

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 325

JANUARY 11, 2022

Meeting number three hundred twenty-five of the Tidewater Community College Board was held via Zoom on Tuesday, January 11, 2022.

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

Members Absent: Kim R. McCallum

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Karen Campbell, Vice President for Student Affairs
Sarah DiCalogero, Chair of President's Advisory & Planning Council
Kodi Fleming, Interim Program Director
Heather Hardiman, Vice President for Administration & Chief Financial Officer
Latesha D. Johnson, Executive Assistant to the President
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Tiffanye Sledge, Chair of Faculty Senate
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 4:31 p.m., and welcomed guests.

2. Program Highlight

Ms. Williams introduced Mr. Fleming to present the program highlight featuring the Job Skills Training Program (JSTP). The program offerings include certified nursing assistant; culinary arts; commercial drive license; skilled trades; customer service, and hospitality. These programs are held 8-10 weeks and provide students with training and occupational certifications that are needed for high-demand jobs. TCC partners with various agencies to identify students for recruitment and training. There are no out-of-pocket expenses for students. Tuition is funded by Temporary Assistance for Need Families (TANF) grant; Road to Success Virginia

(RSVP) grant; and the Bank of America (REACT) grant. Over 2,000 students have enrolled in the JSTP program since 1997, with a 95% graduation rate and 85% employment rate.

3. Adoption of Consent Agenda

Ms. Free asked the board if there were requests to remove any item(s) from the consent agenda to the full agenda. Hearing none, she asked for a motion to accept the consent agenda. On a motion by Mr. Tysinger, seconded by Ms. Clements, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to tab 4a – 4c of the meeting packet, the board approved meeting minutes #324 for November 9, 2021; the proposal for career studies certificate in Emergency Medical Service/Emergency Medical Technician; and the Program Title Change (CSC in Basic Metal and Plastic Machine Operator to Basic Machining).

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

a. **Academic Affairs Update** - Dr. Woodhouse provided an Academic Affairs update. She reported that Dr. Thomas Geary was the recipient of the 2022 Virginia Outstanding Faculty Award for his excellence in teaching, research, and service among the faculties of Virginia's public and private colleges and universities. He is a full-time English faculty member and has been at the college since January 2012. Ms. Kimberly Jones received the 2021 TCC Professor of the Year. Ms. Jones is a professor of Funeral Service and has been teaching at the college since 2006.

TCC offers compressed sessions to better serve the needs of our students. Compressed courses are offered in shorter time periods as compared to a full 16-week semester. The full credit hours as well as content, assignments and substantive learning outcomes earned are all the same as full semester courses. As a result, students will have the ability to concentrate on one or two courses at a time while completing the same number of credits per semester; classes meet longer or more often per week for fewer weeks; greater flexibility in scheduling; and in Spring 2022, TCC will offer courses in 15-week, 7-week, 5-week, and 3-week sessions.

Grants Awarded:

- Title III grant for \$2,088,926 from the U.S. Department of Education to implement teaching faculty advising, reinvent TCC's academic support services, and increase low-income student enrollments in the cities of Norfolk and Portsmouth
- \$490,830 from the Virginia Department of Education to provide training to child care service providers
- \$111,578 from the U.S. Department of Transportation to provide truck driver training for veterans
- Open Door grant (2nd year) for \$335,111 (Norfolk campus) and \$261,888 (Portsmouth campus) to help low-income students

Dr. Woodhouse shared a few highlights from 2021.

b. **Student Affairs Update** – Dr. Campbell provided a Student Affairs update. She reported that the college continues to provide our students with wrap-around services to include hotspots, laptops, emergency funds, textbooks, and Cox internet. The college launched TimelyCare telehealth services for students on January 12. Due to a change in policy, 3rd party services can provide mental health services to VCCS students. Students will have the option of up to 6 scheduled counseling appointments/visits with licensed individuals. In addition, they will have unlimited access to the existing TalkNow service and health coaching. Dr. Campbell also shared that the college will host World of Works (WOW) at the Chesapeake campus, October 19-20. WOW is an interactive careers exploration event for all 8th grade students designed to create awareness about exciting career options and addressing workforce needs in our region.

c. **Workforce Solutions Update** – Ms. Williams reported that Workforce Solutions is offering new programs to include: Drone; Intro to Offshore Wind, and CDL expansion. The trailer for the mobile welding lab was delivered. TCC will partner with the City of Norfolk and Lyons Shipyard to recruit students. The anticipated launch date is March 2022.

