



BOARD MEETING PACKET



January 10, 2023

4:00 PM

VIRGINIA BEACH CAMPUS STUDENT CENTER

TIDEWATER COMMUNITY COLLEGE BOARD

JANUARY 10, 2023

4:00 P.M.

VIRGINIA BEACH CAMPUS STUDENT CENTER

LYNN CLEMENTS, CHAIR
PRESIDING

AGENDA

1. **Welcome and Call Meeting to Order** – (4.00 p.m.)
2. **Introduce New Board Member** – Ms. Wanda Cooper
3. **Program Highlight** – (15 min.)

“WeldNow - Mobile Welding Lab Training Program”

Ms. Tamara Williams, Vice President of Workforce Solutions

4. **Adoption of Consent Agenda** (Board Member(s) may make request(s) to move item(s) from the Consent Agenda that requires further discussion later in the meeting). (Board approves motion to adopt the consent agenda).
5. **Approval of Action Item(s) on Consent Agenda** (All item(s) under the Consent Agenda are enacted by one motion). **(Attachment(s)) – (5 min.)**
 - a. Previous Meeting Minutes #330 for November 15, 2022 **(Attached)**
6. **Curriculum, Student Development, & Workforce Committee Report** – Dr. Barry Brown, Chair **(10 min.)**
 - a. Academic Affairs Update – Dr. Woodhouse
 - b. Student Affairs Update – Dr. Campbell
 - c. Workforce Solutions Update – Ms. Williams
7. **Finance & Facilities Committee Report** – Dr. Kirk T. Houston, Chair **(10 min.)**
 - a. Local Funds Financial Statements for Month Ending November 30, 2022 **(Attached)**
8. **Advocacy Committee Report** – Ms. Kim McCallum, Chair **(5 min.)**
9. **Educational Foundation Liaison Report** – Ms. Cindy Free **(5 min.)**
10. **Real Estate Liaison Report** – Dr. Kirk Houston **(5 min.)**

11. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – **(10 min.)**
12. **President’s Report** – **(15 min.)**
 - a. Spring Enrollment Update (w/Mr. Aasen)
 - b. General Updates
13. **Chair’s Report & Announcements** – **(10 min.)**
 - a. General Updates
 - b. Closed Session
14. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 330

NOVEMBER 15, 2022

Meeting number three hundred thirty of the Tidewater Community College Board was held on Tuesday, November 15, 2022 at the Green District Administration Building.

Members Present: Dr. Barry C. Brown
Dr. Marcia Conston
Ron Green
Kim R. McCallum
Lynn B. Clements
Cynthia (Cindy) S. Free
Dr. Kirk T. Houston
Charles A. Tysinger

Members Absent: Lindsey Anderson, Jerome Bynum, Wanda Cooper, William Crow, James Lucado

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Christopher Bryant, Vice President for Institutional Advancement
Karen Campbell, Vice President for Student Affairs
Sarah DiCalogero, Chair of President's Advisory & Planning Council
Latesha D. Johnson, Executive Assistant to the President
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Heather Hardiman, Vice President for Administration and Chief Financial Officer
Mike Powell, Director of Public Safety
Tiffany Sledge, Chair of Faculty Senate
Tamara S. Williams, Vice President for Workforce Solutions
Michelle W. Woodhouse, Vice President for Academic Affairs & Chief Academic Officer

1. **Welcome and Call to Order**

Ms. Clements, chair, called the meeting to order at 4:00 p.m. She determined that a quorum was not present and proceeded to address only the informational items on the agenda.

2. **Introduce New Board Member**

Chairwoman Clements informed the board that Ms. Wanda Cooper was not able to attend the meeting due to a previously scheduled event.

Ms. Clements shared that she and Dr. Conston presented Ms. Delceno Miles with a resolution from the College Board. They thanked Ms. Miles for her dedication to the board and her continued service to TCC. Ms. Johnson played a brief video of Ms. Miles sharing her gratitude to her fellow board members.

