

# TIDEWATER COMMUNITY COLLEGE BOARD

MARCH 8, 2022

4:00 P.M.

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

*“Learn.Explore.Accelerate.Persevere - L.E.A.P into College with TCC”*

Dr. Michelle Woodhouse, VP for Academic Affairs & CAO  
Dr. Jenefer Snyder, Associate Vice-President

3. **Adoption of Consent Agenda** (Board Member(s) may make request(s) to move item(s) from the Consent Agenda that requires further discussion later in the meeting). (Board approves motion to adopt the consent agenda).
4. **Approval of Action Item(s) on Consent Agenda** (All item(s) under the Consent Agenda are enacted by one motion). **(Attachment(s)) – (5 min.)**
  - a. Previous Meeting Minutes #325 for January 11, 2022 **(Attached)**
  - b. Proposal for Career Studies Certificate in Logistics **(Attached)**
  - c. Proposal for Career Studies Certificate in Organizational Leadership **(Attached)**
5. **Academics, Student Affairs, & Workforce Development Committee Report – Dr. Barry Brown, Chair (10 min.)**
  - a. Academic Affairs Update – Dr. Woodhouse
  - b. Student Affairs Update – Dr. Campbell
  - c. Workforce Development Update – Ms. Williams
6. **Finance & Facilities Committee Report – Mr. James (Jay) Lucado, Chair (10 min.)**
  - a. Local Funds Financial Statements for Month Ending January 31, 2022 **(Attached)**
  - b. Mid-Year Report on 2021-22 State Operating Budget **(Attached)**

7. **Advocacy Committee Report** – Ms. Kim McCallum, Chair *(5 min.)*
8. **Educational Foundation Liaison Report** – Ms. Delceno Miles *(5 min.)*
9. **Real Estate Liaison Report** – Ms. Lynn Clements *(5 min.)*
10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
11. **President’s Report** – *(15 min.)*
  - a. Proposed 2021-22 Emeritus Appointment Resolutions **(Attached, for action)**
  - b. Spring Enrollment Update (w/Mr. Aasen)
  - c. General Updates
12. **Chair’s Report & Announcements** – *(10 min.)*
  - a. Continuation of the Presidential Evaluation Process
  - b. Appointment of Board Nominating Committee
13. Adjournment

# 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 (2<sup>nd</sup> 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, 3<sup>rd</sup> 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 8<sup>th</sup> 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 1<sup>st</sup>.
- 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 3<sup>rd</sup> 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 15<sup>th</sup>. By May 1<sup>st</sup>, 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

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Cynthia (Cindy) S. Free  
Chair

DRAFT



# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 8, 2022

COMMITTEE: Curriculum, Student Development, & Workforce Committee

AGENDA ITEM: Proposal for Career Studies Certificate in Logistics

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### **BACKGROUND:**

The CSC in Logistics responds to the expanding need for training in supply chain management and logistics in both the private sector and the U.S. Armed Forces:

- The U.S. Navy released the USNCC Pilot II RFP in which they specifically requested an academic partner to enroll up to 725 qualified USNCC students into an accredited degree and stackable professional certificate in Logistics. Further, they have requested that the academic partner apply 15 credits of core Naval courses to an associate degree for qualified USNCC students.
- TCC currently offers the Associate of Applied Science: Technical Studies. The proposed CSC and the core Naval courses stack into this Associate of Applied Science degree, meeting the requirements of the RFP.

### **STAFF RECOMMENDATION:**

That the College Board approve the proposed Career Studies Certificate in Logistics.

### **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

# CAREER STUDIES CERTIFICATE

## Logistics

The Career Studies Certificate in Logistics prepares students for employment in logistics and supply chain management, including purchasing and inbound logistics; handling; warehousing; inventory and financial controls; and transportation.

