue	3,600		3,600	
Total Revenues	\$ 2,363,088	\$ 2,266,119	\$ 2,938,197	
Total Resources (Revenue & Fund Bal.)				
	\$ 19,007,594	\$ 18,910,625	\$ 19,316,267	
II. Expenditures				
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,640,600	\$ 1,640,106	\$ -	\$ (1,640,600)
B. Chesapeake Campus Parking Lot - Debt Service	335,125	331,473	333,500	\$ (1,625)
C. Chesapeake Parking Garage Operating Expenses				
1. Personnel	49,275		5,250	\$ (44,025)
2. Utilities	10,000	8,254	10,000	\$ -
3. Security				
4. General Maintenance	40,000	40,000	50,000	\$ 10,000
D. College-wide Parking Lot Improvements	200,000	150,000	150,000	\$ (50,000)
E. Hampton Roads Transit (HRT) Passes	186,210	57,450	98,500	\$ (87,710)
F. Student Parking	69,090	37,500	52,140	\$ (16,950)
G. Visual Arts Center Parking Lease	76,500	76,500	12,667	\$ (63,833)
H. College-wide Beautification & Wayfinding	2,500,000	191,272	542,475	\$ (1,957,525)
I. Security Camera Implementation			225,000	\$ 225,000
Total Expenditures	\$ 5,106,800	\$ 2,532,555	\$ 1,479,532	
Anticipated Fund Balance 06/30				
		16,378,070	17,836,735	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2022**

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 10,875 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. Institutional Fee Revenue Loss Reimbursement** – A one-time recoup of revenue loss for Spring '20, Summer '20, and Fall '20 semesters as allowed by the Higher Education Emergency Relief Fund (HEER).
- C. Student Parking Sales** – Revenue from the sale of the City of Norfolk parking garage spaces to students on the Norfolk Campus. Student cost is at a reduced rate because the Institutional Fee subsidizes the total cost.
- D. 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 the total cost.
- E. Miscellaneous Revenue** – Revenue from leasing of the TCC parking lots or garage.

II. EXPENDITURES

- A. Chesapeake Campus Parking Garage – Debt Service** – Funds for the debt service of the Chesapeake Campus Parking Garage. This reflects the first year of a two-year moratorium on the annual debt service payments. Payment one of eleven of the restructured debt service payments will commence in FY23.
- B. Chesapeake Campus Parking Lot – Debt Service** – Funds for the debt service of the Chesapeake Campus parking lot. This reflects the twelfth year of a 15-year annual debt service payment.
- C. Chesapeake Campus Parking Garage – Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, security services, 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 GoSemester Passes from HRT to provide transportation services to students at a discounted rate, including light rail, bus, and ferry. Expenditures are reduced as a result of credits with HRT from unused passes during COVID-19.

- F. **Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- G. **Visual Arts Center Parking Lease** – Parking lease remainder payments for the Visual Arts Center which terminates effective June 30, 2021.
- H. **College-wide Wayfinding** – Costs to improve and enhance signage across all campuses and the district office.
- I. **Security Camera Implementation** – Cost to design and implement security cameras at the four Student Centers and the Chesapeake parking garage.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
FY2022**

	Budget 2021	Anticipated 2021	Proposed Budget 2022	Variance
Fund Balance 07/01	\$ 17,708,133	\$ 17,708,133	\$ 15,917,754	
I. Revenues				
A. Auxiliary Capital Fee	\$ 6,156,317	\$ 5,523,215	\$ 6,107,400	\$ (48,917)
B. Aux Cap Fee Revenue Reimbursement			1,651,455	1,651,455.00
C. Transfer-In from Student Activities Budget	512,331	512,331	537,948	25,616.55
D. Food Service Commission	34,000		10,000	(24,000.00)
E. Miscellaneous Revenue	72,500	383,300	10,000	(62,500.00)
Total Revenues	\$ 6,775,148	\$ 6,418,846	\$ 8,316,803	\$ 1,541,655
Total Resources (Revenue & Fund Balance)				
	\$ 24,483,281	\$ 24,126,979	\$ 24,234,557	
II. Expenditures				
A. Bond Debt Service				
1. Student Center - Norfolk Campus	\$ 1,110,600	\$ 1,110,403	\$ 298,611	\$ (811,989)
2. Student Center - Chesapeake Campus	1,233,530	1,143,342	685,757	(547,773.37)
3. Student Center - Portsmouth Campus	1,091,639	1,086,050	1,243,831	152,192.25
4. Student Center - Virginia Beach Campus	1,759,134	1,629,960	969,634	(789,500.37)
Subtotal--Bond Debt Service	\$ 5,194,903	\$ 4,969,755	\$ 3,197,833	\$ (1,997,070)
B. Norfolk Student Center				
1. General Operations				
a. Personnel	\$ 311,522	\$ 311,522	\$ 327,098	\$ 15,576
b. Operating Expenses	25,000	8,873	25,000	
Subtotal--General Operations	\$ 336,522	\$ 320,395	\$ 352,098	\$ 15,576
2. Facility Operations				
a. Utilities	\$ 100,000	\$ 30,500	\$ 100,000	\$ -
b. Security	58,000	10,000	58,000	
c. Custodial				
1. Personnel	116,000		116,000	
2. Expenditures	9,208	8,200	12,000	2,792
d. General Maintenance				
1. Personnel	53,723	23,000	54,000	277
2. Expenditures	46,750	46,750	60,000	13,250
e. Insurance	7,700	7,700	7,700	
f. Network & Telecommunications	35,942	35,942	35,942	
Subtotal--Facility Operations	\$ 427,323	\$ 162,092	\$ 443,642	\$ 16,319
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 18,900	\$ 5,050	\$ 7,875	\$ (11,025)
Subtotal--Food Services	\$ 18,900	\$ 5,050	\$ 7,875	\$ (11,025)
Subtotal--Norfolk Student Center	\$ 782,745	\$ 487,537	\$ 803,615	\$ 20,870
C. Chesapeake Student Center				
1. General Operations				
a. Personnel	\$ 311,254	\$ 311,254	\$ 326,817	\$ 15,563
b. Operating Expenses	50,000	20,000	25,000	(25,000)
Subtotal--General Operations	\$ 361,254	\$ 331,254	\$ 351,817	\$ (9,437)

