

# TIDEWATER COMMUNITY COLLEGE BOARD

NOVEMBER 9, 2021

4:00 P.M.

PORTSMOUTH CAMPUS STUDENT CENTER

CYNTHIA (CINDY) FREE, CHAIR  
PRESIDING

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## AGENDA

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

1. **Welcome and Call Meeting to Order** – (4.30 p.m.)
2. **Introduce State Board Member** – Ms. Terri Thompson
3. **Presentation** – Resolution for John Padgett and Mark Hugel
4. **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).
5. **Approval of Action Item(s) on Consent Agenda** (All item(s) under the Consent Agenda are enacted by one motion). (**Attachment(s) – (5 min.)**)
  - a. Previous Meeting Minutes #321 for May 11, 2021 (**Attached**)
  - b. Previous Meeting Minutes #322 for August 12, 2021 (**Attached**)
  - c. Discontinuance of the Career Studies Certificate in Theatre Arts (**Attached**)
  - d. Program Title Change (CSC in Small Business Management to Entrepreneurship) (**Attached**)
  - e. Creation of Specialization, Associate of Science General Studies Specialization: Theatre Arts (**Attached**)
  - f. Lease for Harbor Heights (**Attached**)
6. **Curriculum, Student Development, & Workforce Committee Report** – Dr. Barry C. Brown, Chair (**10 min.**)
  - a. Academic Affairs Update – Dr. Woodhouse
  - b. Student Affairs Update – Dr. Campbell
  - c. Workforce Solutions Update – Ms. Williams
7. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair (**10 min.**)
  - a. Final Local Financial Statements for Year Ending June 30, 2021 (**Attached**)

- b. Local Funds Financial Statements for Month Ending September 30, 2021  
(Attached)
  - c. Final Financial Report for 2020-21 (Attached)
  - d. State Operating Budget for 2021-22 (Attached)
  - e. Student Financial Aid Cohort Default Rate (Attached)
  - f. Capital Outlay Plan Submission
8. **Advocacy Committee Report** – Ms. Kim McCallum, Chair (10 min.)
- a. Committee Update
9. **Educational Foundation Liaison Report** – Ms. Delceno Miles (5 min.)
10. **Real Estate Liaison Report** – Ms. Lynn Clements (5 min.)
11. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – (10 min.)
12. **President’s Report** – (10 min.)
- a. Enrollment Report w/Mr. Aasen
  - b. General Updates
13. **Chair’s Report & Announcements** – (10 min.)
- a. Review Section 2.2 [Duties and Responsibilities of College Board] of TCCB Policies and Procedures Manual w/By-laws (Attached, for discussion)
14. **Adjournment**

# TIDEWATER COMMUNITY COLLEGE BOARD

## MEETING NO. 321

MAY 11, 2021

Meeting number three hundred twenty of the Tidewater Community College Board was held on Tuesday, May 11, 2021 via Zoom.

**Members Present:** Dr. Barry C. Brown Jerome A. Bynum  
Lynn B. Clements Dr. Marcia Conston  
Cynthia (Cindy) S. Free Mark Hugel  
Kim R. McCallum John D. Padgett  
Charles A. Tysinger

**Members Absent:** William (Bill) W. Crow, James (Jay) N. Lucado

**Others Present:** Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness  
Karen Campbell, Vice President for Student Affairs  
Sarah DiCalogero, Faculty Senate  
Heather Hardiman, Vice President for Finance  
Latesha D. Johnson, Executive Assistant to the President  
Sarah (Beth) Lunde, Associate Vice President for Human Resources  
Jeanne Natali, Director of Student Resource and Empowerment Center  
Tamara S. Williams, Vice President for Workforce Solutions  
Richie Windley, Chair of President's Advisory & Planning Council  
Michelle W. Woodhouse, 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 4:32 p.m., and welcomed guests.

### 2. **Program Highlight**

Dr. Conston invited Dr. Natali to present the program highlight featuring the Student Resource and Empowerment Center. The Student Resource and Empowerment Center (SREC) provides centralized support services and educational programs to ensure that no TCC student struggles to meet basic needs while earning an academic credential. SREC collaboratively works with campus and community partners to deliver educational programs and services that holistically empower and engage students in their current and future personal, academic, and professional success. The center's programs and services are delivered in three tracks: direct services to students, leadership and career development, and intercultural initiatives. A SREC case manager is located on each campus to provide both virtual and face-to-face services.

### 3. **Adoption of Consent Agenda**

Ms. Free asked the board if there were requests to remove any item(s) from the consent agenda to the full agenda. Hearing none, she asked for a motion to accept the consent agenda. On a

motion by Ms. Miles, seconded by Mr. Tysinger, the board approved the consent agenda as proposed.

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

Referring to tabs 4a through 4f of the meeting packet, the board approved meeting minutes #320 for March 9, 2021; proposal for Associate of Applied Science major in Funeral Director; proposed 2021 business and industry advisory committees, with recommended edits; proposed 2021-22 local fund budgets; resolution honoring John Padgett, and the resolution honoring Paulette Franklin-Jenkins.

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

a. **Academic Affairs Update** – Dr. Woodhouse provided the following updates for Academic Affairs:

- TCC launched a new program, Learn Explore Accelerate Persevere (LEAP), designed to give recent high school graduates a head start in college. Student can enroll in 6-12 credits to receive scholarships to cover tuition, book stipends, and a laptop. Successful LEAP students may also apply to continue in the fall and complete up to 12 additional credits using scholarship funds.
- TCC had its highest graduating class of 48 students who received an AAS degree or career studies certificates this year.
- All libraries are fully open and ready to receive students in accordance with CDC guidelines.
- Nursing and EMS students and instructors are helping to administer COVID-19 vaccinations.
- TCC is the first in Virginia to offer an AAS in Funeral Directing.

b. **Student Affairs Update** – Dr. Campbell provided the following updates for Student Affairs:

- TCC has services in place to support students. Student Support Services offer: 1) the Community Feed; 2) the Student Resource and Empowerment Center; 3) mental health support, and 4) career services.
- Several initiatives were established to recruit and enroll students. These initiatives include REV, G3, visiting students and FTIC. Re-employing Virginians (REV) funds are still available for those who are unemployed or underemployed due to COVID-19. As of May 11<sup>th</sup>, 43% of our REV students re-enrolled for the summer semester and 100 new students enrolled for the fall semester. The G3 program launches on July 1, 2021. TCC offers hundreds of course online and on-campus that allow visiting students from four-year colleges and universities to earn college credits quickly. A college-wide open house is scheduled for May 15, 2021 and will be hosted at all campuses. Students will have the opportunity to connect with staff, learn more about the college, pick up laptops (if enrolled in at least 6 credit hours), receive TCC swag, enroll and resolve any issued regarding summer 2021 enrollment.

- TCC changed its enrollment process to make it very simple for students. The new process only involves three steps: 1) complete an inquiry form or apply; 2) enroll or meet with an advisor to help the student enroll, and 3) secure the tuition payment.

- c. **Workforce Update** - Ms. Williams shared a photo of the new clinical medical assistant lab located at the Virginia Beach Campus. She stated that healthcare continues to be in high demand and highlighted a few of TCC's medical programs to include: EKG program, Certified Medical Administrative Assistant program, and Bridges to Healthcare. Enrollment in healthcare has doubled since last year from 119 students to currently 333 students.

Over the past six months, TCC has established partnerships and grants. The new Tesla lab is located at the Skilled Trades Academy and training will begin this summer. The first cohort of students is transitioning from the military. The Virginia Beach Economic Development invested \$1 million dollars at TCC to purchase equipment to teach the skills necessary in supporting offshore wind. The partnership also includes training for students to obtain a CDL license to drive waste management trucks. TCC was awarded its first GoVirginia grant. Those funds will be used to enhance the colleges welding and skilled trades programs. Ms. Williams also noted that workforce student funding is supported by G3, FastForward, and VA Ready.

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

- a. **Local Fund Financial Statements for Month Ending March 31, 2021.** Ms. Hardiman provided local fund financial statements reflecting activity for nine months of the fiscal year. She highlighted expenditures for the student activities budget (35%), institutional auxiliary budget (93%), student center budget (78%), and auxiliary services budget (53%). FY20-21 local investments and contributions from each city remained as expected. Investments of \$49 million earned \$240,042 since July 1.

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

- a. **Committee Report.** Mr. Bynum thanked the committee members for their support in advocating for G3. Ms. Lunde provided an update on the search for a Director of Institutional Equity, Diversity, and Inclusion. She advised that the position would be advertised for a minimum of three weeks and anticipated the hiring process to take two to three months to complete. The committee also discussed upcoming vacancies on the board and the importance of DEI when filing the vacancies. Mr. Bynum led a short discussion related to FAFSA applications and an article he read on the topic. Committee members discussed the VCCS strategic plan, Opportunity 2027, and the college's strategic plan, Innovate 2026, reviewing the elements of both plans.

## **8. Educational Foundation Liaison Report – Ms. Delceno Miles**

On behalf of Ms. Miles, Ms. Free provided an update for the Educational Foundation Board. She reported that the EF is planning a retreat that will be held in July. The board unanimously voted to add new board members, former Portsmouth mayor John Rowe and Dr. Jordan Asher, Sentara Healthcare Executive Vice President and Chief Physician Executive. After 12 years of

faithful service to TCC, John Piscitelli did not renew his term on the Educational Foundation Board.

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

Mr. Padgett reported that the Suffolk property is experiencing some environmental issues. However, the board continues to work with professionals to ensure the property will be suitable for development. The board has also retained a law firm to assist with rezoning of the property. Mr. Padgett shared that with the support of the TCC Real Estate Foundation, TCC will be able to relocate the Visual Arts programs to the first floor of the Harbor Heights building (formerly Farm Fresh). The agreement to purchase the first floor and parking on the second level was executed May 25, 2021.

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

a. Nothing to report.

**11. President’s Report**

a. **Enrollment Update** - Mr. Aasen provided an update on spring, summer, and fall 2021 enrollment.

**Spring** - The FTE is down -11% and student headcount is down -12.3% for spring. The National Student Clearinghouse reported that community college enrollment declines 11.3% nationwide. The average student course credit load is +0.13. Dual enrollment is up +7.9%. In comparison to the VCCS enrollment, TCC is down -11% in FTE and -12.3% in student headcount.

**Summer** – Enrollment for first-time-in-college students is up +76%. Pathway student headcount is up, with the exception of Social Sciences & Education (-15%). In comparison to the VCCS enrollment, TCC is up 2.9% in FTE and 2.1% in student headcount.

**Fall** - The college opened enrollment two weeks later than last year. Fall enrollment is down 5%. However, enrollment is up +29% for first-time-in-college students. In comparison to the VCCS regular enrollment, TCC is down -4.9% in FTE and down -6.5% in student headcount.

Additional updates:

- Dr. Conston acknowledged and extended a sincere thanks and appreciation to Sarah DiCalogero, faculty senate chair, for the great work she has done while serving as chair. Dr. Tiffanye Sledge will serve as the new chair.
- The college will reopen for in-person service beginning June 1, 2021.
- Commencement had a total of 1,953 graduates for the spring semester.
- President Joe Biden and First Lady Jill Biden visited TCC’s Portsmouth campus May 3 to speak about the American Family Plan, a proposed initiative to help working families.
- The VCCS top students were celebrated for their academic performances at the 2021 Phi Theta Kappa (PTK) honors ceremony. This year, TCC had 11 honor students

who were recognized. Two of those students were recognized as the PTK top ten scholars. In addition to the certificate and medallion, they received a \$500 check from the college.