### Semester 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
BUS 100	Introduction to Business	3	None	None
BUS 223	Distribution and Transportation	3	None	None
BUS 215	Purchasing and Materials Management	3	None	None
BUS 265	Ethical Issues in Management	3	None	None
<b>Semester Credits</b>		<b>12</b>		

### Semester 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
BUS 255	Inventory and Warehouse Management	3	None	None
BUS 200	Principles of Management	3	BUS 100	None
BUS 234	Supply Chain Management	3	None	None
<b>Semester Credits</b>		<b>9</b>		

**Total Minimum Credits 21**

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

MEETING: March 8, 2022

COMMITTEE: Curriculum, Student Development, & Workforce Committee

AGENDA ITEM: Proposal for Career Studies Certificate in Organizational Leadership

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**BACKGROUND:**

The CSC in Organizational Leadership responds to the expanding need for leadership training in both the private sector and the U.S. Armed Forces:

- The U.S. Navy released the USNCC Pilot II RFP in which they specifically requested an academic partner to enroll up to 725 qualified USNCC students into an accredited degree and stackable professional certificate in Organizational Leadership. Further, they have requested that the academic partner apply 15 credits of core Naval courses to an associate degree for qualified USNCC students.
- TCC currently offers the Associate of Applied Science: Technical Studies. The proposed CSC and the core Naval courses stack into this Associate of Applied Science degree, meeting the requirements of the RFP.

**STAFF RECOMMENDATION:**

That the College Board approve the proposed Career Studies Certificate in Organizational Leadership.

**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

# CAREER STUDIES CERTIFICATE

## Organizational Leadership

The Career Studies Certificate in Organizational Leadership prepares students to strategically guide, lead, manage and motivate individuals in order to achieve the mission and goals of organizations.

### Semester 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
BUS 100	Introduction to Business	3	None	None
PHI 220	Ethics	3	None	None
BUS 111	Principles of Supervision I	3	None	None
<b>Semester Credits</b>		<b>9</b>		

### Semester 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
BUS 117	Leadership Development	3	None	None
BUS 200	Principles of Management	3	BUS 100	None
BUS 201	Organizational Behavior	3	None	None
BUS 236	Communication in Management	3	None	None
<b>Semester Credits</b>		<b>12</b>		

**Total Minimum Credits 21**

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

MEETING: March 8, 2022

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Local Funds Financial Statements for Month Ending January 31, 2022

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**BACKGROUND:**

The Local Funds Financial Statements for the month ending January 31, 2022 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 - January 31, 2022

	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	\$ 467,447	\$ -	\$ 331,213	59%
B. Student Activity Fee Revenue Loss Reimbursement	215,959	135,956		80,003	63%
C. ID Card Replacements	1,000	2,150		(1,150)	215%
<b>Total Revenues</b>	<b>\$ 1,015,619</b>	<b>\$ 605,553</b>	<b>\$ -</b>	<b>\$ 410,066</b>	<b>60%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 2,365,483</b>			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 1,515	\$ -	\$ -	\$ 1,515	0%
2. Programming	15,000	8,554		6,446	57%
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>\$ 8,554</b>	<b>\$ -</b>	<b>\$ 11,961</b>	<b>42%</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	3,245	3,200	11,555	36%
3. Student Organizations	1,000			1,000	0%
4. Contingency Fund	515			515	0%
<b>Subtotal - Portsmouth Campus</b>	<b>\$ 20,515</b>	<b>\$ 3,245</b>	<b>\$ 3,200</b>	<b>\$ 14,070</b>	<b>31%</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	\$ 50	\$ -	\$ 2,050	2%
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	175	175	1,650	18%
5. Virtual Student Center	16,000	6,600		9,400	41%
<b>Subtotal - Student Activities - College-wide</b>	<b>\$ 33,100</b>	<b>\$ 6,825</b>	<b>\$ 175</b>	<b>\$ 26,100</b>	<b>21%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 15,416	\$ 2,569	\$ -	\$ 12,847	17%
2. Norfolk	12,339	3,956		8,383	32%
3. Portsmouth	11,547	6,589		4,958	57%
4. Virginia Beach	38,491	20,696		17,795	54%
<b>Subtotal - Learning Assistance Fund</b>	<b>\$ 77,793</b>	<b>\$ 33,810</b>	<b>\$ -</b>	<b>\$ 43,983</b>	<b>43%</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	\$ 214	\$ 25	\$ 2,680	8%
2. Norfolk	6,787			6,787	0%
3. Portsmouth	3,208			3,208	0%
4. Virginia Beach	6,415	1,831	2,636	1,948	70%
<b>Subtotal - Deans' Contingency Fund</b>	<b>\$ 19,329</b>	<b>\$ 2,045</b>	<b>\$ 2,661</b>	<b>\$ 14,623</b>	<b>24%</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>\$ 55,045</b>	<b>\$ 7,369</b>	<b>\$ 216,858</b>	<b>22%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 537,948	\$ 313,803	\$ -	\$ 224,145	58%
<b>Subtotal - Transfers</b>	<b>\$ 537,948</b>	<b>\$ 313,803</b>	<b>\$ -</b>	<b>\$ 224,145</b>	<b>58%</b>
<b>Fund Balance 01/31/22</b>		<b>\$ 1,996,635</b>			