	Budget 2021	Anticipated 2021	Proposed Budget 2022	Variance
2. Facility Operations				
a. Utilities	\$ 110,000	\$ 80,900	\$ 110,000	\$ -
b. Security	40,000	10,000	41,000	1,000
c. Custodial				
1. Personnel	120,362		120,362	
2. Expenditures	12,000	2,400	12,000	
d. General Maintenance				
1. Personnel	53,768	25,250	54,000	232
2. Expenditures	46,750	46,750	60,000	13,250
e. Insurance	8,400	8,400	8,400	
f. Network & Telecommunications	34,686	34,686	34,686	
Subtotal--Facility Operations	\$ 425,966	\$ 208,386	\$ 440,448	\$ 14,482
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 10,755	\$ 4,900	\$ 5,750	\$ (5,005)
Subtotal--Food Services	\$ 10,755	\$ 4,900	\$ 5,750	\$ (5,005)
Subtotal--Chesapeake Student Center	\$ 797,975	\$ 544,540	\$ 798,015	\$ 40
D. Portsmouth Student Center				
1. General Operations				
a. Personnel	\$ 313,630	\$ 313,630	\$ 329,312	\$ 15,682
b. Operating Expenses	29,766	25,000	25,000	(4,766)
Subtotal--General Operations	\$ 343,396	\$ 338,630	\$ 354,312	\$ 10,916
2. Facility Operations				
a. Utilities	\$ 110,000	\$ 90,400	\$ 110,000	\$ -
b. Security	50,400	10,000	51,000	600
c. Custodial				
1. Personnel	118,379		118,379	
2. Expenditures	8,500	4,000	12,000	3,500
d. General Maintenance				
1. Personnel	50,717	45,200	52,000	1,283
2. Expenditures	46,750	45,000	50,000	3,250
e. Insurance	8,250	8,250	8,250	
f. Network & Telecommunications	40,045	40,045	40,045	
Subtotal--Facility Operations	\$ 433,041	\$ 242,895	\$ 441,674	\$ 8,633
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 16,200	\$ 5,100	\$ 7,725	\$ (8,475)
Subtotal--Food Services	\$ 16,200	\$ 5,100	\$ 7,725	\$ (8,475)
Subtotal--Portsmouth Student Center	\$ 792,637	\$ 586,625	\$ 803,711	\$ 11,074
E. Virginia Beach Student Center				
1. General Operations				
a. Personnel	\$ 406,704	\$ 393,504	\$ 427,039	\$ 20,335
b. Operating Expenses	30,300	25,000	40,000	9,700
Subtotal--General Operations	\$ 437,004	\$ 418,504	\$ 467,039	\$ 30,035
2. Facility Operations				
a. Utilities	\$ 45,745	\$ 25,000	\$ 46,000	\$ 255
b. Security	45,300	20,000	46,000	700
c. Custodial				
1. Personnel	189,000		189,000	
2. Expenditures	11,333	6,500	12,000	667

	Budget 2021	Anticipated 2021	Proposed Budget 2022	Variance
d. General Maintenance				
1. Personnel	90,491	34,164	91,000	509
2. Expenditures	60,208	60,000	65,000	4,792
e. Insurance	12,350	12,350	12,350	
f. Network & Telecommunications	35,890	35,890	35,890	
Subtotal--Facility Operations	\$ 490,317	\$ 193,904	\$ 497,240	\$ 6,923
3. Food Services				
a. Equipment Mtce. & Replacement	\$ 18,900	\$ 8,360	\$ 8,125	\$ (10,775)
Subtotal--Food Services	\$ 18,900	\$ 8,360	\$ 8,125	\$ (10,775)
Subtotal--Virginia Beach Student Center	\$ 946,221	\$ 620,768	\$ 972,404	\$ 26,183
Total Expenditures	\$ 8,514,481	\$ 7,209,225	\$ 6,575,578	\$ (1,938,903)
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -
Projected Fund Balance 06/30		\$ 15,917,754	\$ 16,658,979	

VPA-CFO 4/13/21

Capital Maintenance Reserve Fund FY14-FY21	\$ 9,500,000
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**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
Narrative Justification
FY2022**

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 10,875 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. Auxiliary Capital Fee Revenue Reimbursement** – A one-time recoup of revenue loss for Spring '20, Summer '20, and Fall '20 semesters as allowed by the Higher Education Emergency Relief Fund (HEER).
- C. Transfer-In from Student Activities Budget** – This transfer reflects the funding of positions from the Student Activities budget.
- D. Food Service Commission** – Estimated commissions from the college's food service contract.
- E. Miscellaneous Revenue** – Revenue generated from rental of student center facilities and other activities at the student centers.

