

TIDEWATER COMMUNITY COLLEGE BOARD

MAY 10, 2022

4:00 P.M.

VIRGINIA BEACH CAMPUS STUDENT CENTER

CINDY S. FREE, CHAIR
PRESIDING

AGENDA

Social Gathering – (4:00 – 4:30 p.m.)

1. **Welcome and Call Meeting to Order** – (4.30 p.m.)
2. **Program Highlight** – (15 min.)

“TCC Plans for the Emerging Offshore Wind Industry”

Dr. Michael Summers, Special Assistant to the 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 #326 for March 8, 2022 (**Attached**)
 - b. Proposed 2022-23 Business and Industry Advisory Committees (**Attached**)
 - c. Proposed 2022-23 Local Fund Budgets (**Attached**)
5. **Curriculum & Student Development Committee Report** – Dr. Barry Brown, Chair (10 min.)
 - a. Academic Affairs Updates – Dr. Michelle Woodhouse
 - b. Student Affairs Updates – Dr. Karen Campbell
 - c. Workforce Solutions Updates – Ms. Tamara Williams
6. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair (10 min.)
 - a. Local Fund Financial Statements for Month Ending March 31, 2022 (**Attached**)
7. **Advocacy Committee Report** – Ms. Kim McCallum, Chair (10 min.)
8. **Educational Foundation Liaison Report** – Ms. Delceno Miles
9. **Real Estate Liaison Report** – Ms. Lynn Clements

10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
11. **President’s Report** – *(15 min.)*
 - a. Enrollment Update (w/Mr. Aasen)
 - b. General Updates
12. **Chair’s Report & Announcements** – *(30 min.)*
 - a. Report on Board Nominating Committee (**Attached, for action**)
 - b. Executive Committee Report (**Attached**)
 - c. Joint Board Recognition Reception—TBD
 - d. Closed Session
13. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 326

MARCH 8, 2022

Meeting number three hundred twenty-six of the Tidewater Community College Board was held at the Chesapeake Campus Student Center on Tuesday, March 8, 2022.

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

Members Absent: Lindsey S. Anderson, Dr. Barry C. Brown, Kim R. McCallum

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Chris Bryant, Vice President of Institutional Advancement
Karen Campbell, Vice President for Student Affairs
Sarah DiCalogero, Chair of President's Advisory & Planning Council
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
Jenefer Snyder, Associate Vice President
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.

Dr. Conston introduced the new Vice President of Institutional Advancement, Mr. Christopher (Chris) Bryant.

2. Program Highlight

Dr. Woodhouse introduced Dr. Snyder to present the program highlight featuring Learn. Explore. Accelerate. Persevere (L.E.A.P). The program supports and strives to create an environment grounded in the principle of fairness and prioritizes the success of our students to ensure they have the necessary resources to achieve their college and career goals. The program started in

the Summer of 2021 and provided recent high school graduates with the opportunity to get a head start and L.E.A.P into college. L.E.A.P is a program for college transfer courses. Students receive tuition scholarships; book stipends and laptops; focused student orientation; navigate early alert; intrusive communication and comprehensive advising. A total of 317 students enrolled in the Summer and Fall. In addition, 74% - 75% of the students completed courses with a C or better. A total of 4,263 credits were completed. Programs of interest included: General Studies; Science; Business Administration; Computer Science; Cyber Security; Engineering; and Social Sciences. Academic and Student Affairs will continue to provide students with the above-mentioned items, and also add 3-12 credits of transfer courses for Summer 2022.

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. Bynum, 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 #325 for January 11, 2022; the proposal for Career Studies Certificate in Logistics; and the proposal for Career Studies Certificate in Organizational Leadership.

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

a. **Academic Affairs Update** – In the absence of Dr. Brown, Ms. Free called on Dr. Woodhouse to provide an update for Academic Affairs. Dr. Woodhouse shared that the Governor’s medallions are awarded to high school graduates who have proven academic excellence by simultaneously earning a high school degree and an Associate’s degree or General Education certificate at a Virginia community college. This year, TCC is awarding 52 medallions to students from the Portsmouth, Franklin, Virginia Beach, and Chesapeake Public Schools. The college has 94 dual enrolled students who will earn certificates in Electrical Wiring for Technicians; Collision Repair; Mechatronics; Maritime Welding; Welding; and Early Childhood, Preschool. Dr. Woodhouse reported that TCC was named as one of the Best Nursing Programs in Virginia—TCC’s Nursing program is a “Best Associate Degree in Nursing” and is ranked 11 out of 37 two-year degree programs in VA. The Nursing Pinning Ceremony will be held Friday, May 6, 2022 at TCC’s Portsmouth Campus. The Spring Commencement Exercise will be held Monday, May 9, 2022.

b. **Student Affairs Update** – Dr. Campbell provided a Student Affairs update. She reported that TimelyCare Telehealth is available for our students. It launched in January with 382 registrations—80% female and 153 visits. The date for World of Works changed to October 25-27, 2022 and will be held at TCC’s Chesapeake Campus Student Center. This event provides hands-on training to all Chesapeake 8th grade students. This will become an annual signature event. TCC has a partnership with James Madison University (JMU). We encourage non-admitted high school students to take advantage of the resources at TCC and to transfer to JMU at a later time. Dr. Campbell shared that Dr. Misty Lyon was hired as Dean of Enrollment Management. She has 20 years of experience working in higher education and joins us from Fayetteville Technical Community College. Lastly, the Virtual Enrollment Audit breaks down the enrollment process into seven categories that students complete virtually before the first of class. A “secret shopper” (i.e. an EAB researcher) attempts these

seven steps with a goal of getting as far through the college enrollment pipeline as possible guided solely by staff, students, or resources provided by the website and virtual communications. They informed Dr. Campbell it is very rare for them to get through the entire process. However, they were able to get through TCC's process.

- c. **Workforce Solutions Update** – Ms. Williams reported that TCC was awarded \$74,546 through the Stanley Black & Decker Challenge Impact Grant. The goal is to enroll 50 under-resourced students and women in the skilled trades. WeldNow pilot program launched in February. Students completed workforce readiness and are now completing hands-on training in the mobile unit at Lyon Shipyard. TCC expanded its CDL training March 4, adding additional sections every two weeks and increasing the capacity to serve in Hampton Roads.

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

- a. **Local Fund Financial Statements for Month Ending January 31, 2022** - At the invitation of Mr. Lucado, Ms. Hardiman provided local fund financial statements reflecting activity for seven months of the fiscal year. She highlighted revenues and expenditures respectively for the student activities budget (60% / 22%), institutional auxiliary budget (59% / 51%), student center budget (59% / 74%), and auxiliary services budget (30% / 41%). FY21-22 local investments and contributions from each city remained as expected. Investments of \$52.1 million earned \$222,916 since July 1.
- b. **Mid-Year Report on 2021-22 State Operating Budget** – The college's state budget continues to be in sound financial order. Revenues, including carryforward and HEERF-related funding, are anticipated to be \$130,366,768. Expenses, including personnel, are anticipated to cost \$115,518,782. The college is anticipating a carryforward balance at the end of the fiscal year, which will be used the following year in the event of an enrollment downturn or for unanticipated expenses.

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

In the absence of Ms. McCallum, Ms. Lunde provided the committee report. She reported that the General Assembly Visit was very successful. Dr. Conston, board members, TCC staff, and students met with 7 senators and 12 delegates. The VCCS advocacy priorities were 1) expand nursing program capacity and enhance existing programs and 2) increase academic advising capacity system-wide. TCC's Nursing student, Angela Wood, stated *"I had a really incredible experience. It was a privilege to represent Tidewater Community College and the Beazley School of Nursing while speaking with delegates and senators of the Commonwealth of Virginia. It was an honor to advocate for nursing and nursing education at the decision-making level of our state government. Nursing is absolutely critical to the health and well-being of our communities. I hope this interaction will make some small difference in expanding the already top-notch nursing education available at TCC."*

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

Ms. Miles acknowledged Mr. Bryant, the new Vice President for Institutional Advancement. She reported that the Educational Foundation is continuing to identify potential new board members. A celebratory luncheon will be held at the Town Point Club to recognize outgoing board members. Dr. Conston's work with The Curtis Group is going well. They will continue to focus on new donors and stewardship of existing donors. The foundation remains focused on its primary

fundraising areas to provide scholarships for information technology; health careers; cybersecurity; skilled trades; and automotive & manufacturing technology. Dr. Conston has two additional capital fundraising initiatives to include the new Visual Arts Center in downtown Norfolk and the expansion of the Skilled Trades Academy in Portsmouth.

9. Real Estate Liaison Report – Ms. Lynn Clements

Ms. Clements reported that the Real Estate Foundation met on February 10, 2022 and adopted the amended bylaws at this meeting. A contract to purchase 3303 Airline Blvd., Unit 5A-C was approved. This is a 13,000 square foot space adjacent to the existing Skilled Trades Academy. The space will allow TCC to expand workforce development programs and closing is anticipated for July 2022. Design and construction/renovation of the HHVAC is moving forward. The estimated completion is Spring 2023. With the assistance of Jeff Zoekler of Hana Engineering and in conjunction with the Suffolk land partners, (Brookwood Capital Partners, Hampton Roads Sanitation Department, and City of Suffolk), the Real Estate Foundation is also moving forward with discussion with the Environmental Protection Agency (EPA), Former Nansemond Ordinance Depot (FNOD) and US Army Corp of Engineers (USACE) to “delist” a large portion of the Suffolk property which is on the National Property Line (NPL). The foundation continues to work with HRSD to develop a compensation proposal for the land easements required for the Sustainable Water Initiative for Tomorrow (SWIFT) project. The TCCREF development committee continues to move forward regarding rezoning, road alignment and other related factors to property development.

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

- a. Nothing to report.

11. President’s Report

- a. Proposed 2021-22 Emeritus Appointment Resolutions. Directing the board’s attention to Tab 11a of the meeting packet, Dr. Conston appointed four faculty and two classified staff to emeritus status, respectively:

- Emanuel Chestnut Jr., Dean of Student Support Services/Norfolk Campus Dean
- Jacquelyn A. Dessino, Librarian
- Dr. Anne M. Pinkerton, Professor of Biology
- Sarah S. Swager, Information Center Manager
- Cynthia J. Welch, Education Administrator II
- Kay M. Williams, Director of the Open Door Project

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

- b. Spring Enrollment Update (w/ Mr. Aasen). Spring 2022 Full-time Equivalent (FTE) enrollment declined -1.9% and student headcount increased 3.0%. Key metrics included: dual enrollment (+22.4%); first-time-in-college students (+19.1%); average credits (-4.8%); and a fall-to-spring retention point change of +1.5. Enrollment for College-transfer, Career & Technical, and Workforce Training changed (-5.2%), (+9.0%), and (+35%) respectively.

