

TIDEWATER COMMUNITY COLLEGE BOARD

SEPTEMBER 20, 2022

4:00 P.M.

PORTSMOUTH CAMPUS STUDENT CENTER

LYNN CLEMENTS, CHAIR
PRESIDING

AGENDA

1. **Welcome and Call Meeting to Order – (4.00 p.m.)**
2. **Program Highlight – (10-15 min.)**

“Community Impact Study”

Tamara Williams, VP for Workforce Solutions
Curt Aasen, VP for Information Systems & Institutional Effectiveness

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 #327 for May 10, 2022 (**Attached**)
 - b. Previous Meeting Minutes #328 for August 9, 2022 (**Attached**)
5. **Academics, Student Affairs & Workforce Development Committee Report – Dr. Barry C. Brown, Chair (10 min.)**
 - a. Academic Affairs Update
 - b. Student Affairs Update
 - c. Workforce Development Update
6. **Finance & Facilities Committee Report – Dr. Kirk Houston, Chair (10 min.)**
 - a. Final Local Financial Statements for Year Ending June 30, 2022 (**Attached**)
 - b. Local Financial Statements for Month Ending July 31, 2022 (**Attached**)
 - c. Final Financial Report for 2021-22 (**Attached**)
 - d. State Operating Budget for 2022-23 (**Attached**)
 - e. Space Utilization Study
7. **Advocacy Committee Report – Ms. Kim McCallum, Chair (10 min.)**

8. **Educational Foundation Liaison Report** – Ms. Cynthia Free *(5 min.)*
9. **Real Estate Liaison Report** – Dr. Kirk Houston *(5 min.)*
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** – *(15 min.)*

General Updates
13. **Adjournment**

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 327

MAY 10, 2022

Meeting number three hundred twenty-seven of the Tidewater Community College Board was held on Tuesday, May 10, 2022 at the Virginia Beach Campus Student Center.

Members Present: Lindsey S. Anderson
William W. Crow
Cynthia (Cindy) S. Free
James N. Lucado
Delceno C. Miles
Dr. Barry C. Brown
Dr. Marcia Conston
Ron R. Green
Kim R. McCallum
Charles A. Tysinger

Members Absent: Jerome A. Bynum, Lynn B. Clements, Dr. Kirk T. Houston

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, Faculty Senate
Heather Hardiman, Vice President for Finance
Latesha D. Johnson, Executive Assistant to the President
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Micheal Summers, Special Assistant to the VP of Academic Affairs
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 4:26 p.m., and welcomed guests.

2. Program Highlight

Dr. Conston invited Dr. Summers to present the program highlight featuring TCC plans for the Emerging Offshore Wind Industry. The timeline for the Offshore Wind Energy Initiative was presented. Dr. Summers noted that the projected workforce needs 625 jobs. As TCC develops a new curriculum program, the college must have instructional spaces and equipment; curriculum; faculty training; and partnerships with employers. Dr. Summers shared photos of the Wind Turbine and Augmented Reality Welding Lab and the Climbing and Heights Work Lab. The curriculum development next steps include: 1) two new courses in 2022 in addition to the VCCS Master Course File—Heights Work and Safety Procedures and Sea Safety and Survival; and 2) TCC Curriculum Committee approval in early 2023 for proposed new Certificate (stackable to AAS in Technical Studies)—Offshore Wind Energy Technician. TCC faculty trained on FESTO wind turbine equipment; completed lab exercises development for wind equipment; trained on sea survival equipment and procedures; and trained on safety and equipment used in climbing and working at heights. The college developed partnerships with Dominion Energy,

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the City of Virginia Beach, EastCoast College, Subsea 7, JDR, Siemens Gamesa Renewable Energy, RelyOnNutech Digital, BLADT Industries, and DEME Offshore. An official ribbon-cutting and media promotion for TCC Wind Energy Labs, partially financed by Virginia Beach Economic Development, will be held June 8, 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 Mr. Crow, seconded by Dr. Brown, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to tabs 4a through 4c of the meeting packet, the board approved meeting minutes #326 for March 8, 2022; the proposed 2022-23 business and industry advisory committees; and the proposed 2022-23 local fund budgets.

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

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

- The Accreditation Commission for Education in Nursing (ACEN) awarded accreditation to TCC for achievement of quality and excellence in Nursing Education fall 2021 through fall 2029.
- Career and Technical Education welding students from Chesapeake, Portsmouth, and Virginia Beach high schools went on a field trip to the future site of the nation's first wind turbine blade coating plant at the Portsmouth Marine Terminal. Participants were then transported via luxury business coaches run by Rapid Overload Xpress (ROX) to TCC's Portsmouth campus for lunch and presentations highlighting opportunities in this industry.
- Dr. Conston hosted a TCC Dual Enrollment lunch meeting with high school superintendents on April 26, 2022. Dr. Woodhouse and Dr. Kellie Sorey provided a dual enrollment overview; Mr. Aasen provided a data overview; and Ms. Allison Wilson, Churchland High School, provided a student perspective overview.
- The 2022 Academic Excellence & Community Engagement Awards Ceremony was held May 3, 2022. Delegate Angelia Williams Graves was the keynote speaker. Dr. Conston and Dr. Woodhouse presented awards to 111 honorees and 24 community engagement award winners.
- Free summer bridge programs (Connect2TCC) will be offered at the Norfolk campus (July 18-28, 2022) and Portsmouth campus (August 8-18, 2022). A total of 50 recent high school graduates from each campus will learn: computer skills; how to complete a FAFSA application; teambuilding skills; career exploration; and preparation for canvas and other technologies used in college environments.

- A total of 17 full-time and adjunct TCC faculty from eight pathways completed a two-week HyFlex workshop coordinated by the Department of Distance Learning and facilitated by the found of the HyFlex Learning Community, Dr. Brian Beatty. TCC will offer additional HyFex workshops during the summer and fall.
- TCC's 25th annual Shakespeare in the Grove Production will be held June 21-25, 2022 at the Chesapeake campus.

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

- Student Affairs hosted meetings with high school and middle school counselors in Norfolk and Virginia Beach, April 20 and 22. Topics of discussion included: pathways; admissions and enrollment, LEAP, Summer Excellence Institute; financial aid and the Open Door Project; advising; and CMVE.
- Access College Foundation sponsored College Commitment Day (CCD) on April 26. Area high school seniors attended to celebrate their commitment to going to college in the fall. Dr. Campbell presented Ms. Sydney Adams with a \$1,000 scholarship to attend TCC in the fall.
- TCC's Open House is scheduled for May 21 at the Virginia Beach & Portsmouth campuses and again on June 25 at the Norfolk and Chesapeake campuses. Students will tour the campus; talk with faculty and advisors; learn about financial aid options; explore transfer and career education programs; apply for admission; register for classes and learn about military and veteran services.
- Student Affairs Events:
 - April - Spring Fling—music, fun, and many activities
 - May - Heritage month--celebrating Asian Pacific Americans and Pacific Islanders and a summer semester welcome back event during the first week of classes.
 - June – Pride month—Ryan Russell as the keynote speaker
 - June – Juneteenth – Student Affairs is sponsoring a trip to the National Museum of African American History and Culture for TCC students
 - Phi Theta Kappa (PTK) Honor Society – TCC had the most students nominated to the All-Virginia Academic Team

c. **Workforce Update** - Ms. Williams shared that Google wants to partner with TCC to offer free IT certifications. She also noted that “*Let’s Go to Work*” is an initiative and partnership with the Hampton Roads Workforce Council, Virginia Ship Repair, and area colleges to offer free training to students in welding. Virtual workforce power hour informational sessions will be held the 1st Wednesday of every month for anyone who is interested in: advanced manufacturing; business; career services; commercial drive license; construction; culinary arts; healthcare; hospitality; IT/Cybersecurity; maritime & transportation; nonprofit

management; personal enrichment courses; skilled trades; and summer enrichment camps. A total of 5 students graduated in the first cohort of the Weldnow program in March. The students passed their certifications and they are now working. The second cohort has already started. An electrical mobile unit will arrive in 1-2 weeks and the college will provide electrical training from the mobile unit as we ll.

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

Local Fund Financial Statements for Month Ending March 31, 2022. Ms. Hardiman highlighted revenues and expenditures for the student activities budget (85% and 40%), institutional auxiliary budget (84% and 59%), student center budget (84% and 82%), and auxiliary services budget (26% and 51%). FY21-22 local investments and contributions from each city remained as expected. Investments of \$54.2 million earned \$55,584 since July 1.

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

Ms. McCallum reported that new General Assembly members, Anne Ferrell Tata and Karen Greenhalgh, are interested in touring TCC’s Virginia Beach campus in May or sometime in the summer. Ms. Anderson asked the committee to also consider Jackie Glass for a tour of the Norfolk campus. Ms. Lunde provide the committee with legislative updates. She advised that the state budget had not been approved. The reconvened or “veto” session of the General Assembly was April 27. The committee discussed redistricting, resulting from the 2020 census. Ms. Lunde informed the committee that the State Board for Community Colleges hired Russell A. Kavalhuna to serve as the next chancellor of Virginia’s Community Colleges.