II. EXPENDITURES

- A. Bond Debt Service** – Principal and interest payments due on VCBA Pooled Bonds used to finance the student centers. Fiscal Year 2022 payments are temporarily reduced as a result of Bond Debt restructure.
- 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
FY2022**

	Budget 2021	Anticipated 2021	Proposed Budget 2022	Variance
Projected Fund Balance 07/01	\$ 11,380,622	\$ 11,380,622	\$ 10,731,548	
I. Revenues				
A. Bookstore	\$ 650,000	\$ -	200,000	450,000
B. Vending				
1. Exclusive Beverage Contract	69,500	25,548	41,600	27,900
2. Vending - CRH	27,500	1,500	2,500	25,000
C. Food Service - Joint-Use Library	4,800		750	4,050
D. Municipal Support	24,000	24,000	24,000	
E. Interest Earnings	550,000	240,000	205,000	345,000
F. Miscellaneous Revenue	10,000	5	100	9,900
G. Auxiliary Services Loss Revenue Reimbursement			800,000	(800,000)
Total Revenues	\$ 1,335,800	\$ 291,053	\$ 1,273,950	
Total Resources (Revenue & Fund Bal.)				
	\$ 12,716,422	\$ 11,671,675	\$ 12,005,498	
II. Expenditures				
A. Operating Expenses				
1. Banking Costs	\$ 5,000	\$ 6,000	\$ 6,000	\$ 1,000
2. Miscellaneous Expenses	1,000	1,000	1,000	
3. Joint-Use Library Food Service Equipment	4,000	1,000	1,750	(2,250)
Subtotal - Operating Expenses	\$ 10,000	\$ 8,000	\$ 8,750	\$ (1,250)
B. Faculty/Staff Parking				
	\$ 320,000	\$ 320,000	\$ 300,000	\$ (20,000)
C. College Community Events				
	\$ 15,000		\$ 15,000	\$ -
D. Financial Aid Adjustments				
	\$ 10,000	\$ (6,500)	\$ 10,000	\$ -
E. Child Care Subsidy				
1. Norfolk			\$ 120,000	\$ 120,000
2. Portsmouth			\$ 120,000	\$ 120,000
F. Auxiliary Service Operations				
1. Personnel	\$ 172,455	\$ 160,703	\$ 165,000	\$ (7,455)
2. General Operating Costs	5,000	3,500	3,500	(1,500)
3. Equipment/Software/Installation	35,000		33,000	(2,000)
4. StormCard Marketing	4,000	4,000	4,000	
Subtotal - Auxiliary Service Operations	\$ 216,455	\$ 168,203	\$ 205,500	\$ (10,955)
G. Community Support				
1. College Board	\$ 2,500	\$ -	\$ 2,500	\$ -
2. President	15,000	7,000	15,000	
3. Vice Presidents				
a. Vice President for Academic Affairs	6,000	3,700	6,000	
b. Vice President for Administration and Chief Financial Officer	6,000	2,000	6,000	
c. Vice President for Information Systems & Institutional Effectiveness	6,000	50	6,000	
d. Vice President for Institutional Advancement	6,000		6,000	
e. Vice President for Workforce Solutions	6,000	1,000	6,000	
f. Vice President for Student Affairs	6,000	2,000	6,000	
4. Campus Deans				
a. Portsmouth	6,000	1,500	6,000	
b. Virginia Beach	12,000	2,200	12,000	
c. Chesapeake	6,000	1,000	6,000	
d. Norfolk	6,000	1,700	6,000	
5. Community Outreach	27,000	1,500	27,000	
6. Contingencies	3,500		3,500	
Subtotal - Community Support	\$ 114,000	\$ 23,650	\$ 114,000	\$ -

	Budget 2021	Anticipated 2021	Proposed Budget 2022	Variance
H. Deans' Discretionary Aid Fund				
1. Chesapeake	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
2. Norfolk	5,000	5,000	5,000	
3. Portsmouth	5,000	5,000	5,000	
4. Virginia Beach	10,000	10,000	10,000	
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Subtotal- Expenditures				
	\$ 710,455	\$ 538,353	\$ 1,038,250	\$ (32,205)
III. Student Financial Assistance				
A. TCC Scholarships & Awards				
1. Art Scholarships	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
2. International Student Scholarships	15,500		15,500	
3. Culinary Match Program	3,000	3,000	3,000	
4. Martin Luther King Scholarship	5,621	5,621	5,576	(45)
5. Military Scholarships	28,103	28,103	28,103	
6. ROTC Scholarships	13,489	13,489	13,489	
7. High School Scholarships				
a. Chesapeake	67,446	67,446	66,096	(1,350)
1. LaVonne P. Ellis Scholarship	11,151	11,112	11,121	(30)
2. Terri N. Thompson Scholarship	11,151	11,151	11,121	(30)
b. Norfolk	56,205	56,205	43,704	(12,501)
1. John T. Kavanaugh Scholarship	11,241	11,151	11,151	(90)
2. John Padgett Scholarship			11,151	11,151
c. Portsmouth	22,482	22,482	21,132	(1,350)
1. Lee B. Armistead Scholarship	11,241	11,241	11,151	(90)
d. Suffolk (Northern)	11,241	11,151	11,151	(90)
e. Virginia Beach	101,169	101,169	99,819	(1,350)
1. Stanley Waranch Scholarship	11,241	11,151	11,151	(90)
2. Dorcas T. Helfant-Browning Scholarship	11,241	11,151	11,151	(90)
3. Thomas H. Wilson Scholarship	11,241	11,151	11,151	(90)
8. Dual Enrolled Scholarships				
1. Chesapeake			4,700	4,700
2. Norfolk			4,700	4,700
3. Portsmouth			4,700	4,700
4. Virginia Beach			4,700	4,700
9. LEAP Scholarships			600,000	600,000
Subtotal - TCC Scholarships & Awards	\$ 417,762	\$ 401,774	\$ 1,030,518	\$ 612,756
Total Expenditures & Student Financial Assistance				
	\$ 1,128,217	\$ 940,127	\$ 2,068,768	\$ 580,551
Projected Fund Balance 06/30				
		\$ 10,731,548	\$ 9,936,730	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
Narrative Justification
FY2022**