Approved by the Local College Board on May 11, 2021

VPA-CFO 2/10/22

**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- January 31, 2022**

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/21</b>		<b>\$ 16,391,129</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,286,360	\$ 1,337,350	\$ -	\$ 949,010	58%
B. Institutional Fee Revenue Loss Reimbursement	\$ 618,237	\$ 389,207		\$ 229,030	63%
C. Student Parking Sales	20,000	4,226		15,774	21%
D. Student HRT Pass Sales	10,000	6,325		3,675	63%
E. Miscellaneous Revenue	3,600			3,600	0%
<b>Total Revenues</b>	<b>\$ 2,938,197</b>	<b>\$ 1,737,108</b>	<b>\$ -</b>	<b>\$ 1,201,089</b>	<b>59%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 18,128,237</b>			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ -	\$ 201,542	\$ -	\$ (201,542)	
B. Chesapeake Campus Parking Lot - Debt Service	333,500	332,623		877	100%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	5,250			5,250	0%
2. Utilities	10,000	4,883		5,117	49%
3. Security					
4. General Maintenance	50,000	8,385	38,318	3,297	93%
D. College-wide Parking Lot Improvements	150,000	63,467	1,950	84,583	44%
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	31,459	24,560	486,456	10%
I. Security Camera Implementation	225,000			225,000	0%
<b>Total Expenditures</b>	<b>\$ 1,479,532</b>	<b>\$ 685,199</b>	<b>\$ 64,828</b>	<b>\$ 729,505</b>	<b>51%</b>
<b>Fund Balance 01/31/22</b>					
		<b>\$ 17,443,038</b>			

Approved by the Local College Board on May 11, 2021

VPA-CFO 2/10/22

**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 - January 31, 2022

	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	\$ 3,566,927	\$ -	\$ 2,540,473	58%
B. Aux Cap Fee Revenue Reimbursement	1,651,455	1,039,662		611,793	63%
C. Transfer-In from Student Activities Budget	537,948	313,803		224,145	58%
D. Food Service Commission	10,000			10,000	0%
E. Miscellaneous Revenue	10,000	20,079		(10,079)	201%
<b>Total Revenues</b>	<b>\$ 8,316,803</b>	<b>\$ 4,940,471</b>	<b>\$ -</b>	<b>\$ 3,376,332</b>	<b>59%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>					
		<b>\$ 20,962,030</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 298,611	\$ 298,610	\$ -	\$ 1	100%
2. Student Center - Chesapeake Campus	685,757	626,382		59,375	91%
3. Student Center - Portsmouth Campus	1,243,831	1,090,909		152,922	88%
4. Student Center - Virginia Beach Campus	969,634	885,740		83,894	91%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 3,197,833</b>	<b>\$ 2,901,641</b>	<b>\$ -</b>	<b>\$ 296,192</b>	<b>91%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 327,098	\$ 157,287	\$ -	\$ 169,811	48%
b. Operating Expenses	25,000	3,887	1,721	19,392	22%
<b>Subtotal--General Operations</b>	<b>\$ 352,098</b>	<b>\$ 161,174</b>	<b>\$ 1,721</b>	<b>\$ 189,203</b>	<b>46%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 100,000	\$ 53,700	\$ -	\$ 46,300	54%
b. Security	58,000	22,514	32,377	3,109	95%
<b>c. Custodial</b>					
1. Personnel	116,000	58,513		57,487	50%
2. Expenditures	12,000	1,078	1,926	8,996	25%
<b>d. General Maintenance</b>					
1. Personnel	54,000	50,390		3,610	93%
2. Expenditures	60,000	33,408	73,539	(46,947)	178%
e. Insurance	7,700	7,784		(84)	101%
f. Network & Telecommunications	35,942	20,966		14,976	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 443,642</b>	<b>\$ 248,353</b>	<b>\$ 107,842</b>	<b>\$ 87,447</b>	<b>80%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 7,875	\$ 6,656	\$ 1,651	\$ (432)	105%
<b>Subtotal--Food Services</b>	<b>\$ 7,875</b>	<b>\$ 6,656</b>	<b>\$ 1,651</b>	<b>\$ (432)</b>	<b>105%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 803,615</b>	<b>\$ 416,183</b>	<b>\$ 111,214</b>	<b>\$ 276,218</b>	<b>66%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 326,817	\$ 184,857	\$ -	\$ 141,960	57%
b. Operating Expenses	25,000	8,342	3,326	13,332	47%
<b>Subtotal--General Operations</b>	<b>\$ 351,817</b>	<b>\$ 193,199</b>	<b>\$ 3,326</b>	<b>\$ 155,292</b>	<b>56%</b>