## 12. Chair's Report & Announcements

- a. Executive Committee Report. Ms. Free reported that the executive committee met February 15 and April 14 to discuss the president's performance evaluation, the board's assessment, the VCCS presidential feedback report, and the continuation of Dr. Conston's presidential housing supplement. Subsequent to the meetings, a signed evaluation letter was forwarded to Chancellor DuBois for consideration.
- b. Update on Suffolk Board Representation. Ms. Free and Dr. Conston decided to postpone the option of adding board representation from the northern part of the city of Suffolk.

## 13. Adjournment

Announcements:

- The Joint Board Reception will be held in person at the Norfolk campus student center and via zoom on September 30, 4:00 – 6:00 PM.
- The College Board work session is Thursday, August 12<sup>th</sup> at 4:30 PM. The board will discuss its priorities as a board for 2021-2022.

There being no further business to come before the board, Ms. Free adjourned the meeting at 5:54 p.m.

Respectfully submitted,



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Marcia Conston, Ph.D.  
Secretary to the Board

APPROVAL

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Cynthia (Cindy) S. Free  
Chair

DRAFT

# TIDEWATER COMMUNITY COLLEGE BOARD

## MEETING NO. 322

AUGUST 12, 2021

Meeting number three hundred twenty-two of the Tidewater Community College Board was held on Thursday, August 12, 2021, in the Norfolk Campus Student Center. The meeting constituted the boards 2021-22 work session. Cindy S. Free, board chair, presided.

**Members Present:** Lindsey S. Anderson  
Jerome A. Bynum  
Dr. Marcia Conston  
Cynthia (Cindy) S. Free  
Dr. Kirk T. Houston, Sr.  
Kim McCallum  
Charles A. Tysinger  
Dr. Barry C. Brown  
Lynn B. Clements  
William (Bill) W. Crow  
Ron R. Green  
James (Jay) N. Lucado  
Delceno C. Miles

**Members Absent:** None

**Others Present:** Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness  
Karen Campbell, Vice President for Student Affairs  
Rhonda D'Amore, Administrative Assistant to the President  
Heather Hardiman, Vice President for Administration and Chief Financial Officer  
Susan James, Chief Administrative Officer for the TCCEF  
Sarah (Beth) Lunde, Associate Vice President for Human Resources  
Tamara S. Williams, Vice President for Workforce Solutions  
Michelle W. Woodhouse, 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 4:00 PM.

**2. Introduce State Board Member**

Ms. Terri Thompson, State Board member, was scheduled to attend the College Board Work Session. However, due to an unforeseen circumstance, she did not attend. Ms. Free stated that Ms. Thompson may be able join them at the November board meeting.

**3. Introduce New Board Members**

Ms. Free acknowledged the new College Board members. Dr. Houston, Mr. Green, and Ms. Anderson shared a little about themselves.

**4. Discuss Purpose of Work Session**

Chairwoman Free stated that the purpose of the work session was to focus on the board's role within the context of the college's strategic plan; to effect communication as an advisory board representing the respective municipalities, and to reach consensus on board goals for 2021-22.

DRAFT



a. **Discuss Proposed 2020-21 College Board Working Priorities**

Ms. Free provided an overview of the board's working priorities and addressed its importance relative to the college's priorities. Ms. Miles suggested that the college create a dashboard to measure the strategic directions for Innovate 2026. After some discussion, Chairwoman Free called for a motion on the proposed 2020-21 Working Priorities. On a motion by Mr. Crow, seconded by Mr. Bynum, the board agreed to adopt the working priorities.

5. **2021-22 Committee Assignments**

Ms. Free addressed the compilation of the 2021-22 standing committees. She noted the chairs and members for each committee, and also the representatives for the TCC Educational and Real Estate Foundation boards.

6. **Contents of Information Packet**

The 2021-22 meeting schedule reflected a cancellation for the September 14, 2021 College Board meeting. In addition, the 2021-22 board membership roster reflected updates to the board as it currently stands.

7. **Review & Amend Section 1.2 of the TCC Board Policies and Procedures Manual and Sections 1.5 and 4.3 of the by-laws**

One of the board's working priorities is to complete an annual review of the TCCB policy and procedures manual and assess need for any revisions or updates under the direction of the president. After some discussion, Mr. Crow suggested that emphasis be placed on workforce in addition to academic achievement. Dr. Conston noted that the board approved the strategic plan March 9, 2021. She also mentioned that community partnerships and workforce development is included in the strategic directions. Mr. Lucado suggested that the college considers removing the word "*academic*" in the teaching & learning excellence section of the core values when the strategic plan is updated. Chairwoman Free called for a motion on the proposed changes to the policies and procedures manual/by-laws. On a motion by Mr. Tysinger, seconded by Mr. Crow, the board agreed to approve modifications to sections 1.2, 1.5, and 4.3.

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

Referring to item 8 on the agenda, the board approved the resolution honoring Mark. A. Hugel.

9. **President's Report**

a. Cabinet Updates:

**Enrollment Update** - Mr. Aasen shared a very positive summer enrollment update. The full-time equivalent (FTE) increased +10.6% and student headcount increased +2.4%. The rate for first-time in college students (FTIC) increased +116.5%. Mr. Aasen was excited to report that the college is seeing its first year-to-year headcount increase in 10 years! TCC finished at the top of the VCCS enrollment for summer 2021. The FTE and student headcount for fall 2021 decreased -5/1% and -5.6% respectively. However, FTIC increased +0.8%. TCC leads the VCCS in the distribution of G3 funds that were allocated to students.

**Student Affairs Update** – Dr. Campbell reported that the 44 Enrollment Task Force recommendations were implemented. The college has streamlined its onboarding from 6 to 3

processes, which includes inquiry form, enroll in a day, and 1:1 assistance. Open House was held August 7. There were 853 participants (474 prospective students) and faculty distributed 265 laptops to first time in college students. Dr. Campbell reported stats for student services.

**Workforce Update** – Despite COVID-19, Workforce Solutions increased its credentials—252 awarded compared to last year. Renovations at the Skilled Trades Academy are near completion. Workforce received \$832,000 in grants in one year, which included the GoVA grant. New partnerships included Tesla, City of Virginia Beach, Acoustical Sheet Metal, and others. Also, there are new projects on the horizon. The college will have its first mobile unit for training, which will be delivered in December. TCC partnered with Lyons Shipyard, who will train students in Norfolk. Workforce wants to ensure that students are able to progress from entry-level to advanced, stackable credentials. Ms. Williams and staff will also focus on strengthening the pipeline for Career and Technical Education (CTE) students. In addition, they will enhance work-based learning.

**Academic Affairs Update** - Dr. Woodhouse reported several 2020-21 highlights from Academic Affairs, which included: Diversity, Equity and Inclusion was the focal point at the Learning Institute; the college distributed over 250 instructional technologies to faculty who worked remotely; the Visual Arts Center was moved to the Norfolk Campus; healthcare students assisted with administering COVID-19 vaccines; the college loaned ventilators to support Sentara and Bon Secours during the pandemic; enrolled over 250 apprentices in HyFlex instructional classes on the Portsmouth campus; the college received \$14,845,329 in grant funding; TCC launched the first mini-mester session (3 week accelerated session); and Learn. Explore, Accelerate. Persevere (L.E.A.P.) was launched. Future initiatives include new faculty academy; compressed sessions; program prioritization/alignment; expanded dual enrollment offerings; and TCC Weekend Warrior.

**Finance and Facilities Update** – Ms. Hardiman provided an update on COVID related funding—student emergency grants. TCC received funding from three legislative packages as a result of COVID, which included the Coronavirus Aid, Relief, and Economic Security Act (CARES), Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), and the American Recovery Plan (ARP). As a result, the college distributed \$43k to students through the Student Empowerment Center; \$6m to students who had a financial need in Fall 2020; and \$3.8m to student in Summer 2021. TCC looks forward to distributing the remaining \$25.9m next Fall and Spring. The Institutional funds were used for many college-wide initiatives/projects such as purchasing over 5,000 laptops for all FTIC students; student scholarships for tuition and fees; scholarships for Barnes & Noble bookstore; student wi-fi and hot spots; PPE for students and staff; offset college revenue loss, etc. Ms. Hardiman noted there are very strict rules and timelines on how the college can use the funds. To date, TCC has awarded nearly all of its G-3 funding allocations and significantly more than most other VCCS institutions. VP Hardiman lastly noted that there are multiple, ongoing initiatives to assist our students with child care.

b. **College Convocation**

Dr. Conston reminded the board of TCC's Fall 2021 Convocation that is scheduled for Thursday, August 19<sup>th</sup> at 8:30 AM in the student center at the Chesapeake campus.

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

- a. Chairwoman Free informed the board that the September College Board meeting is canceled due to scheduling conflicts.

The Joint Board Reception is September 30, 4:30 PM at the Norfolk campus student center.

The next College Board meeting is November 9, 4:00 PM at the Portsmouth campus student center.

Mr. Aasen asked the board members to complete a demographic data request form. All board members of state agencies for the Commonwealth of Virginia are required to complete this form.

8. **Adjournment**

There being no further business to come before the board, Ms. Free adjourned the meeting at 6:00 p.m.

Respectfully submitted,



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Dr. Marcia Conston  
Secretary to the Board

APPROVAL

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Cindy S. Free  
Chair of the Board

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

MEETING: November 9, 2021

COMMITTEE: Curriculum, Student Development, & Workforce Committee

AGENDA ITEM: Discontinuance of the Career Studies Certificate in  
Theatre Arts

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**BACKGROUND:**

TCC faculty and the Pathway Dean determined that the Career Studies Certificate (CSC) in Theatre Arts does not meet the needs of students who plan to transfer and obtain a four-year degree in Theatre. To best meet these needs, TCC proposes elimination of this program and implementation of a new program, the Associate of Science: General Studies with a specialization in Theatre Arts.

**STAFF RECOMMENDATION:**

That the College Board approve discontinuance of the CSC in Theatre Arts.

**STAFF LIAISON:**

Michelle Woodhouse, Ed.D.  
Vice President for Academic Affairs and Chief Academic Officer  
[mwoodhouse@tcc.edu](mailto:mwoodhouse@tcc.edu)  
757-822-1061

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

MEETING: November 9, 2021

COMMITTEE: Curriculum, Student Development, & Workforce Committee

AGENDA ITEM: Program Title Change

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**BACKGROUND:**

TCC faculty and the Pathway Dean request that the program title for the Career Studies Certificate (CSC) in Small Business Management be changed to Entrepreneurship, effective Summer 2022. This title change will better reflect the purpose of the CSC, which is for students to explore and prepare for entrepreneurial opportunities.

**STAFF RECOMMENDATION:**

That the College Board approve the proposed program title change.

**STAFF LIAISON:**

Michelle Woodhouse, Ed.D.  
Vice President for Academic Affairs and Chief Academic Officer  
[mwoodhouse@tcc.edu](mailto:mwoodhouse@tcc.edu)  
757-822-1061

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

MEETING: November 9, 2021

COMMITTEE: Curriculum, Student Development, & Workforce Committee

AGENDA ITEM: Creation of Specialization, Associate of Science General Studies  
Specialization: Theatre Arts

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**BACKGROUND:**

TCC faculty and the Pathway Dean determined the need to prepare students for transfer to a four-year college/university as a theatre major. Upon transfer, graduates of this program will earn credit for all lower-level general education requirements. They will also earn credit for major-specific coursework at most colleges/universities that offer a theatre major.

**STAFF RECOMMENDATION:**

That the College Board approve the creation of the A.S. in General Studies – Specialization in Theatre Arts.