8. Educational Foundation Liaison Report – Ms. Delceno Miles

Ms. Miles stated that Mr. Bryant is doing an excellent job as the new VP of Institutional Advancement. He began at full speed and has already met with many Hampton Roads community leaders. At the April 26 Educational Foundation board meeting, Ms. Miles was reappointed as board chair and Andy Hodge as vice chair. Ms. Miles noted that she tasked each board member to lead by example and commit a \$1,000 pledge towards TCC scholarships. She also asked board members to submit referrals for donors. Ms. Miles welcomed recommendations for membership on the Ed Foundation Board. A retreat is scheduled for July 26, 2022. The board will focus on developing a strategy to carry out the vision of the foundation.

9. Real Estate Liaison Report – Ms. Lynn Clements

In the absence of Ms. Clements, Dr. Conston reported that the TCCREF Development Committee will meet with the Hampton Roads Sanitation District (HRSD), attorney and engineers to negotiate well-site and easements on the Suffolk property. They will also meet with EPA, USCAE, and engineers on June 28 to begin delisting process for approximately 200 acres. Dr. Conston shared that she and the President’s Cabinet had a retreat to discuss and determine how the college could use a portion of the Suffolk property for educational purposes. John Martin, a futurist with SIR, also attended and provided a presentation to identify future opportunities for TCC in serving the Hampton Roads community. A survey of the Suffolk property to determine its value is forthcoming. To that end, the TCCREF Board is developing a

spending plan to determine how the dollars will flow back to the college to be used for educational purposes to support the vision and mission of TCC. A MOU between TCC and the REF board is pending approval at the June board meeting. The college is in the process of hiring a new director for the Real Estate Foundation.

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

- a. Nothing to report.

11. President's Report

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

Spring - FTE is down -4.1% and student headcount is up +0.4% for spring. The average student course credit load is -0.39. The college is up in first-time-in-college (FTIC) students by 13.4%. We improved FTIC fall-to-spring retention rate by 0.6 percentage points. We also improved fall-to-spring "all student" re-enrollment rate by 0.1 percentage points. Career & technical program headcounts increased by 7.6% and college-transfer programs declined by 7.1%. Dual enrollment student headcount increased by 13.6%. On-campus FTE enrollments increased by 177%. For the first time in ten years, we have a year-to-year increase in headcount. In comparison to the VCCS enrollment, TCC is down -4.1% in FTE and up +0.4% in student headcount.

Summer – Enrollment for first-time-in-college students is up +38%. Career & Technical is up +10%; college-transfer is down -3%; on-campus is up +37%; average credits/student is down -0.06 credits, and dual enrollment is up +2%. In comparison to the VCCS enrollment, TCC is up 15.6% in FTE and 11.5% in student headcount.

Fall – Enrollment opened two weeks earlier than last year. FTE enrollment is up +20%; student headcount is up +23%; First-Time-In-College (FTIC) is down -4%; career & technical is up +34%; fall-to-fall FTIC retention is +2.9 points; and average credits/student is down -0.25 credits. Workforce Solutions Enrollment for quarters 3 and 4 is up +8.9% (students) and +7.1% (registrations).

Additional updates:

- Dr. Conston thanked Ms. Free for an exceptional job as commencement speaker. There were 575 graduates and 175 faculty members attended.
- Chancellor Glenn DuBois is retiring June 30, 2022. However, there is no concrete news regarding the newly appointed chancellor, Russell A. Kavalhuna.
- Last week, Governor Youngkin issued a new policy regarding telework. TCC will comply with the new policy.

12. Chair's Report & Announcements

- a. **Nominating Committee Report**. Chairwoman Free invited Mr. Tysinger to give the report of the Nominating Committee. The committee, comprised of Lindsey Anderson, Dr. Barry

Brown, Dr. Kirk Houston, Kim McCallum, and Mr. Tysinger as chair, met on April 12, 2022 to develop a slate of officers for 2022-23.

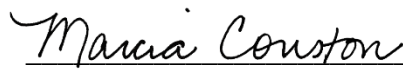
The committee voted unanimously to advance Lynn Clements to a two-year term as board chair and Jay Lucado to a two-year term as board vice chair. Both terms will commence on July 1, 2022. Mr. Tysinger invited discussions, of which there were none. On a motion by Mr. Crow, seconded by Ms. McCallum, the board elected the slate of officers.

- b. **Executive Committee Report.** Ms. Free reported that the executive committee met April 27 to discuss the president's performance evaluation and the board's assessment. Subsequent to the meeting, a signed evaluation letter was forwarded to Chancellor DuBois for consideration.
- c. **Joint Board Recognition Reception.** The Joint Board reception will be held sometime in October. More information is forthcoming.
- d. **Closed Session.** In accordance with section 2.2-3711(A) of the Code of Virginia, the executive committee moved to meet in closed session. All guests were excused from the meeting, with the exception of Ms. Hardiman. The board later concluded its closed session and reconvened the open session. Ms. Johnson returned to the meeting. A roll call vote was taken and all board 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 board.

13. Adjournment

There being no further business to come before the board, Ms. Free adjourned the meeting at 6:20 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL

Cynthia (Cindy) S. Free
Chair

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TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 328

AUGUST 9, 2022

Meeting number three hundred twenty-eight of the Tidewater Community College Board was held on Tuesday, August 9, 2022, in the Norfolk Campus Student Center. The meeting constituted the boards 2022-23 work session. Lynn B. Clements, board chair, presided.

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

Members Absent: Delceno Miles

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Christopher Bryant, Vice President of Institutional Advancement
Karen Campbell, Vice President for Student Affairs
Sarah DiCalogero, President's Advisory & Planning Council Chair
Heather Hardiman, Vice President for Administration and Chief Financial Officer
Latesha Johnson, Executive Assistant to the President
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Tiffanye Sledge, Faculty Senate Chair
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. Clements, chair, determined the presence of a quorum and called the meeting to order at 4:05 PM.

2. **Discuss Purpose of Work Session**

Chairwoman Clements stated that the purpose of the work session was to focus on the board's role within the context of the college's strategic plan; to effectively communicate as an advisory board representing the respective municipalities, and to reach consensus on board goals for 2022-23.

a. **Discuss Proposed 2022-23 College Board Working Priorities**

Ms. Clements provided an overview of the board's working priorities and addressed its importance relative to the college's priorities. After some discussion, Chairwoman Clements called for a motion on the proposed 2022-23 Working Priorities. On a motion by Mr. Tysinger, seconded by Mr. Bynum, the board agreed to adopt the working priorities.

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3. 2022-23 Committee Assignments

Ms. Clements addressed the compilation of the 2022-23 standing committees. She noted the chairs and members for each committee, and also the representatives for the TCC Educational and Real Estate Foundation boards.

4. Contents of Information Packet

The 2022-23 meeting schedule reflected a revision for the September 20, 2022 College Board meeting. In addition, the 2022-23 board membership roster reflected updates to the board as it currently stands.

5. President's Report

a. Cabinet Updates:

Enrollment Update - Mr. Aasen shared the summer/fall 2022 enrollment updates. For summer 2022, the full-time equivalent (FTE) decreased -5.9% and student headcount decreased -4.8%. The two-year rate for FTE increased +4.1% and student headcount decreased -2.4%. Key metric rates for FTIC students increased +11.8%; career & technical increased +1.6%; college-transfer decreased -10.9%; and average credits decreased -1.2%. The FTE and student headcount for fall 2022 decreased -1.3% and -2.8% respectively. However, FTIC increased +9.7%. The National Accreditation SACSCOC 5th year report is due September 2022, which covers 22 standards and the QEP Impact Report.

Finance and Facilities Update – Ms. Hardiman provided an update on Administration and Finance. She reported that the Department of Justice (DOJ) selected TCC for an audit of Americans with Disabilities Act (ADA) compliance at the Norfolk and Virginia Beach campuses. The DOJ identified 491 items (inside and outside) that need to be resolved. Examples include sidewalk grading, parking lot ramps, water fountains, entryways, and cubicles. The college is working closely with the VCCS to resolve all items. The VCCS will fund the implementation of needed projects. This effort will include annual reporting on our progress to the DOJ and will take place over the course of several years. Ms. Hardiman noted that TCC had a college-wide COVID-friendly furniture replacement. The college replaced 12,326 chairs at all campuses and the Workforce Solutions Center. Substantial construction of the Chesapeake campus pass building is scheduled for January 2, 2023. Ms. Hardiman shared photos and renderings of the Visual Arts Center. She also noted other projects that included carpet replacement at the Advanced Technology Center; playground equipment for the Norfolk and Portsmouth campuses; repaving the parking lot at the Virginia Beach campus; HVAC system in the Pungo building at the Virginia Beach campus; carpet in the library at the Chesapeake Campus; Chesapeake Regional Automotive Center chiller/air handler; RFP for waste disposal; Suffolk site clean-up project; and replacing the chiller in the Walker building at the Norfolk campus. Ms. Hardiman reported that auxiliary services finalized the bookstore contract with Barnes & Nobles. Hampton Road Transit (HRT) agreed to reduce the GoSemester pass price by 50% to \$25 for students and \$35 for staff. They also agreed to 50% off advertising costs on two light rail trains and five bus stop shelters for a full year. Childcare centers in Norfolk and Portsmouth will reopen with new playground equipment. A new childcare director position is in the hiring process. TCC, along with six other VCCS colleges, lost its food service contract with the Farley Group. However, the short-term plan is to have grab & go markets and the long-term plan is to

negotiate with regional restaurants for full-food service, starting at the Virginia Beach Campus and RFP going out for service on all campuses.