I. REVENUES

- A. **Bookstore** – Sales commissions from the Barnes & Noble bookstores operated at MacArthur Mall and the Virginia Beach Campus through December 2021. Also includes sales commissions from the new bookstore contract to be awarded beginning January 2022. All bookstores will be located on TCC campuses.
- B. **Vending** – Commissions from vending sales at all four campuses and the District Office.
- C. **Food Service – Joint-Use Library** – Commissions from the college food service contract with The Farley Group.
- D. **Municipal Support** – Contributions from the cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach.
- E. **Interest Earnings** – Interest earnings are calculated on a \$50 million average investment at .13%.
- F. **Miscellaneous Revenue** – Miscellaneous income from expired StormCard plans and other miscellaneous receipts.
- G. **Auxiliary Services Loss Revenue Reimbursement** –A one-time recoup of revenue loss for Spring '20, 'Summer '20, and Fall '20 semesters as allowed by the Higher Education Emergency Relief Fund (HEER).

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. **Child Care Subsidy** – Funding to assist students with financial need for the cost of childcare on the Norfolk and Portsmouth campuses.

F. 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 used each year for promotional purposes.

G. Community Support

1. College Board – Funds for expenses of the Board meetings and other Board related expenses.
- 2., 3., & 4. President, Vice Presidents and Campus Deans– 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.

H. 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. International Student Scholarships – Awards to international 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.
5. Military Scholarships – Awards to dependents of service-persons 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.

The John D. Padgett Scholarship will be awarded annually to a Norfolk high school graduate. The Local College Board named the scholarship in honor of Mr. Padgett on May 11, 2021 for his dedication and exemplary service to Tidewater Community College and those it serves.

8. Dual Enrolled Scholarships – Awards to high school students from the cities of Portsmouth, Virginia Beach, Chesapeake, and Norfolk. Ten scholarships will be awarded from each of the cities to need-based students for up to six credits.
9. L.E.A.P. Scholarships – Awards to recent high school graduates who are enrolled in courses within the Learn Explore Accelerate Persevere (LEAP) Program.



Resolution

Whereas, John D. Padgett was appointed by the Norfolk City Council as a member of the Tidewater Community College Board on April 12, 2011, and was subsequently reappointed to the Board in July 2013 and in July 2017; and

Whereas, John D. Padgett faithfully served with honor and distinction as Vice Chair of the Tidewater Community College Board from 2012 to 2014 and as Chair from 2014 to 2016; and

Whereas, John D. Padgett served ably and diligently as a member of the Curriculum and Student Development Committee from 2011 to 2012; on the Advocacy Committee from 2012 to 2014; and on the Finance and Facilities Committee from 2016 to 2021; and

Whereas, John D. Padgett raised the profile of Tidewater Community College as recipient of the Virginia Community College System's 2014 Chair's Award for College Board Member Exemplary Service; and

Whereas, John D. Padgett greatly assisted the Tidewater Community College Real Estate Foundation Board as a (*ex officio*) member from 2012 to 2021; and

Whereas, John D. Padgett established an exemplary record of service and devotion to the College through his consistent participation in Commencement Exercises, Joint-Board Programs, College Convocations, Dedications, Groundbreakings, and other College events:

Now, Therefore, Be It Resolved that the Tidewater Community College Board shall establish the John D. Padgett Scholarship, which shall be awarded annually to a Norfolk high school graduate; and

Be It Further Resolved that the Tidewater Community College Board and College President, on behalf of the faculty, staff and students, recognize the outstanding contributions, dedication, and exemplary service of John D. Padgett to the mission of Tidewater Community College and those it serves; and

Be it Further Resolved that a copy of this resolution be given to John D. Padgett with our warmest wishes on this, the 30th day of September 2021, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board.