DRAFT

3. Program Highlight

Dr. Campbell invited Mr. Powell to present on Public Safety as the featured program highlight. He reported that the Public Safety Department consists of the director; public safety manager; administrative assistant; a third-party security force (78 security guards); and an emergency management coordinator who will be hired. Several campus protocols include:

- Security guards are on each college campus 24/7/365
- Security guards are licensed by the Commonwealth of Virginia
- One call, one phone number to reach TCC security dispatch for every campus
- Security escort service available at each campus from the building to your car
- Stationary posts, and roving security officers, depending on the building, to include parking lots
- Enforcement of college ID policy

The college is also considering the following:

- Doors with access control unlock at 7:00 am and lock at 6:30 pm, Monday through Friday on all campuses
- Single-point entry for all buildings
- Campus security guard stationed at each point of entry
- Strict enforcement of college ID policy
- Complexities—libraries, student schedules, visitors, evening programs

Emergency response guides that include information regarding active threats; severe weather; fires; hazardous spills; bomb threats; and suspicious persons or packages are posted throughout the college. Mr. Powell noted that he provided safety and security awareness training to the President's Cabinet, campus deans, faculty & staff, and students at all campuses, September – November. He will also hold future trainings in 2023.

4. Adoption of Consent Agenda

Due to the lack of a quorum, the consent agenda items were deferred.

5. Approval of Action Items on Consent Agenda

As noted above, in the absence of a quorum, the consent agenda items were deferred. However, on November 16, 2022, Chairwoman Clements asked that board members vote affirmatively to approve action items listed on the consent agenda. The board voted yes to approve meeting minutes #329 for September 20, 2022; the proposal for Career Studies Certificate: Government Accountant, and the Dr. Tim Kerr honorary plaque.

Ms. Clements asked the committee to provide more details about the Dr. Tim Kerr honorary plaque. Mr. Bryant shared that in recognition of Dr. Kerr, the founding provost of the TCC Chesapeake campus, a plaque is proposed to be installed at the campus in a live oak tree garden to celebrate and honor his services to the campus, college, and Chesapeake community. Donations to the TCC Educational Foundation, Inc. will provide funding for this project. The project must be approved by the State Board for Community Colleges.

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

a. **Academic Affairs Update** – Dr. Woodhouse provided an Academic Affairs update. She noted the following academic partnerships:

- **Chesapeake Regional Medical Center (CRMC)** - TCC and CRMC partnered in May 2022 to increase healthcare employment and retention, and created a three-prong approach called *Education for Life*.
- **Southwest Community College (SWCC)** – TCC and SWCC have partnered to establish an Off Campus Instructional Site (OCIS) of TCC’s Diagnostic Medical Sonography program on the main campus of SWCC for the purpose of educating students as Diagnostic Medical Sonographers.
- **City of Virginia Beach Economic Development Department** – The City of Virginia Beach Economic Development Department invested \$1.3 million dollars to support a wind program that will launch in Fall 2023.
- **Indian Creek Correctional Facility** - TCC will offer electrical wiring and general education courses for technicians at the facility. A soft launch will be held in Summer 2023.
- **Rivers Casino** – TCC’s partnership with Rivers Casino will create internships and jobs for our students.
- **Apprenticeship Program** – The college partners with many companies through the apprenticeship program. There are currently 268 TCC students enrolled in a variety of programs through companies such as BAE Systems, Huntington Ingalls, IMS Gear, and the Norfolk Naval Shipyard.