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 110,000	\$ 83,777	\$ -	\$ 26,223	76%
b. Security	41,000	21,953	16,599	\$ 2,448	94%
c. Custodial					
1. Personnel	120,362	44,887		\$ 75,475	37%
2. Expenditures	12,000	2,375	1,748	\$ 7,877	34%
d. General Maintenance					
1. Personnel	54,000	51,960		2,040	96%
2. Expenditures	60,000	41,401	51,782	18,599	69%
e. Insurance	8,400	8,545		(145)	102%
f. Network & Telecommunications	34,686	20,234		14,453	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 440,448</b>	<b>\$ 275,132</b>	<b>\$ 70,129</b>	<b>\$ 146,970</b>	<b>67%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 5,750	\$ 4,146	\$ 1,782	\$ (178)	103%
<b>Subtotal--Food Services</b>	<b>\$ 5,750</b>	<b>\$ 4,146</b>	<b>\$ 1,782</b>	<b>\$ (178)</b>	<b>103%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 798,015</b>	<b>\$ 472,477</b>	<b>\$ 75,237</b>	<b>\$ 302,084</b>	<b>62%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 329,312	\$ 166,453	\$ -	\$ 162,859	51%
b. Operating Expenses	25,000	4,391	2,051	18,558	26%
<b>Subtotal--General Operations</b>	<b>\$ 354,312</b>	<b>\$ 170,844</b>	<b>\$ 2,051</b>	<b>\$ 181,417</b>	<b>49%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 110,000	\$ 56,664	\$ -	\$ 53,336	52%
b. Security	51,000	11,846	36,521	2,633	95%
c. Custodial					
1. Personnel	118,379	40,024		78,355	34%
2. Expenditures	12,000	169		11,831	1%
d. General Maintenance					
1. Personnel	52,000	48,355		3,645	93%
2. Expenditures	50,000	15,795	19,674	14,531	71%
e. Insurance	8,250	8,371		(121)	101%
f. Network & Telecommunications	40,045	23,360		16,685	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 441,674</b>	<b>\$ 204,584</b>	<b>\$ 56,195</b>	<b>\$ 180,895</b>	<b>59%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 7,725	\$ 1,826	\$ 1,546	\$ 4,353	44%
<b>Subtotal--Food Services</b>	<b>\$ 7,725</b>	<b>\$ 1,826</b>	<b>\$ 1,546</b>	<b>\$ 4,353</b>	<b>44%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 803,711</b>	<b>\$ 377,254</b>	<b>\$ 59,792</b>	<b>\$ 366,665</b>	<b>54%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 427,039	\$ 185,485	\$ -	\$ 241,554	43%
b. Operating Expenses	40,000	7,751		32,249	19%
<b>Subtotal--General Operations</b>	<b>\$ 467,039</b>	<b>\$ 193,236</b>	<b>\$ -</b>	<b>\$ 273,803</b>	<b>41%</b>

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 46,000	\$ 20,661	\$ -	\$ 25,339	45%
b. Security	46,000	21,373	16,322	8,305	82%
c. Custodial					
1. Personnel	189,000	83,086		105,914	44%
2. Expenditures	12,000	1,339	2,148	8,513	29%
d. General Maintenance					
1. Personnel	91,000	73,477		17,523	81%
2. Expenditures	65,000	31,863	14,152	18,985	71%
e. Insurance	12,350	12,565		(215)	102%
f. Network & Telecommunications	35,890	20,936		14,954	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 497,240</b>	<b>\$ 265,300</b>	<b>\$ 32,622</b>	<b>\$ 199,318</b>	<b>60%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 8,125	\$ 2,129	\$ 1,860	\$ 4,136	49%
<b>Subtotal--Food Services</b>	<b>\$ 8,125</b>	<b>\$ 2,129</b>	<b>\$ 1,860</b>	<b>\$ 4,136</b>	<b>49%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 972,404</b>	<b>\$ 460,665</b>	<b>\$ 34,482</b>	<b>\$ 477,257</b>	<b>51%</b>
<b>Total Expenditures</b>	<b>\$ 6,575,578</b>	<b>\$ 4,628,219</b>	<b>\$ 280,725</b>	<b>\$ 1,718,416</b>	<b>74%</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 01/31/22</b>		<b>\$ 15,333,811</b>			