Cynthia S. Free
Chair, College Board

Marcia Conston, Ph.D.
President



Resolution

Whereas, Paulette D. Franklin-Jenkins was appointed by the Portsmouth City Council as a member of the Tidewater Community College Board in January 2017 and was subsequently reappointed to the Board in July 2021; and,

Whereas, Paulette D. Franklin-Jenkins served ably and diligently as a member of the Finance and Facilities Committee from 2017 to 2021; and,

Whereas, Paulette D. Franklin-Jenkins served ably and diligently as College Board Vice Chair from 2018 to 2020; and,

Whereas, Paulette D. Franklin-Jenkins demonstrated outstanding devotion to all of her duties as a College Board member, including regular attendance at College Convocations, College Commencements, Chancellor's Retreats, Joint-Board Receptions, Dedications, Groundbreakings, State Board Annual Meetings, Virginia Community College System Legislative Receptions, General Assembly visits, and Scholarship Programs; and,

Whereas, Paulette D. Franklin-Jenkins was a passionate advocate for Tidewater Community College with Portsmouth City Council and with everyone with whom she spoke:

Now, Therefore Be It Resolved that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, recognize the outstanding contributions, dedication, and exemplary service of Paulette D. Franklin-Jenkins to the mission of Tidewater Community College and those it serves; and

Be It Further Resolved that a copy of this resolution be given to Paulette D. Franklin-Jenkins with our warmest wishes, on this, the 30th day of September 2021 and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

Cynthia S. Free
Chair, College Board

/s/

Marcia Conston, Ph.D.
President

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 11, 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
Vice President for Administration and
Chief Financial Officer
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%	300,544	300,544		
	June 2021	2.32%	1,960,000	1,960,000	2,260,544	2,260,544
FY22	Through Aug 2021	1.98%	1,470,000	1,470,000	3,730,544	3,730,544
LGIP - Treasury						
	N/A	0.13%	\$ 16,064,287	16,064,287		
Repurchase Agreements - Towne Bank						
	Overnight	0.13%	\$ 29,221,445	29,221,445		
			Total Invested	49,016,276		

*Funds from recent maturities

VPA-CFO 4/09/21

Approximate earnings rates (subject to change):

Raymond James

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

College Board Meetings

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	\$ 49,728,997	\$ 20,264
February 28, 2021	\$ 49,683,186	\$ 7,946
March 31, 2021	\$ 49,016,276	\$ 9,180
April 30, 2021		
May 31, 2021		
June 30, 2021		
TOTAL		\$ 240,042

Note 1

VPA-CFO 4/9/21

Detail:

Investment Category	Cumulative Average Yield	Balance
Towne Bank - Repurchase Agreements	0.13%	\$ 29,221,445
Towne Bank - Raymond James	3.19%	\$ 3,730,544
Commonwealth - LGIP	0.13%	\$ 16,064,287
TOTAL		\$ 49,016,276

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: May 11, 2021

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

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

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Heather Hardiman
Vice President for Administration and
Chief Financial Officer
hmccraig@tcc.edu
757-822-1738

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2020 - March 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	\$ 682,500	\$ -	\$ 105,107	87%
B. ID Card Replacements	10,000	910		9,090	9%
C. Miscellaneous Revenue	500			500	0%
Total Revenues	\$ 798,107	\$ 683,410	\$ -	\$ 114,697	86%
Total Resources (Revenue & Fund Bal.)		\$ 2,173,814			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 1,515	\$ -	\$ -	\$ 1,515	0%
2. Programming	15,000	2,600	2,365	10,035	33%
3. Student Organizations	2,000	179	224	1,597	20%
4. Recreational Sports	250			250	0%
5. Operating Expenses	250			250	0%
6. Contingency Fund	1,500		669	831	45%
Subtotal--Chesapeake Campus	\$ 20,515	\$ 2,779	\$ 3,258	\$ 14,478	29%
B. Norfolk Campus					
1. Student Government Association	\$ 1,200	\$ -	\$ -	\$ 1,200	0%
2. Programming	16,215	4,135	4,084	7,996	51%
3. Student Organizations	1,000		1,000		100%
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	\$ 4,635	\$ 5,084	\$ 10,796	47%
C. Portsmouth Campus					
1. Student Government Association	\$ 1,000	\$ -	\$ -	\$ 1,000	0%
2. Programming	18,000	2,300	3,512	12,188	32%
3. Student Organizations	1,000		224	776	22%
4. Contingency Fund	515			515	0%
Subtotal--Portsmouth Campus	\$ 20,515	\$ 2,300	\$ 3,736	\$ 14,479	29%
D. Virginia Beach Campus					
1. Student Government Association	\$ 500	\$ -	\$ -	\$ 500	0%
2. Programming	20,644	4,860	1,548	14,236	31%
3. Student Organizations	15,000	8,245	224	6,531	56%
Subtotal--Virginia Beach Campus	\$ 36,144	\$ 13,105	\$ 1,772	\$ 21,267	41%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 2,100	\$ 875	\$ -	\$ 1,225	42%
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	\$ 875	\$ 462	\$ 16,564	7%
F. Learning Assistance Fund					
1. Chesapeake	\$ 15,416	\$ 1,820	\$ -	\$ 13,596	12%
2. Norfolk	\$ 12,339	2,876		9,463	23%
3. Portsmouth	\$ 11,547	7,056		4,491	61%
4. Virginia Beach	38,491	28,894		9,597	75%
Subtotal--Learning Assistance Fund	\$ 77,793	\$ 40,646	\$ -	\$ 37,147	52%

	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	800	1,333	1,075	66%
Subtotal--Provosts' Contingency Fund	\$ 15,361	\$ 800	\$ 1,333	\$ 13,228	14%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 2,919	\$ 2,518	\$ 239	\$ 162	94%
2. Norfolk	6,787		393	6,394	6%
3. Portsmouth	3,208	800		2,408	25%
4. Virginia Beach	6,415	3,553	2,826	36	99%
Subtotal--Deans' Contingency Fund	\$ 19,329	\$ 6,871	\$ 3,458	\$ 9,000	53%
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	\$ 72,011	\$ 19,103	\$ 169,959	35%
III. Transfers					
A. Transfer to Student Center Budget	\$ 512,331	\$ 384,248	\$ -	\$ 128,083	75%
Subtotal--Transfers	\$ 512,331	\$ 384,248	\$ -	\$ 128,083	75%
Fund Balance 3/31/21		\$ 1,717,555			