Mr. Aasen presented a chart of the VCCS credit enrollment for Spring 2022, noting TCC's decline in FTE enrollment (-2.2%) and increase in student headcount (2.6%).

c. General Updates. Dr. Conston provided the following updates:

- TCC's new Visual Arts Center will be located in the Harbor Heights building in downtown Norfolk. The 37,000 square foot facility was purchased by the TCC Real Estate Foundation. Dr. Conston noted that the planned opening is Spring 2023 and she shared renderings of the facility.
- Dr. Conston met with the presidents of ODU and NSU to discuss a partnership for the School of Health Sciences program.
- Dr. Conston also shared that she had the opportunity to participate on a forum with Senator Tim Kaine and Congressman Bobby Scott regarding a Workforce Pell Grant and how it will impact our students.

12. Chair's Report & Announcements

- a. Continuation of the Presidential Evaluation Process. Ms. Free noted that the board will receive information to complete the College Board's assessment of the president's performance. 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. Appointment of Board Nominating Committee –Ms. Free named Mr. Tysinger as chair, Ms. Anderson, Dr. Brown, Dr. Houston, and Ms. McCallum to serve on the nominating committee. She charged them to nominate officers as board chair and board vice chair for the period of 2022-24. The committee will reference section 2.1 of the board's *Policies and Procedures Manual-College w/By-Laws* in nominating candidates and to present their report at the May meeting.

13. Adjournment

Announcements

- For planning purposes, the colleges Spring Commencement is scheduled for Monday, May 9, 6:00 p.m. at the Chartway Arena.
- The next board meeting is May 10 at 4:00 p.m. in the Student Center on the Virginia Beach Campus.

There being no further business to come before the board, Ms. Free adjourned the meeting at 5:30 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL

Cynthia (Cindy) S. Free
Chair

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 10, 2022

COMMITTEE: Curriculum, Student Development, & Workforce Committee

AGENDA ITEM: Proposed 2022-23 Business and Industry Advisory Committees

BACKGROUND:

In accordance with Section 5.2.4 of the *VCCS Policy Manual*, Business and Industry Advisory Committees must be consulted in the establishment and review of all career and technical degree and standalone certificate programs. Further, these committees must be appointed by the College President with the approval of the local College Board.

Business and Industry Advisory Committees provide assurance that the curricula in the college's career and technical programs meet the needs of business, industry, labor, the professions, technical trades, and the community they are designed to serve. They also ensure that the graduates of these programs are capable of performing entry-level skills in the career pathways in which they are trained.

The committees serve in an advisory capacity to program faculty and their deans on programmatic design, development, implementation, evaluation, maintenance, and revision. Their membership is drawn largely from employers and employees outside of the field of education. Committee members serve for one year and are eligible for reappointment without limitation on the recommendation of the Program Head, Supervising Dean, and Vice President for Academic Affairs and Chief Academic Officer.

STAFF RECOMMENDATION:

That the College Board approves the 2022-23 Business and Industry Advisory Committees.

STAFF LIAISON:

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

TCC BUSINESS AND INDUSTRY ADVISORY COMMITTEES

2022-2023 Membership

ACCOUNTING

Traneisha Bailey-Williams
Blake Wilson Group, LLC

Joseph "Joe" Baptiste
Ernst & Young

Robin Bianco (Co-Chair)
DesRoches & Company, CPAs

Brandi Davis (Co-Chair)
Ernst & Young

Cynthia Johndrow
Robert Half, Inc.

Lyndon Remias
City of Virginia Beach

Theresa Rohm
A Rohm Smith and Company

ADMINISTRATIVE SUPPORT TECHNOLOGY

April Adkins
Western Tidewater Free Clinic

Sonja Bridgers
Norfolk Public Schools

Lakisha Hinton
Prolan Solutions

Gail Joyner (Chair)
Norfolk Naval Shipyard

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

Melissa Smail
Norfolk Naval Shipyard

AMERICAN SIGN LANGUAGE

Star Grieser
Center for the Assessment of Sign Language
Interpretation

* Proposed Member

** Chair to be selected at first meeting

Rebecca Hillegass
Virginia Beach City Public Schools

Carrie Humphrey
Reynolds Community College

Leah Weaver (Chair)
Tidewater Community College
Adjunct Faculty

AUTOMOTIVE

Bob Barton
Barton Ford

Keith Bradshaw
Hall Chrysler/Jeep/Dodge/Ram

Dan Bruner
Hall Acura

Wayne Champigny
Virginia Beach Technical and Career
Education Center

Jay Craig
RK Chevrolet

John Deuso
Southern Chrysler/Jeep Greenbrier

C. Tom Ellmer (Chair)
Priority Toyota Greenbrier

Keith Estes
Cavalier Ford Greenbrier

Amanda Hayslett
Checkered Flag Honda

Butch Hora
Hall Chrysler/Jeep/Dodge/Ram

Pierre Howard
Norfolk Technical Center

O. William Kuehrmann
Fiat Chrysler Automobile

AUTOMOTIVE - continued

Neil McClanan (Vice-Chair)
First Team Toyota

Winston Morgan
Toyota Motor North America, Inc.

Mike Owen
Southern Auto Group

Fred Phillips
Hall Toyota

David Pickett
Hall Automotive Group

Doug Reader
RK Subaru

Michaela Reardon
Checkered Flag Toyota

Jim Rose
Priority Honda

Paul Saltarelli
Cavalier Ford Lincoln

Ken Strain
Casey Honda

Jim Todd
Ford Motor Company

CIVIL ENGINEERING TECHNOLOGY

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

Christina Jackson
City of Newport News

Chad Oxtan (Chair)
City of Suffolk

Shawn Schultz
Breden Construction

Michael Seek
Old Dominion University

Kevin Wood
Pennoni

COLLISION REPAIR**

Todd Babb
Beamon and Johnson

Lance Carson
Hall Automotive

Wes Cummings
Priority Collision Center

Julia Grim
GEICO

Paul Jackson
Caliber Collision

Mike Maddox
MiCar Collision Center

Bill Moison
Southern Collision Repair Center

John Rial
Caliber Collision

John Shoemaker
Bowditch Ford

Carmen Stockard
PPG Industries

COMPUTER-AIDED DRAFTING AND DESIGN

Edward Abete
Leidos

Todd Bobak
Sumitomo Drive Technologies

Thad A. Broom
Architects and Designers, PC

* Proposed Member

** Chair to be selected at first meeting

COMPUTER-AIDED DRAFTING AND DESIGN - continued

Chris Brown
Newport News Shipbuilding

Jason Ewick
CDI Engineering Solutions

Jose Ferrandiz-Gea
Norfolk State University

Ronald Kloster
Hampton University

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

Errol F. Plata, Jr.
Urban Rainforest

Michael Ross (Chair)
HBA Architecture and Interior Design

Jeenson Sheen
Norfolk State University

Larry Smith
Linx Industries

Johan Stadler
Saunders + Crouse Architects

Thomas N. Tortomasi
Advanced Technologies Academy

Alok Verma
Old Dominion University

COMPUTER SCIENCE AND INFORMATION SYSTEMS TECHNOLOGY

Leigh Armistead
Peregrine Technical Solutions

Chris Burroughs
PRA Group

Gayle Burton
Honeywell Technology Solutions, Inc.

R. Mark Crowe
Sentara Healthcare

Trent Dorroh
Cisco Systems

Shawn C. Fagan
Marathon Consulting

Kevin Fairley
City of Virginia Beach

Linda Garratt
Stihl

Tracy Gregorio
G2 OPS

Kevin Griffin
Griffin Consulting

Rich Hamady (Chair)
GEICO

Ben Hamerick
Christian Broadcasting Network

Annette Harris
City of Portsmouth

Stephen Troy Hollowell
Microsoft Corporation

Cheryl Jackson-Darden (Vice-Chair)
Human Capital Management Office/Defense
Counterintelligence and Security Agency

Joseph Lee
JL GOV LLC

Corren McCoy
G2 OPS

Kevin McKenzie
Dollar Tree Stores, Incorporated

Joseph Quinn
SAIC

Deborah Rhodes
Sentara Healthcare

* Proposed Member

** Chair to be selected at first meeting

**COMPUTER SCIENCE AND
INFORMATION SYSTEMS TECHNOLOGY**
- continued

Guy St. John
Oceaneering International, Inc.

Gene Starr
XEROX Corporation

Clay Wise
Hampton Roads Sanitation District (HRSD)

Ken York
Optima Health Plans, Incorporated

CRIMINAL JUSTICE**

Jason Armstrong
Norfolk Police Department

Sadie R. Boone
Department of Motor Vehicles

Scott C. Burke
Portsmouth Police Department

James Cervera
Virginia Beach Police Department, (Retired)

Wally Driskell
Tidewater Community College
Adjunct Faculty

David A. Hackworth
Regional Jail (Retired)

CULINARY ARTS AND HOSPITALITY

Omar Boukhriss (Chair)
Omar's Carriage House

William S. Cabell
Distinctive Event Rentals

Nicholas Clark
The Butcher's Son

James Corprew
Norfolk State University

Lawrence Epplein
Norfolk State University

Duane Gauthier
Commonwealth Lodging

Matt Green
Sysco Hampton Roads

Ron Haughton
Kate's Catering Service

Alan Lindauer, Jr.
Water Fish and Produce Company

Carol Mahan
Crest Restaurant Supply

John Mannino
Mannino's Italian Bistro

Louie Marcelo-Glenn
Landmark Hotel Group

Bobby Melatti
IMGoing

Harvey Moore
Harmony Hospitality, Inc.