Dr. Woodhouse informed the board that TCC’s Spring 2023 Convocation will be held January 4, 2023 at the Chesapeake campus. The program will include a ceremonial investiture of Dr. Conston with special guest, Interim Chancellor, Dr. Sharon Morrissey, Virginia Community College System.

b. **Student Affairs Update** – Dr. Campbell provided an update for Student Affairs. In partnership with the City of Chesapeake and the City of Chesapeake Public Library, as well as Councilman Carey, over 3,000 8th-grade students visited TCC’s Chesapeake campus October 25-27, 2022. During the Worlds of Work (WOW) event, participants visited 8 different worlds to get hands-on experience. The worlds included skilled trades; maritime; energy; healthcare; public and human services; logistics/transportation and distribution; computer/IT; and manufacturing. Dollar Bank was the main business sponsor. Dr. Campbell also reported that Student Affairs hosted the Portsmouth Counselor meeting on October 26 at the student center. A total of 21 counselors from Portsmouth Public Schools and the ACCESS Educational Foundation were in attendance to learn about TCC and what we offer to students. Lastly, Dr. Campbell provided an enrollment survey update on students who did not return during Fall 2021-Spring 2022.

- c. **Workforce Update** - Ms. Williams reported that TCC is expanding the Skilled Trades Academy by purchasing unit 5 (an additional 13,000 square feet) in August 2023. New programs will include electrical technician (dual enrollment offering); heavy equipment operator; and HVAC. The unit will also have additional classrooms and offices. Ms. Williams shared that a new Workforce Instructor Academy will begin January 2023. The first pilot will consist of four individuals who graduated from our program and will come back to teach construction and welding. They will complete an 80-hour instructor training. The Jobs Skills Training Program (JSTP) graduation will be held on December 14 at the Roper Theatre.

7. Finance & Facilities Committee Report – Dr. Kirk Houston, Chair

- a. **Local Fund Financial Statements for Month Ending September 30, 2022.** Ms. Hardiman highlighted revenues and expenditures for the student activities budget (17% and 32%), institutional auxiliary budget (15% and 52%), student center budget (18% and 46%), and auxiliary services budget (24% and 18%). Investments of \$51 million earned \$191,222 since July 1, 2022. FY22-23 local investments and contributions from each city remained as expected.
- b. **Student Financial Aid Cohort Default Rate.** As of March 2020, federal student loan payments have been on pause with no payments required, no interest charged, and all collection activities on hold; this period is set to end December 31, 2022. A default rate of 30% or higher for three consecutive years may result in loss of direct loan and Pell grant eligibility. A default rate of 40% in a single year may result in immediate loss of eligibility for three years. TCC's default rates were 17.9%, 14.1%, and 4.8% respectively in 2017-2019.

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

Ms. McCallum reported that the Virginia Community College System (VCCS) Legislative Reception will return this year to the Jefferson Hotel on Tuesday, January 17, 2023. This event provides an opportunity to network with leaders and legislators from across Virginia. The Virginia Business Higher Education Council is also scheduled to lobby in Richmond on this date. Ms. McCallum shared the timeline for the 2023 General Assembly. She shared that the legislative priorities include the need for credentialed workers in healthcare, manufacturing, technology, and skilled trades. The VCCS will ask for funding to support students, community college operations, instruction, and labs to encourage regional approaches and meet employer needs.

9. Educational Foundation Liaison Report – Ms. Cynthia (Cindy) Free

Ms. Free reported that Delceno Miles is still the chair of the Educational Foundation Board. She then invited Mr. Bryant to provide an update. The Educational Foundation will take in approximately 60% of donations the last 45 days of this year. Further work is being done to raise significant funding. Mr. Bryant noted that he, Dr. Conston, Cabinet members, and a couple of board members were engaged in several events to include: the NEON festival; ODU Inauguration; the Mighty Dream; and the Black Diamond Gala. TCC had a celebration on Friday, November 11 to celebrate and honor veterans.

10. Real Estate Foundation Liaison Report – Dr. Kirk Houston

Dr. Houston reported that the Real Estate Foundation had a retreat on October 13. He noted that Ms. Williams provided an update regarding the Skilled Trades Academy; Mr. Bryant provided an update on the Educational Foundation; and Dr. Conston provided a presentation on the potential long-term use on a portion of TCC’s Suffolk property to maintain an educational presence. The presentations generated a great, robust discussion on how the Real Estate Foundation can align its work with the vision & mission of the college.