Academic Affairs Update - Dr. Woodhouse reported a few 2020-21 highlights from Academic Affairs, that included: enrolled over 300 students in the Learn, Explore, Accelerate, Persevere (LEAP) program; launched an Academic Excellence and Community Engagement Awards Ceremony; signed reverse transfer agreements with Norfolk State University and George Mason University; started a new apprenticeship program with Smithfield Foods—focused on Mechatronics; and successfully launched a dual enrollment EMT Program at the Chesapeake Career Center. Dr. Woodhouse also shared initiatives for 2022-23 to include: Center for Teaching Excellence; Batten Studios at each campus; increase grants & sponsored programs; virtual Virginia dual enrollment; partnership with Chesapeake Regional Medical Center; and focus on academic student retention.

Student Affairs Update – Dr. Campbell reported that the college is expanding its admission program partnerships. TCC connected with Virginia Wesleyan University (Tidewater Promise); James Madison University (Here to JMU); Old Dominion University (Mobility Pass Program); and Norfolk State University (Passport Program). These universities are providing TCC with a list of their students who were “wait listed” or denied admission. Dr. Campbell noted that she will share more about the partnerships and provide data at the next board meeting. The college is also expanding recruiting events; fully implementing Salesforce; implementing advantage online orientation; implementing Hyland Brainware Transfer Evaluation Automation; providing mentoring; and setting up transfer and career centers on each campus to increase enrollment.

Workforce Update – Ms. Williams shared 2022-23 Workforce Solutions priorities. She noted that enrollment increased 18% as a result of new program offerings, intentional recruiting and new agency partnerships. Workforce enhanced access and training capacity by expanding the Skilled Trades Academy; various grant opportunities; and mobile learning units. In addition, Workforce created more industry partnerships with The Virginia Port Authority, Rivers Casino, and CMA CGM.

Institutional Advancement Update – Mr. Bryant shared the mission for Institutional Advancement (IA). He also noted that his team will focus on student enrollment and engagement; brand awareness and positive public relations; community engagement and storytelling; board expansion and diversification of expertise; and expansive fundraising to meet student and college needs for the next 12 months. Goals and upcoming events include: Student Success Celebration and Presidential Inauguration; opening of the new Visual Arts Center in Norfolk; expansion of the Skilled Trades Academy; media plan and marketing audit; filling open staff positions; commitment to three development pathways for student support; and create alumni groups and legacy society.

b. **College Convocation**

Dr. Conston reminded the board of TCC’s Fall 2022 Convocation that is scheduled for Thursday, August 18th at 8:30 AM in the student center at the Chesapeake campus.

c. **Investiture Ceremony**

The date is set for Thursday, March 16 to Saturday, March 18, 2023. The actual ceremony will be held on Friday, March 17 at 11:00 am at the Roper Theater in downtown Norfolk. We have confirmed this date with the VCCS office. Additional information will be provided.

Additional update:

Dr. Conston shared that the interim Chancellor, Dr. Sharon Morrissey, assigned VCCS State Board liaisons to each of the colleges. TCC's liaisons are Doug Garcia, the current VCCS Board chair, and Ms. Brenda Calderon. Mr. Garcia is director of the US Federal Government Relations for Pearson. Ms. Calderon currently serves as an Education Program Specialist at the U. S. Department of Education. Both are from the Northern Virginia area.

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

The next College Board meeting is September 20th, 4:00 PM at the Portsmouth campus student center.

8. **Adjournment**

There being no further business to come before the board, Ms. Clements adjourned the meeting at 5:25 p.m.

Respectfully submitted,



Dr. Marcia Conston
Secretary to the Board

APPROVAL

Lynn B. Clements
Chair of the Board

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: September 20, 2022
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Final Local Funds Financial Statements for Year Ending June 30, 2022

BACKGROUND:

The final Local Funds Financial Statements for the year ending June 30, 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
hhardiman@tcc.edu
757-822-1738

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2021 - June 30, 2022

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 07/01/21		\$ 1,759,930			
I. Revenues					
A. Student Activity Fee	\$ 798,660	\$ 762,322	\$ -	\$ 36,338	95%
B. Student Activity Fee Revenue Loss Reimbursement	215,959	135,956		80,003	63%
C. ID Card Replacements	1,000	3,590		(2,590)	359%
Total Revenues	\$ 1,015,619	\$ 901,868	\$ -	\$ 113,751	89%
Total Resources (Revenue & Fund Bal.)					
		\$ 2,661,798			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 1,515	\$ -	\$ -	\$ 1,515	0%
2. Programming	15,000	14,409		591	96%
3. Student Organizations	2,000			2,000	0%
4. Contingency Fund	2,000	2,000			100%
Subtotal--Chesapeake Campus	\$ 20,515	\$ 16,409	\$ -	\$ 4,106	80%
B. Norfolk Campus					
1. Student Government Association	\$ 1,200	\$ 1,200	\$ -	\$ -	100%
2. Programming	18,215	17,242		973	95%
3. Student Organizations	1,000	550		450	55%
4. Contingency Fund	100			100	0%
Subtotal--Norfolk Campus	\$ 20,515	\$ 18,992	\$ -	\$ 1,523	93%
C. Portsmouth Campus					
1. Student Government Association	\$ 1,000	\$ 636	\$ -	\$ 364	64%
2. Programming	18,000	16,707		1,293	93%
3. Student Organizations	1,000	500		500	50%
4. Contingency Fund	515	505		10	98%
Subtotal--Portsmouth Campus	\$ 20,515	\$ 18,348	\$ -	\$ 2,167	89%
D. Virginia Beach Campus					
1. Student Government Association	\$ 500	\$ 498	\$ -	\$ 2	100%
2. Programming	20,644	12,653		7,991	61%
3. Student Organizations	15,000	14,800		200	99%
Subtotal--Virginia Beach Campus	\$ 36,144	\$ 27,951	\$ -	\$ 8,193	77%
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		1,825	9%
5. Virtual Student Center	16,000	7,650		8,350	48%
Subtotal--Student Activities--College-wide	\$ 33,100	\$ 7,875	\$ -	\$ 25,225	24%
F. Learning Assistance Fund					
1. Chesapeake	\$ 15,416	\$ 4,034	\$ -	\$ 11,382	26%
2. Norfolk	12,339	6,045		6,294	49%
3. Portsmouth	11,547	9,790		1,757	85%
4. Virginia Beach	38,491	34,030		4,461	88%
Subtotal--Learning Assistance Fund	\$ 77,793	\$ 53,899	\$ -	\$ 23,894	69%

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. College-wide Contingency Fund					
1. Chesapeake	\$ 4,574	\$ 2,606	\$ -	\$ 1,968	57%
2. Norfolk	3,849	2,606		1,243	68%
3. Portsmouth	3,730	2,606		1,124	70%
4. Virginia Beach	3,208	2,217	1,333	(342)	111%
Subtotal--Provosts' Contingency Fund	\$ 15,361	\$ 10,035	\$ 1,333	\$ 3,993	74%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 2,919	\$ 1,404	\$ -	\$ 1,515	48%
2. Norfolk	6,787			6,787	0%
3. Portsmouth	3,208	2,000		1,208	62%
4. Virginia Beach	6,415	3,904	2,476	35	99%
Subtotal--Deans' Contingency Fund	\$ 19,329	\$ 7,308	\$ 2,476	\$ 9,545	51%
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	\$ 172,086	\$ 3,809	\$ 103,377	63%
III. Transfers					
A. Transfer to Student Center Budget	\$ 537,948	\$ 537,948	\$ -	\$ -	100%
Subtotal--Transfers	\$ 537,948	\$ 537,948	\$ -	\$ -	100%
Fund Balance 06/30/22		\$ 1,951,764			