**STAFF LIAISON:**

Michelle Woodhouse, Ed.D.  
Vice President for Academic Affairs and Chief Academic Officer  
[mwoodhouse@tcc.edu](mailto:mwoodhouse@tcc.edu)  
757-822-1061

## SPECIALIZATION

### Associate of Science in General Studies: Specialization – Theatre Arts

The A.S. in General Studies – Specialization: Theatre Arts is a flexible degree that prepares students for performance and technical positions such as actors, directors' assistants, communications and public relations representatives, set designers, shop technicians, and sound and lighting technicians. Graduates of this program will also develop strong oral and visual communication skills.

#### Semester 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
ENG 111	College Composition	3	EDE 10, ENF 1, ENF 2 or placement	None or EDE 11 with placement
CST 130	Introduction to the Theatre	3	None	None
CST 131	Acting I	3	None	None
SDV 100	College Success Skills	1	None	None
	Beginning Foreign Language Sequence <sup>3</sup>	4		None
<b>Semester Credits</b>		<b>14</b>		

#### Semester 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
MTH 154	Quantitative Reasoning <sup>1</sup>	3	MDE 10, MTH 3 and MTH 5, or placement	None or MDE 54 with placement
ENG 112	College Composition II	3	ENG 111 or equivalent and ability to use word processing software	None
CST 145	Stagecraft	3	None	None
	Beginning Foreign Language Sequence <sup>3</sup>	4		None
	History Elective <sup>2</sup>	3		None
<b>Semester Credits</b>		<b>16</b>		

#### Semester 3

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
CST 241	Introduction to Directing I	3	CST 131 or divisional approval	None
CST 136	Theatre/Musical Workshop	1	None	None
	Humanities Elective	3		None
	Intermediate Foreign Language Sequence <sup>3</sup>	3		None
	Science with Lab Elective <sup>1</sup>	4		None
	Social Science Elective	3		None
<b>Semester Credits</b>		<b>17</b>		

## Semester 4

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
CST 136	Theatre/Musical Workshop	1	None	None
CST 251	Stage Lighting and Sound	3	None	None
_____	History Elective <sup>2</sup>	3		None
_____	Science with Lab Elective <sup>1</sup>	4		None
_____	Intermediate Foreign Language Sequence <sup>3</sup>	3		None
	<b>Semester Credits</b>	<b>14</b>		
	<b>Total Minimum Credits</b>	<b>61</b>		

<sup>1</sup> Eligible courses are listed under General Education Core Requirements. Students should consult with an academic advisor or counselor to choose the appropriate course(s). Mathematics courses numbered less than MTH 154 cannot be used to fulfill the mathematics requirement.

<sup>2</sup> Students may select any of the following courses to meet this requirement: HIS 111, HIS 112, HIS 121, or HIS 122.

<sup>3</sup> Eligible courses are listed under Transfer Electives. Students planning to transfer to a four-year college/university and major in a B.A. program should take two years, or the equivalent of four semesters, in one foreign language.



# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: November 9, 2021  
COMMITTEE: Finance and Facilities Committee  
AGENDA ITEM: Lease for Harbor Heights

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### BACKGROUND:

Tidewater Community College (TCC) requests State Board approval for a 10-year lease term with two 5-year renewable terms with the Tidewater Community College Real Estate Foundation for space located in the Harbor Heights property that is adjoining the TCC Green District Administration Building. The lease will include the 1st floor space of the Visual Arts Center in addition to 99 parking spaces on the 2nd floor of the building.

Renovation of the former Farm Fresh Space is targeted for completion by December 31, 2022. The lease term is expected to be from 11/01/2021 to 04/01/2023. Monthly rent for the first 18 months is expected to be \$18,730 per month which is inclusive of floors 2, 3, and 4 that are already leased by the college. After the renovation is complete, another lease renovation will be adopted to include the first-floor space of about 37,000 square feet, the second-floor parking garage, and floors two through four. The term of the lease will be 10 years.

### Costs of the Visual Arts Center – Portsmouth

	<b>Annual Cost</b>
Visual Arts - Portsmouth	132,000.00
Portsmouth VA Security	272,000.00
Portsmouth Parking	78,000.00
HH Lease 2-4 estimate	27,000.00
<b>Annual</b>	<b>509,000.00</b>
<b>Monthly</b>	<b>42,416.67</b>

## Costs of the Visual Arts Center – Norfolk

Revised 10/6/2021		November 1, 2021 - April 1, 2023							
Payment	Month	Loan	Draw	Total Loan	Interest @ 2.94%	Condo Fee	Lease floors 2-4	Total Lease Payment	Annual Prepay Amount
1	11/1/2021		\$ 2,000,000	\$ 2,000,000	\$ 4,900.00	\$ 4,800.00	\$ 1,493.00	\$ 11,193.00	
2	12/1/2021	\$ 2,000,000	\$ 300,000	\$ 2,300,000	\$ 5,635.00	\$ 4,800.00	\$ 1,493.00	\$ 11,928.00	\$ 23,121.00
3	1/1/2022	\$ 2,300,000	\$ 300,000	\$ 2,600,000	\$ 6,370.00	\$ 4,800.00	\$ 1,493.00	\$ 12,663.00	
4	2/1/2022	\$ 2,600,000	\$ 300,000	\$ 2,900,000	\$ 7,105.00	\$ 4,800.00	\$ 1,493.00	\$ 13,398.00	
5	3/1/2022	\$ 2,900,000	\$ 400,000	\$ 3,300,000	\$ 8,085.00	\$ 4,800.00	\$ 1,493.00	\$ 14,378.00	
6	4/1/2022	\$ 3,300,000	\$ 400,000	\$ 3,700,000	\$ 9,065.00	\$ 4,800.00	\$ 1,493.00	\$ 15,358.00	
7	5/1/2022	\$ 3,700,000	\$ 400,000	\$ 4,100,000	\$ 10,045.00	\$ 4,800.00	\$ 1,493.00	\$ 16,338.00	
8	6/1/2022	\$ 4,100,000	\$ 400,000	\$ 4,500,000	\$ 11,025.00	\$ 4,800.00	\$ 1,493.00	\$ 17,318.00	
9	7/1/2022	\$ 4,500,000	\$ 400,000	\$ 4,900,000	\$ 12,005.00	\$ 4,800.00	\$ 1,493.00	\$ 18,298.00	
10	8/1/2022	\$ 4,900,000	\$ 400,000	\$ 5,300,000	\$ 12,985.00	\$ 4,800.00	\$ 1,493.00	\$ 19,278.00	
11	9/1/2022	\$ 5,300,000	\$ 400,000	\$ 5,700,000	\$ 13,965.00	\$ 4,800.00	\$ 1,493.00	\$ 20,258.00	
12	10/1/2022	\$ 5,700,000	\$ 400,000	\$ 6,100,000	\$ 14,945.00	\$ 4,800.00	\$ 1,493.00	\$ 21,238.00	
13	11/1/2022	\$ 6,100,000	\$ 400,000	\$ 6,500,000	\$ 15,925.00	\$ 4,800.00	\$ 1,493.00	\$ 22,218.00	
14	12/1/2022	\$ 6,500,000	\$ 400,000	\$ 6,900,000	\$ 16,905.00	\$ 4,800.00	\$ 1,493.00	\$ 23,198.00	\$ 213,941.00
15	1/1/2023	\$ 6,900,000	\$ 325,000	\$ 7,225,000	\$ 17,701.25	\$ 4,800.00	\$ 1,493.00	\$ 23,994.25	
16	2/1/2023	\$ 7,225,000	\$ 325,000	\$ 7,550,000	\$ 18,497.50	\$ 4,800.00	\$ 1,493.00	\$ 24,790.50	
17	3/1/2023	\$ 7,550,000	\$ 250,000	\$ 7,800,000	\$ 19,110.00	\$ 4,800.00	\$ 1,493.00	\$ 25,403.00	
18	4/1/2023	\$ 7,800,000	\$ 200,000	\$ 8,000,000	\$ 19,600.00	\$ 4,800.00	\$ 1,493.00	\$ 25,893.00	\$ 100,080.75
<b>TOTALS</b>					<b>\$ 223,868.75</b>	<b>\$ 86,400.00</b>	<b>\$ 26,874.00</b>	<b>\$ 337,142.75</b>	
<b>AVERAGE MONTHLY PAYMENT FOR 18 MONTHS</b>								<b>\$ 18,730.15</b>	

VCCS Policy 10.3.2. requires State Board approval for leases of over \$1,000,000 over the life of the lease. This lease will be funded by State E&G unrestricted funds to pay the lease to the foundation.

### STAFF RECOMMENDATION:

That the TCC Local College Board recommend to the State Board for Community Colleges approval of the lease between Tidewater Community College and the TCC Real Estate Foundation.

### STAFF LIAISON:

Heather Hardiman  
Vice President for Administration and  
Chief Financial Officer

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

757-822-1738

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

MEETING: November 9, 2021

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Final Local Fund Financial Statements for Year Ending June 30, 2021

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**BACKGROUND:**

The final Local Fund Financial Statements for the year ending June 30, 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](mailto:hmccraig@tcc.edu)

757-822-1738

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2020 - June 30, 2021

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2020</b>		\$ 1,490,404			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 787,607	\$ 752,824	\$ -	\$ 34,783	96%
B. ID Card Replacements	10,000	1,190		8,810	12%
C. Miscellaneous Revenue	500	145,000		(144,500)	29000%
<b>Total Revenues</b>	<b>\$ 798,107</b>	<b>\$ 899,014</b>	<b>\$ -</b>	<b>\$ (100,907)</b>	<b>113%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 2,389,418</b>			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 1,515	\$ 400	\$ -	\$ 1,115	26%
2. Programming	15,000	4,255		10,745	28%
3. Student Organizations	2,000	1,903		97	95%
4. Recreational Sports	250			250	0%
5. Operating Expenses	250			250	0%
6. Contingency Fund	1,500	669		831	45%
<b>Subtotal - Chesapeake Campus</b>	<b>\$ 20,515</b>	<b>\$ 7,227</b>	<b>\$ -</b>	<b>\$ 13,288</b>	<b>35%</b>
<b>B. Norfolk Campus</b>					
1. Student Government Association	\$ 1,200	\$ 600	\$ -	\$ 600	50%
2. Programming	16,215	3,990		12,225	25%
3. Student Organizations	1,000	224		776	22%
4. Recreational Sports	1,500			1,500	0%
5. Operating Expenses	500	500			100%
6. Contingency Fund	100			100	0%
<b>Subtotal - Norfolk Campus</b>	<b>\$ 20,515</b>	<b>\$ 5,314</b>	<b>\$ -</b>	<b>\$ 15,201</b>	<b>26%</b>
<b>C. Portsmouth Campus</b>					
1. Student Government Association	\$ 1,000	\$ -	\$ -	\$ 1,000	0%
2. Programming	18,000	7,105		10,895	39%
3. Student Organizations	1,000	224		776	22%
4. Contingency Fund	515			515	0%
<b>Subtotal - Portsmouth Campus</b>	<b>\$ 20,515</b>	<b>\$ 7,329</b>	<b>\$ -</b>	<b>\$ 13,186</b>	<b>36%</b>
<b>D. Virginia Beach Campus</b>					
1. Student Government Association	\$ 500	\$ 400	\$ -	\$ 100	80%
2. Programming	20,644	6,408		14,236	31%
3. Student Organizations	15,000	8,769		6,231	58%
<b>Subtotal - Virginia Beach Campus</b>	<b>\$ 36,144</b>	<b>\$ 15,577</b>	<b>\$ -</b>	<b>\$ 20,567</b>	<b>43%</b>
<b>E. Student Activities--College-wide</b>					
1. Visual Arts Center	\$ 2,100	\$ 2,065	\$ -	\$ 35	98%
2. Women's Center	2,301			2,301	0%
3. Student Federation Council	3,000			3,000	0%
4. Intercultural Learning	10,500			10,500	0%
<b>Subtotal - Student Activities--College-wide</b>	<b>\$ 17,901</b>	<b>\$ 2,065</b>	<b>\$ -</b>	<b>\$ 15,836</b>	<b>12%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 15,416	\$ 13,642	\$ -	\$ 1,774	88%
2. Norfolk	\$ 12,339	4,839		7,500	39%
3. Portsmouth	\$ 11,547	11,293		254	98%
4. Virginia Beach	38,491	38,491			100%
<b>Subtotal - Learning Assistance Fund</b>	<b>\$ 77,793</b>	<b>\$ 68,265</b>	<b>\$ -</b>	<b>\$ 9,528</b>	<b>88%</b>