Approved by the Local College Board on May 11, 2021

VPA-CFO 2/10/22

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY21</b>	<b>\$ 9,500,000</b>



**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 - January 31, 2022

	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	\$ 301,339	\$ -	\$ (101,339)	151%
B. Vending					
1. Exclusive Beverage Contract	41,600	30,682		10,918	74%
2. Vending - CRH	2,500	8,529		(6,029)	341%
C. Food Service - Joint-Use Library	750			750	0%
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	205,000	15,986		189,014	8%
F. Miscellaneous Revenue	100	201		(101)	201%
G. Auxiliary Services Loss Revenue Reimbursement	800,000			800,000	0%
<b>Total Revenues</b>	<b>\$ 1,273,950</b>	<b>\$ 380,737</b>	<b>\$ -</b>	<b>\$ 893,213</b>	<b>30%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 11,254,741</b>	<b>\$ -</b>		
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 688	\$ 3,872	\$ 1,440	76%
2. Miscellaneous Expenses	1,000			\$ 1,000	0%
3. Joint-Use Library Food Service Equipment	1,750	3,246	355	\$ (1,851)	206%
<b>Subtotal - Operating Expenses</b>	<b>\$ 8,750</b>	<b>\$ 3,934</b>	<b>\$ 4,227</b>	<b>\$ 589</b>	<b>93%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 300,000</b>	<b>\$ 7,757</b>	<b>\$ 15,644</b>	<b>\$ 276,599</b>	<b>8%</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>\$ (4,895)</b>		<b>\$ 14,895</b>	<b>-49%</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	148		3,352	4%
3. Equipment/Software/Installation	33,000		3,600	29,400	11%
4. StormCard Marketing	4,000			4,000	0%
<b>Subtotal - Auxiliary Service Operations</b>	<b>\$ 205,500</b>	<b>\$ 10,296</b>	<b>\$ 3,600</b>	<b>\$ 191,604</b>	<b>7%</b>
<b>G. Community Support</b>					
1. College Board	\$ 2,500	\$ 920	\$ -	\$ 1,580	37%
2. President	15,000	7,853	81	7,066	53%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	5,690		310	95%
b. Vice President for Administration & Chief Financial Officer	6,000	629		5,371	10%
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	446	442	5,112	15%
f. Vice President for Student Affairs	6,000			6,000	0%
4. Campus Deans					
a. Portsmouth	6,000	2,000		4,000	33%
b. Virginia Beach	12,000	3,438		8,562	29%
c. Chesapeake	6,000	1,375		4,625	23%
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>\$ 22,697</b>	<b>\$ 523</b>	<b>\$ 90,780</b>	<b>20%</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	1,709		3,291	34%
3. Portsmouth	5,000	1,353	93	3,554	29%
4. Virginia Beach	10,000			10,000	0%
<b>Subtotal - Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ 3,062</b>	<b>\$ 93</b>	<b>\$ 21,845</b>	<b>13%</b>
<b>Subtotal - Expenditures</b>	<b>\$ 918,250</b>	<b>\$ 45,763</b>	<b>\$ 24,366</b>	<b>\$ 848,121</b>	<b>8%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ 12,000	\$ -	\$ 3,000	80%
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	2,224		3,352	40%
5. Military Scholarships	28,103			28,103	0%
6. ROTC Scholarships	13,489	2,214		11,275	16%
7. High School Scholarships					
a. Chesapeake	66,096	21,364		44,732	32%
1. LaVonne P. Ellis Scholarship	11,121	6,125		4,996	55%
2. Terri N. Thompson Scholarship	11,121	5,875		5,246	53%
b. Norfolk	43,704	19,244		24,460	44%
1. John T. Kavanaugh Scholarship	11,151	7,225		3,926	65%
2. John D. Padgett Scholarship	11,151	5,275		5,876	47%
c. Portsmouth	21,132	5,088		16,044	24%
1. Lee B. Armistead Scholarship	11,151	4,550		6,601	41%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	99,819	33,286		66,533	33%
1. Stanley Waranch Scholarship	11,151	4,819		6,332	43%
2. Dorcas T. Helfant-Browning Scholarship	11,151	5,688		5,463	51%
3. Thomas H. Wilson Scholarship	11,151	3,472		7,679	31%
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	589,535		10,465	98%
<b>Subtotal - TCC Scholarships &amp; Awards</b>	<b>\$ 1,030,518</b>	<b>\$ 727,984</b>	<b>\$ -</b>	<b>\$ 302,534</b>	<b>71%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 1,948,768</b>	<b>\$ 773,747</b>	<b>\$ 24,366</b>	<b>\$ 1,150,655</b>	<b>41%</b>
<b>Fund Balance 01/31/22</b>		<b>\$ 10,480,994</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  
INVESTMENTS  
2021-22 STATEMENT OF EARNINGS**