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

Items on the consent agenda were not addressed due to the absence of a quorum.

12. President’s Report

a. **Enrollment Update** – Fall 2022 - At the September College Board meeting, Mr. Aasen reported that full-time equivalent (FTE) enrollment was down -8.6% and student headcount was -7.3%. However, as of November 15, FTE and student headcount are down -6.8% and -3.5%, respectively. Key metrics for Fall 2022 were: first-time-in-college students (-0.6%); dual enrollment (+47.3%); and spring-to-fall re-enrollment (51.8%). Mr. Aasen displayed a chart of the Fall 2022 FTE and student headcount enrollment comparisons noting that 8 of the 23 VCCS institutions experienced enrollment declines. Spring 2023 “regular” FTE enrollment increased +15.3% and student headcount increased +11.7%. Key metrics for Spring 2023 includes: FTIC students (+41.3%); career & tech programs (+8.4%); college-transfer programs (+17.4%); and dual enrollment (+86.7%). In comparison to the VCCS Spring enrollment, TCC is up 15.1% in FTE and 11.5% in student headcount. Workforce Solutions enrollment for fiscal year 2023 is down -2.3% and up +20.2% in registrations.

b. **General Updates:**

- Dr. Conston reported that the Virginia Community College System (VCCS) is preparing a “big ask” to the General Assembly. A VCCS plan called “HIRE Virginia” train tens of thousands of workers to meet the state’s enormous need for workplace talent. It is a transformational request: \$250 million over three years to support academic and workforce programs and facilities statewide.
- VCCS requested that all college presidents provide contact information for their College Board members. The purpose is to align board members with local legislators for the lobby meeting on January 17, 2023.
- The General Assembly will convene on January 11, 2023. The VCCS Legislative Reception will return this year to the Jefferson Hotel in Richmond on January 17, 2023. The Virginia Business Higher Education Council is scheduled to lobby in Richmond on January 17th as well.
- TCC’s Occupational Therapy Assistant (OTA) Program had an accreditation site visit from Accreditation Council for Occupational Therapy Education (ACOTE) November 8-9 at the Regional Health Professions Center, Virginia Beach campus. The onsite team provided a preliminary report in which the college received 7 commendations, 0 recommendations, and 2 suggestions on what we can do to improve our program. The official report is forthcoming.
- Dr. Conston hosted the Virginia Beach Vision board meeting and reception at the Virginia Beach campus on November 16.

13. Chair's Report & Announcements

- a. Ms. Clements reported that she and Dr. Conston attended sessions at the Association of Community College Trustees (ACCT) Leadership Congress, October 26-29. Chairwoman Clements shared that she attended a session entitled "*The Chair's Academy: The Leadership Team of the Board*". This session explored the practices of an effective board chair. Topics included characteristics of a cohesive board, understanding the role of the board chair, and strategies for managing difficult situations. Ms. Clements and Dr. Conston were the only college president and board chair from Virginia at the ACCT event. Chairwoman Clements plans to attend the Community College National Legislative Summit in Washington, DC in February 2023.

Ms. Clements shared the following updates regarding Dr. Conston's community engagement:

- Dr. Conston is a mentor for two female students with Greater Norfolk Council and Communities in Schools
- Dr. Conston serves on the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Board
- Dr. Conston was recently elected to the Hampton Roads Chamber Board
- Dr. Conston was selected as a recipient of the 2022 Women in Business Achievement Award. As a Women in Business honoree, she will join a long list of prestigious female business leaders in this region. The Women in Business themed-edition of Inside Business featuring all of the 2022 honorees will publish on December 12th in print and online at InsideBiz.com. A live event to celebrate the honorees will be held December 13th at The Westin Virginia Beach Town Center.