Approved by the Local College Board on May 12, 2020

VPA-CFO 03/21

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 - March 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	\$ 2,056,636	\$ -	\$ 198,083	91%
B. Student Parking Sales	52,119	5,177		46,942	10%
C. Student HRT Pass Sales	56,250	6,175		50,075	11%
D. Miscellaneous Revenue	3,600			3,600	0%
Total Revenues	\$ 2,366,688	\$ 2,067,988	\$ -	\$ 295,100	87%
Total Resources (Revenue & Fund Bal.)					
		\$ 18,712,494			
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	5,905		4,095	59%
3. Security					
4. General Maintenance	40,000	27,813	12,187		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	50,880		25,620	67%
H. College-wide Beautification and Wayfinding	2,500,000	160,204	31,068	2,308,728	8%
Total Expenditures	\$ 5,107,700	\$ 2,372,139	\$ 91,244	\$ 335,589	93%
Fund Balance 03/31/21					
		\$ 16,340,355			

Approved by the Local College Board on May 12, 2020

VPA-CFO 03/21

**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 - March 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	\$ 5,602,248	\$ -	\$ 554,069	91%
B. Transfer-In from Student Activities Budget	512,331	384,248		128,083	75%
C. Food Service Commission	34,000			34,000	
D. Miscellaneous Revenue	72,500	383,300		(310,800)	529%
E. Facility Use Fee				-	
Total Revenues	\$ 6,775,148	\$ 6,369,796	\$ -	\$ 405,352	94%
Total Resources (Revenue & Fund Balance)					
		\$ 24,077,929			
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	\$ 193,993	\$ -	\$ 117,529	62%
b. Operating Expenses	25,000	6,011	6,738	12,251	51%
Subtotal--General Operations	\$ 336,522	\$ 200,004	\$ 6,738	\$ 129,780	61%
2. Facility Operations					
a. Utilities	100,000	19,665		80,335	20%
b. Security	58,000		58,000		100%
c. Custodial					
1. Personnel	116,000			116,000	0%
2. Expenditures	9,208	2,969	5,180	1,059	88%
d. General Maintenance					
1. Personnel	53,723	14,960		38,763	28%
2. Expenditures	46,750	30,045	16,705		100%
e. Insurance	7,700			7,700	0%
f. Network & Telecommunications	35,942	26,957		8,986	75%
Subtotal--Facility Operations	\$ 427,323	\$ 94,596	\$ 79,885	\$ 252,843	41%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 18,900	\$ 952	\$ 4,084	\$ 13,864	27%
Subtotal--Food Services	\$ 18,900	\$ 952	\$ 4,084	\$ 13,864	27%
Subtotal--Norfolk Student Center	\$ 782,745	\$ 295,552	\$ 90,707	\$ 396,487	49%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 311,254	\$ 219,585	\$ -	\$ 91,669	71%
b. Operating Expenses	50,000	6,827	10,609	32,564	35%
Subtotal--General Operations	\$ 361,254	\$ 226,412	\$ 10,609	\$ 124,233	66%

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	110,000	51,209		58,791	47%
b. Security	40,000	601	39,399		100%
c. Custodial					
1. Personnel	120,362			120,362	0%
2. Expenditures	12,000	1,195	1,093	9,712	19%
d. General Maintenance					
1. Personnel	53,768	16,050		37,718	30%
2. Expenditures	46,750	31,572	15,178		100%
e. Insurance	8,400			8,400	0%
f. Network & Telecommunications	34,686	26,015		8,672	75%
Subtotal--Facility Operations	\$ 425,966	\$ 126,642	\$ 55,670	\$ 243,655	43%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 10,755	\$ 891	\$ 3,982	\$ 5,882	45%
Subtotal--Food Services	\$ 10,755	\$ 891	\$ 3,982	\$ 5,882	45%
Subtotal--Chesapeake Student Center	\$ 797,975	\$ 353,945	\$ 70,261	\$ 373,770	53%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 313,630	\$ 209,618	\$ -	\$ 104,012	67%
b. Operating Expenses	29,766	3,566	15,830	10,370	65%
Subtotal--General Operations	\$ 343,396	\$ 213,184	\$ 15,830	\$ 114,382	67%
2. Facility Operations					
a. Utilities	110,000	49,775		60,225	45%
b. Security	50,400		50,400		100%
c. Custodial					
1. Personnel	118,379			118,379	0%
2. Expenditures	8,500	386	2,923	5,191	39%
d. General Maintenance					
1. Personnel	50,717	14,943		35,774	29%
2. Expenditures	46,750	19,973	18,111	8,666	81%
e. Insurance	8,250			8,250	0%
f. Network & Telecommunications	40,045	30,034		10,011	75%
Subtotal--Facility Operations	\$ 433,041	\$ 115,111	\$ 71,434	\$ 246,496	43%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 16,200	\$ 1,297	\$ 4,282	\$ 10,621	34%
Subtotal--Food Services	\$ 16,200	\$ 1,297	\$ 4,282	\$ 10,621	34%
Subtotal--Portsmouth Student Center	\$ 792,637	\$ 329,592	\$ 91,546	\$ 371,499	53%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 406,704	\$ 260,331	\$ -	\$ 146,373	64%
b. Operating Expenses	30,300	10,796	11,046	8,458	72%
Subtotal--General Operations	\$ 437,004	\$ 271,127	\$ 11,046	\$ 154,831	65%