	<b>BALANCE INVESTED</b>	<b>INTEREST 2021-22</b>
July 31, 2021	\$ 48,184,965	\$ 4,851
August 31, 2021	\$ 48,285,526	\$ 4,413
September 30, 2021	\$ 47,544,560	\$ 4,272
October 31, 2021	\$ 50,940,497	\$ 4,538
November 30, 2021	\$ 51,299,436	\$ 4,583
December 31, 2021	\$ 53,272,227	\$ 4,791
January 31, 2022	\$ 52,100,025	\$ 8,216
February 28, 2022		
March 31, 2022		
April 30, 2022		
May 31, 2022		
June 30, 2022		
<b>TOTAL</b>		<b>\$ 35,665</b>

Note 1

**Detail:**

<b>Investment Category</b>	<b>Cumulative Average Yield</b>	<b>Balance</b>
Towne Bank - Repurchase Agreements	0.01%	\$ 14,370,422
Towne Bank - Raymond James	0.33%	\$ 1,740,529
Towne Bank - Insured Cash Sweep	0.01%	\$ 20,005,479
Commonwealth - LGIP Extended Maturity	0.18%	\$ 14,913,590
Commonwealth - LGIP	0.07%	\$ 1,070,005
<b>TOTAL</b>		<b>\$ 52,100,025</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  
LOCAL CONTRIBUTIONS  
AS OF JANUARY 31, 2022**

<b>LOCALITIES</b>	<b>PLEDGED</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	6,000	
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	
<b>TOTAL</b>	<b>\$ 84,500</b>	<b>\$ 84,500</b>	<b>\$ -</b>

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 8, 2022

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2021-22 State Operating Budget

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### BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2021-22 State Operating Budget was presented at the January 11, 2022 meeting; the Mid-Year report provides an update on the budget.