Approved by the Local College Board on May 11, 2021

VPAF 7/15/22

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2021- June 30, 2022**

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 07/01/21		\$ 16,391,129			
I. Revenues					
A. Institutional Fee	\$ 2,286,360	\$ 2,101,461	\$ -	\$ 184,899	92%
B. Institutional Fee Revenue Loss Reimbursement	\$ 618,237	\$ 390,097		\$ 228,140	0%
C. Student Parking Sales	20,000	8,506		11,494	43%
D. Student HRT Pass Sales	10,000	10,580		(580)	106%
E. Miscellaneous Revenue	3,600			3,600	0%
Total Revenues	\$ 2,938,197	\$ 2,510,644	\$ -	\$ 427,553	85%
Total Resources (Revenue & Fund Bal.)					
		\$ 18,901,773			
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	9,646		354	96%
3. Security					
4. General Maintenance	50,000	26,002	1,797	22,201	56%
D. College-wide Parking Lot Improvements	150,000	71,500		78,500	48%
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	110,372	154,343	277,760	49%
I. Security Camera Implementation	225,000			225,000	0%
Total Expenditures	\$ 1,479,532	\$ 794,525	\$ 156,140	\$ 528,867	64%
Fund Balance 06/30/22					
		\$ 18,107,248			

Approved by the Local College Board on May 11, 2021

VPAF 7/15/22

TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
July 1, 2021 - June 30, 2022

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 07/01/21		\$ 16,021,559			
I. Revenues					
A. Auxiliary Capital Fee	\$ 6,107,400	\$ 5,825,980	\$ -	\$ 281,420	95%
B. Aux Cap Fee Revenue Reimbursement	1,651,455	1,039,662		611,793	63%
C. Transfer-In from Student Activities Budget	537,948	537,948			100%
D. Food Service Commission	10,000			10,000	0%
E. Miscellaneous Revenue	10,000	31,001		(21,001)	310%
Total Revenues	\$ 8,316,803	\$ 7,434,591	\$ -	\$ 882,212	89%
Total Resources (Revenue & Fund Balance)					
		\$ 23,456,150			
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	\$ 281,062	\$ -	\$ 46,036	86%
b. Operating Expenses	25,000	19,984		5,016	80%
Subtotal--General Operations	\$ 352,098	\$ 301,046	\$ -	\$ 51,052	86%
2. Facility Operations					
a. Utilities	\$ 100,000	\$ 92,182	\$ -	\$ 7,818	92%
b. Security	58,000	38,190		19,810	66%
c. Custodial					
1. Personnel	116,000	101,495		14,505	87%
2. Expenditures	12,000	2,036		9,964	17%
d. General Maintenance					
1. Personnel	54,000	88,997		(34,997)	165%
2. Expenditures	60,000	100,350	2,112	(42,462)	171%
e. Insurance	7,700	7,784		(84)	101%
f. Network & Telecommunications	35,942	35,942			100%
Subtotal--Facility Operations	\$ 443,642	\$ 466,976	\$ 2,112	\$ (25,446)	106%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 7,875	\$ 7,482	\$ -	\$ 393	95%
Subtotal--Food Services	\$ 7,875	\$ 7,482	\$ -	\$ 393	95%
Subtotal--Norfolk Student Center	\$ 803,615	\$ 775,504	\$ 2,112	\$ 25,999	97%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 326,817	\$ 289,312	\$ -	\$ 37,505	89%
b. Operating Expenses	25,000	17,832		7,168	71%
Subtotal--General Operations	\$ 351,817	\$ 307,144	\$ -	\$ 44,673	87%

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 110,000	\$ 137,407	\$ -	(27,407)	125%
b. Security	41,000	35,948		5,052	88%
c. Custodial					
1. Personnel	120,362	89,167		31,195	74%
2. Expenditures	12,000	2,902	279	8,819	27%
d. General Maintenance					
1. Personnel	54,000	90,328		(36,328)	167%
2. Expenditures	60,000	36,136	10,494	13,370	78%
e. Insurance	8,400	8,545		(145)	102%
f. Network & Telecommunications	34,686	34,686			100%
Subtotal--Facility Operations	\$ 440,448	\$ 435,119	\$ 10,773	\$ (5,444)	101%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 5,750	\$ 5,036	\$ -	\$ 714	88%
Subtotal--Food Services	\$ 5,750	\$ 5,036	\$ -	\$ 714	88%
Subtotal--Chesapeake Student Center	\$ 798,015	\$ 747,299	\$ 10,773	\$ 39,943	95%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 329,312	\$ 297,870	\$ -	\$ 31,442	90%
b. Operating Expenses	25,000	24,645		355	99%
Subtotal--General Operations	\$ 354,312	\$ 322,515	\$ -	\$ 31,797	91%
2. Facility Operations					
a. Utilities	\$ 110,000	\$ 103,799	\$ -	\$ 6,201	94%
b. Security	51,000	26,636		24,364	52%
c. Custodial					
1. Personnel	118,379	68,188		50,191	58%
2. Expenditures	12,000	1,301		10,699	11%
d. General Maintenance					
1. Personnel	52,000	87,353		(35,353)	168%
2. Expenditures	50,000	42,086	1,213	6,701	87%
e. Insurance	8,250	8,371		(121)	101%
f. Network & Telecommunications	40,045	40,045			100%
Subtotal--Facility Operations	\$ 441,674	\$ 377,779	\$ 1,213	\$ 62,682	86%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 7,725	\$ 3,129	\$ -	\$ 4,596	41%
Subtotal--Food Services	\$ 7,725	\$ 3,129	\$ -	\$ 4,596	41%
Subtotal--Portsmouth Student Center	\$ 803,711	\$ 703,423	\$ 1,213	\$ 99,075	88%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 427,039	\$ 335,812	\$ -	\$ 91,227	79%
b. Operating Expenses	40,000	22,594		17,406	56%
Subtotal--General Operations	\$ 467,039	\$ 358,406	\$ -	\$ 108,633	77%

	Budget 2022	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 46,000	\$ 40,349	\$ -	\$ 5,651	88%
b. Security	46,000	33,239		12,761	72%
c. Custodial					
1. Personnel	189,000	152,402		36,598	81%
2. Expenditures	12,000	1,429		10,571	12%
d. General Maintenance					
1. Personnel	91,000	130,422		(39,422)	143%
2. Expenditures	65,000	59,701	671	4,628	93%
e. Insurance	12,350	12,565		(215)	102%
f. Network & Telecommunications	35,890	35,890			100%
Subtotal--Facility Operations	\$ 497,240	\$ 465,997	\$ 671	\$ 30,572	94%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 8,125	\$ 3,059	\$ -	\$ 5,066	38%
Subtotal--Food Services	\$ 8,125	\$ 3,059	\$ -	\$ 5,066	38%
Subtotal--Virginia Beach Student Center	\$ 972,404	\$ 827,462	\$ 671	\$ 144,271	85%
Total Expenditures	\$ 6,575,578	\$ 5,955,329	\$ 14,769	\$ 605,480	91%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	100%
Fund Balance 06/30/22		\$ 16,500,821			

Approved by the Local College Board on May 11, 2021

VPAF 7/15/22

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

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
July 1, 2021 - June 30, 2022

	Budget 2022	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 07/01/21		\$ 10,874,004			
I. Revenues					
A. Bookstore	\$ 200,000	\$ 201,339	\$ -	\$ (1,339)	101%
B. Vending					
1. Exclusive Beverage Contract	41,600	46,410		(4,810)	112%
2. Vending - CRH	2,500	21,251		(18,751)	850%
C. Food Service - Joint-Use Library	750			750	0%
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	205,000	136,667		68,333	67%
F. Miscellaneous Revenue	100	405		(305)	405%
G. Auxiliary Services Loss Revenue Reimbursement	800,000			800,000	0%
Total Revenues	\$ 1,273,950	\$ 430,072	\$ -	\$ 843,878	34%
Total Resources (Revenue & Fund Bal.)		\$ 11,304,076	\$ -		
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 2,029	\$ 1,887	\$ 2,084	65%
2. Miscellaneous Expenses	1,000	(3)		\$ 1,003	0%
3. Joint-Use Library Food Service Equipment	1,750	3,424		(1,674)	196%
Subtotal - Operating Expenses	\$ 8,750	\$ 5,450	\$ 1,887	\$ 1,413	84%
B. Faculty/Staff Parking	\$ 300,000	\$ 206,856	\$ -	\$ 93,144	69%
C. College Community Events	\$ 15,000	\$ 2,912	\$ -	\$ 12,088	19%
D. Financial Aid Adjustments	\$ 10,000	\$ (15,779)	\$ -	\$ 25,779	-158%
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	\$ 62,398	\$ -	\$ 102,602	38%
2. General Operating Costs	3,500	1,178		2,322	34%
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	\$ 68,561	\$ -	\$ 136,939	33%
G. Community Support					
1. College Board	\$ 2,500	\$ 1,360	\$ -	\$ 1,140	54%
2. President	15,000	18,996		(3,996)	127%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	5,974		26	100%
b. Vice President for Administration & Chief Financial Officer	6,000	1,691		4,309	28%
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	1,547		4,453	26%
f. Vice President for Student Affairs	6,000	219	200	5,581	7%
4. Campus Deans					
a. Portsmouth	6,000	2,625		3,375	44%
b. Virginia Beach	12,000	3,438		8,562	29%
c. Chesapeake	6,000	2,455		3,545	41%
d. Norfolk	6,000	-		6,000	0%
5. Community Outreach	27,000	17,170		9,830	64%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 114,000	\$ 55,821	\$ 200	\$ 57,979	49%