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	45,745	17,638		28,107	39%
b. Security	45,300	13,682	31,618		100%
c. Custodial					
1. Personnel	189,000			189,000	0%
2. Expenditures	11,333	2,894	3,148	5,291	53%
d. General Maintenance					
1. Personnel	90,491	22,343		68,148	25%
2. Expenditures	60,208	29,719	26,689	3,800	94%
e. Insurance	12,350			12,350	0%
f. Network & Telecommunications	35,890	26,918		8,973	75%
Subtotal--Facility Operations	\$ 490,317	\$ 113,194	\$ 61,455	\$ 315,669	36%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 18,900	\$ 930	\$ 7,430	\$ 10,540	44%
Subtotal--Food Services	\$ 18,900	\$ 930	\$ 7,430	\$ 10,540	44%
Subtotal--Virginia Beach Student Center	\$ 946,221	\$ 385,251	\$ 79,931	\$ 481,040	49%
Total Expenditures	\$ 8,514,481	\$ 6,334,093	\$ 332,445	\$ 1,847,943	78%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	100%
Fund Balance 3/31/21		\$ 16,743,836			

Approved by the Local College Board on May 12, 2020

VPA-CFO 03/21

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 - March 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	25,004		29,996	45%
2. Vending - CRH	14,400	1,464		12,936	10%
C. Food Service - Joint-Use Library	3,000			3,000	0%
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	468,000	222,917		245,083	48%
F. Miscellaneous Revenue	7,000	13		6,987	0%
Total Revenues	\$ 1,255,400	\$ 273,398	\$ -	\$ 982,002	22%
Total Resources (Revenue & Fund Bal.)		\$ 11,654,020	\$ -		
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 5,000	\$ 990	\$ 5,992	\$ (1,982)	140%
2. Miscellaneous Expenses	1,000			1,000	0%
3. Joint-Use Library Food Service Equipment	4,000	178	478	3,344	16%
Subtotal - Operating Expenses	\$ 10,000	\$ 1,168	\$ 6,470	\$ 2,362	76%
B. Faculty/Staff Parking	\$ 320,000	\$ 189,415	\$ 11,492	\$ 119,093	63%
C. College Community Events	\$ 15,000	\$ -	\$ 600	\$ 14,400	4%
D. Financial Aid Adjustments	\$ 10,000	\$ (7,724)	\$ -	\$ 17,724	-77%
E. Auxiliary Service Operations					
1. Personnel	\$ 172,455	\$ 96,182	\$ -	\$ 76,273	56%
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			100%
5. Child Care Subsidiary					
6. Child Care Operations					
a. Portsmouth	17,500		1,575	15,925	9%
b. Norfolk	17,500	3,406		14,094	19%
Subtotal - Auxiliary Service Operations	\$ 251,455	\$ 105,697	\$ 2,948	\$ 142,810	43%
F. Community Support					
1. College Board	\$ 2,500	\$ -	\$ -	\$ 2,500	0%
2. President	15,000	6,018	656	8,326	44%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	2,282	363	3,355	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	113	527	5,360	11%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	700	921	4,379	27%
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	500		26,500	2%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 114,000	\$ 14,975	\$ 3,119	\$ 95,906	16%

	Budget 2021	Revenue/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 2,678	\$ 232	\$ 2,090	58%
2. Norfolk	5,000	1,056	3,944		100%
3. Portsmouth	5,000	476	4,524		100%
4. Virginia Beach	10,000	3,838	4,305	1,857	81%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 8,048	\$ 13,005	\$ 3,947	84%
Subtotal- Expenditures					
	\$ 745,455	\$ 311,579	\$ 37,634	\$ 396,242	47%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 10,823	\$ -	\$ 4,177	72%
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	2,224		11,265	16%
7. High School Scholarships					
a. Chesapeake	67,446	55,064		12,382	82%
1. LaVonne P. Ellis Scholarship	11,151	11,151			100%
2. Terri N. Thompson Scholarship	11,151	11,151			100%
b. Norfolk	56,205	42,231		13,974	75%
1. John T. Kavanaugh Scholarship	11,151	11,151			100%
c. Portsmouth	22,482	15,540		6,942	69%
1. Lee B. Armistead Scholarship	11,151	11,151			100%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	101,169	60,782		40,387	60%
1. Stanley Waranch Scholarship	11,151	11,151			100%
2. Dorcas T. Helfant-Browning Scholarship	11,151	11,151			100%
3. Thomas H. Wilson Scholarship	11,151	11,151			100%
Subtotal - TCC Scholarships & Awards	\$ 417,178	\$ 266,389	\$ -	\$ 150,789	64%
Total Expenditures & Student Financial Assistance					
	\$ 1,162,633	\$ 577,968	\$ 37,634	\$ 547,031	53%
Fund Balance 03/31/2021					
		\$ 11,076,052			

Approved by the Local College Board on May 12, 2020

VPA-CFO 03/21

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
PLEGGED 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

**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

MEETING OF THE EXECUTIVE COMMITTEE

FEBRUARY 15, 2021

The Executive Committee of the Tidewater Community College Board met on February 15, 2021 via Zoom.