Anthony Mowery
Signature

Cliff Myers
Virginia Beach Convention Center and
Visitors Bureau

Anthony Parrow
Suburban Capital

Patrick Reed
Virginia Beach City Public Schools

Rob Reper
Sysco Hampton Roads

Tasha Roberts
Bonjou Creole Catering

* Proposed Member

** Chair to be selected at first meeting

**CULINARY ARTS AND HOSPITALITY -
continued**

Cynthia Roseman
Dreams 2 Reality, LLC

Stacy Rouse
Gold Key Resorts

Stacy Shiflet
Virginia Beach Resort Hotel and Conference
Center

John Spicer
Crest Restaurant Supply

John M. Ulp
CATLEE Incorporated/McDonalds

Lindsay Usher
Old Dominion University

Lynne Williams
Virginia Beach City Public Schools

Jim Wilson
Crest Foodservice Equipment

DIESEL**

David W. Boyce
Liebherr Mobile and Crawler Cranes

Jason Crowder
Excel Truck Group

Rick Ezell
Western Branch Diesel

Jessica Frederick
TFC Recycling

Ernie Fritz
Virginia Truck Center of Tidewater
George Hrichak
City of Chesapeake

Zack Johnston
Coastal Equipment Corp

Mike McColgan
City of Chesapeake

Bob Perry
Coastal Equipment

Rob Robins
Bay Diesel

Mike Smith
Penske Truck Rental

EARLY CHILDHOOD DEVELOPMENT

Amy Benham
Chesapeake Public Schools

Joetta Camp (Chair)
Virginia Star Quality Improvement Initiative

Ronnica Edmonds
Naval Station Norfolk

Lisa Embry
Virginia Beach Technical and Career Center

Jane E. Glasgow
Minus 9 - 5 Early Childhood Initiative

Cheryl Gould
Regent University

Courtney Hundley
Chesapeake Public Schools

Christine John
Eastern Region Infant & Toddler Specialist
Network

Heather Kitsis
Virginia Quality

Barbara Lito
Virginia Beach Economic Development

Daphine Lovely
Virginia Beach Technical and Career
Education Center

* Proposed Member

** Chair to be selected at first meeting

**EARLY CHILDHOOD DEVELOPMENT -
continued**

Jamie Malinak
Norfolk Public Schools

William O'Donnell
Portsmouth Public Schools

Lauren Small
Hampton Roads Small Business
Development

Priscilla Spencer
Norfolk Technical Center

Sarah Sterzing
Early Childhood Quality Initiative

Kristine Sunday
Old Dominion University

Kathleen Vuono
Office of Technical & Career Education
Advanced Technology Center

Kristen Whalen
Parish Day School at Eastern Shore Chapel

Cindy Zerr
Kids of Grace

EMERGENCY MEDICAL SERVICES**

Manual Armada
Emergency Physicians of Tidewater

Michael Barakey
Suffolk Fire Department

Patty Chandler
Public Member

Mark Day
Virginia Beach General Hospital

Jeannett Edwards-Banks
Children's Hospital of the King's Daughters

Sam Gulisano
Chesapeake Fire Department

Steve Henson
Isle of Wight Emergency Services

Joseph Hundley
Virginia Beach Department of EMS

Randi Hunter
Tidewater Community College,
EMS Skills Lab

David Long
Tidewater EMS Council

Brian Philips
Virginia Beach Fire Department

Drew Savage
Norfolk Fire Rescue

Michelle Stevenson-White
Tidewater Community College,
EMS Skills Lab

Nathasha White
Pasquotank EMS

FIRE SCIENCE

Robert G. Burton
Norfolk Fire-Rescue

Bradley Dougherty
Navy Regional Fire Department

Edmund Elliott (Chair)
Chesapeake Fire Department

Travis Halstead (Vice-Chair)
Virginia Beach Fire Department (Retired)

Doreen McAndrews
Virginia Department of Fire Programs

Jonathan McIvor
Virginia Beach Fire Department

* Proposed Member

** Chair to be selected at first meeting

FIRE SCIENCE - continued

Emil Majetich
Portsmouth Fire Department

Drew Savage
Norfolk Fire-Rescue

FUNERAL SERVICES

K. Carter Bell (Chair)
Funeral Consultant

Edward Cowell
Altmeyer Funeral Home

Angela George
Riverside Altmeyer Funeral Home

Casey M. Jones (Vice-Chair)
Hollomon-Brown Funeral Home

Aubrey Mitchell
Mitchell Funeral Care and Cremations

Theresa Norrell
LifeNet Health

Chavalía Painter
O.H. Smith & Son Funeral Home

Thomas Roland
Roland Vaults, LTD.

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

Christopher Sissler
Altmeyer Funeral Home

GRAPHIC DESIGN**

Jared Beck
GROW

Ivanete Blanco
Old Dominion University

Louisa Caragan
Hunter PR

Landon Cooper
Cooper Design Company

Courtney Leonard
Visa

Truly Matthews
Virginia Museum of Contemporary Art

David Shields
Old Dominion University

Matthew Singleton
Matt Singleton Design

LaMar Smith
Newport News Shipbuilding

Ely Sunglao
Atlantic Coast Mortgage

HEALTH INFORMATION MANAGEMENT

Christine Brooks
Ciox Health

Angela Dust
Riverside Health System

Monica Hales
Sentara Healthcare

Jasmine Hindman
Riverside Health System

Rachel Marie Malone
University Hospital

Susan Mason
Atlantic General Hospital and Health
Services

Tina Stevens
Sentara Healthcare

Leslie Twine (Chair)
Athena Health

* Proposed Member

** Chair to be selected at first meeting

**HEALTH INFORMATION MANAGEMENT -
continued**

Christina Upton
Old Dominion University

Carol Waters
Optum Insight

Alexandra Yale
Westminster Canterbury

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

Robert Gunderson
Damuth Trane

Rick Jester
Chesapeake Controls, Inc.

Andy Styron
R.A. Styron Heating & Air Conditioning

Ralph Styron
R.A. Styron Heating & Air Conditioning

John Tucker
Damuth Trane

Stanley Yeskolski
Investigative Inspection Services

HORTICULTURE**

Billy Almond
WPL

Mike Andruczyk
Chesapeake VCE

Chip Ashton
Ashton's Landscaping

Theresa Augustin
Norfolk Botanical Garden

Wes Bray
Lawns and Gardens Plus, Inc.

Andrea Davis
Virginia Beach VCE

Joshua Despinis
Riparian Water Quality Control

Laurie Fox
Hampton Roads Agricultural Research &
Extension Center

Eric Gunderson
Southern Branch Nursey, Inc.

Richard Jarrett
London Bridge Nursery

Robert Nye
Basnight Land and Lawn

Sheri White
Columbia Care

HUMAN SERVICES

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

Jocquelyn Chapman
City of Chesapeake Human Services
(Retired)

Kathy Dial
Kin & Kids Consulting

Angela Duke
Sentara Norfolk General

Bridget Freeman
Rehabilitation Services

Francina Harrison
The Career Engineer

Roneiko Henderson-Beasley
Self-Actualization Counseling Services

Sharon Houston
Garden of Hope, Inc.

* Proposed Member

** Chair to be selected at first meeting

HUMAN SERVICES - continued

Shelby Powell-Johnson
Sentara

Melvilyn Scott
Tidewater Community College
Lead Counselor

Gwendolyn Williams (Vice-Chair)
Norfolk Redevelopment and Housing
Authority

INTERIOR DESIGN

Bill Boyce
RRMM Architects

Teresa Harrington (Chair)
Virginia Beach City Public Schools (Retired)

Matt Keane
Matt Keane Design

Matt Lee
Hanbury Architecture

Robert D. Pappas
Newport News Redevelopment and Housing
Authority

Lana Sapozhnikov
Whynow, LLC

Melodi E. Terhune
Clark Nexsen

MANAGEMENT**

Akosua Acheamponmaa
Norfolk State University

Julian Baena
Hispanic Chamber of Commerce

Denise Counce
TowneBank

Alisa Crider
757 Alliance

Elizabeth Duncan-Hawker
Red Hawk Strategic Solutions, LLC

Blair Durham
Black Brand

Jim Franklin
Prodigy Capital Consulting Group

Nancy Grden
Old Dominion University

Terry Hall
Hall Analytics, LLC

Michael Paris
City of Norfolk

Angela Reddix
ARDX & Envision, Lead, Grow

John Ulp
McDonald's

Sarah Zukowski
GEICO

MANUFACTURING**

Roger Baxter
Yupo

Dena Coor
Bauer Compressors

Mcoumba Dimsey
S&S Precision

Kevon Easley
Norfolk Technical Center

William (Skip) Johnson
STIHL, Incorporated

Justin Larivee
Target Upstream Distribution Center

* Proposed Member

** Chair to be selected at first meeting

MANUFACTURING - continued**

Xavier Martin
Target Upstream Distribution Center

Dacia Marxrieser
Manufacturing & Design Technologies, Inc.

Yajaida Pacheco
Mitsubishi Chemical Composites America

Michael Petrice
Busch Vacuum Pumps

Rick Raike
Hampton Roads Sanitary District

Christian Richter
IMS Gear

Charles Ritinski
Sumitomo Machinery Corporation of America

James Rivoir
Mitsubishi Kagaku Imaging Corporation

Grant Stanley
Chesapeake Public Schools

Bradley Stoker
Target Upstream Distribution

MARITIME TECHNOLOGIES

David Ekker
Tidewater Community College
Pathway Dean-Engineering, Maritime and
Skilled Trades

Taylor Gavin
Tecnico Corporation

LaPortia Morgan
Colonna's Shipyard

Lee Redditt
Tecnico Corporation

Beno Rubin
Tidewater Community College
Pathway Dean - Manufacturing and
Transportation

Guy St. John (Chair)
Oceaneering International, Inc.

Evan Urmy (Vice-Chair)
Huntington Ingalls Fleet Support Group

Shayla Williams
Colonna's Shipyard

**MECHANICAL ENGINEERING AND
INDUSTRIAL TECHNOLOGY****

Cecil Achord
Seaward Marine Services, Inc.

Courtney Addfison
STIHL, Incorporated

Lyle Bagley (IND)
Bauer Compressions, Incorporated

Chuck Baker
Mid-Atlantic Regional Maintenance Center

Kenneth Bartley
Huntington Industries Fleet Support Group

Amanda Berce
BAE Systems Norfolk Ship Repair

Erika Berry (IND)
Department of the Navy

Nate Brooks
Valkyrie Enterprises

Phillip Capehart
Flowserve Corporation

Mike Cook
Newport News Shipbuilding

Christina Corace
Colonna's Shipyard, Inc.