	Budget 2022	Revenue/ Expenditures	Encumbrances	Variance	% Realized
H. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
2. Norfolk	5,000	2,333		2,667	47%
3. Portsmouth	5,000	1,353		3,647	27%
4. Virginia Beach	10,000			10,000	0%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 3,686	\$ -	\$ 21,314	15%
Subtotal - Expenditures	\$ 918,250	\$ 327,507	\$ 2,087	\$ 588,656	36%
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	2,224		11,265	16%
7. High School Scholarships					
a. Chesapeake	66,096	41,517		24,579	63%
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	41,417		2,287	95%
1. John T. Kavanaugh Scholarship	11,151	11,151			100%
2. John D. Padgett Scholarship	11,151	9,155		1,996	82%
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	66,441		33,378	67%
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	865,138		(265,138)	144%
Subtotal - TCC Scholarships & Awards	\$ 1,030,518	\$ 1,120,903	\$ -	\$ (90,385)	109%
Total Expenditures & Student Financial Assistance	\$ 1,948,768	\$ 1,448,410	\$ 2,087	\$ 498,271	74%
Fund Balance 06/30/22		\$ 9,855,666			

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: September 20, 2022

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

The Local Funds Financial Statements 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

hhardiman@tcc.edu

757-822-1738

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2022 - July 31, 2022

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 07/01/22		\$ 1,951,764			
I. Revenues					
A. Student Activity Fee	\$ 808,391	\$ -	\$ -	\$ 808,391	0%
B. Student Activity Fee Revenue Loss Reimbursement					
C. ID Card Replacements	2,000	140		1,860	7%
Total Revenues	\$ 810,391	\$ 140	\$ -	\$ 810,251	0%
Total Resources (Revenue & Fund Bal.)					
		\$ 1,951,904			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 1,515	\$ 494	\$ -	\$ 1,021	33%
2. Programming	15,000			15,000	0%
3. Student Organizations	2,000	2,000			100%
4. Contingency Fund	2,000			2,000	0%
Subtotal--Chesapeake Campus	\$ 20,515	\$ 2,494	\$ -	\$ 18,021	12%
B. Norfolk Campus					
1. Student Government Association	\$ 1,200	\$ -	\$ -	\$ 1,200	0%
2. Programming	18,215		7,390	10,825	41%
3. Student Organizations	1,000			1,000	0%
4. Contingency Fund	100			100	0%
Subtotal--Norfolk Campus	\$ 20,515	\$ -	\$ 7,390	\$ 13,125	36%
C. Portsmouth Campus					
1. Student Government Association	\$ 1,000	\$ -	\$ -	\$ 1,000	0%
2. Programming	18,000		1,826	16,174	10%
3. Student Organizations	1,000			1,000	0%
4. Contingency Fund	515			515	0%
Subtotal--Portsmouth Campus	\$ 20,515	\$ -	\$ 1,826	\$ 18,689	9%
D. Virginia Beach Campus					
1. Student Government Association	\$ 500	\$ -	\$ -	\$ 500	0%
2. Programming	20,644	2,815		17,829	14%
3. Student Organizations	15,000			15,000	0%
4. Contingency Fund	515			515	0%
Subtotal--Virginia Beach Campus	\$ 36,659	\$ 2,815	\$ -	\$ 33,844	8%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 3,100	\$ -	\$ -	\$ 3,100	0%
2. Student Resource and Empowerment Center	11,000			11,000	0%
3. Student Federation Council	3,000			3,000	0%
4. Intercultural Learning					
5. Virtual Student Center	14,829	1,750		13,079	12%
6. Student Honors Event	15,000			15,000	0%
7. Literary Festival	1,000			1,000	0%
Subtotal--Student Activities--College-wide	\$ 47,929	\$ 1,750	\$ -	\$ 46,179	4%
F. Learning Assistance Fund					
1. Chesapeake	\$ 15,416	\$ -	\$ -	\$ 15,416	0%
2. Norfolk	12,339	271		12,068	2%
3. Portsmouth	11,547	393		11,154	3%
4. Virginia Beach	38,491	1,045		37,446	3%
Subtotal--Learning Assistance Fund	\$ 77,793	\$ 1,709	\$ -	\$ 76,084	2%

	Budget 2023	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			3,208	0%
Subtotal--Provosts' Contingency Fund	\$ 15,361	\$ -	\$ -	\$ 15,361	0%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 3,500	\$ 8	\$ 738	\$ 2,754	21%
2. Norfolk	7,000			7,000	0%
3. Portsmouth	3,500			3,500	0%
4. Virginia Beach	6,500			6,500	0%
Subtotal--Deans' Contingency Fund	\$ 20,500	\$ 8	\$ 738	\$ 19,754	4%
I. Student Activities Identification System					
1. Equipment, Software, and Supplies	\$ 36,000	\$ -	\$ -	\$ 36,000	0%
Subtotal--Student Activities Identification System	\$ 36,000	\$ -	\$ -	\$ 36,000	0%
Total Expenditures	\$ 295,787	\$ 8,776	\$ 9,954	\$ 277,057	6%
III. Transfers					
A. Transfer to Student Center Budget	\$ 564,845	\$ 47,070	\$ -	\$ 517,775	8%
Subtotal--Transfers	\$ 564,845	\$ 47,070	\$ -	\$ 517,775	8%
Fund Balance 07/31/22		\$ 1,896,058			

Approved by the Local College Board on May 10, 2022

VPAF 8/19/22

TIDEWATER COMMUNITY COLLEGE
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
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2022- July 31, 2022**

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 07/01/22		\$ 18,107,249			
I. Revenues					
A. Institutional Fee	\$ 2,314,217	\$ -	\$ -	\$ 2,314,217	0%
B. Institutional Fee Revenue Loss Reimbursement					0%
C. Student Parking Sales	9,660			9,660	0%
D. Student HRT Pass Sales	25,000			25,000	0%
E. Miscellaneous Revenue	1,000			1,000	0%
Total Revenues	\$ 2,349,877	\$ -	\$ -	\$ 2,349,877	0%
Total Resources (Revenue & Fund Bal.)					
		\$ 18,107,249			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 654,599	\$ 570,637	\$ -	\$ 83,962	87%
B. Chesapeake Campus Parking Lot - Debt Service	333,500	320,250		13,250	96%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel					
2. Utilities	8,500	867		7,633	10%
3. Security					
4. General Maintenance	50,000	887	14,965	34,148	32%
D. College-wide Parking Lot Improvements	150,000	28,110	38,562	83,328	44%
E. Hampton Roads Transit (HRT) Passes	75,000		45,000	30,000	60%
F. Student Parking	65,000			65,000	0%
G. Visual Arts Center Parking Lease	257,239			257,239	0%
H. College-wide Beautification & Wayfinding	1,000,000		103,445	896,555	10%
I. Security Camera Implementation	225,000			225,000	0%
Total Expenditures	\$ 2,818,838	\$ 920,751	\$ 201,972	\$ 1,696,115	40%
Fund Balance 07/31/22					
		\$ 17,186,498			

Approved by the Local College Board on May 10, 2022

VPAF 8/19/22

**TIDEWATER COMMUNITY COLLEGE
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
STUDENT CENTER BUDGET
July 1, 2022 - July 31, 2022

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 07/01/22		\$ 16,500,820			
I. Revenues					
A. Auxiliary Capital Fee	\$ 6,181,812	\$ -	\$ -	\$ 6,181,812	0%
B. Aux Cap Fee Revenue Reimbursement					
C. Transfer-In from Student Activities Budget	564,845	47,070		517,775	8%
D. Food Service Commission	10,000			10,000	0%
E. Miscellaneous Revenue	70,000	18,004		51,996	26%
Total Revenues	\$ 6,826,657	\$ 65,074	\$ -	\$ 6,761,583	1%
Total Resources (Revenue & Fund Balance)					
		\$ 16,565,895			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 297,099	\$ 148,549	\$ -	\$ 148,550	50%
2. Student Center - Chesapeake Campus	676,369	471,377		204,992	70%
3. Student Center - Portsmouth Campus	1,229,609	959,717		269,892	78%
4. Student Center - Virginia Beach Campus	959,349	667,808		291,541	70%
Subtotal--Bond Debt Service	\$ 3,162,425	\$ 2,247,451	\$ -	\$ 914,974	71%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 327,098	\$ 12,387	\$ -	\$ 314,711	4%
b. Operating Expenses	25,000	266	13,347	11,387	54%
Subtotal--General Operations	\$ 352,098	\$ 12,653	\$ 13,347	\$ 326,098	7%
2. Facility Operations					
a. Utilities	\$ 96,000	\$ 8,751	\$ -	\$ 87,249	9%
b. Security	70,000	3,141	13,559	53,300	24%
c. Custodial					
1. Personnel	121,800	4,177		117,623	3%
2. Expenditures	12,000		2,461	9,539	21%
d. General Maintenance					
1. Personnel	101,000	3,850		97,150	4%
2. Expenditures	70,000	1,340	12,779	55,881	20%
e. Insurance	7,800			7,800	0%
f. Network & Telecommunications	35,942	2,995		32,947	8%
Subtotal--Facility Operations	\$ 514,542	\$ 24,254	\$ 28,799	\$ 461,489	10%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 8,500	\$ -	\$ -	\$ 8,500	0%
Subtotal--Food Services	\$ 8,500	\$ -	\$ -	\$ 8,500	0%
Subtotal--Norfolk Student Center	\$ 875,140	\$ 36,907	\$ 42,146	\$ 796,087	9%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 326,817	\$ 10,655	\$ -	\$ 316,162	3%
b. Operating Expenses	25,000	167	3,558	21,275	15%
Subtotal--General Operations	\$ 351,817	\$ 10,822	\$ 3,558	\$ 337,437	4%