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Provosts' Contingency Fund</b>					
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		2,408	25%
<b>Subtotal - Provosts' Contingency Fund</b>	<b>\$ 15,361</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ 14,561</b>	<b>5%</b>
<b>H. Deans' Contingency Fund</b>					
1. Chesapeake	\$ 2,919	\$ 2,518	\$ -	\$ 401	86%
2. Norfolk	6,787	3,839		2,948	57%
3. Portsmouth	3,208	800		2,408	25%
4. Virginia Beach	6,415	3,423		2,992	53%
<b>Subtotal - Deans' Contingency Fund</b>	<b>\$ 19,329</b>	<b>\$ 10,580</b>	<b>\$ -</b>	<b>\$ 8,749</b>	<b>55%</b>
<b>I. Student Activities Identification System</b>					
1. Equipment, Software, and Supplies	\$ 33,000	\$ -	\$ -	\$ 33,000	0%
<b>Subtotal - Student Activities Identification System</b>	<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,000</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ 261,073</b>	<b>\$ 117,157</b>	<b>\$ -</b>	<b>\$ 143,916</b>	<b>45%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 512,331	\$ 512,331	\$ -	\$ -	100%
<b>Subtotal - Transfers</b>	<b>\$ 512,331</b>	<b>\$ 512,331</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 6/30/2021</b>		<b>\$ 1,759,930</b>			

**TIDEWATER COMMUNITY COLLEGE  
INSTITUTIONAL AUXILIARY BUDGET  
July 1, 2020 - June 30, 2021**

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2020</b>		<b>\$ 16,644,506</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,254,719	\$ 2,158,886	\$ -	\$ 95,833	96%
B. Student Parking Sales	52,119	(2,406)		54,525	-5%
C. Student HRT Pass Sales	56,250	6,750		49,500	12%
D. Miscellaneous Revenue	3,600			3,600	0%
<b>Total Revenues</b>	<b>\$ 2,366,688</b>	<b>\$ 2,163,230</b>	<b>\$ -</b>	<b>\$ 199,858</b>	<b>91%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 18,807,736</b>			
<b>II. Expenditures</b>					
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	9,700		300	97%
3. Security					
4. General Maintenance	40,000	34,888		5,112	87%
D. College-wide Parking Lot Improvements	200,000	119,186		80,814	60%
E. Hampton Roads Transit (HRT) Passes	186,210	57,450		128,760	31%
F. Student Parking	69,990			69,990	0%
G. Visual Arts Center Parking Lease	76,500	63,600		12,900	83%
H. College-wide Wayfinding	2,500,000	160,204		2,339,796	6%
<b>Total Expenditures</b>	<b>\$ 5,107,700</b>	<b>\$ 2,416,607</b>	<b>\$ -</b>	<b>\$ 351,297</b>	<b>93%</b>
<b>Fund Balance 6/30/2021</b>					
		<b>\$ 16,391,129</b>			

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT CENTER BUDGET**  
July 1, 2020 - June 30, 2021

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2020</b>		\$ 17,708,133			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 6,156,317	\$ 5,924,068	\$ -	\$ 232,249	96%
B. Transfer-In from Student Activities Budget	512,331	512,331			100%
C. Food Service Commission	34,000			34,000	0%
D. Miscellaneous Revenue	72,500			72,500	0%
E. Facility Use Fee					
<b>Total Revenues</b>	<b>\$ 6,775,148</b>	<b>\$ 6,436,399</b>	<b>\$ -</b>	<b>\$ 338,749</b>	<b>95%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>					
		\$ 24,144,532			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
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%
<b>Subtotal - Bond Debt Service</b>	<b>\$ 5,194,903</b>	<b>\$ 4,969,755</b>	<b>\$ -</b>	<b>\$ 225,148</b>	<b>96%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 311,522	\$ 268,811	\$ -	\$ 42,711	86%
b. Operating Expenses	25,000	11,548		13,452	46%
<b>Subtotal - General Operations</b>	<b>\$ 336,522</b>	<b>\$ 280,359</b>	<b>\$ -</b>	<b>\$ 56,163</b>	<b>83%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 100,000	\$ 35,353	\$ -	\$ 64,647	35%
b. Security	58,000			58,000	0%
c. Custodial					
1. Personnel	116,000	25,520		90,480	22%
2. Expenditures	9,208	3,120		6,088	34%
d. General Maintenance					
1. Personnel	53,723	33,373		20,350	62%
2. Expenditures	46,750	64,773		(18,023)	139%
e. Insurance	7,700	6,636		1,064	86%
f. Network & Telecommunications	35,942	35,942			100%
<b>Subtotal - Facility Operations</b>	<b>\$ 427,323</b>	<b>\$ 204,717</b>	<b>\$ -</b>	<b>\$ 222,606</b>	<b>48%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 18,900	\$ 952	\$ -	\$ 17,948	5%
<b>Subtotal - Food Services</b>	<b>\$ 18,900</b>	<b>\$ 952</b>	<b>\$ -</b>	<b>\$ 17,948</b>	<b>5%</b>
<b>Subtotal - Norfolk Student Center</b>	<b>\$ 782,745</b>	<b>\$ 486,028</b>	<b>\$ -</b>	<b>\$ 296,717</b>	<b>62%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 311,254	\$ 307,590	\$ -	\$ 3,664	99%
b. Operating Expenses	50,000	22,651		27,349	45%
<b>Subtotal - General Operations</b>	<b>\$ 361,254</b>	<b>\$ 330,241</b>	<b>\$ -</b>	<b>\$ 31,013</b>	<b>91%</b>

	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 110,000	\$ 68,174	\$ -	\$ 41,826	62%
b. Security	40,000	601		39,399	2%
c. Custodial					
1. Personnel	120,362	20,290		100,072	17%
2. Expenditures	12,000	1,585		10,415	13%
d. General Maintenance					
1. Personnel	53,768	35,321		18,447	66%
2. Expenditures	46,750	37,612		9,138	80%
e. Insurance	8,400	7,284		1,116	87%
f. Network & Telecommunications	34,686	34,686			100%
<b>Subtotal - Facility Operations</b>	<b>\$ 425,966</b>	<b>\$ 205,553</b>	<b>\$ -</b>	<b>\$ 220,413</b>	<b>48%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,755	\$ 891	\$ -	\$ 9,864	8%
<b>Subtotal - Food Services</b>	<b>\$ 10,755</b>	<b>\$ 891</b>	<b>\$ -</b>	<b>\$ 9,864</b>	<b>8%</b>
<b>Subtotal - Chesapeake Student Center</b>	<b>\$ 797,975</b>	<b>\$ 536,685</b>	<b>\$ -</b>	<b>\$ 261,290</b>	<b>67%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 313,630	\$ 297,228	\$ -	\$ 16,402	95%
b. Operating Expenses	29,766	20,599		9,167	69%
<b>Subtotal - General Operations</b>	<b>\$ 343,396</b>	<b>\$ 317,827</b>	<b>\$ -</b>	<b>\$ 25,569</b>	<b>93%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 110,000	\$ 77,185	\$ -	\$ 32,815	70%
b. Security	50,400	1,167		49,233	2%
c. Custodial					
1. Personnel	118,379	22,574		95,805	19%
2. Expenditures	8,500	386		8,114	5%
d. General Maintenance					
1. Personnel	50,717	33,111		17,606	65%
2. Expenditures	46,750	31,289		15,461	67%
e. Insurance	8,250	7,136		1,114	86%
f. Network & Telecommunications	40,045	40,045			100%
<b>Subtotal - Facility Operations</b>	<b>\$ 433,041</b>	<b>\$ 212,893</b>	<b>\$ -</b>	<b>\$ 220,148</b>	<b>49%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 16,200	\$ 1,297	\$ -	\$ 14,903	8%
<b>Subtotal - Food Services</b>	<b>\$ 16,200</b>	<b>\$ 1,297</b>	<b>\$ -</b>	<b>\$ 14,903</b>	<b>8%</b>
<b>Subtotal - Portsmouth Student Center</b>	<b>\$ 792,637</b>	<b>\$ 532,017</b>	<b>\$ -</b>	<b>\$ 260,620</b>	<b>67%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 406,704	\$ 359,201	\$ -	\$ 47,503	88%
b. Operating Expenses	30,300	15,038		15,262	50%
<b>Subtotal - General Operations</b>	<b>\$ 437,004</b>	<b>\$ 374,239</b>	<b>\$ -</b>	<b>\$ 62,765</b>	<b>86%</b>



	Budget 2021	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 45,745	\$ 25,645	\$ -	\$ 20,100	56%
b. Security	45,300	20,832		24,468	46%
c. Custodial					
1. Personnel	189,000	35,602		153,398	19%
2. Expenditures	11,333	3,688		7,645	33%
d. General Maintenance					
1. Personnel	90,491	49,531		40,960	55%
2. Expenditures	60,208	41,420		18,788	69%
e. Insurance	12,350	10,711		1,639	87%
f. Network & Telecommunications	35,890	35,890			100%
<b>Subtotal - Facility Operations</b>	<b>\$ 490,317</b>	<b>\$ 223,319</b>	<b>\$ -</b>	<b>\$ 266,998</b>	<b>46%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 18,900	\$ 930	\$ -	\$ 17,970	5%
<b>Subtotal - Food Services</b>	<b>\$ 18,900</b>	<b>\$ 930</b>	<b>\$ -</b>	<b>\$ 17,970</b>	<b>5%</b>
<b>Subtotal - Virginia Beach Student Center</b>	<b>\$ 946,221</b>	<b>\$ 598,488</b>	<b>\$ -</b>	<b>\$ 347,733</b>	<b>63%</b>
<b>Total Expenditures</b>	<b>\$ 8,514,481</b>	<b>\$ 7,122,973</b>	<b>\$ -</b>	<b>\$ 1,391,508</b>	<b>84%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 6/30/2021</b>		<b>\$ 16,021,559</b>			