* Proposed Member

** Chair to be selected at first meeting

MECHANICAL ENGINEERING AND INDUSTRIAL TECHNOLOGY - continued**

William W. Fleming (IND)
Network Interfaces Corporation

William Goodwin
Norfolk Naval Shipyard

Brandon Hamby
STIHL, Incorporated

James P. Healy (IND)
Society of Manufacturing Engineers (SME)

Carl Hebert
City of Virginia Beach

Felix Ikner
Valkyrie Enterprises

Jeff Jaycox (IND)
Tabet Manufacturing Company, Incorporated

Rondalyn Jenkins
Newport News Shipbuilding

Ronald Jerasa (IND)
CSRA LLC

Doug Kint
Lockheed Martin

John Kropcho
Mid-Atlantic Reg. Maintenance Center

Nathan Luetke
Old Dominion University

JoAnne Marks
Naval Medical Center

Alan Morrison
Mid-Atlantic Regional Maintenance Center

Lee Newton
Bay Diesel & Generator

Maria Rangel
Flowserve Corp

Sam Richards (IND)
STIHL, Incorporated

Lou Ruggen (IND)
Standard Calibrations, Incorporated

Joseph Sabol (IND)
Newport News Shipbuilding

K. George Skena (IND)
Norfolk Public Schools

Robert D. Twine (IND)
Collins Machine Works

Alok K. Verma (IND)
Old Dominion University

MEDICAL LABORATORY TECHNOLOGY**

Terry Allen
Bon Secours Maryview Hospital

Belinda Barnes
USAF Hospital Langley

Susan Elliott
Riverside Regional Medical Center

Barbara Kraj
Old Dominion University

Jessica Lindhart
Sentara Norfolk General Hospital

Miranda Malone
LifeNet Health

Linda McClenney
Bon Secours Mary Immaculate Hospital

Jennifer McLeod
VCU Health System

Latasha Neal
Chesapeake Regional Medical Center

Lynn Onesty
Riverside Regional Medical Center

* Proposed Member

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MEDICAL LABORATORY TECHNOLOGY**
- continued

Deitra Phillips
VA Medical Center

Amanda Rainey
Riverside Regional Medical Center

Lisa Shook
LabCorp of America

Darren Wilson
Patient First

NURSING**

Rosa Abbott
Virginia Beach School of Practical Nursing

Terri Anderson
Our Lady of Perpetual Help

Peggy Braun
Sentara Virginia Beach General Hospital

Deborah Brown
Riverside Shore Memorial Hospital

Joan Daversa
Bon Secours Maryview Hospital

Deborah Hazlet-Borrini
Sentara Norfolk General Hospital

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

Stephanie Jackson
Sentara Obici Hospital

Trudy Jelderks
Chesapeake Public Schools

Crystal Jones
Veterans Administration Medical Center

Suzanne VanOrden
Old Dominion University School of Nursing

OCCUPATIONAL THERAPY ASSISTANT

Jennifer Bledsoe
Tidewater Therapy for Children

Lynn Chatfield
Genesis Rehab Services

Palma Falacco
Riverside Health System

Christine Grogg
Bon Secours In Motion Physical Therapy

Patricia Laverdure
Old Dominion University

Dacia Layton
Tidewater Community College
Adjunct Faculty

Paula Naudziunas (Chair)
Sentara Therapy Center

Ynez Peterson
Virginia DOE Training and Technical
Assistance Center

Jan-Michael Reyes
Virginia Health Services

PARALEGAL STUDIES

Kimball Boone
Wahab Public Law Library

Teresa Conlon
Chesapeake Office of the Commonwealth's
Attorney

Theresa Corrigan
Tidewater Community College
Program Accreditation Coordinator

Nikki Duncan-Talley
New Virginia Majority

Joseph Fairchild, J.D.
Tidewater Community College
Dean – Professional & Public Services

* Proposed Member

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PARALEGAL STUDIES - continued

Donna Hall
Goodman, Allen, Donnelly, PLC

Valerie Herman
David, Kamp and Frank, LLC

William Joshua Holder, J.D.
Chesapeake Public Defender's Office

Kristina Hopkins, ACP (Chair)
Virginia Beach Office of the
Commonwealth's Attorney

Stephanie Hunter
Crenshaw, Ware & Martin

Bridget Medina (Vice-Chair)
Department of the Navy, Sealift Command
Office of the General Counsel

Rhonda Moody
Hampton Office of the Commonwealth's
Attorney

Paul Powers
Virginia Beach Office of the
Commonwealth's Attorney

Steve Shames
Shames & Byrum, Attorneys at Law

Michele Turner
DC Wicker, PLLC

Tameeka Williams
Norfolk General District Court

PHARMACY TECHNICIAN**

Benjamin Ferris
Walgreens Company

Tracy Small-Johnson
Hampton University School of Pharmacy

Amber Stokes
Walmart Pharmacy

Trae'vis Sumler
Rite Aid Pharmacy

PHYSICAL THERAPIST ASSISTANT

Brian Beaulieu
Pivot Physical Therapy

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

Tory Bishop
Pivot Physical Therapy

Caci Gilden (Vice-Chair)
Sentara Healthcare

Lisa Koperna (Chair)
Old Dominion University

Christiana N. Marshall
Kindred Transitional BayPointe

**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY**

Louis Caron
Sentara Virginia Beach General Hospital

Suzanne Dickinson (DMS)
Eastern Virginia Medical School

Marcus Foster
Chesapeake Regional Medical Center

Simeon Fuller
Medical Staffing Solutions, USA

Elizabeth Jacob (also DMS)
Sentara Princess Anne Hospital

Alayna Johnson
Sentara Princess Anne Hospital

Karen Miller
Coastal Family Practice

Mark Nehlen
Sentara Virginia Beach Hospital

* Proposed Member

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**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY - continued**

Rachel Rowe
Sentara Norfolk General Hospital

Jennifer Rowland
Sentara Norfolk General Hospital

Janice Rumsey
Chesapeake Regional Medical Center

Jessy Supchak-Watson
Bayview Physicians Group

Felicia Toreno (DMS)
Eastern Virginia Medical School

Maggie Trimmer
Sentara Leigh Hospital

Karen Wiedmaier
Bon Secours Maryview Medical Center

Rita Winfield (Chair)
Sentara Princess Anne Hospital (Retired)

RESPIRATORY THERAPY

Tara Almony
Sentara Norfolk General Hospital

Alisha Arthur
Riverside Regional Medical Center

Kelly Atkins
Sentara Williamsburg Regional Medical
Center

Felisa Aycud
Sentara CarePlex Hospital

Bea Barajas-Williams
Sentara Virginia Beach General Hospital

Ann Burdi-Lietz
Naval Medical Center Portsmouth

Kristen Cornwell
Sentara Obici Hospital

Laurie Duncan
Sentara Albermarle Hospital

George Fields
Chesapeake Regional Medical

Tonya Ford
Sentara CarePlex Hospital

Maisha Giles
Riverside Regional Medical Center

Felecia Golden-Thomas
Sentara Norfolk General Hospital

Aileen Holgado
Hampton Roads Specialty Hospital

Joanna Hudak (Chair)
Sentara Leigh Hospital

Brian McHale
Sentara Norfolk General

Rob Owens
Lincare Home Care

Robin Pope
Southampton Memorial Hospital

Kimby Powell
Bon Secours Maryview Medical Center

Shirley Rich
Sentara Norfolk General Hospital

Betsy Ryland
Sentara Leigh Hospital

Heather Sager-Lesinski
Sentara Princess Anne Hospital

Justin Seemueller
Sentara Norfolk General Hospital

Joshua Sill
Eastern Virginia Medical School

Christesisa Smith
Sentara Virginia Beach Hospital

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RESPIRATORY THERAPY - continued

Susan Swedish
Sentara Norfolk General Hospital

Ginger Villanueva
Sentara Obici Hospital

Susan Wadsworth
Sentara Princess Anne Hospital

Kevin Westbrook
Lake Taylor Transitional Care Hospital

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

STUDIO ARTS

Matthew Bernier
Eastern Virginia Medical School

Alison Byrne (Chair)
Virginia Museum of Contemporary Art

Phil Guilfoyle
Virginia Wesleyan University

Sam Hughes
Norfolk State University

Solomon Isekeije (Vice-Chair)
Norfolk State University

Charlotte Kasic
Barry Art Museum

Rachel McCall
Downtown Norfolk Council

Craig McClure
City of Virginia Beach

Julia Rogers
Chrysler Museum

John Roth
Old Dominion University

Karen Rudd
City of Norfolk (Norfolk Arts)

Echard Wheeler
Echard Wheeler Photography

Lisa Wigginton
Arts Alliance

TRUCKING**

Otho Babbs
BBC Trucking, Inc.

Larry Battle
Consolidated Logistics, CLC

Brooke Deems
Century Express, Inc.

Cheryl Freauff
TMC Transportation, Inc.

Charles Glover
GTL Transport Company

Tina Harvey
Capital Concrete, Inc.

Edward O'Callaghan
Century Express, Inc.

Paul Pittman
Pepsi Bottling Group

George Woodruff
Givens Transportation

VETERINARY SCIENCES

Hannah Adams
Academy Animal Care

Elizabeth Bell
Covetrus

Heather Brookshire
Animal Vision Center of Virginia

* Proposed Member

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VETERINARY SCIENCES - continued

Geoff Campbell
Edinburgh Animal Hospital

Samantha DeShields
People for the Ethical Treatment of Animals

Lesley Esposito
Acredale Animal Hospital

Gemma Gilera
Beach Pet Hospital

Melody Nelson
Pet Care Veterinary Hospital

Emily Peck (Chair)
Virginia Beach SPCA

Danielle Russ
Center of Veterinary Expertise

L. Allison Rye
Bay Beach Veterinary Hospital

Christina Sims
Beach Pet Hospital

Sharon Siry
Nansemond Veterinary Clinic

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

Dylan Wilson
Tidewater Community College, Student

WELDING**

Mike Cook
Huntington Ingalls Shipyard

Troi Croswell
Tecnico Corporation

Mike Renwick
American GFM

James Templeton
Allfirst LLC

* Proposed Member

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TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 10, 2022
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Proposed 2022-23 Local Fund Budgets

BACKGROUND:

The Commonwealth of Virginia operates on a July 1st fiscal year.

The college's Local Fund Budgets consists of four parts—the Student Activities Budget, which draws its revenue predominantly from the Student Activity Fee; the Institutional Auxiliary Budget, which draws its revenue from the Institutional Auxiliary Fee; the Student Center Budget, which draws its revenue predominantly from the Auxiliary Capital Fee; and the Auxiliary Services Budget, which draws its revenue predominantly from Commissions and includes Municipal Support.

The board acts on these budgets annually at its May meeting.

STAFF RECOMMENDATION:

That the College Board approve the proposed Fiscal Year 2022-23 Local Fund Budgets as presented.