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 115,000	\$ 8,680	\$ -	106,320	8%
b. Security	56,000	2,346	259	53,395	5%
c. Custodial					
1. Personnel	126,380	4,494		121,886	4%
2. Expenditures	12,500	264	678	11,558	8%
d. General Maintenance					
1. Personnel	95,000	3,597		91,403	4%
2. Expenditures	75,000		37,995	37,005	51%
e. Insurance	8,600			8,600	0%
f. Network & Telecommunications	34,686	2,891		31,796	8%
Subtotal--Facility Operations	\$ 523,166	\$ 22,272	\$ 38,932	\$ 461,963	12%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
Subtotal--Food Services	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
Subtotal--Chesapeake Student Center	\$ 884,983	\$ 33,094	\$ 42,490	\$ 809,400	9%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 329,312	\$ 11,933	\$ -	\$ 317,379	4%
b. Operating Expenses	25,000		2,530	22,470	10%
Subtotal--General Operations	\$ 354,312	\$ 11,933	\$ 2,530	\$ 339,849	4%
2. Facility Operations					
a. Utilities	\$ 110,000	\$ 7,992	\$ -	\$ 102,008	7%
b. Security	56,000	3,377	18,355	34,268	39%
c. Custodial					
1. Personnel	122,000	2,769		119,231	2%
2. Expenditures	12,500		1,014	11,486	8%
d. General Maintenance					
1. Personnel	100,000	3,719		96,281	4%
2. Expenditures	75,000	1,794	13,383	59,823	20%
e. Insurance	8,600			8,600	0%
f. Network & Telecommunications	40,045	3,337		36,708	8%
Subtotal--Facility Operations	\$ 524,145	\$ 22,988	\$ 32,752	\$ 468,405	11%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
Subtotal--Food Services	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
Subtotal--Portsmouth Student Center	\$ 888,457	\$ 34,921	\$ 35,282	\$ 818,254	8%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 427,039	\$ 16,184	\$ -	\$ 410,855	4%
b. Operating Expenses	40,000	3,035	5,360	31,605	21%
Subtotal--General Operations	\$ 467,039	\$ 19,219	\$ 5,360	\$ 442,460	5%

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 40,000	\$ 2,731	\$ -	\$ 37,269	7%
b. Security	85,000		4,456	80,544	5%
c. Custodial					
1. Personnel	199,000	7,140		191,860	4%
2. Expenditures	15,000		3,853	11,147	26%
d. General Maintenance					
1. Personnel	98,000	5,641		92,359	6%
2. Expenditures	90,000	2,218	4,553	83,229	8%
e. Insurance	13,000			13,000	0%
f. Network & Telecommunications	35,890	2,991		32,899	8%
Subtotal--Facility Operations	\$ 575,890	\$ 20,721	\$ 12,862	\$ 542,307	6%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,000	\$ -	\$ -	\$ 12,000	0%
Subtotal--Food Services	\$ 12,000	\$ -	\$ -	\$ 12,000	0%
Subtotal--Virginia Beach Student Center	\$ 1,054,929	\$ 39,940	\$ 18,222	\$ 996,767	6%
Total Expenditures	\$ 6,865,934	\$ 2,392,313	\$ 138,140	\$ 4,335,482	37%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	100%
Fund Balance 07/31/22		\$ 13,173,582			

Approved by the Local College Board on May 10, 2022

VPAF 8/19/22

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

TIDEWATER COMMUNITY COLLEGE
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
AUXILIARY SERVICES BUDGET
July 1, 2022 - July 31, 2022

	Budget 2023	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 07/01/22		\$ 9,855,666			
I. Revenues					
A. Bookstore	\$ 900,000	\$ -	\$ -	\$ 900,000	0%
B. Vending					
1. Exclusive Beverage Contract	66,000	3,806		62,194	6%
2. Vending - CRH	22,000	2,140		19,860	10%
C. Food Service - Joint-Use Library	5,000			5,000	0%
D. Municipal Support	24,000			24,000	0%
E. Interest Earnings	25,000			25,000	0%
F. Miscellaneous Revenue	350	63		287	18%
G. Auxiliary Services Loss Revenue Reimbursement					
Total Revenues	\$ 1,042,350	\$ 6,009	\$ -	\$ 1,036,341	1%
Total Resources (Revenue & Fund Bal.)	\$ 1,042,350	\$ 9,861,675	\$ -		
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 33	\$ 645	\$ 5,322	11%
2. Miscellaneous Expenses	1,000	(3)	222	\$ 781	22%
3. Joint-Use Library Food Service Equipment	1,000			\$ 1,000	0%
Subtotal - Operating Expenses	\$ 8,000	\$ 30	\$ 867	\$ 7,103	11%
B. Faculty/Staff Parking	\$ 250,000	\$ -	\$ 110,587	\$ 139,413	44%
C. College Community Events	\$ 25,000			\$ 25,000	0%
D. Financial Aid Adjustments	\$ 10,000	\$ (261)	\$ -	\$ 10,261	-3%
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	\$ 172,870	\$ 5,933	\$ -	\$ 166,937	3%
2. General Operating Costs	3,500			3,500	0%
3. Equipment/Software/Installation	33,000			33,000	0%
4. StormCard Marketing	10,000			10,000	0%
Subtotal - Auxiliary Service Operations	\$ 219,370	\$ 5,933	\$ -	\$ 213,437	3%
G. Community Support					
1. College Board	\$ 2,500	\$ -	\$ 427	\$ 2,073	17%
2. President	15,000		457	14,543	3%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000		246	5,754	4%
b. Vice President for Administration & Chief Financial Officer	6,000		784	5,216	13%
c. Vice President for Information Systems & Institutional Effectiveness	6,000			6,000	0%
d. Vice President for Institutional Advancement	6,000			6,000	0%
e. Vice President for Workforce Solutions	6,000		336	5,664	6%
f. Vice President for Student Affairs	6,000		102	5,898	2%
4. Campus Deans					
a. Portsmouth	6,000			6,000	0%
b. Virginia Beach	12,000			12,000	0%
c. Chesapeake	6,000			6,000	0%
d. Norfolk	6,000			6,000	0%
5. Community Outreach	27,000		4,243	22,757	16%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 114,000	\$ -	\$ 6,595	\$ 107,405	6%

	Budget 2023	Revenue/ Expenditures	Encumbrances	Variance	% Realized
H. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
2. Norfolk	5,000			5,000	0%
3. Portsmouth	5,000			5,000	0%
4. Virginia Beach	10,000			10,000	0%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
Subtotal - Expenditures	\$ 891,370	\$ 5,702	\$ 118,049	\$ 767,619	14%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
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			5,576	0%
5. Military Scholarships	28,103			28,103	0%
6. ROTC Scholarships	13,489			13,489	0%
7. High School Scholarships					
a. Chesapeake	66,096			66,096	0%
1. LaVonne P. Ellis Scholarship	11,121			11,121	0%
2. Terri N. Thompson Scholarship	11,121			11,121	0%
b. Norfolk	43,704			43,704	0%
1. John T. Kavanaugh Scholarship	11,151			11,151	0%
2. John D. Padgett Scholarship	11,151			11,151	0%
c. Portsmouth	21,132			21,132	0%
1. Lee B. Armistead Scholarship	11,151			11,151	0%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	99,819			99,819	0%
1. Stanley Waranch Scholarship	11,151			11,151	0%
2. Dorcas T. Helfant-Browning Scholarship	11,151			11,151	0%
3. Thomas H. Wilson Scholarship	11,151			11,151	0%
8. Dual Enrolled Scholarships					
1. Chesapeake	5,700			5,700	0%
2. Norfolk	5,700			5,700	0%
3. Portsmouth	5,700			5,700	0%
4. Virginia Beach	5,700			5,700	0%
9. L.E.A.P. Scholarships	750,000			750,000	0%
a. L.E.A.P. Book Scholarships	200,000			200,000	0%
Subtotal - TCC Scholarships & Awards	\$ 1,384,518	\$ -	\$ -	\$ 1,384,518	0%
Total Expenditures & Student Financial Assistance	\$ 2,275,887	\$ 5,702	\$ 118,049	\$ 2,152,136	5%
Fund Balance 07/31/22		\$ 9,855,973			