VPA-CFO 7/1/21

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY20</b>	<b>\$ 8,500,000</b>

**TIDEWATER COMMUNITY COLLEGE**  
**AUXILIARY SERVICES BUDGET**  
July 1, 2020 - June 30, 2021

	Budget 2021	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2020</b>		\$ 11,380,622			
<b>I. Revenues</b>					
A. Bookstore	\$ 684,000	\$ 154,409	\$ -	\$ 529,591	23%
B. Vending					
1. Exclusive Beverage Contract	55,000	28,315		26,685	51%
2. Vending - CRH	14,400	1,961		12,439	14%
C. Food Service - Joint-Use Library	3,000			3,000	0%
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	468,000	259,059		208,941	55%
F. Miscellaneous Revenue	7,000	26		6,974	0%
<b>Total Revenues</b>	<b>\$ 1,255,400</b>	<b>\$ 467,770</b>	<b>\$ -</b>	<b>\$ 787,630</b>	<b>37%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 11,848,392</b>	<b>\$ -</b>		
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 5,000	\$ 1,146	\$ -	\$ 3,854	23%
2. Miscellaneous Expenses	1,000	324,649		(323,649)	32465%
3. Joint-Use Library Food Service Equipment	4,000	178		3,822	4%
<b>Subtotal - Operating Expenses</b>	<b>\$ 10,000</b>	<b>\$ 325,973</b>	<b>\$ -</b>	<b>\$ (315,973)</b>	<b>3260%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 320,000</b>	<b>\$ 189,415</b>	<b>\$ -</b>	<b>\$ 130,585</b>	<b>59%</b>
<b>C. College Community Events</b>	<b>\$ 15,000</b>	<b>\$ 1,848</b>	<b>\$ -</b>	<b>\$ 13,152</b>	<b>12%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 10,000</b>	<b>\$ (15,013)</b>	<b>\$ -</b>	<b>\$ 25,013</b>	<b>-150%</b>
<b>E. Auxiliary Service Operations</b>					
1. Personnel	\$ 172,455	\$ 147,461	\$ -	\$ 24,994	86%
2. General Operating Costs	5,000	2,109		2,891	42%
3. Equipment/Software/Installation	35,000			35,000	0%
4. StormCard Marketing	4,000	4,000			100%
5. Child Care Subsidy					
6. Child Care Operations					
a. Portsmouth	17,500	1,575		15,925	9%
b. Norfolk	17,500	3,406		14,094	19%
<b>Subtotal - Auxiliary Service Operations</b>	<b>\$ 251,455</b>	<b>\$ 158,551</b>	<b>\$ -</b>	<b>\$ 92,904</b>	<b>63%</b>
<b>F. Community Support</b>					
1. College Board	\$ 2,500	\$ -	\$ -	\$ 2,500	0%
2. President	15,000	6,609		8,391	44%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	2,444		3,556	41%
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	313		5,687	5%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	700		5,300	12%
4. Campus Provosts					
a. Chesapeake	6,000	1,000		5,000	17%
b. Norfolk	6,000	1,000		5,000	17%
c. Portsmouth	6,000	1,197		4,803	20%
d. Virginia Beach	12,000	2,350		9,650	20%
5. Community Outreach	27,000	600		26,400	2%
6. Contingencies	3,500			3,500	0%
<b>Subtotal - Community Support</b>	<b>\$ 114,000</b>	<b>\$ 16,278</b>	<b>\$ -</b>	<b>\$ 97,722</b>	<b>14%</b>

	Budget 2021	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 5,000	\$ 5,000	\$ -	\$ -	100%
2. Norfolk	5,000	5,000			100%
3. Portsmouth	5,000	3,627		1,373	73%
4. Virginia Beach	10,000	8,142		1,858	81%
<b>Subtotal - Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ 21,769</b>	<b>\$ -</b>	<b>\$ 3,231</b>	<b>87%</b>
<b>Subtotal- Expenditures</b>	<b>\$ 745,455</b>	<b>\$ 698,821</b>	<b>\$ -</b>	<b>\$ 46,634</b>	<b>94%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ 15,000	\$ -	\$ -	100%
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	71,933		29,236	71%
1. Stanley Waranch Scholarship	11,151	5,001		6,150	45%
2. Dorcas T. Helfant-Browning Scholarship	11,151	11,151			100%
3. Thomas H. Wilson Scholarship	11,151	11,151			100%
<b>Subtotal - TCC Scholarships &amp; Awards</b>	<b>\$ 417,178</b>	<b>\$ 275,567</b>	<b>\$ -</b>	<b>\$ 141,611</b>	<b>66%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 1,162,633</b>	<b>\$ 974,388</b>	<b>\$ -</b>	<b>\$ 188,245</b>	<b>84%</b>
<b>Fund Balance 6/30/2021</b>		<b>\$ 10,874,004</b>			

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

MEETING: November 9, 2021

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Local Funds Financial Statements for Month Ending September 30, 2021

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**BACKGROUND:**

The Local Funds Financial Statements for the month ending September 30, 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](mailto:hmccraig@tcc.edu)

757-822-1738

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2021 - September 30, 2021

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/21</b>		\$ 1,759,930			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 798,660	\$ 234,266	\$ -	\$ 564,394	29%
B. Student Activity Fee Revenue Loss Reimbursement	215,959			215,959	0%
C. ID Card Replacements	1,000	1,410		(410)	141%
<b>Total Revenues</b>	<b>\$ 1,015,619</b>	<b>\$ 235,676</b>	<b>\$ -</b>	<b>\$ 779,943</b>	<b>23%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 1,995,606</b>			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 1,515	\$ -	\$ -	\$ 1,515	0%
2. Programming	15,000	742		14,258	5%
3. Student Organizations	2,000			2,000	0%
4. Contingency Fund	2,000			2,000	0%
<b>Subtotal--Chesapeake Campus</b>	<b>\$ 20,515</b>	<b>\$ 742</b>	<b>\$ -</b>	<b>\$ 19,773</b>	<b>4%</b>
<b>B. Norfolk Campus</b>					
1. Student Government Association	\$ 1,200	\$ -	\$ -	\$ 1,200	0%
2. Programming	18,215	283		17,932	2%
3. Student Organizations	1,000			1,000	0%
4. Contingency Fund	100			100	0%
<b>Subtotal--Norfolk Campus</b>	<b>\$ 20,515</b>	<b>\$ 283</b>	<b>\$ -</b>	<b>\$ 20,232</b>	<b>1%</b>
<b>C. Portsmouth Campus</b>					
1. Student Government Association	\$ 1,000	\$ -	\$ -	\$ 1,000	0%
2. Programming	18,000	2,283		15,717	13%
3. Student Organizations	1,000			1,000	0%
4. Contingency Fund	515			515	0%
<b>Subtotal--Portsmouth Campus</b>	<b>\$ 20,515</b>	<b>\$ 2,283</b>	<b>\$ -</b>	<b>\$ 18,232</b>	<b>11%</b>
<b>D. Virginia Beach Campus</b>					
1. Student Government Association	\$ 500	\$ -	\$ -	\$ 500	0%
2. Programming	20,644	283		20,361	1%
3. Student Organizations	15,000			15,000	0%
<b>Subtotal--Virginia Beach Campus</b>	<b>\$ 36,144</b>	<b>\$ 283</b>	<b>\$ -</b>	<b>\$ 35,861</b>	<b>1%</b>
<b>E. Student Activities--College-wide</b>					
1. Visual Arts Center	\$ 2,100	\$ -	\$ -	\$ 2,100	0%
2. Student Resource and Empowerment Center	10,000			10,000	0%
3. Student Federation Council	3,000			3,000	0%
4. Intercultural Learning	2,000			2,000	0%
5. Virtual Student Center	16,000	3,600	3,000	9,400	41%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 33,100</b>	<b>\$ 3,600</b>	<b>\$ 3,000</b>	<b>\$ 26,500</b>	<b>20%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 15,416	\$ 1,145	\$ -	\$ 14,271	7%
2. Norfolk	12,339	1,983		10,356	16%
3. Portsmouth	11,547	2,683		8,864	23%
4. Virginia Beach	38,491	7,829		30,662	20%
<b>Subtotal--Learning Assistance Fund</b>	<b>\$ 77,793</b>	<b>\$ 13,640</b>	<b>\$ -</b>	<b>\$ 64,153</b>	<b>18%</b>

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>G. College-wide Contingency Fund</b>					
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		1,333	1,875	42%
<b>Subtotal--Provosts' Contingency Fund</b>	<b>\$ 15,361</b>	<b>\$ -</b>	<b>\$ 1,333</b>	<b>\$ 14,028</b>	<b>9%</b>
<b>H. Deans' Contingency Fund</b>					
1. Chesapeake	\$ 2,919	\$ -	\$ 25	\$ 2,894	1%
2. Norfolk	6,787			6,787	0%
3. Portsmouth	3,208			3,208	0%
4. Virginia Beach	6,415		2,476	3,939	39%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 19,329</b>	<b>\$ -</b>	<b>\$ 2,501</b>	<b>\$ 16,828</b>	<b>13%</b>
<b>I. Student Activities Identification System</b>					
1. Equipment, Software, and Supplies	\$ 36,000	\$ -	\$ -	\$ 36,000	0%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ 279,272</b>	<b>\$ 20,831</b>	<b>\$ 6,834</b>	<b>\$ 251,607</b>	<b>10%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 537,948	\$ 134,487	\$ -	\$ 403,461	25%
<b>Subtotal--Transfers</b>	<b>\$ 537,948</b>	<b>\$ 134,487</b>	<b>\$ -</b>	<b>\$ 403,461</b>	<b>25%</b>
<b>Fund Balance 09/30/21</b>		<b>\$ 1,840,288</b>			

Approved by the Local College Board on May 11, 2021

VPA-CFO 10/14/21

**TIDEWATER COMMUNITY COLLEGE  
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. Student Activity 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. 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.

**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 personnel and student identification personnel.

**TIDEWATER COMMUNITY COLLEGE  
INSTITUTIONAL AUXILIARY BUDGET  
July 1, 2021 - September 30, 2021**

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/21</b>		\$ 16,391,129			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,286,360	\$ 670,123	\$ -	\$ 1,616,237	29%
B. Institutional Fee Revenue Loss Reimbursement	\$ 618,237			\$ 618,237	0%
C. Student Parking Sales	20,000	916		19,084	5%
D. Student HRT Pass Sales	10,000	2,535		7,465	25%
E. Miscellaneous Revenue	3,600			3,600	0%
<b>Total Revenues</b>	<b>\$ 2,938,197</b>	<b>\$ 673,574</b>	<b>\$ -</b>	<b>\$ 2,264,623</b>	<b>23%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		\$ 17,064,703			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ -	\$ 105,905	\$ -	\$ (105,905)	
B. Chesapeake Campus Parking Lot - Debt Service	333,500	312,375		21,125	94%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	5,250			5,250	0%
2. Utilities	10,000	1,616		8,384	16%
3. Security					
4. General Maintenance	50,000	2,857	35,373	11,770	76%
D. College-wide Parking Lot Improvements	150,000	33,627	27,822	88,551	41%
E. Hampton Roads Transit (HRT) Passes	98,500	42,840		55,660	43%
F. Student Parking	52,140			52,140	0%
G. Visual Arts Center Parking Lease	12,667			12,667	0%
H. College-wide Wayfinding	542,475	5,521	50,497	486,457	10%
I. Security Camera Implementation	225,000			225,000	0%
<b>Total Expenditures</b>	<b>\$ 1,479,532</b>	<b>\$ 504,741</b>	<b>\$ 113,692</b>	<b>\$ 861,099</b>	<b>42%</b>
<b>Fund Balance 09/30/21</b>					
		\$ 16,559,962			

Approved by the Local College Board on May 11, 2021

VPA-CFO 10/14/21

**TIDEWATER COMMUNITY COLLEGE  
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 Campus parking garage.

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT CENTER BUDGET**  
July 1, 2021 - September 30, 2021