STAFF LIAISON:

Heather Hardiman
Vice President for Administration and
Chief Financial Officer

hmccraig@tcc.edu

757-822-1738

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
FY2023**

	Budget 2022	Anticipated FY22 Expenses	Proposed Budget 2023
Fund Balance 07/01	\$ 1,759,930	\$ 2,099,289	\$ 2,099,289
I. Revenues			
A. Student Activity Fee	\$ 798,660	\$ 798,660	\$ 808,391
B. Student Activity Fee Revenue Loss Reimbursement	\$ 215,959	\$ 215,959	
C. ID Card Replacements	1,000	2,150	2,000
Total Revenues	\$ 1,015,619	\$ 1,016,769	\$ 810,391
Total Resources (Revenue & Fund Bal.)	\$ 2,775,549	\$ 2,776,699	\$ 2,909,680
II. Expenditures			
A. Chesapeake Campus			
1. Student Government Association	\$ 1,515	\$ -	\$ 1,515
2. Programming	15,000	14,664	15,000
3. Student Organizations	2,000		2,000
4. Contingency Fund	2,000		2,000
Subtotal--Chesapeake Campus	\$ 20,515	\$ 14,664	\$ 20,515
B. Norfolk Campus			
1. Student Government Association	\$ 1,200		\$ 1,200
2. Programming	18,215	485	18,215
3. Student Organizations	1,000		1,000
4. Contingency Fund	100		100
Subtotal--Norfolk Campus	\$ 20,515	\$ 485	\$ 20,515
C. Portsmouth Campus			
1. Student Government Association	\$ 1,000	\$ -	\$ 1,000
2. Programming	18,000	11,049	18,000
3. Student Organizations	1,000		1,000
4. Contingency Fund	515		515
Subtotal--Portsmouth Campus	\$ 20,515	\$ 11,049	\$ 20,515
D. Virginia Beach Campus			
1. Student Government Association	\$ 500	\$ -	\$ 500
2. Programming	20,644	485	20,644
3. Student Organizations	15,000		15,000
4. Contingency Fund	515		515
Subtotal--Virginia Beach Campus	\$ 36,659	\$ 485	\$ 36,659
E. Student Activities - College-wide			
1. Visual Arts Center	\$ 2,100	\$ 86	\$ 3,100
2. Student Resource and Empowerment Center	10,000		11,000
3. Student Federation Council	3,000		3,000
4. Intercultural Learning	2,000	300	
5. Virtual Student Center	16,000	11,314	14,829
6. Student Honors Event			15,000
7. Literary Festival			1,000
Subtotal--Student Activities--College-wide	\$ 33,100	\$ 11,700	\$ 47,929
F. Learning Assistance Fund			
1. Chesapeake	\$ 15,416	\$ 4,404	\$ 15,416
2. Norfolk	12,339	6,782	12,339
3. Portsmouth	11,547	11,295	11,547
4. Virginia Beach	38,491	35,479	38,491
Subtotal--Learning Assistance Fund	\$ 77,793	\$ 57,960	\$ 77,793

	Budget 2022	Anticipated FY22 Expenses	Proposed Budget 2023
G. College-wide Contingency Fund			
1. Chesapeake	\$ 4,574		\$ 4,574
2. Norfolk	3,849		3,849
3. Portsmouth	3,730		3,730
4. Virginia Beach	3,208	2,285	3,208
Subtotal--College-wide Contingency Fund	\$ 15,361	\$ 2,285	\$ 15,361
H. Deans' Contingency Fund			
1. Chesapeake	\$ 2,919	\$ 367	\$ 3,500
2. Norfolk	6,787		7,000
3. Portsmouth	3,208		3,500
4. Virginia Beach	6,415	4,467	6,500
Subtotal--Deans' Contingency Fund	\$ 19,329	\$ 4,834	\$ 20,500
I. Student Activities Identification System			
Equipment, Software, and Supplies	\$ 36,000	\$ 36,000	\$ 36,000
Subtotal--Student Activities Identification System	\$ 36,000	\$ 36,000	\$ 36,000
Total Expenditures	\$ 279,787	\$ 139,462	\$ 295,787
III. Transfers			
A. Transfer to Student Center Budget	\$ 537,948	\$ 537,948	\$ 564,845
Subtotal--Transfers	\$ 537,948	\$ 537,948	\$ 564,845
Fund Balance 06/30	\$ 1,957,814	\$ 2,099,289	\$ 2,049,048

VPA 04/25/22

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2023**

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 11,008 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 (HEERF). These funds are no longer available in FY23.
- 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 the to support 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. This budget will be discontinued in FY23.
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.
6. Student Honors Event – Funding to support an annual academic event to celebrate student’s academic achievements. This event is coordinated by Academic Affairs.
7. Literary Festival – Funds to support the annual Literary Festival. This event will be coordinated by Academic Affairs.

F. Learning Assistance Fund – Provides salaries for administrative support, tutors, and supplemental instructors to assist students experiencing academic difficulties and operating funds for tutoring centers on each campus.

G. College-wide Contingency Fund – Provides the campus with funding to support specific campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events. These funds are managed by the Vice President for Academic Affairs and the Vice President for Student Affairs.

H. Deans’ Contingency Fund – Provides funding for the campus deans to support student success activities. These include welcoming receptions for various student groups, student and staff recognitions, professional development, travel and other related expenses, campus improvements, meetings with students, staff and student workshops and retreats, and various student retention efforts.

I. Student Activities Identification System – These funds are used for supplies and the CBORD software maintenance agreement for the college-wide student identification system.

III. TRANSFERS – Funds are transferred to the Student Center budget to cover the costs of campus Student Life and Student ID personnel.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
FY2023**

	Budget 2022	Anticipated Rev/Exp 2022	Proposed Budget 2023
Fund Balance 07/01	\$ 15,972,343	\$ 15,972,343	\$ 19,370,200
I. Revenues			
A. Institutional Fee	\$ 2,286,360	\$ 2,286,360	\$ 2,314,217
B. Institutional Fee Revenue Loss Reimbursement	\$ 618,237	\$ 400,000	
C. Student Parking Sales	20,000	7,245	9,660
D. Student HRT Pass Sales	10,000	9,000	25,000
E. Miscellaneous Revenue	3,600		1,000
Total Revenues	\$ 2,938,197	\$ 2,702,605	\$ 2,349,877
Total Resources (Revenue & Fund Bal.)			
	\$ 18,910,540	\$ 20,133,613	\$ 21,720,077
II. Expenditures			
A. Chesapeake Campus Parking Garage - Debt Service	\$ -	\$ 201,542	\$ 654,599
B. Chesapeake Campus Parking Lot - Debt Service	333,500	333,500	333,500
C. Chesapeake Parking Garage Operating Expenses			
1. Personnel	5,250		
2. Utilities	10,000	8,371	8,500
3. Security			
4. General Maintenance	50,000	50,000	50,000
D. College-wide Parking Lot Improvements	150,000	85,000	150,000
E. Hampton Roads Transit (HRT) Passes	98,500	50,000	75,000
F. Student Parking	52,140		65,000
G. Visual Arts Center Parking Lease	12,667		257,239
H. College-wide Beautification & Wayfinding	542,475	35,000	1,000,000
I. Security Camera Implementation	225,000		225,000
Total Expenditures	\$ 1,479,532	\$ 763,413	\$ 2,818,838
Anticipated Fund Balance 06/30			
	17,431,008	19,370,200	18,901,239

VPA 04/25/22

**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2023**

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 11,008 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 (HEERF). These funds are no longer available in FY23.
- 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.
- B. Chesapeake Campus Parking Lot – Debt Service** – Funds for the debt service of the Chesapeake Campus Parking Lot.
- 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 Parking 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, including light rail, bus, and ferry.
- F. Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.

- G. Visual Arts Center Parking Lease** – Parking lease for 99 spots located in the Green District Building. These spots will be used in conjunction with the Norfolk Visual Arts Center.
- H. College-wide Wayfinding** – Costs to improve and enhance signage across all campuses and the district office.
- I. Security Camera Implementation** – Cost to design and implement security cameras at the four student centers and the Chesapeake Parking Garage.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
FY2023**

	Budget 2022	Anticipated 2022	Proposed Budget 2023
Fund Balance 07/01	\$ 16,021,559	\$ 16,021,559	\$ 15,440,045
I. Revenues			
A. Auxiliary Capital Fee	\$ 6,107,400	\$ 5,560,338	\$ 6,181,812
B. Aux Cap Fee Revenue Reimbursement	1,651,455	1,039,662	
C. Transfer-In from Student Activities Budget	537,948	537,948	564,845
D. Food Service Commission	10,000		10,000
E. Miscellaneous Revenue	10,000	22,000	70,000
Total Revenues	\$ 8,316,803	\$ 7,159,948	\$ 6,826,657
Total Resources (Revenue & Fund Balance)			
	\$ 24,338,362	\$ 23,181,507	\$ 22,266,702
II. Expenditures			
A. Bond Debt Service			
1. Student Center - Norfolk Campus	\$ 298,611	\$ 298,611	\$ 297,099
2. Student Center - Chesapeake Campus	685,757	685,757	676,369
3. Student Center - Portsmouth Campus	1,243,831	1,243,831	1,229,609
4. Student Center - Virginia Beach Campus	969,634	969,634	959,349
Subtotal--Bond Debt Service	\$ 3,197,833	\$ 3,197,833	\$ 3,162,425
B. Norfolk Student Center			
1. General Operations			
a. Personnel	\$ 327,098	\$ 314,574	\$ 327,098
b. Operating Expenses	25,000	9,614	25,000
Subtotal--General Operations	\$ 352,098	\$ 324,188	\$ 352,098
2. Facility Operations			
a. Utilities	\$ 100,000	\$ 92,057	\$ 96,000
b. Security	58,000	58,000	70,000
c. Custodial			
1. Personnel	116,000	117,026	121,800
2. Expenditures	12,000	11,500	12,000
d. General Maintenance			
1. Personnel	54,000	100,780	101,000
2. Expenditures	60,000	114,180	70,000
e. Insurance	7,700	7,784	7,800
f. Network & Telecommunications	35,942	35,942	35,942
Subtotal--Facility Operations	\$ 443,642	\$ 537,269	\$ 514,542
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 7,875	\$ 8,307	\$ 8,500
Subtotal--Food Services	\$ 7,875	\$ 8,307	\$ 8,500
Subtotal--Norfolk Student Center	\$ 803,615	\$ 869,764	\$ 875,140
C. Chesapeake Student Center			
1. General Operations			
a. Personnel	\$ 326,817	\$ 369,714	\$ 326,817
b. Operating Expenses	25,000	15,119	25,000
Subtotal--General Operations	\$ 351,817	\$ 384,833	\$ 351,817