- b. The closed session was deferred.

13. Adjournment

Announcements:

- Commencement will be held on Monday, December 19th at Chartway Arena in Norfolk at 4:00 p.m.
- The first meeting of the new year will be held on January 10th at 4:00 p.m. at the Virginia Beach campus student.

There being no further business to come before the board, Ms. Clements adjourned the meeting at 5:37 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

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APPROVAL

Lynn B. Clements
Board Chair

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TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: January 10, 2023

COMMITTEE: Finance & Facilities Committee

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

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

| | Budget 2023 | Revenues/ Expenditures | Encumbrances | Variance | % Realized |
|--|-------------------|---------------------------|------------------|-------------------|---------------|
| Fund Balance 7/1/2022 | | \$ 1,951,764 | | | |
| I. Revenues | | | | | |
| A. Student Activity Fee | \$ 808,391 | \$ 463,835 | \$ - | \$ 344,556 | 57% |
| B. Student Activity Fee Revenue Loss Reimbursement | | | | | |
| C. ID Card Replacements | 2,000 | 1,660 | | 340 | 83% |
| Total Revenues | \$ 810,391 | \$ 465,495 | \$ - | \$ 344,896 | 57% |
| Total Resources (Revenue & Fund Bal.) | | | | | |
| | | \$ 2,417,259 | | | |
| II. Expenditures | | | | | |
| A. Chesapeake Campus | | | | | |
| 1. Student Government Association | \$ 1,515 | \$ 494 | \$ - | \$ 1,021 | 33% |
| 2. Programming | 15,000 | 5,877 | 3,111 | 6,012 | 60% |
| 3. Student Organizations | 2,000 | 2,000 | | | 100% |
| 4. Contingency Fund | 2,000 | | | 2,000 | 0% |
| Subtotal--Chesapeake Campus | \$ 20,515 | \$ 8,371 | \$ 3,111 | \$ 9,033 | 56% |
| B. Norfolk Campus | | | | | |
| 1. Student Government Association | \$ 1,200 | \$ - | \$ - | \$ 1,200 | 0% |
| 2. Programming | 18,215 | 8,835 | 8,213 | 1,167 | 94% |
| 3. Student Organizations | 1,000 | | | 1,000 | 0% |
| 4. Contingency Fund | 100 | | | 100 | 0% |
| Subtotal--Norfolk Campus | \$ 20,515 | \$ 8,835 | \$ 8,213 | \$ 3,467 | 83% |
| C. Portsmouth Campus | | | | | |
| 1. Student Government Association | \$ 1,000 | \$ - | \$ - | \$ 1,000 | 0% |
| 2. Programming | 18,000 | 4,505 | 1,845 | 11,650 | 35% |
| 3. Student Organizations | 1,000 | | | 1,000 | 0% |
| 4. Contingency Fund | 515 | | | 515 | 0% |
| Subtotal--Portsmouth Campus | \$ 20,515 | \$ 4,505 | \$ 1,845 | \$ 14,165 | 31% |
| D. Virginia Beach Campus | | | | | |
| 1. Student Government Association | \$ 500 | \$ - | \$ - | \$ 500 | 0% |
| 2. Programming | 20,644 | 10,073 | 3,188 | 7,383 | 64% |
| 3. Student Organizations | 15,000 | | | 15,000 | 0% |
| 4. Contingency Fund | 515 | | | 515 | 0% |
| Subtotal--Virginia Beach Campus | \$ 36,659 | \$ 10,073 | \$ 3,188 | \$ 23,398 | 36% |
| 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 | 3,300 | 10,025 | 1,504 | 90% |
| 6. Student Honors Event | 15,000 | | | 15,000 | 0% |
| 7. Literary Festival | 1,000 | | | 1,000 | 0% |
| Subtotal--Student Activities--College-wide | \$ 47,929 | \$ 3,300 | \$ 10,025 | \$ 34,604 | 28% |
| F. Learning Assistance Fund | | | | | |
| 1. Chesapeake | \$ 15,416 | \$ - | \$ - | \$ 15,416 | 0% |
| 2. Norfolk | 12,339 | 3,332 | | 9,007 | 27% |
| 3. Portsmouth | 11,547 | 4,958 | | 6,589 | 43% |
| 4. Virginia Beach | 38,491 | 20,245 | | 18,246 | 53% |
| Subtotal--Learning Assistance Fund | \$ 77,793 | \$ 28,535 | \$ - | \$ 49,258 | 37% |