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/21</b>		<b>\$ 16,021,559</b>			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 6,107,400	\$ 1,789,986	\$ -	\$ 4,317,414	29%
B. Aux Cap Fee Revenue Reimbursement	1,651,455			1,651,455	0%
C. Transfer-In from Student Activities Budget	537,948	134,487		403,461	25%
D. Food Service Commission	10,000			10,000	0%
E. Miscellaneous Revenue	10,000	200		9,800	2%
<b>Total Revenues</b>	<b>\$ 8,316,803</b>	<b>\$ 1,924,673</b>	<b>\$ -</b>	<b>\$ 6,392,130</b>	<b>23%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>					
		<b>\$ 17,946,232</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 298,611	\$ 150,061	\$ -	\$ 148,550	50%
2. Student Center - Chesapeake Campus	685,757	471,830		213,927	69%
3. Student Center - Portsmouth Campus	1,243,831	950,869		292,962	76%
4. Student Center - Virginia Beach Campus	969,634	665,490		304,144	69%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 3,197,833</b>	<b>\$ 2,238,250</b>	<b>\$ -</b>	<b>\$ 959,583</b>	<b>70%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 327,098	\$ 72,776	\$ -	\$ 254,322	22%
b. Operating Expenses	25,000	454	2,403	22,143	11%
<b>Subtotal--General Operations</b>	<b>\$ 352,098</b>	<b>\$ 73,230</b>	<b>\$ 2,403</b>	<b>\$ 276,465</b>	<b>21%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 100,000	\$ 31,462	\$ -	\$ 68,538	31%
b. Security	58,000	6,695	51,305		100%
c. Custodial					
1. Personnel	116,000	27,640		88,360	24%
2. Expenditures	12,000	525	5,870	5,605	53%
d. General Maintenance					
1. Personnel	54,000	23,331		30,669	43%
2. Expenditures	60,000	10,667	52,400	(3,067)	105%
e. Insurance	7,700			7,700	0%
f. Network & Telecommunications	35,942	8,986		26,957	25%
<b>Subtotal--Facility Operations</b>	<b>\$ 443,642</b>	<b>\$ 109,306</b>	<b>\$ 109,575</b>	<b>\$ 224,762</b>	<b>49%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 7,875	\$ 3,282	\$ 6,921	\$ (2,328)	130%
<b>Subtotal--Food Services</b>	<b>\$ 7,875</b>	<b>\$ 3,282</b>	<b>\$ 6,921</b>	<b>\$ (2,328)</b>	<b>130%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 803,615</b>	<b>\$ 185,818</b>	<b>\$ 118,899</b>	<b>\$ 498,899</b>	<b>38%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 326,817	\$ 87,349	\$ -	\$ 239,468	27%
b. Operating Expenses	25,000	7,116	3,848	14,036	44%
<b>Subtotal--General Operations</b>	<b>\$ 351,817</b>	<b>\$ 94,465</b>	<b>\$ 3,848</b>	<b>\$ 253,504</b>	<b>28%</b>

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 110,000	\$ 42,721	\$ -	\$ 67,279	39%
b. Security	41,000	6,410	34,590		100%
c. Custodial					
1. Personnel	120,362	19,382		100,980	16%
2. Expenditures	12,000	2,111	2,011	7,878	34%
d. General Maintenance					
1. Personnel	54,000	24,331		29,669	45%
2. Expenditures	60,000	10,642	36,660	12,698	79%
e. Insurance	8,400			8,400	0%
f. Network & Telecommunications	34,686	8,672		26,015	25%
<b>Subtotal--Facility Operations</b>	<b>\$ 440,448</b>	<b>\$ 114,269</b>	<b>\$ 73,261</b>	<b>\$ 252,919</b>	<b>43%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 5,750	\$ 2,501	\$ 5,211	\$ (1,962)	134%
<b>Subtotal--Food Services</b>	<b>\$ 5,750</b>	<b>\$ 2,501</b>	<b>\$ 5,211</b>	<b>\$ (1,962)</b>	<b>134%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 798,015</b>	<b>\$ 211,235</b>	<b>\$ 82,320</b>	<b>\$ 504,461</b>	<b>37%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 329,312	\$ 75,650	\$ -	\$ 253,662	23%
b. Operating Expenses	25,000	302	6,980	17,718	29%
<b>Subtotal--General Operations</b>	<b>\$ 354,312</b>	<b>\$ 75,952</b>	<b>\$ 6,980</b>	<b>\$ 271,380</b>	<b>23%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 110,000	\$ 22,276	\$ -	\$ 87,724	20%
b. Security	51,000	2,970	48,030		100%
c. Custodial					
1. Personnel	118,379	21,559		96,820	18%
2. Expenditures	12,000		3,506	8,494	29%
d. General Maintenance					
1. Personnel	52,000	22,268		29,732	43%
2. Expenditures	50,000	6,794	25,310	17,896	64%
e. Insurance	8,250			8,250	0%
f. Network & Telecommunications	40,045	10,011		30,034	25%
<b>Subtotal--Facility Operations</b>	<b>\$ 441,674</b>	<b>\$ 85,878</b>	<b>\$ 76,846</b>	<b>\$ 278,950</b>	<b>37%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 7,725	\$ 1,314	\$ 4,019	\$ 2,392	69%
<b>Subtotal--Food Services</b>	<b>\$ 7,725</b>	<b>\$ 1,314</b>	<b>\$ 4,019</b>	<b>\$ 2,392</b>	<b>69%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 803,711</b>	<b>\$ 163,144</b>	<b>\$ 87,845</b>	<b>\$ 552,722</b>	<b>31%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 427,039	\$ 87,159	\$ -	\$ 339,880	20%
b. Operating Expenses	40,000	3,295	2,495	34,210	14%
<b>Subtotal--General Operations</b>	<b>\$ 467,039</b>	<b>\$ 90,454</b>	<b>\$ 2,495</b>	<b>\$ 374,090</b>	<b>20%</b>

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 46,000	\$ 4,495	\$ -	\$ 41,505	10%
b. Security	46,000	11,077	34,923		100%
c. Custodial					
1. Personnel	189,000	38,353		150,647	20%
2. Expenditures	12,000	265	3,223	8,512	29%
d. General Maintenance					
1. Personnel	91,000	34,029		56,971	37%
2. Expenditures	65,000	15,458	26,825	22,717	65%
e. Insurance	12,350			12,350	0%
f. Network & Telecommunications	35,890	8,973		26,918	25%
<b>Subtotal--Facility Operations</b>	<b>\$ 497,240</b>	<b>\$ 112,650</b>	<b>\$ 64,971</b>	<b>\$ 319,620</b>	<b>36%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 8,125	\$ 1,440	\$ 4,793	\$ 1,892	77%
<b>Subtotal--Food Services</b>	<b>\$ 8,125</b>	<b>\$ 1,440</b>	<b>\$ 4,793</b>	<b>\$ 1,892</b>	<b>77%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 972,404</b>	<b>\$ 204,544</b>	<b>\$ 72,259</b>	<b>\$ 695,602</b>	<b>28%</b>
<b>Total Expenditures</b>	<b>\$ 6,575,578</b>	<b>\$ 3,002,990</b>	<b>\$ 361,323</b>	<b>\$ 3,211,265</b>	<b>51%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 9/30/21</b>		<b>\$ 13,943,242</b>			

Approved by the Local College Board on May 11, 2021

VPA-CFO 10/14/21

<b>Capital Maintenance Reserve Fund FY14-FY21</b>	<b>\$ 9,500,000</b>
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**TIDEWATER COMMUNITY COLLEGE  
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**  
**AUXILIARY SERVICES BUDGET**  
**July 1, 2021 - September 30, 2021**

	Budget 2022	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/21</b>		\$ 10,874,004			
<b>I. Revenues</b>					
A. Bookstore	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
B. Vending					
1. Exclusive Beverage Contract	41,600	18,738		22,862	45%
2. Vending - CRH	2,500	1,585		915	63%
C. Food Service - Joint-Use Library	750			750	0%
D. Municipal Support	24,000	18,000		6,000	75%
E. Interest Earnings	205,000	9,264		195,736	5%
F. Miscellaneous Revenue	100	63		37	63%
G. Auxiliary Services Loss Revenue Reimbursement	800,000			800,000	0%
<b>Total Revenues</b>	<b>\$ 1,273,950</b>	<b>\$ 47,650</b>	<b>\$ -</b>	<b>\$ 1,226,300</b>	<b>4%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		\$ 10,921,654	\$ -		
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 334	\$ 5,368	\$ 298	95%
2. Miscellaneous Expenses	1,000			\$ 1,000	0%
3. Joint-Use Library Food Service Equipment	1,750	1,946	2,616	\$ (2,812)	261%
<b>Subtotal - Operating Expenses</b>	<b>\$ 8,750</b>	<b>\$ 2,280</b>	<b>\$ 7,984</b>	<b>\$ (1,514)</b>	<b>117%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>0%</b>
<b>C. College Community Events</b>	<b>\$ 15,000</b>	<b>\$ 2,912</b>	<b>\$ 279</b>	<b>\$ 11,809</b>	<b>21%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 10,000</b>	<b>\$ (3,222)</b>		<b>\$ 13,222</b>	<b>-32%</b>
<b>E. Child Care Subsidy</b>					
1. Norfolk	\$ 120,000	\$ -	\$ -	\$ 120,000	0%
2. Portsmouth	\$ 120,000			\$ 120,000	0%
<b>Subtotal - Child Care Subsidy</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 240,000</b>	<b>0%</b>
<b>F. Auxiliary Service Operations</b>					
1. Personnel	\$ 165,000	\$ 10,148	\$ -	\$ 154,852	6%
2. General Operating Costs	3,500	79		3,421	2%
3. Equipment/Software/Installation	33,000		1,400	31,600	4%
4. StormCard Marketing	4,000			4,000	0%
<b>Subtotal - Auxiliary Service Operations</b>	<b>\$ 205,500</b>	<b>\$ 10,227</b>	<b>\$ 1,400</b>	<b>\$ 193,873</b>	<b>6%</b>
<b>G. Community Support</b>					
1. College Board	\$ 2,500	\$ 819	\$ -	\$ 1,681	33%
2. President	15,000	955	247	13,798	8%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	4,614		1,386	77%
b. Vice President for Administration & Chief Financial Officer	6,000	350		5,650	6%
c. Vice President for Information Systems & Institutional Effectiveness	6,000			6,000	0%
d. Vice President for Institutional Advancement	6,000	346		5,654	6%
e. Vice President for Workforce Solutions	6,000	386	502	5,112	15%
f. Vice President for Student Affairs	6,000			6,000	0%
4. Campus Deans					
a. Portsmouth	6,000	1,375		4,625	23%
b. Virginia Beach	12,000	3,438		8,562	29%
c. Chesapeake	6,000	4,675		1,325	78%
d. Norfolk	6,000			6,000	0%
5. Community Outreach	27,000			27,000	0%
6. Contingencies	3,500			3,500	0%
<b>Subtotal - Community Support</b>	<b>\$ 114,000</b>	<b>\$ 16,958</b>	<b>\$ 749</b>	<b>\$ 96,293</b>	<b>16%</b>

	Budget 2022	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>H. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
2. Norfolk	5,000			5,000	0%
3. Portsmouth	5,000		1,446	3,554	29%
4. Virginia Beach	10,000			10,000	0%
<b>Subtotal - Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 1,446</b>	<b>\$ 23,554</b>	<b>6%</b>
<b>Subtotal - Expenditures</b>	<b>\$ 918,250</b>	<b>\$ 29,155</b>	<b>\$ 11,858</b>	<b>\$ 877,237</b>	<b>4%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ 481	\$ -	\$ 14,519	3%
2. International Student Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000			3,000	0%
4. Martin Luther King Scholarship	5,576	371		5,205	7%
5. Military Scholarships	28,103			28,103	0%
6. ROTC Scholarships	13,489	156		13,333	1%
7. High School Scholarships					
a. Chesapeake	66,096			66,096	0%
1. LaVonne P. Ellis Scholarship	11,121			11,121	0%
2. Terri N. Thompson Scholarship	11,121			11,121	0%
b. Norfolk	43,704			43,704	0%
1. John T. Kavanaugh Scholarship	11,151			11,151	0%
2. John D. Padgett Scholarship	11,151			11,151	0%
c. Portsmouth	21,132			21,132	0%
1. Lee B. Armistead Scholarship	11,151			11,151	0%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	99,819			99,819	0%
1. Stanley Waranch Scholarship	11,151			11,151	0%
2. Dorcas T. Helfant-Browning Scholarship	11,151			11,151	0%
3. Thomas H. Wilson Scholarship	11,151			11,151	0%
8. Dual Enrolled Scholarships					
1. Chesapeake	4,700			4,700	0%
2. Norfolk	4,700			4,700	0%
3. Portsmouth	4,700			4,700	0%
4. Virginia Beach	4,700			4,700	0%
9. LEAP Scholarships	600,000	590,403		9,597	98%
<b>Subtotal - TCC Scholarships &amp; Awards</b>	<b>\$ 1,030,518</b>	<b>\$ 591,411</b>	<b>\$ -</b>	<b>\$ 439,107</b>	<b>57%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 1,948,768</b>	<b>\$ 620,566</b>	<b>\$ 11,858</b>	<b>\$ 1,316,344</b>	<b>32%</b>
<b>Fund Balance 09/30/21</b>		<b>\$ 10,301,088</b>			