### 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  
STATE OPERATING BUDGET FOR 2021-2022  
MID-YEAR REPORT**

<b>REVENUES</b>	<b>2021-2022 Budget</b>	<b>Adjustments</b>	<b>2021-2022 Adjusted</b>	<b>Notes</b>
GENERAL FUNDS	46,520,953		46,520,953	
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	52,345,815		52,345,815	
WORKFORCE SOLUTIONS	2,000,000		2,000,000	
EQUIPMENT TRUST FUND	2,000,000	1,000,000	3,000,000	1
RESERVE/CARRYFORWARD	15,000,000	1,500,000	16,500,000	2
FEDERAL FUNDS RELATED TO COVID-19	10,000,000		10,000,000	
<b>TOTAL REVENUES EXPECTED</b>	<b>127,866,768</b>	<b>2,500,000</b>	<b>130,366,768</b>	
<b>EXPENDITURES - PERSONNEL SERVICES</b>				
<b>PERSONNEL SERVICES</b>				
TEACHING FACULTY	19,185,189		19,185,189	
ADMINISTRATIVE & PROFESSIONAL FACULTY	9,246,507		9,246,507	
CLASSIFIED	18,029,753		18,029,753	
ADJUNCT/OVERLOAD/SUMMER PAY	14,490,000		14,490,000	
WAGE EMPLOYEES	4,935,000	(800,000)	4,135,000	3
WORKFORCE SOLUTIONS	2,000,000		2,000,000	
REALLOCATION, SICK/ANNUAL LEAVE/SEVERANCE	300,000	(100,000)	200,000	4
FRINGES	22,350,000	(1,000,000)	21,350,000	5
VACANCY	(2,000,000)	(300,000)	(2,300,000)	6
<b>TOTAL PERSONNEL SERVICES</b>	<b>88,536,449</b>	<b>(2,200,000)</b>	<b>86,336,449</b>	
<b>EXPENDITURES - OPERATING</b>				
<b>CHESAPEAKE CAMPUS</b>				
STUDENT SERVICES	61,311		61,311	
ENGINEERING, SCIENCE, & MATH PATHWAY	250,556		250,556	
MANUFACTURING & TRANSPORTATION PATHWAY	53,672		53,672	
<b>NORFOLK CAMPUS</b>				
STUDENT SERVICES	74,658		74,658	
ARTS & HUMANITIES PATHWAY	64,748		64,748	
BUSINESS, COMPUTER SCIENCE & IT PATHWAY	91,102		91,102	
ROPER THEATER	191,678		191,678	
<b>PORTSMOUTH CAMPUS</b>				
STUDENT SERVICES	52,677		52,677	
MARITIME & SKILLED TRADES PATHWAY	159,944		159,944	
NURSING PATHWAY	42,361		42,361	
SOCIAL SCIENCE & EDUCATION PATHWAY	4,933		4,933	
<b>VIRGINIA BEACH CAMPUS</b>				
STUDENT SERVICES	97,539		97,539	
ADVANCED TECHNOLOGY CENTER	404,402		404,402	
JOINT-USE LIBRARY	506,043		506,043	
HEALTH PROFESSIONS PATHWAY	269,556		269,556	
PUBLIC & PROFESSIONAL SERVICES PATHWAY	75,207		75,207	
<b>CAMPUS AND CENTER TOTALS</b>	<b>2,400,387</b>		<b>2,400,387</b>	
<b>OTHER OPERATING</b>				
ACADEMIC AFFAIRS	636,828		636,828	
STUDENT AFFAIRS	682,669		682,669	
SAFETY & SECURITY	2,541,605		2,541,605	
FACILITIES MANAGEMENT	5,070,533		5,070,533	
FINANCE	45,028		45,028	
HUMAN RESOURCES	374,109		374,109	
INFORMATION SYSTEMS	2,638,870		2,638,870	
INSTITUTIONAL ADVANCEMENT	1,727,265		1,727,265	
INSTITUTIONAL EFFECTIVENESS	30,387		30,387	
OFFICE OF THE PRESIDENT	15,550		15,550	
OTHER FIXED COSTS	2,375,993	500,000	2,875,993	7
WORKFORCE	1,000,000	300,000	1,300,000	8
PROFESSIONAL DEVELOPMENT	348,500		348,500	
DUAL ENROLLMENT	2,300,000		2,300,000	
VCCS SHARED SERVICES	1,194,609		1,194,609	
<b>OTHER OPERATING TOTAL</b>	<b>20,981,946</b>	<b>800,000</b>	<b>21,781,946</b>	
ONE TIME PROJECTS	5,000,000		5,000,000	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>116,918,782</b>		<b>115,518,782</b>	
RESERVE/CARRYFORWARD BALANCE	10,947,986		14,847,986	

VPA-CFO 2/2/22

Note 1: Reflects additional anticipated ETF reimbursements.

Note 2: Reflects additional carryforward due in part to expense not incurred in FY21.

Note 3: Reflects lesser wage costs due to vacancies.

Note 4: Reflects the trend of less expense.

Note 5: Reflects the reduced cost of fringes as a result of vacancies and delayed state increases for fringe benefits.

Note 6: Reflects additional vacancy savings due to job market competition.

Note 7: Reflects additional expense, primarily on ETF purchases.

Note 8: Reflects a trend of additional expense in Workforce as compared to the previous year.

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 8, 2022

COMMITTEE: N/A – President’s Report

AGENDA ITEM: Proposed 2022 Emeritus Appointments

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### BACKGROUND:

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

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

### DISCUSSION:

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

**STAFF RECOMMENDATION:**

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

Teaching Faculty:

Anne Pinkerton, Professor of Biology

Administrative Faculty:

Emanuel Chestnut, Dean of Student Support Services/Norfolk Campus Dean

Jacque Dessino, Librarian

Kay Williams, Director of the Open Door Program

Classified Staff:

Sarah Swager, Public Relations and Marketing Manager I

Cynthia Welch, Education Administrator II

**STAFF LIAISON:**

Sarah E. (Beth) Lunde  
Associate Vice President for Human Resources

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

822-1711