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

- a. Final Local Fund Financial Statements for Year Ending June 30, 2021 - At the invitation of Mr. Lucado, Ms. Hardiman highlighted balances with the student activities budget (\$1.7 million); institutional auxiliary budget (\$16.3 million); student center budget (\$16 million); and the auxiliary services budget (\$10.8 million). Revenues include \$3,896,000 in unexpected bond payments towards the cancelled Chesapeake Ring Road project. The capital maintenance reserve fund is \$8.5 million. Local investments and contributions from Chesapeake, Norfolk, Portsmouth, and Virginia Beach remained as expected.
- b. Local Fund Financial Statements for Month Ending November 30, 2021 - Ms. Hardiman provided local fund financial statements reflecting activity for five months of the fiscal year. She highlighted expenditures for the student activities budget (16%), institutional auxiliary budget (42%), student center budget (58%), and the auxiliary services budget (40%). Local investments and contributions for FY 21-22 from each city remained as expected. Investments of \$53.3 million have earned \$27,449 since July 1st.
- c. Final Financial Report for 2020-21- Ms. Hardiman reported revenues for 2020-21 were \$113.7 million, which represented tuition & mandatory fees, grants & contracts, local appropriations, student fees, general funds and other income. Expenditures for 2020-21 were \$103.3 million and financial aid was \$47.5 million (not including \$5,982,625 in CARES Act Funds distributed directly to student).
- d. State Operating Budget – Fiscal Year 2021-22 - The college anticipates FY22 revenues of \$122 million and prior year carryforward of \$15 million. Expenditures are anticipated to be \$118 million. Remaining resources will be used in future years to offset general fund or possible enrollment reductions.
- e. Student Financial Aid Cohort Default Rate - Ms. Hardiman noted that a default rate of 30% or higher for three consecutive years may result in loss of direct loan and Pell Grant eligibility. In addition, a default rate of 40% in a single year may result in immediate loss of

eligibility for three years. TCC's default rates were 16.2%, 17.9%, and 14.1% respectively in 2016, 2017, and 2018.

- f. Capital Outlay Plan Submission – The college submits a Capital Outlay Plan every two years. It is combined with the other 22 VCCS colleges for prioritization and evaluation by the General Assembly. Budget and political factors may impact the prioritization of projects. During the 2021 planning process, all VCCS colleges were notified that due to declining enrollments, no new buildings would be considered by the General Assembly. Accordingly, TCC's President's Cabinet met to realign the Capital Outlay priorities and submissions. TCC's first priority in 2021 was to renovate the Walker building. The submission is currently 3rd on the list of all VCCS projects.

7. Advocacy Committee Report – Ms. Kim McCallum, Chair

In the absence of Ms. McCallum, Ms. Lunde provided the committee report. She shared that the General Assembly will convene January 12, 2022. She also noted two potential dates for TCC's General Assembly visit, January 27 or February 2. The VCCS office provided colleges with a list of priorities, particularly the nursing initiative, and a draft calendar for scheduling visits with delegates/senators.

8. Educational Foundation Liaison Report – Ms. Delceno Miles

Ms. Miles reported that the college is continuing its work with The Curtis Group. She also noted that a few seats will become vacant on the Foundation Board. A review process for new board candidates will convene soon. In an effort to establish more engagement with TCC's alumni, an electronic Christmas card was sent to 90,000 alumni. The Foundation is using a new software, *Live Alumni*, which provides up-to-date information on our graduates. The search for a new vice president for Institutional Advancement is in its final stages. The Foundation remains focused on workforce areas for fundraising, which includes health careers, technology and cybersecurity, and manufacturing and skilled trades. All board members will be asked to provide at least five persons of influence, and perhaps to assist Dr. Conston or the vice president on a visit.

9. Real Estate Liaison Report – Ms. Lynn Clements

Ms. Clements reported that the Real Estate Foundation is working with staff members from Senators Warner and Kaine's offices to expedite cleanup at the Suffolk property. A Tier III FNOD meeting was held November 29, 2021 with 50+ attendees. The foundation presented a timeline of projects and activities leading up to the December 2022 excavation for the pipeline and roadway. The TCCREF and TCC lease amendment for the HHVAC property and second floor parking was approved by the State Board on November 18, 2021. Details of the lease are in process and has been executed. Construction is underway with a target completion date of Spring 2023. The Skilled Trades Academy renovation was completed. The REF board approved proceeding with an offer to purchase an additional 13,000 square feet of space adjacent to the STA site. Closing is anticipated in Summer 2022.