**TIDEWATER COMMUNITY COLLEGE**  
**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.

**TIDEWATER COMMUNITY COLLEGE  
LOCAL CONTRIBUTIONS  
AS OF SEPTEMBER 30, 2021**

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

VPA-CFO 10/20/21



**TIDEWATER COMMUNITY COLLEGE  
INVESTMENTS  
2021-22 STATEMENT OF EARNINGS**

	<b>BALANCE INVESTED</b>	<b>INTEREST 2020-21</b>
July 31, 2021	\$ 48,184,965	\$ 4,851
August 31, 2021	\$ 48,285,526	\$ 4,413
September 30, 2021		
October 31, 2021		
November 30, 2021		
December 31, 2021		
January 31, 2022		
February 28, 2022		
March 31, 2022		
April 30, 2022		
May 31, 2022		
June 30, 2022		
<b>TOTAL</b>		<b>\$ 9,264</b>

Note 1

VPA-CFO 9/30/21

**Detail:**

<b>Investment Category</b>	<b>Cumulative Average Yield</b>	<b>Balance</b>
Towne Bank - Repurchase Agreements	0.07%	\$ 30,469,130
Towne Bank - Raymond James	0.45%	\$ 1,740,456
Commonwealth - LGIP Extended Maturity	0.32%	\$ 15,006,269
Commonwealth - LGIP	0.32%	\$ 1,069,671
<b>TOTAL</b>		<b>\$ 48,285,526</b>

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

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

MEETING: November 9, 2021  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: Final Financial Report for 2020-21

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**BACKGROUND:**

The Commonwealth of Virginia operates on a July – June fiscal year. Following is the college's final financial report for FY21.

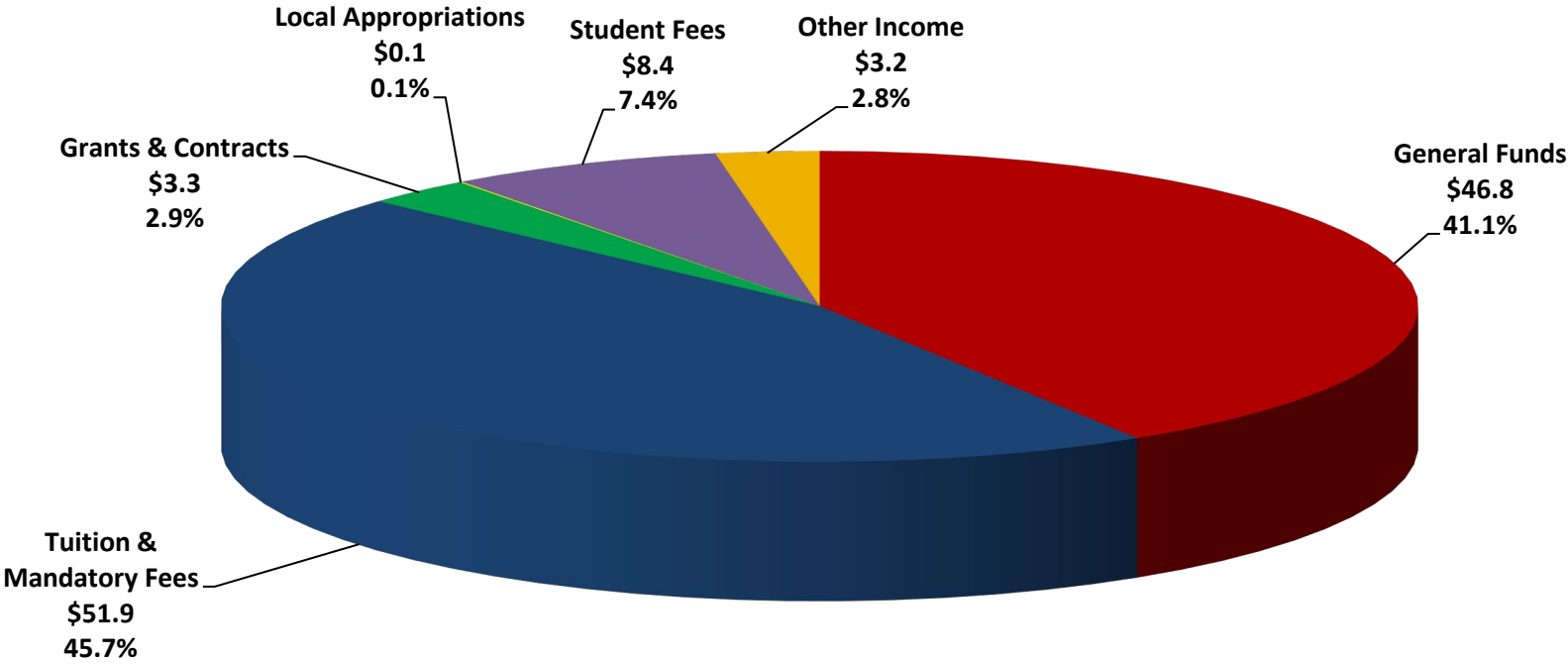
**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

Heather Hardiman  
Vice President for Administration and  
Chief Financial Officer  
[hmccraig@tcc.edu](mailto:hmccraig@tcc.edu)  
757-822-1738

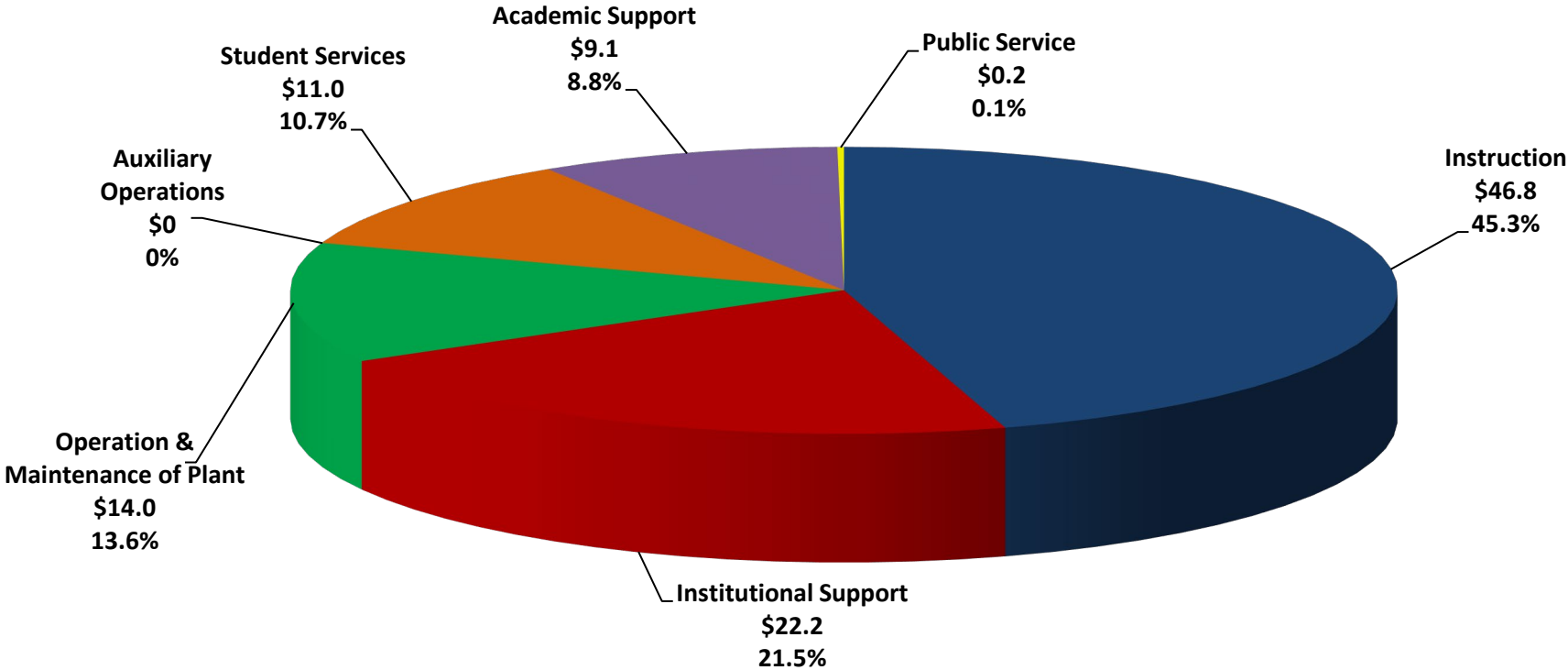
**TIDEWATER COMMUNITY COLLEGE**  
**Revenues**  
**2020-21<sup>1</sup>**  
**\$113.7 Million**



*In Millions*

<sup>1</sup>As of June 30, 2021

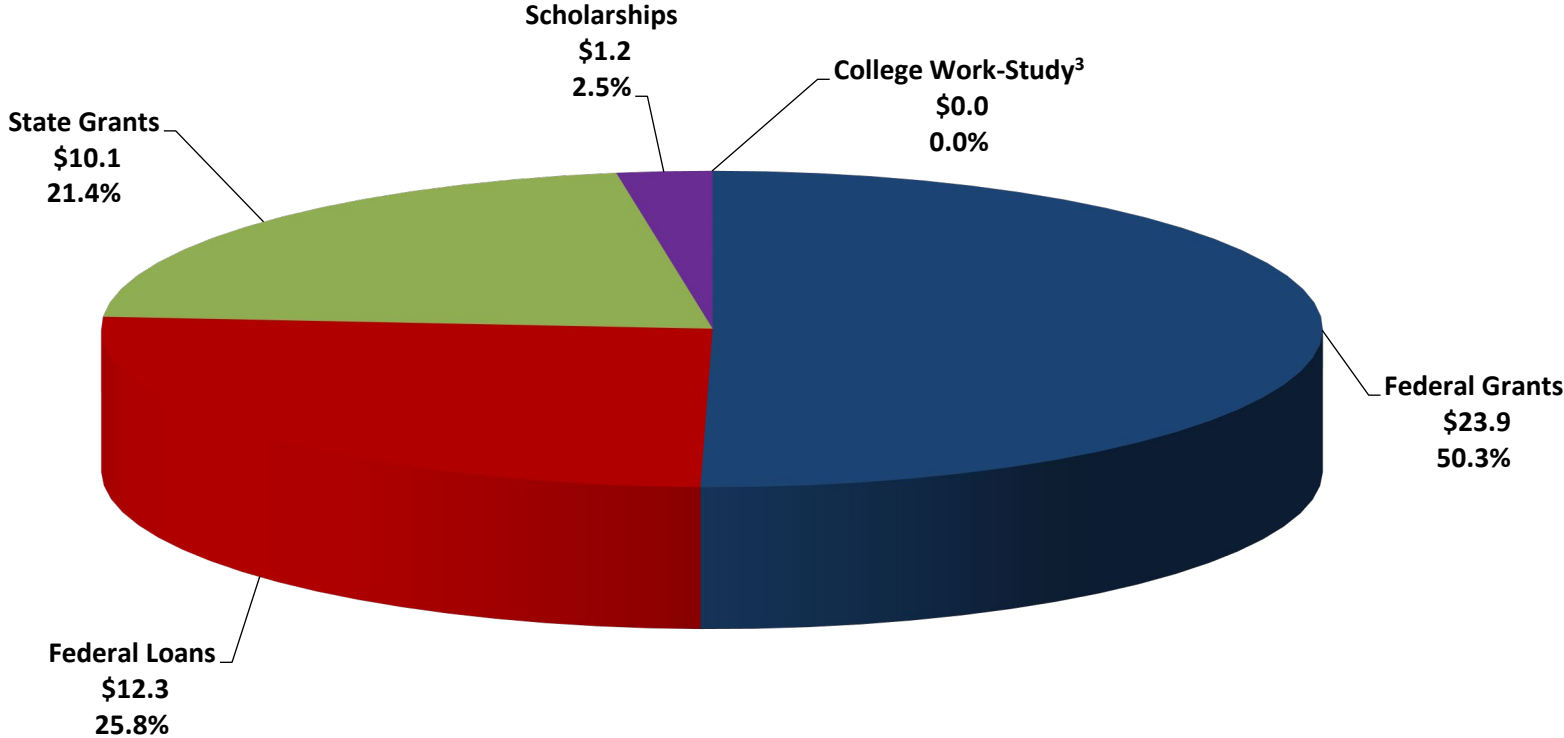
**TIDEWATER COMMUNITY COLLEGE**  
**Expenditures**  
**2020-21<sup>1</sup>**  
**\$103.3 Million**