	Budget 2022	Anticipated 2022	Proposed Budget 2023
2. Facility Operations			
a. Utilities	\$ 110,000	\$ 109,278	\$ 115,000
b. Security	41,000	41,000	56,000
c. Custodial			
1. Personnel	120,362	89,774	126,380
2. Expenditures	12,000	11,800	12,500
d. General Maintenance			
1. Personnel	54,000	103,920	95,000
2. Expenditures	60,000	159,742	75,000
e. Insurance	8,400	8,545	8,600
f. Network & Telecommunications	34,686	34,686	34,686
Subtotal--Facility Operations	\$ 440,448	\$ 558,745	\$ 523,166
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 5,750	\$ 10,162	\$ 10,000
Subtotal--Food Services	\$ 5,750	\$ 10,162	\$ 10,000
Subtotal--Chesapeake Student Center	\$ 798,015	\$ 953,741	\$ 884,983
D. Portsmouth Student Center			
1. General Operations			
a. Personnel	\$ 329,312	\$ 332,906	\$ 329,312
b. Operating Expenses	25,000	11,043	25,000
Subtotal--General Operations	\$ 354,312	\$ 343,949	\$ 354,312
2. Facility Operations			
a. Utilities	\$ 110,000	\$ 97,138	\$ 110,000
b. Security	51,000	51,000	56,000
c. Custodial			
1. Personnel	118,379	80,048	122,000
2. Expenditures	12,000	11,800	12,500
d. General Maintenance			
1. Personnel	52,000	96,710	100,000
2. Expenditures	50,000	60,804	75,000
e. Insurance	8,250	8,371	8,600
f. Network & Telecommunications	40,045	40,045	40,045
Subtotal--Facility Operations	\$ 441,674	\$ 445,916	\$ 524,145
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 7,725	\$ 5,781	\$ 10,000
Subtotal--Food Services	\$ 7,725	\$ 5,781	\$ 10,000
Subtotal--Portsmouth Student Center	\$ 803,711	\$ 795,646	\$ 888,457
E. Virginia Beach Student Center			
1. General Operations			
a. Personnel	\$ 427,039	\$ 370,970	\$ 427,039
b. Operating Expenses	40,000	13,287	40,000
Subtotal--General Operations	\$ 467,039	\$ 384,257	\$ 467,039
2. Facility Operations			
a. Utilities	\$ 46,000	\$ 35,419	\$ 40,000
b. Security	46,000	46,000	85,000
c. Custodial			
1. Personnel	189,000	166,172	199,000
2. Expenditures	12,000	11,500	15,000

	Budget 2022	Anticipated 2022	Proposed Budget 2023
d. General Maintenance			
1. Personnel	91,000	146,954	98,000
2. Expenditures	65,000	78,883	90,000
e. Insurance	12,350	12,565	13,000
f. Network & Telecommunications	35,890	35,890	35,890
Subtotal--Facility Operations	\$ 497,240	\$ 533,383	\$ 575,890
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 8,125	\$ 6,838	\$ 12,000
Subtotal--Food Services	\$ 8,125	\$ 6,838	\$ 12,000
Subtotal--Virginia Beach Student Center	\$ 972,404	\$ 924,478	\$ 1,054,929
Total Expenditures	\$ 6,575,578	\$ 6,741,462	\$ 6,865,934
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Projected Fund Balance 06/30		\$ 15,440,045	\$ 14,400,768

VPA 04/25/22

Capital Maintenance Reserve Fund	
FY14-FY22	\$ 10,500,000

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
Narrative Justification
FY2023**

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 11,008 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 (HEERF). These funds are not available in FY23.
- 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 2023 payments are temporarily reduced as a result of Bond Debt restructure.

B-E. Norfolk, Chesapeake, Portsmouth, & Virginia Beach Student Centers –

1. General Operations

- a. **Personnel** – Staffing costs for Norfolk, Chesapeake, Portsmouth, and Virginia Beach student centers, including costs for Student Life personnel and student identification personnel.
- b. **Operating Expenses** – Funding for general operating expenses such as office supplies, travel, professional development, equipment repairs, etc.

2. Facility Operations

- a. **Utilities** – Utilities services for the student centers. Utilities include electrical, natural gas, water, and sewer.
- b. **Security** – Unarmed security services for the student centers. The services are provided under the college's security contract. Additional coverage is provided for special events, and officers assigned elsewhere on campus are available to respond to situations, if necessary.
- c. **Custodial** – Personnel costs, consumable materials for housecleaning, and trash and garbage disposal services for the student centers.

- d. **General Maintenance** – Personnel costs, consumable materials, and contract services to maintain the student centers’ mechanical, electrical, and other building systems.
 - e. **Insurance** – Estimated cost of insurance for the student centers.
 - f. **Network & Telecommunications** – Estimated cost of ongoing network and telecommunications support for the student centers.
3. **Food Services** – Cost of maintenance, repair, and replacement of food service equipment.

III. Capital Maintenance Reserve – Funds approximating 2% of the cost of the student center buildings will be transferred to a maintenance reserve account to fund future costs.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
FY2023**

	Budget 2022	Anticipated 2022	Proposed Budget 2023
Projected Fund Balance 07/01	\$ 10,874,004	\$ 10,874,004	\$ 10,150,873
I. Revenues			
A. Bookstore	\$ 200,000	\$ 225,000	900,000
B. Vending			
1. Exclusive Beverage Contract	41,600	38,000	66,000
2. Vending - CRH	2,500	14,000	22,000
C. Food Service - Joint-Use Library	750		5,000
D. Municipal Support	24,000	24,000	24,000
E. Interest Earnings	205,000	27,405	25,000
F. Miscellaneous Revenue	100	201	350
G. Auxiliary Services Loss Revenue Reimbursement	800,000		
Total Revenues	\$ 1,273,950	\$ 328,606	\$ 1,042,350
Total Resources (Revenue & Fund Bal.)	\$ 12,147,954	\$ 11,202,610	\$ 11,193,223
II. Expenditures			
A. Operating Expenses			
1. Banking Costs	\$ 6,000	\$ 6,000	\$ 6,000
2. Miscellaneous Expenses	1,000		1,000
3. Joint-Use Library Food Service Equipment	1,750	6,173	1,000
Subtotal - Operating Expenses	\$ 8,750	\$ 12,173	\$ 8,000
B. Faculty/Staff Parking	\$ 300,000	\$ 40,116	\$ 250,000
C. College Community Events	\$ 15,000	\$ 5,470	\$ 25,000
D. Financial Aid Adjustments	\$ 10,000	\$ 10,000	\$ 10,000
E. Child Care Subsidy			
1. Norfolk	\$ 120,000	\$ -	\$ 120,000
2. Portsmouth	120,000		120,000
Subtotal - Child Care Subsidy	\$ 240,000	\$ -	\$ 240,000
F. Auxiliary Service Operations			
1. Personnel	\$ 165,000	\$ 62,000	\$ 172,870
2. General Operating Costs	3,500	1,100	3,500
3. Equipment/Software/Installation	33,000	6,171	33,000
4. Marketing	4,000	1,400	10,000
Subtotal - Auxiliary Service Operations	\$ 205,500	\$ 70,671	\$ 219,370
G. Community Support			
1. College Board	\$ 2,500	\$ 1,577	\$ 2,500
2. President	15,000	13,601	15,000
3. Vice Presidents			
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	6,000	6,000
b. Vice President for Administration & Chief Financial Officer	6,000	1,078	6,000
c. Vice President for Information Systems & Institutional Effectiveness	6,000		6,000
d. Vice President for Institutional Advancement	6,000	593	6,000
e. Vice President for Workforce Solutions	6,000	1,522	6,000
f. Vice President for Student Affairs	6,000		6,000
4. Campus Deans			
a. Portsmouth	6,000	3,429	6,000
b. Virginia Beach	12,000	5,894	12,000
c. Chesapeake	6,000	2,357	6,000
d. Norfolk	6,000	550	6,000
5. Community Outreach	27,000	2,500	27,000
6. Contingencies	3,500		3,500
Subtotal - Community Support	\$ 114,000	\$ 39,101	\$ 114,000

	Budget 2022	Anticipated 2022	Proposed Budget 2023
H. Deans' Discretionary Aid Fund			
1. Chesapeake	\$ 5,000	\$ -	\$ 5,000
2. Norfolk	5,000	2,930	5,000
3. Portsmouth	5,000	2,479	5,000
4. Virginia Beach	10,000		10,000
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 5,409	\$ 25,000
Subtotal- Expenditures	\$ 918,250	\$ 182,941	\$ 1,011,370
III. Student Financial Assistance			
A. TCC Scholarships & Awards			
1. Art Scholarships	\$ 15,000	\$ 15,000	\$ 15,000
2. International Student Scholarships	15,500		15,500
3. Culinary Match Program	3,000		3,000
4. Martin Luther King Scholarship	5,576	4,500	5,576
5. Military Scholarships	28,103		28,103
6. ROTC Scholarships	13,489	3,795	13,489
7. High School Scholarships			
a. Chesapeake	66,096	41,758	66,096
1. LaVonne P. Ellis Scholarship	11,121	11,121	11,121
2. Terri N. Thompson Scholarship	11,121	11,121	11,121
b. Norfolk	43,704	39,698	43,704
1. John T. Kavanaugh Scholarship	11,151	11,151	11,151
2. John Padgett Scholarship	11,151	11,151	11,151
c. Portsmouth	21,132	13,049	21,132
1. Lee B. Armistead Scholarship	11,151	11,151	11,151
d. Suffolk (Northern)	11,151		11,151
e. Virginia Beach	99,819	61,847	99,819
1. Stanley Waranch Scholarship	11,151	11,151	11,151
2. Dorcas T. Helfant-Browning Scholarship	11,151	11,151	11,151
3. Thomas H. Wilson Scholarship	11,151	11,151	11,151
8. Dual Enrolled Scholarships			
a. Chesapeake	4,700		5,700
b. Norfolk	4,700		5,700
c. Portsmouth	4,700		5,700
d. Virginia Beach	4,700		5,700
9. L.E.A.P. Scholarships	600,000	600,000	750,000
a. L.E.A.P. Book Scholarships			200,000
Subtotal - TCC Scholarships & Awards	\$ 1,030,518	\$ 868,795	\$ 1,384,518
Total Expenditures & Student Financial Assistance	\$ 1,948,768	\$ 1,051,736	\$ 2,395,887
Projected Fund Balance 06/30	\$ 10,199,186	\$ 10,150,873	\$ 8,797,336

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
Narrative Justification
FY2023**

I. REVENUES

- A. **Bookstore** –Includes sales commissions and sign-on bonus from the new bookstore contract to be awarded beginning January 2023.
- 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 (HEERF). These funds are no longer available in FY23.