Approved by the Local College Board on May 10, 2022

VPAF 8/19/22

TIDEWATER COMMUNITY COLLEGE
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 and active-duty members not eligible for tuition assistance.
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
INVESTMENTS
2022-23 STATEMENT OF EARNINGS**

	BALANCE INVESTED	INTEREST 2022-23
July 31, 2022	\$ 49,737,098	\$ 12,415
August 31, 2022	\$ -	\$ -
September 30, 2022	\$ -	\$ -
October 31, 2022	\$ -	\$ -
November 30, 2022	\$ -	\$ -
December 31, 2022	\$ -	\$ -
January 31, 2023	\$ -	\$ -
February 28, 2023	\$ -	\$ -
March 31, 2023	\$ -	\$ -
April 30, 2023	\$ -	\$ -
May 31, 2023	\$ -	\$ -
June 30, 2023	\$ -	\$ -
TOTAL		\$ 12,415

Note 1

Detail:

Investment Category	Cumulative Average Yield	Balance
Towne Bank - Repurchase Agreements	1.10%	\$ 2,613,121
Towne Bank - Raymond James	0.05%	\$ 21,138,486
Towne Bank - Insured Cash Sweep	1.78%	\$ 20,088,546
Commonwealth - LGIP Extended Maturity	1.91%	\$ 4,823,087
Commonwealth - LGIP	1.70%	\$ 1,073,859
TOTAL		\$ 49,737,098

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

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: September 20, 2022
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Final Financial Report for 2021-22

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is the college’s final financial report for FY22.

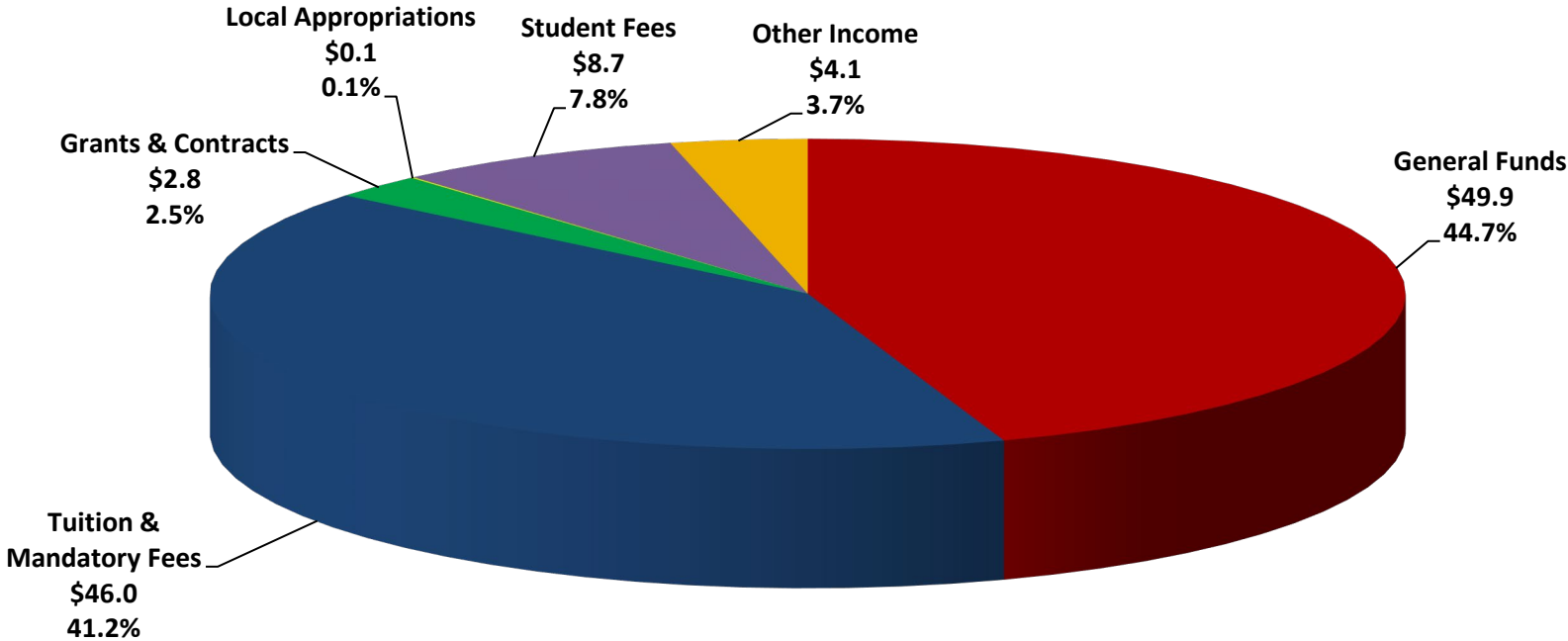
STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

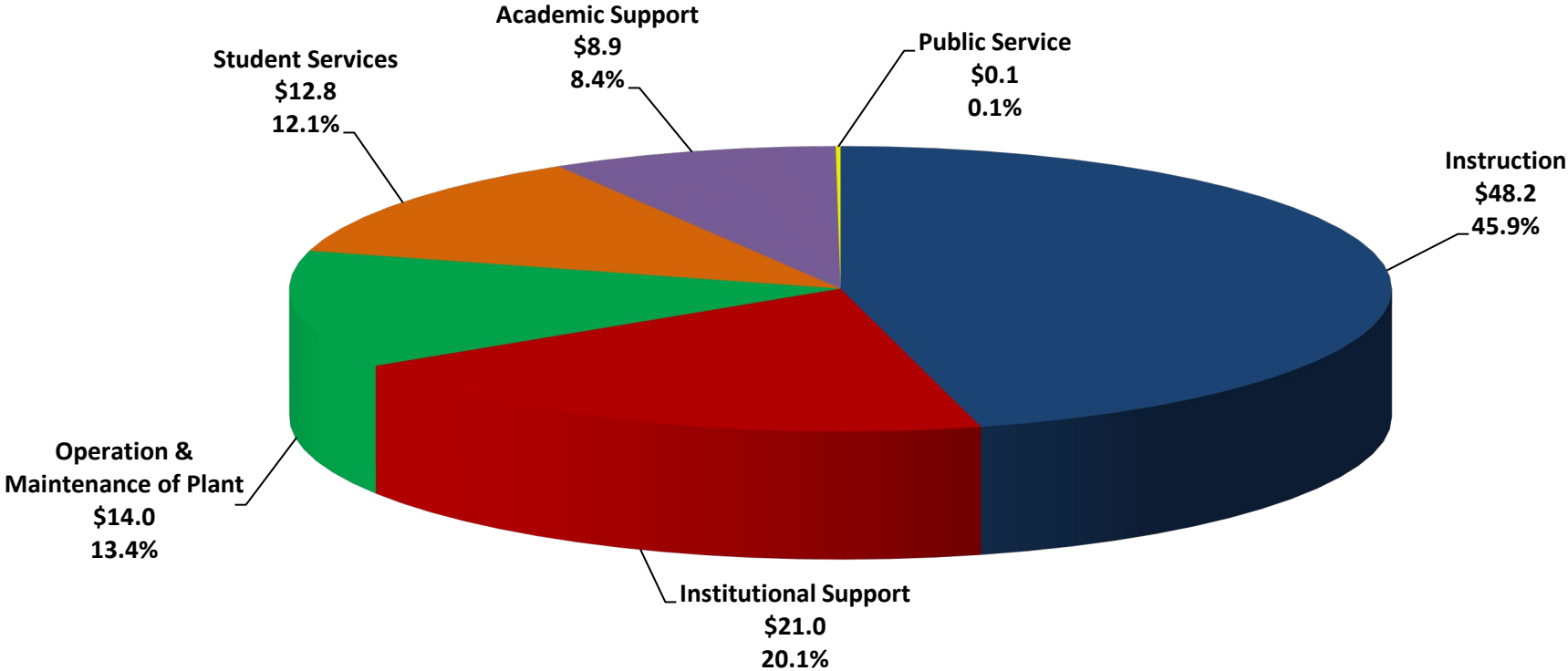
TIDEWATER COMMUNITY COLLEGE
Revenues
2021-22¹
\$111.6 Million