*In Millions*

<sup>1</sup>As of June 30, 2021

**TIDEWATER COMMUNITY COLLEGE**  
**Financial Aid**  
**2020-21<sup>1</sup>**  
**\$47.5 Million<sup>2</sup>**



*In Millions*

<sup>1</sup>As of June 30, 2021

<sup>2</sup>Does not include \$5,982,625 in CARES Act Funds distributed directly to students

<sup>3</sup>Due to COVID, Federal Work-Study was converted to grants.

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

MEETING: November 9, 2021  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: State Operating Budget for 2021-22

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**BACKGROUND:**

The Commonwealth of Virginia operates on a July – June fiscal year. Following is an overview of the college's state operating budget for FY22.

**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

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**TIDEWATER COMMUNITY COLLEGE  
STATE OPERATING BUDGET FOR 2021-22**

<b>REVENUES</b>	<b>2021-2022</b>	<b>NOTES</b>
GENERAL FUNDS	46,520,953	1
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	52,345,815	2
WORKFORCE SOLUTIONS	2,000,000	
EQUIPMENT TRUST FUND	2,000,000	
RESERVE/CARRYFORWARD	15,000,000	
FEDERAL FUNDS RELATED TO COVID-19	10,000,000	
<b>TOTAL REVENUES EXPECTED</b>	<b>127,866,768</b>	
<b>EXPENDITURES - PERSONNEL SERVICES</b>		
<b>PERSONNEL SERVICES</b>		
TEACHING FACULTY	19,185,189	3
ADMINISTRATIVE & PROFESSIONAL FACULTY	9,246,507	3
CLASSIFIED	18,029,753	3
ADJUNCT/OVERLOAD/SUMMER PAY	14,490,000	3
WAGE EMPLOYEES	4,935,000	3
WORKFORCE SOLUTIONS	2,000,000	
REALLOCATION, SICK/ANNUAL LEAVE/SEVERANCE	300,000	
FRINGES	22,350,000	
VACANCY	(2,000,000)	
<b>TOTAL PERSONNEL SERVICES</b>	<b>88,536,449</b>	
<b>EXPENDITURES - OPERATING</b>		
<b>CHESAPEAKE CAMPUS</b>		
STUDENT SERVICES	61,311	
ENGINEERING, SCIENCE, & MATH PATHWAY	250,556	
MANUFACTURING & TRANSPORTATION PATHWAY	53,672	
<b>NORFOLK CAMPUS</b>		
STUDENT SERVICES	74,658	
ARTS & HUMANITIES PATHWAY	64,748	
BUSINESS, COMPUTER SCIENCE & IT PATHWAY	91,102	
ROPER THEATER	191,678	
<b>PORTSMOUTH CAMPUS</b>		
STUDENT SERVICES	52,677	
MARITIME & SKILLED TRADES PATHWAY	159,944	
NURSING PATHWAY	42,361	
SOCIAL SCIENCE & EDUCATION PATHWAY	4,933	
<b>VIRGINIA BEACH CAMPUS</b>		
STUDENT SERVICES	97,539	
ADVANCED TECHNOLOGY CENTER	404,402	
JOINT-USE LIBRARY	506,043	
HEALTH PROFESSIONS PATHWAY	269,556	
PUBLIC & PROFESSIONAL SERVICES PATHWAY	75,207	
<b>CAMPUS AND CENTER TOTALS</b>	<b>2,400,387</b>	
<b>OTHER OPERATING</b>		
ACADEMIC AFFAIRS	636,828	
STUDENT AFFAIRS	682,669	
SAFETY & SECURITY	2,541,605	
FACILITIES MANAGEMENT	5,070,533	
FINANCE	45,028	
HUMAN RESOURCES	374,109	
INFORMATION SYSTEMS	2,638,870	
INSTITUTIONAL ADVANCEMENT	1,727,265	
INSTITUTIONAL EFFECTIVENESS	30,387	
OFFICE OF THE PRESIDENT	15,550	
OTHER FIXED COSTS	2,375,993	
WORKFORCE	1,000,000	
PROFESSIONAL DEVELOPMENT	348,500	
DUAL ENROLLMENT	2,300,000	
VCCS SHARED SERVICES	1,194,609	
<b>OTHER OPERATING TOTAL</b>	<b>20,981,946</b>	
ONE TIME PROJECTS	5,000,000	4
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>116,918,782</b>	
<b>RESERVE/CARRYFORWARD BALANCE</b>	<b>10,947,986</b>	

VPA-CFO 9/7/21

Note 1: Reflects funds from the FY22 Validated General Funds Model.

Note 2: Reflects a projected enrollment decrease of .6%.

Note 3: Reflects a mandatory pay increase of 5%.

Note 4: Reflects one-time funds available for projects.

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

MEETING: November 9, 2021  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: Student Financial Aid Cohort Default Rate

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**BACKGROUND:**

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

The 2018 three-year cohort represents students who entered repayment between October 1, 2017 through September 30, 2020 and defaulted before September 30, 2020.

**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

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## 2.2 Duties and Responsibilities of College Board

[VCCS *Policy Manual*, Sections 2A-IX-D-7, 4.3.1.5, and 10.0.0.4]

- 2.2.1 The college board shall perform such duties with respect to the operation of the college as may be delegated to it by the State Board for Community Colleges. In general, the college board is responsible for assuring that TCC is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State Board for Community Colleges. Within this context, specific duties of the board follow.
- 2.2.2 Serve as a channel of communication between the State Board for Community Colleges and the governing bodies of the local political subdivisions.
- 2.2.3 Submit recommendations to the State Board for Community Colleges for naming the college and, in the case of multi-campus colleges, each of its campuses. The college's name must include the phrase "community college" in it.
- 2.2.4 Name the facilities of the college and its campuses, adopting a local policy for such naming.
  - 2.2.4.1 The policy may provide for naming on the basis of significant service but should also provide incentives and recognition for private sector giving to support the college. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.
  - 2.2.4.2 Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local college board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility.
  - 2.2.4.3 College staff must provide a current copy of the local policy to the VCCS Office of Facilities Management Services.
- 2.2.5 Recommend to the State Board for Community Colleges the master site plans for the college and its campuses, as well as the A&E schematic designs for the college's individual facilities.
- 2.2.6 Approve a capital outlay plan for parking and a reserve fund from auxiliary enterprise revenues and/or contributions from local government jurisdictions to provide for construction, repair, and maintenance of the

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college's parking facilities. State law prohibits the use of General Fund monies to construct, maintain, or operate parking lots. The college president ("president") must submit to the chancellor the approved capital outlay plan for parking July 1<sup>st</sup> of each new biennium. [VCCS Policy Manual, Section 4.3.1.5]

- 2.2.7** With the chancellor and State Board, participate in the selection, evaluation, and removal of the president in accordance with procedures adopted by the State Board for Community Colleges.
- 2.2.8** With the president, chancellor, and State Board, participate in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board for Community Colleges. In that context, a college statement of purpose shall be developed by the college community, approved by the local board, and reviewed and approved by the chancellor on behalf of the State Board. The statement of purpose shall tailor the VCCS Mission Statement to the particular needs and circumstances of the college.
- 2.2.9** Elicit community participation in program planning and development, establishing local citizen advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
- 2.2.10** Review new curriculum proposals and, upon endorsement, recommend those proposals to the State Board for action.
- 2.2.11** Review proposals for program discontinuation and, upon endorsement, recommend those proposals to the State Board for action.
- 2.2.12** Oversee the development and evaluation of the college's community service program and, as it deems appropriate, authorize the president to grant an "award of completion" to individuals who successfully complete an approved non-credit program.
- 2.2.13** Stay abreast of the college's fiscal status, directing the president to provide periodic board updates on both the college's financial and annual spending plans.
- 2.2.14** Review and approve a detailed local funds budget for the college as advanced by the president within State Board guidelines. Upon approval, and through established VCCS procedures, college staff shall submit this proposed budget to the State Board and the local political subdivisions.
- 2.2.15** Receive both periodic and year-end final reports on the college's local funds budget. Through established VCCS procedures, college staff shall

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provide similar such year-end reports to the State Board and local political subdivisions.

- 2.2.16** Review and approve local regulations on student conduct as advanced by the president within State Board guidelines.
- 2.2.17** Review and approve detailed budgets for the expenditure of revenues from auxiliary enterprises and student-based local fees as advanced by the president within State Board guidelines.
- 2.2.18** Receive both periodic and year-end final reports on the college's auxiliary enterprise and student-based local fee budgets.
- 2.2.19** Review audit reports and the college's response to these reports.
- 2.2.20** Keep abreast of major personnel matters as they may impact upon the college's reputation and public persona through the college's president.
- 2.2.21** Recommend for approval by the State Board for Community Colleges the following matters related to physical facilities: [VCCS Policy Manual, Section 10.0.0.4]
  - 2.2.21.1 the Six-Year Capital Outlay Plan for the college;
  - 2.2.21.2 establishment and acquisition of new campuses, including naming of new campuses;
  - 2.2.21.3 acquisition or conveyance of title to community college real property including exchanges;
  - 2.2.21.4 capital leases;
  - 2.2.21.5 master site plans;
  - 2.2.21.6 proposed construction of new building space which is not covered under capital outlay;
  - 2.2.21.7 entrance into any arrangement including proposed debt to support any capital project;
  - 2.2.21.8 entrance into any project expected to be established through the process of the Public-Private Education and Infrastructure Act of 2002 (PPEA);
  - 2.2.21.9 preplanning studies or schematic plans when preplanning studies are not required;
  - 2.2.21.10 any activity which would substantially affect the appearance of a campus, including demolition of any building, renovation of the exterior of any building, the construction of any site improvements including, but not limited to, parking lots, walls,

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fences, entrance signs, tennis courts, gazebos, moveable buildings, and other outdoor physical education areas;

2.2.21.11 any other commitment which would have substantial impact on the real property of the VCCS;

2.2.21.12 any litigation proposed on behalf of the VCCS; and

2.2.21.13 any project requiring an increase in student fees.