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 child care 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. Twenty-one scholarships will be awarded from each of the cities to need-based students for up to 6-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.
- 9a. L.E.A.P. Book Scholarships – Awards to recent high school graduates who are enrolled in courses within the Learn Explore Accelerate Persevere (LEAP) Program to cover the cost of books.

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 10, 2022

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

The Local Funds Financial Statements for the month ending March 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
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TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2021 - March 31, 2022

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/21		\$ 1,759,930			
I. Revenues					
A. Student Activity Fee	\$ 798,660	\$ 723,326	\$ -	\$ 75,334	91%
B. Student Activity Fee Revenue Loss Reimbursement	215,959	135,956		80,003	63%
C. ID Card Replacements	1,000	3,180		(2,180)	318%
Total Revenues	\$ 1,015,619	\$ 862,462	\$ -	\$ 153,157	85%
Total Resources (Revenue & Fund Bal.)		\$ 2,622,392			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 1,515	\$ -	\$ -	\$ 1,515	0%
2. Programming	15,000	8,854	4,184	1,962	87%
3. Student Organizations	2,000			2,000	0%
4. Contingency Fund	2,000		2,000		100%
Subtotal--Chesapeake Campus	\$ 20,515	\$ 8,854	\$ 6,184	\$ 5,477	73%
B. Norfolk Campus					
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%
Subtotal--Norfolk Campus	\$ 20,515	\$ 283	\$ -	\$ 20,232	1%
C. Portsmouth Campus					
1. Student Government Association	\$ 1,000	\$ -	\$ 636	\$ 364	64%
2. Programming	18,000	3,595	10,793	3,612	80%
3. Student Organizations	1,000			1,000	0%
4. Contingency Fund	515			515	0%
Subtotal--Portsmouth Campus	\$ 20,515	\$ 3,595	\$ 11,429	\$ 5,491	73%
D. Virginia Beach Campus					
1. Student Government Association	\$ 500	\$ -	\$ -	\$ 500	0%
2. Programming	20,644	283	1,938	18,423	11%
3. Student Organizations	15,000	14,800		200	99%
Subtotal--Virginia Beach Campus	\$ 36,144	\$ 15,083	\$ 1,938	\$ 19,123	47%
E. Student Activities--College-wide					
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	6,100	1,550	8,350	48%
Subtotal--Student Activities--College-wide	\$ 33,100	\$ 6,325	\$ 1,725	\$ 25,050	24%
F. Learning Assistance Fund					
1. Chesapeake	\$ 15,416	\$ 2,841	\$ -	\$ 12,575	18%
2. Norfolk	12,339	4,227		8,112	34%
3. Portsmouth	11,547	7,430		4,117	64%
4. Virginia Beach	38,491	24,338		14,153	63%
Subtotal--Learning Assistance Fund	\$ 77,793	\$ 38,836	\$ -	\$ 38,957	50%

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. College-wide Contingency Fund					
1. Chesapeake	\$ 4,574	\$ -	\$ -	\$ 4,574	0%
2. Norfolk	3,849			3,849	0%
3. Portsmouth	3,730			3,730	0%
4. Virginia Beach	3,208		1,333	1,875	42%
Subtotal--College-wide Contingency Fund	\$ 15,361	\$ -	\$ 1,333	\$ 14,028	9%
H. Deans' Contingency Fund					
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	2,476	2,108	67%
Subtotal--Deans' Contingency Fund	\$ 19,329	\$ 2,045	\$ 2,501	\$ 14,783	24%
I. Student Activities Identification System					
1. Equipment, Software, and Supplies	\$ 36,000	\$ -	\$ 11,269	\$ 24,731	31%
Subtotal--Student Activities Identification System	\$ 36,000	\$ -	\$ 11,269	\$ 24,731	31%
Total Expenditures	\$ 279,272	\$ 75,021	\$ 36,379	\$ 167,872	40%
III. Transfers					
A. Transfer to Student Center Budget	\$ 537,948	\$ 403,461	\$ -	\$ 134,487	75%
Subtotal--Transfers	\$ 537,948	\$ 403,461	\$ -	\$ 134,487	75%
Fund Balance 03/31/22		\$ 2,143,910			

Approved by the Local College Board on May 11, 2021

VPA-CFO 4/11/22

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- March 31, 2022**

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/21		\$ 16,391,129			
I. Revenues					
A. Institutional Fee	\$ 2,286,360	\$ 2,069,261	\$ -	\$ 217,099	91%
B. Institutional Fee Revenue Loss Reimbursement	\$ 618,237	\$ 389,207		\$ 229,030	0%
C. Student Parking Sales	20,000	6,871		13,129	34%
D. Student HRT Pass Sales	10,000	8,975		1,025	90%
E. Miscellaneous Revenue	3,600			3,600	0%
Total Revenues	\$ 2,938,197	\$ 2,474,314	\$ -	\$ 463,883	84%
Total Resources (Revenue & Fund Bal.)					
		\$ 18,865,443			
II. Expenditures					
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	6,983		3,017	70%
3. Security					
4. General Maintenance	50,000	24,119	21,818	4,063	92%
D. College-wide Parking Lot Improvements	150,000	65,417		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	32,201	148,935	361,339	33%
I. Security Camera Implementation	225,000			225,000	0%
Total Expenditures	\$ 1,479,532	\$ 705,725	\$ 170,753	\$ 603,054	59%
Fund Balance 03/31/22					
		\$ 18,159,718			

Approved by the Local College Board on May 11, 2021

VPA-CFO 4/11/22

**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 - March 31, 2022

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/21		\$ 16,021,559			
I. Revenues					
A. Auxiliary Capital Fee	\$ 6,107,400	\$ 5,519,486	\$ -	\$ 587,914	90%
B. Aux Cap Fee Revenue Reimbursement	1,651,455	1,039,662		611,793	63%
C. Transfer-In from Student Activities Budget	537,948	403,461		134,487	75%
D. Food Service Commission	10,000			10,000	0%
E. Miscellaneous Revenue	10,000	21,378		(11,378)	214%
Total Revenues	\$ 8,316,803	\$ 6,983,987	\$ -	\$ 1,332,816	84%
Total Resources (Revenue & Fund Balance)		\$ 23,005,546			
II. Expenditures					
A. Bond Debt Service					
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%
Subtotal--Bond Debt Service	\$ 3,197,833	\$ 2,901,641	\$ -	\$ 296,192	91%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 327,098	\$ 204,055	\$ -	\$ 123,043	62%
b. Operating Expenses	25,000	4,466	4,806	15,728	37%
Subtotal--General Operations	\$ 352,098	\$ 208,521	\$ 4,806	\$ 138,771	61%
2. Facility Operations					
a. Utilities	\$ 100,000	\$ 70,748	\$ -	\$ 29,252	71%
b. Security	58,000	28,543	26,348	3,109	95%
c. Custodial					
1. Personnel	116,000	74,990		41,010	65%
2. Expenditures	12,000	1,993	2,286	7,721	36%
d. General Maintenance					
1. Personnel	54,000	65,787		(11,787)	122%
2. Expenditures	60,000	39,458	73,707	(53,165)	189%
e. Insurance	7,700	7,784		(84)	101%
f. Network & Telecommunications	35,942	26,957		8,986	75%
Subtotal--Facility Operations	\$ 443,642	\$ 316,260	\$ 102,341	\$ 25,042	94%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 7,875	\$ 6,656	\$ 1,651	\$ (432)	105%
Subtotal--Food Services	\$ 7,875	\$ 6,656	\$ 1,651	\$ (432)	105%
Subtotal--Norfolk Student Center	\$ 803,615	\$ 531,437	\$ 108,798	\$ 163,381	80%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 326,817	\$ 225,392	\$ -	\$ 101,425	69%
b. Operating Expenses	25,000	9,851	5,268	9,881	60%
Subtotal--General Operations	\$ 351,817	\$ 235,243	\$ 5,268	\$ 111,306	68%

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 110,000	\$ 109,278	\$ -	722	99%
b. Security	41,000	25,802	12,751	2,447	94%
c. Custodial					
1. Personnel	120,362	61,505		58,857	51%
2. Expenditures	12,000	2,375	1,748	7,877	34%
d. General Maintenance					
1. Personnel	54,000	68,750		(14,750)	127%
2. Expenditures	60,000	33,254	26,488	258	100%
e. Insurance	8,400	8,545		(145)	102%
f. Network & Telecommunications	34,686	26,015		8,672	75%
Subtotal--Facility Operations	\$ 440,448	\$ 335,524	\$ 40,987	\$ 63,938	85%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 5,750	\$ 4,146	\$ 1,782	\$ (178)	103%
Subtotal--Food Services	\$ 5,750	\$ 4,146	\$ 1,782	\$ (178)	103%
Subtotal--Chesapeake Student Center	\$ 798,015	\$ 574,913	\$ 48,037	\$ 175,066	78%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 329,312	\$ 217,065	\$ -	\$ 112,247	66%
b. Operating Expenses	25,000	6,744	12,761	5,495	78%
Subtotal--General Operations	\$ 354,312	\$ 223,809	\$ 12,761	\$ 117,742	67%
2. Facility Operations					
a. Utilities	\$ 110,000	\$ 78,114	\$ -	\$ 31,886	71%
b. Security	51,000	17,760	30,607	2,633	95%
c. Custodial					
1. Personnel	118,379	50,372		68,007	43%
2. Expenditures	12,000	1,132	676	10,192	15%
d. General Maintenance					
1. Personnel	52,000	64,601		(12,601)	124%
2. Expenditures	50,000	28,437	14,229	7,334	85%
e. Insurance	8,250	8,371		(121)	101%
f. Network & Telecommunications	40,045	30,034		10,011	75%
Subtotal--Facility Operations	\$ 441,674	\$ 278,821	\$ 45,512	\$ 117,341	73%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 7,725	\$ 1,826	\$ 1,546	\$ 4,353	44%
Subtotal--Food Services	\$ 7,725	\$ 1,826	\$ 1,546	\$ 4,353	44%
Subtotal--Portsmouth Student Center	\$ 803,711	\$ 504,456	\$ 59,819	\$ 239,436	70%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 427,039	\$ 238,044	\$ -	\$ 188,995	56%
b. Operating Expenses	40,000	5,729	14,519	19,752	51%
Subtotal--General Operations	\$ 467,039	\$ 243,773	\$ 14,519	\$ 208,747	55%