In Millions

¹As of June 30, 2022

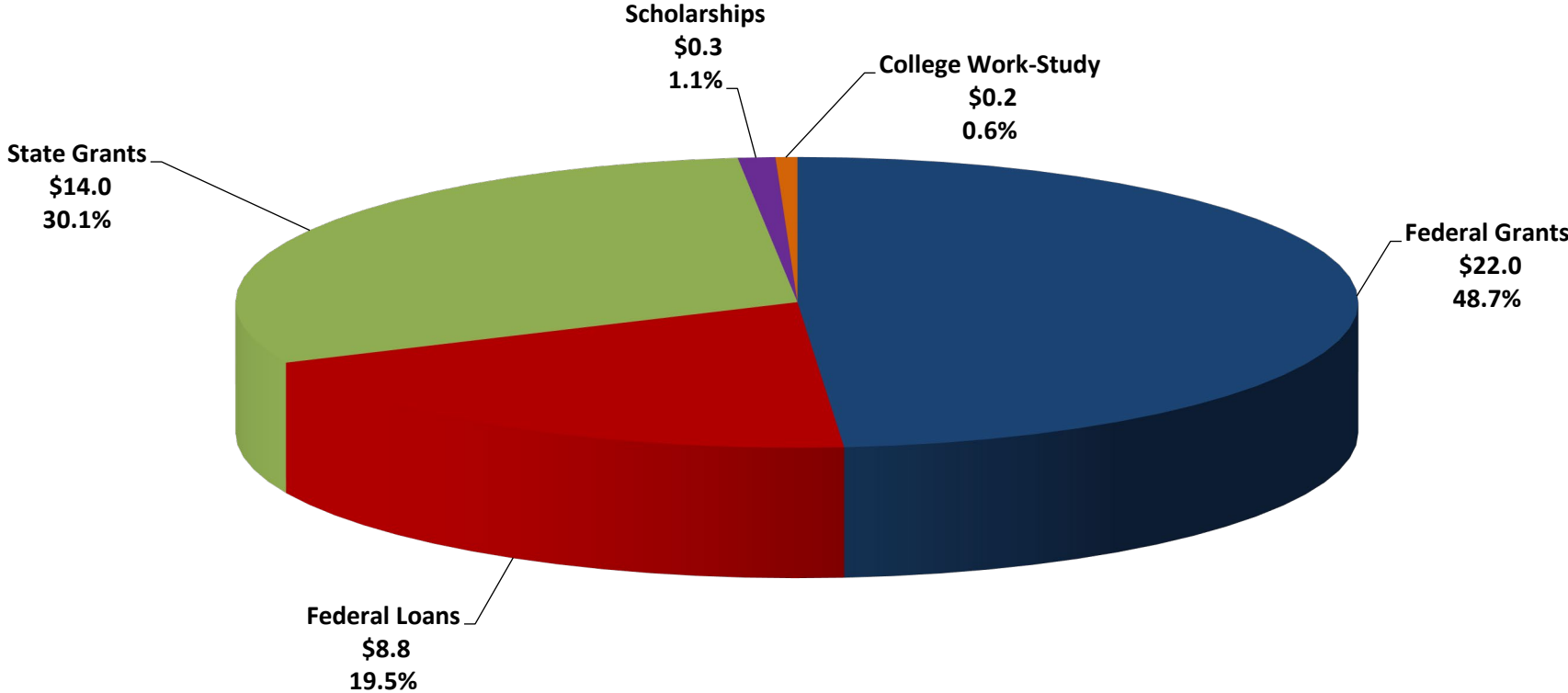
TIDEWATER COMMUNITY COLLEGE
Expenditures
2021-22¹
\$105.0 Million



In Millions

¹As of June 30, 2022

TIDEWATER COMMUNITY COLLEGE
Financial Aid
2021-22¹
\$45.3 Million



In Millions

¹As of June 30, 2022

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: September 20, 2022
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: State Operating Budget for 2022-23

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is an overview of the college's state operating budget for FY23.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Heather Hardiman
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**TIDEWATER COMMUNITY COLLEGE
STATE OPERATING BUDGET FOR 2022-23**

REVENUES	2022-2023	NOTES
GENERAL FUNDS	50,435,066	1
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	51,322,111	2
WORKFORCE SOLUTIONS	2,500,000	
EQUIPMENT TRUST FUND	1,000,000	3
RESERVE/CARRYFORWARD	15,800,000	
FEDERAL FUNDS RELATED TO COVID-19	10,000,000	
TOTAL REVENUES EXPECTED	131,057,177	
EXPENDITURES - PERSONNEL SERVICES		
PERSONNEL SERVICES		
TEACHING FACULTY	19,405,566	4
ADMINISTRATIVE & PROFESSIONAL FACULTY	11,093,039	4
CLASSIFIED	20,323,711	4
ADJUNCT/OVERLOAD/SUMMER PAY	14,490,000	5
WAGE EMPLOYEES	4,469,750	5
WORKFORCE SOLUTIONS	2,000,000	
REALLOCATION, SICK/ANNUAL LEAVE/SEVERANCE	300,000	
FRINGES	21,500,000	
VACANCY	(3,500,000)	6
TOTAL PERSONNEL SERVICES	90,082,066	
EXPENDITURES - OPERATING		
CHESAPEAKE CAMPUS		
STUDENT SERVICES	61,311	
SCIENCE, & MATH PATHWAY	212,333	
MANUFACTURING & TRANSPORTATION PATHWAY	137,130	
NORFOLK CAMPUS		
STUDENT SERVICES	74,658	
ARTS & HUMANITIES PATHWAY	58,568	
BUSINESS, COMPUTER SCIENCE & IT PATHWAY	24,935	
ROPER THEATER	191,678	
PORTSMOUTH CAMPUS		
STUDENT SERVICES	52,127	
ENGINEERING, MARITIME, & SKILLED TRADES PATHWAY	135,067	
NURSING PATHWAY	24,776	
SOCIAL SCIENCE & EDUCATION PATHWAY	4,547	
VIRGINIA BEACH CAMPUS		
STUDENT SERVICES	106,087	
ADVANCED TECHNOLOGY CENTER	404,402	
JOINT-USE LIBRARY	506,043	
HEALTH PROFESSIONS PATHWAY	272,514	
PUBLIC & PROFESSIONAL SERVICES PATHWAY	134,211	
CAMPUS AND CENTER TOTALS	2,400,387	
OTHER OPERATING		
ACADEMIC AFFAIRS	893,558	7
STUDENT AFFAIRS	429,956	
SAFETY & SECURITY	2,541,605	
EMERGENCY MANAGEMENT	200,000	
FACILITIES MANAGEMENT	8,689,216	8
FINANCE	65,000	9
HUMAN RESOURCES	524,109	10
INFORMATION SYSTEMS	2,628,160	
INSTITUTIONAL ADVANCEMENT	2,001,280	11
INSTITUTIONAL EFFECTIVENESS	35,395	
OFFICE OF THE PRESIDENT	25,550	
OTHER FIXED COSTS	2,875,993	
WORKFORCE	1,500,000	
PROFESSIONAL DEVELOPMENT	348,500	
DUAL ENROLLMENT	2,300,000	
VCCS SHARED SERVICES	1,194,609	
OTHER OPERATING TOTAL	26,252,931	

EXPENDITURES - OPERATING (Continued)		
ENCUMBERED FUNDS	5,766,885	12
ONE TIME PROJECTS	1,000,000	
TOTAL BUDGETED EXPENDITURES	125,502,269	
RESERVE/CARRYFORWARD BALANCE	5,554,908	

Note 1: Includes General Funds from the VCCS Model and an estimate of the Central Appropriations to include the State's share of pay raises and bonuses.

Note 2: Based on actual Summer 2022 enrollment and enrollment projections for Fall and Spring. Reflects an estimated annual enrollment reduction of .4%.

Note 3: Reflects a reduction in the ETF allocation to TCC based on an updated VCCS model.

Note 4: Reflects a 5% pay increase for budgeted positions and a \$1,000 one-time bonus.

Note 5: Reflects a 5% pay increase for employees and a pro-rated bonus based on hours worked/credits taught.

Note 6: Reflects an increased Vacancy Savings trend as a result of slowed hiring.

Note 7: Reflects an increase in funding to offset the loss of ETF for the purchase of classroom equipment.

Note 8: Reflects the anticipated additional costs for Waste Disposal, Landscape Maintenance, and the HHVAC rent. Also, reflects \$3.3 million in major system replacements (HVAC, Chillers, etc.)

Note 9: Reflects an increase for the cost of vendor support in the area of Student Financial Accounting.

Note 10: Reflects a one-time increase for the cost of the employee pay study.

Note 11: Reflects an increased budget to support College Events.

Note 12: Reflects the cost of large-dollar projects in progress; see the Encumbered Funds report for detail.

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: September 20, 2022
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Space Utilization Study

BACKGROUND:

The college is preparing to perform a space utilization study in preparation for the ten year master planning process.

RATIONALE:

- Establishes a college-wide knowledge base for space as TCC embarks on the Master Plan.
- Enables the college to right-size classrooms by improving room utilization rates which improves justification for additional space or renovated spaces.
- In addition to building conditions, capital funding decisions are based on space utilization rates; SCHEV tracks this information for all state institutions.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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