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

- a. Nothing to report.

11. President's Report

- a. Fall and Spring Enrollment Update (w/ Mr. Aasen). Mr. Aasen displayed a chart of the VCCS enrollment. In Fall 2021, full-time equivalent (FTE) enrollment declined -4.2% and student headcount increased 0.2%. TCC had its first year-to-year headcount enrollment increase in 10 years Fall 2021. Key credit enrollment metrics included: first-time-in-college students (+3.6%); fall-to-fall FTIC retention (49.6%); spring-to-fall re-enrollment (55.3%); career & technical programs (+16.1%); college-transfer programs (-9.4%); and high school dual enrollment (+4.8%). FTE for Spring 2022 increased +2.5% and student headcount also increased +4.5%. Workforce enrollment for quarters 1 and 2, fiscal year 2021-22, increased +42.6% in students and +37.1% in registrations.
- b. Data on Dual Enrollment, CTE, and JSTP (w/Mr. Aasen). Mr. Aasen presented on Workforce Education and Training: Credit & Non-Credit. The college operates within a very diverse area to support workforce in Hampton Roads. This is done through credit Career & Technical Education (CTE) and the non-credit workforce solutions: a two-pronged approach, working in partnership, to meet the diverse workforce education and training needs of Hampton Roads students and employers. The benefits of CTE include: national & specialized accreditation; access to Title IV financial aid (Pell grant); state funding; some university transfer options; inflexible short programs (15-week minimum federal aid); and tuition set by the SBCC. The pros/cons for non-credit side includes: industry certifications; some state financial aid (FastForward); almost no state funding; customized training for businesses; flexibility with short-term programs; and TCC sets tuition. Mr. Aasen provided additional information as noted in the document attached.
- c. General Updates. Dr. Conston provided the following updates:
- Due to the increasing positivity rate of the Omicron variant, the college will continue with remote work and instruction until the end of January 2022. Although the campuses are closed to most employees, the college remains open. Dr. Conston and the President's Cabinet will meet and continue to monitor the numbers.
 - As Ms. Miles mentioned, the search for a Vice President of Institutional Advancement is going well.
 - The Spring 2022 Convocation and Learning Institute was held January 5, 2022. Dr. Conston thanked Dr. Woodhouse for her leadership and a successful, well-attended event.

12. Chair's Report & Announcements

- a. President's Evaluation Process. Per section 2.15.4 of the College Board Policies & Procedures Manual, the president shall submit a self-evaluation to the board chair by March. Ms. Free will distribute the self-evaluation electronically to the full board and receive feedback and input by April 15th. By May 1st, the board's Executive Committee will meet

with Dr. Conston to discuss her performance. Subsequent to the meeting, a signed letter will be forwarded to the Chancellor.

- b. Board Meeting – The next College Board meeting is scheduled for March 8, 2022 at the Chesapeake campus or via Zoom.
- c. Letter of Support - In accordance with section 2.2-33711(A) of the code of Virginia, Ms. Free moved that the board convene in closed session to discuss a letter of support. The President's Cabinet, liaison to the board, and constituents in attendance were excused from the meeting.

Open Session. The board concluded its closed session and reconvened the open session. Ms. Johnson returned to the meeting. A roll call vote was taken and board members Cindy Free, Lynn Clements, Lindsey Anderson, Barry Brown, Jerome Bynum, Ron Green, Kirk Houston, James Lucado, Kim McCallum, Delceno Miles, and Charles Tysinger were present certifying that to the best of each member's knowledge (I) only public business matters lawfully exempted from open requirements under the Freedom of Information Act and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the board.

A vote was not required to take any action on the discussion of the letter of support in closed session.

13. Adjournment

Announcements

- For planning purposes, the colleges Spring Commencement is scheduled for Monday, May 9, 6:00 PM at the Chartway Arena.

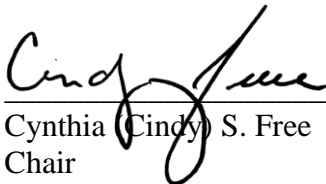
There being no further business to come before the board, Ms. Free adjourned the meeting at 6:28 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL



Cynthia (Cindy) S. Free
Chair