Members Present:

Barry Brown
Lynn Clements

Jerome Bynum
Cynthia (Cindy) Free

Members Absent:

James (Jay) N. Lucado

Others Present:

Marcia Conston, President & Secretary to the Board
Latesha Johnson, Executive Assistant to the President

1. **Welcome and Call to Order**

Ms. Free, chair, determined the presence of a quorum and called the meeting to order at 4:02 p.m., thanking the members for attending.

2. **Update on Suffolk Board Representation**

Per 2.3.1 of the Tidewater Community College Board Policies and Procedures Manual, *the 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 options to have board representation.* Ms. Free and Dr. Conston discussed the probability of board representation for the City of Suffolk. Chairwoman Free attempted to contact someone at the City Clerk's office but was unsuccessful. Therefore, she contacted Delegate Emily Brewer to assist with scheduling a meeting with Mayor Duman.

3. **Timeline for President's Annual Evaluation**

The president's self-evaluation is due to the board chair by March 15, 2021. Ms. Free will then forward an electronic copy of the assessment to the full board to receive feedback and input no later than April 15, 2021. By May 1, 2021, the President and the Executive Committee will meet to discuss her performance. Subsequent to the meeting, a signed letter will be forwarded to Chancellor DuBois no later than May 3, 2021.

Ms. Free also discussed the proposed continuation of the presidential housing supplement. In March 2020, the Executive Committee met and approved a \$25,000 housing supplement for Dr. Conston. Subsequently, the Tidewater Community College Educational Foundation Board acted to fund the proposal and upon completion, the action was forwarded to the Chancellor for his final approval.

After some discussion, the board moved to act on the presidential housing supplement. On a motion by Ms. Clements, seconded by Dr. Brown, the Executive Committee approved the yearly continuum of the \$25,000 housing supplement. The TCC Educational Foundation Board will formally act to fund the proposal and upon completion, the action will be forwarded to the Chancellor for his final approval.

4. **Real Estate Board Liaison**

Mr. John Padgett serves as the College Board liaison to the Real Estate Foundation Board. Ms. Free noted that his term on the College Board expires June 30, 2021. Therefore, a new liaison to the REF Board must be named. After some discussion, the committee unanimously recommended Mr. Mark Hugel.

5. **Adjournment**

There being no further business to come before the Executive Committee, Ms. Free adjourned the meeting at 4:35 p.m.

Respectfully submitted,

Latesha D. Johnson

Latesha D. Johnson
Executive Assistant to the President & Board Liaison

APPROVAL:



Cynthia (Cindy) Free
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING OF THE EXECUTIVE COMMITTEE

APRIL 14, 2021

The Executive Committee of the Tidewater Community College Board met on April 14, 2021, via Zoom.

Members Present:

Dr. Barry Brown
Jerome Bynum
Lynn Clements

Cynthia (Cindy) Free
James (Jay) Lucado

Members Absent:

None

Others Present:

Dr. Marcia Conston, President & Secretary to the Board
Latesha D. Johnson, Executive Assistant to the President & Board Liaison

1. **Welcome and Call to Order**

Ms. Free, chair, determined the presence of a quorum and called the meeting to order at 4:01 p.m., thanking the members for attending.

2. **Discuss the President's Self-Evaluation**

At the invitation of Ms. Free, Dr. Conston reviewed her self-assessment. She addressed the college's five-year Strategic Plan, INNOVATE 2026. She also provided information on enrollment, Diversity, Equity, and Inclusion, college-wide committees, appointments to local boards, meetings with elected officials, securing a \$90,000 GoVA grant, and future plans. After further questions and discussions, the Executive Committee endorsed the assessment as presented.

3. **Review the College Board's Assessment (via Qualtrics) on the President's Performance**

In accordance with section 2.2-3711(A) of the Code of Virginia, the Executive Committee moved to meet in closed session to review in detail the College Board's assessment of the president's performance. Dr. Conston and Ms. Johnson were excused from the meeting.

4. **Review the VCCS Presidential Feedback Report 2021**

VCCS created a new tool for its Annual College Presidential Summary Evaluation. The new review protocol is a modified 360 evaluation, which gives the college's full-time faculty and staff the opportunity to participate in a survey. In accordance with section 2.2-3711(A) of the Code of Virginia, the Executive Committee moved to meet in closed session to review the VCCS Presidential Feedback Summary Report. Dr. Conston and Ms. Johnson were excused from the meeting.

The Executive Committee later concluded its closed session and reconvened the open session. Dr. Conston and Ms. Johnson returned to the meeting. A roll call vote was taken and all committee members were present certifying that to the best of each member's knowledge (I) only

public business matters lawfully exempted from open requirements under the Freedom of Information Act and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Committee.

On a motion by Dr. Brown, seconded by Mr. Lucado, the Executive Committee voted to accept the College Board's Assessment of the President's Performance as written and the Board Chair will provide a final evaluation letter to the Chancellor on the College Board's behalf.

Adjournment

There being no further business to come before the Executive Committee, Ms. Free adjourned the meeting at 5:15 p.m.

Respectfully submitted,

Latesha D. Johnson

Latesha D. Johnson

Executive Assistant to the President & Board Liaison

APPROVAL:

Cynthia S. Free

Cynthia S. Free
Chair