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 46,000	\$ 30,609	\$ -	\$ 15,391	67%
b. Security	46,000	26,654	11,041	8,305	82%
c. Custodial					
1. Personnel	189,000	109,206		79,794	58%
2. Expenditures	12,000	1,339	2,148	8,513	29%
d. General Maintenance					
1. Personnel	91,000	96,482		(5,482)	106%
2. Expenditures	65,000	42,585	17,773	4,642	93%
e. Insurance	12,350	12,565		(215)	102%
f. Network & Telecommunications	35,890	26,918		8,973	75%
Subtotal--Facility Operations	\$ 497,240	\$ 346,358	\$ 30,962	\$ 119,921	76%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 8,125	\$ 2,129	\$ 1,860	\$ 4,136	49%
Subtotal--Food Services	\$ 8,125	\$ 2,129	\$ 1,860	\$ 4,136	49%
Subtotal--Virginia Beach Student Center	\$ 972,404	\$ 592,260	\$ 47,341	\$ 332,804	66%
Total Expenditures	\$ 6,575,578	\$ 5,104,705	\$ 263,995	\$ 1,206,878	82%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	100%
Fund Balance 03/31/22		\$ 16,900,841			

Approved by the Local College Board on May 11, 2021

VPA-CFO 4/11/22

Capital Maintenance Reserve Fund FY14-FY21	\$ 9,500,000
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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 - March 31, 2022

	Budget 2022	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/21		\$ 10,874,004			
I. Revenues					
A. Bookstore	\$ 200,000	\$ 235,733	\$ -	\$ (35,733)	118%
B. Vending					
1. Exclusive Beverage Contract	41,600	37,710		3,890	91%
2. Vending - CRH	2,500	13,361		(10,861)	534%
C. Food Service - Joint-Use Library	750			750	0%
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	205,000	19,925		185,075	10%
F. Miscellaneous Revenue	100	290		(190)	290%
G. Auxiliary Services Loss Revenue Reimbursement	800,000			800,000	0%
Total Revenues	\$ 1,273,950	\$ 331,019	\$ -	\$ 942,931	26%
Total Resources (Revenue & Fund Bal.)					
		\$ 11,205,023	\$ -		
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 844	\$ 3,721	\$ 1,435	76%
2. Miscellaneous Expenses	1,000			\$ 1,000	0%
3. Joint-Use Library Food Service Equipment	1,750	3,246	355	(1,851)	206%
Subtotal - Operating Expenses	\$ 8,750	\$ 4,090	\$ 4,076	\$ 584	93%
B. Faculty/Staff Parking	\$ 300,000	\$ 80,861		\$ 219,139	27%
C. College Community Events	\$ 15,000	\$ 2,912	\$ 279	\$ 11,809	21%
D. Financial Aid Adjustments	\$ 10,000	\$ (4,966)	\$ -	\$ 14,966	-50%
E. Child Care Subsidy					
1. Norfolk	\$ 120,000	\$ -	\$ -	\$ 120,000	0%
2. Portsmouth	\$ 120,000			\$ 120,000	0%
Subtotal - Child Care Subsidy	\$ 240,000	\$ -	\$ -	\$ 240,000	0%
F. Auxiliary Service Operations					
1. Personnel	\$ 165,000	\$ 26,941	\$ -	\$ 138,059	16%
2. General Operating Costs	3,500	189		3,311	5%
3. Equipment/Software/Installation	33,000	3,600		29,400	11%
4. StormCard Marketing	4,000		1,385	2,615	35%
Subtotal - Auxiliary Service Operations	\$ 205,500	\$ 30,730	\$ 1,385	\$ 173,385	16%
G. Community Support					
1. College Board	\$ 2,500	\$ 1,258	\$ -	\$ 1,242	50%
2. President	15,000	12,958	1,308	734	95%
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	718		5,282	12%
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	568	414	5,018	16%
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%
Subtotal - Community Support	\$ 114,000	\$ 28,351	\$ 1,722	\$ 83,927	26%

	Budget 2022	Revenue/ Expenditures	Encumbrances	Variance	% Realized
H. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
2. Norfolk	5,000	1,709	624	2,667	47%
3. Portsmouth	5,000	1,353	608	3,039	39%
4. Virginia Beach	10,000			10,000	0%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 3,062	\$ 1,232	\$ 20,706	17%
Subtotal - Expenditures	\$ 918,250	\$ 145,040	\$ 8,694	\$ 764,516	17%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
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	4,448		1,128	80%
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	41,135		24,961	62%
1. LaVonne P. Ellis Scholarship	11,121	10,155		966	91%
2. Terri N. Thompson Scholarship	11,121	9,310		1,811	84%
b. Norfolk	43,704	37,913		5,791	87%
1. John T. Kavanaugh Scholarship	11,151	10,465		686	94%
2. John D. Padgett Scholarship	11,151	8,155		2,996	73%
c. Portsmouth	21,132	10,079		11,053	48%
1. Lee B. Armistead Scholarship	11,151	10,310		841	92%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	99,819	64,441		35,378	65%
1. Stanley Waranch Scholarship	11,151	9,824		1,327	88%
2. Dorcas T. Helfant-Browning Scholarship	11,151	10,310		841	92%
3. Thomas H. Wilson Scholarship	11,151	7,424		3,727	67%
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	589,655		10,345	98%
Subtotal - TCC Scholarships & Awards	\$ 1,030,518	\$ 837,838	\$ -	\$ 192,680	81%
Total Expenditures & Student Financial Assistance	\$ 1,948,768	\$ 982,878	\$ 8,694	\$ 957,196	51%
Fund Balance 03/31/22		\$ 10,222,145			

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**

	BALANCE INVESTED	INTEREST 2021-22
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	\$ 52,941,075	\$ 8,027
March 31, 2022	\$ 54,188,000	\$ 11,893
April 30, 2022		
May 31, 2022		
June 30, 2022		
TOTAL		\$ 55,584

Note 1

Detail:

Investment Category	Cumulative Average Yield	Balance
Towne Bank - Repurchase Agreements	0.07%	\$ 16,530,587
Towne Bank - Raymond James	0.26%	\$ 1,740,557
Towne Bank - Insured Cash Sweep	0.02%	\$ 20,015,072
Commonwealth - LGIP Extended Maturity	0.21%	\$ 14,831,450
Commonwealth - LGIP	0.10%	\$ 1,070,334
TOTAL		\$ 54,188,000

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 MARCH 31, 2022**

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

TIDEWATER COMMUNITY COLLEGE BOARD

NOMINATING COMMITTEE REPORT

APRIL 12, 2022

The Nominating Committee of the Tidewater Community College Board met on April 12, 2022, via Zoom.

Members Present:

Lindsey Anderson
Dr. Barry Brown
Dr. Kirk Houston

Kim McCallum
Charles (Andy) Tysinger (Chair)

Members Absent:

Others Present:

Dr. Marcia Conston, President
Latesha D. Johnson, Executive Assistant to the President

1. **Welcome and Call to Order**

Mr. Tysinger, chair, determined the presence of a quorum and called the meeting to order at 3:36 p.m.

2. **Nomination of Officers**

Mr. Tysinger reviewed the recent history of College Board vice chairs, noting that the board's *Policies and Procedures Manual w/ByLaws* stipulates that "...the Nominating Committee shall be sensitive to locality representation and board rotation..." in its deliberations to nominate a College Board Chair and Vice Chair for 2022-24.

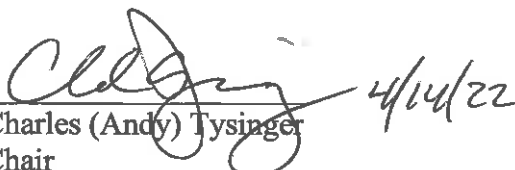
After some discussion, on a motion by Dr. Houston, seconded by Dr. Brown the committee voted unanimously to nominate Jay Lucado as board vice chair for a two-year term beginning July 1, 2022.

On a motion by Kim McCallum, seconded by Lindsey Anderson, the committee voted unanimously to nominate Lynn Clements as board chair for a two-year term beginning July 1, 2022.

3. **Adjournment**

There being no further business to come before the committee, Mr. Tysinger adjourned the meeting at 3:47 p.m.

APPROVAL:


Charles (Andy) Tysinger
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING OF THE EXECUTIVE COMMITTEE

APRIL 27, 2022

The Executive Committee of the Tidewater Community College Board met on April 27, 2022, via Zoom.

Members Present:

Dr. Barry Brown
Lynn Clements
Cynthia (Cindy) Free

James (Jay) Lucado
Kim McCallum

Members Absent:

None

Others Present:

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

1. **Welcome and Call to Order**

Ms. Free, chair, determined the presence of a quorum and called the meeting to order at 3:30 p.m., thanking the members for attending.

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

The executive committee discussed the president's self-evaluation. They noted that there were many notable accomplishments in the past two years, despite navigating through the pandemic. The committee thanked and commended Dr. Conston and the president's cabinet for their hard work, commitment and dedication to TCC.

Ms. Free asked Dr. Conston if she wanted to provide any additional information regarding her self-assessment. Dr. Conston shared that she, along with the other Council of Presidents (COP), met with Governor Youngkin on April 26 to discuss crime, free speech, mental health, and the budget. The governor suggested hosting meetings quarterly with the COP. Dr. Conston mentioned that TCC is also collaborating with ODU on a PassPort Program. The program is for students who apply to ODU but are not admitted. Students will be referred to TCC to complete the first 12-24 semester hours and then will be guaranteed admission at ODU. Dr. Conston also noted that TCC is collaborating with EVMS, ODU, and NSU regarding their Health Careers Program.

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

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

The executive committee later concluded its closed session and reconvened the open session. Dr. Conston and Ms. Johnson returned to the meeting. A roll call vote was taken and all committee members were present certifying that to the best of each member's knowledge (I) only public business matters lawfully exempted from open requirements under the Freedom of Information Act and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Committee.

On a motion by Dr. Brown, seconded by Mr. Lucado, the executive committee voted to accept the College Board's assessment of the president's performance as written and the board chair will provide a final evaluation letter to the chancellor on the College Board's behalf.

Adjournment

There being no further business to come before the executive committee, Ms. Free adjourned the meeting at 4:20 p.m.

Respectfully submitted,

Latesha D. Johnson

Latesha D. Johnson

Executive Assistant to the President & Board Liaison

APPROVAL:

Cynthia S. Free

Cynthia S. Free
Chair