| | 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 | 1,333 | | 1,875 | 42% |
| Subtotal--Provosts' Contingency Fund | \$ 15,361 | \$ 1,333 | \$ - | \$ 14,028 | 9% |
| H. Deans' Contingency Fund | | | | | |
| 1. Chesapeake | \$ 3,500 | \$ 508 | \$ 2,813 | \$ 179 | 95% |
| 2. Norfolk | 7,000 | 199 | | 6,801 | 3% |
| 3. Portsmouth | 3,500 | | | 3,500 | 0% |
| 4. Virginia Beach | 6,500 | 2,525 | 3,975 | | 100% |
| Subtotal--Deans' Contingency Fund | \$ 20,500 | \$ 3,232 | \$ 6,788 | \$ 10,480 | 49% |
| I. Student Activities Identification System | | | | | |
| 1. Equipment, Software, and Supplies | \$ 36,000 | \$ 13,341 | \$ - | \$ 22,659 | 37% |
| Subtotal--Student Activities Identification System | \$ 36,000 | \$ 13,341 | \$ - | \$ 22,659 | 37% |
| Total Expenditures | \$ 295,787 | \$ 81,525 | \$ 33,170 | \$ 181,092 | 39% |
| III. Transfers | | | | | |
| A. Transfer to Student Center Budget | \$ 564,845 | \$ 235,352 | \$ - | \$ 329,493 | 42% |
| Subtotal--Transfers | \$ 564,845 | \$ 235,352 | \$ - | \$ 329,493 | 42% |
| Fund Balance 11/30 | | \$ 2,100,382 | | | |

Approved by the Local College Board on May 10, 2022

VPAF 12/12/22

**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 - November 30, 2022**

| | Budget 2023 | Revenues/ Expenditures | Encumbrances | Variance | % Realized |
|--|---------------------|---------------------------|-------------------|---------------------|---------------|
| Fund Balance 7/1/2022 | | \$ 18,107,249 | | | |
| I. Revenues | | | | | |
| A. Institutional Fee | \$ 2,314,217 | \$ 1,316,151 | \$ - | \$ 998,066 | 57% |
| B. Institutional Fee Revenue Loss Reimbursement | | | | | 0% |
| C. Student Parking Sales | 9,660 | 6,708 | | 2,952 | 69% |
| D. Student HRT Pass Sales | 25,000 | 3,935 | | 21,065 | 16% |
| E. Miscellaneous Revenue | 1,000 | 1,200 | | (200) | 120% |
| Total Revenues | \$ 2,349,877 | \$ 1,327,994 | \$ - | \$ 1,021,883 | 57% |
| Total Resources (Revenue & Fund Bal.) | | | | | |
| | | \$ 19,435,244 | | | |
| 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 | 4,671 | | 3,829 | 55% |
| 3. Security | | | | | |
| 4. General Maintenance | 50,000 | 11,446 | 17,213 | 21,341 | 57% |
| D. College-wide Parking Lot Improvements | 150,000 | 168,402 | 7,494 | (25,896) | 117% |
| 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 | 32,693 | 354,737 | 612,570 | 39% |
| I. Security Camera Implementation | 225,000 | | | 225,000 | 0% |
| Total Expenditures | \$ 2,818,838 | \$ 1,153,099 | \$ 379,444 | \$ 1,286,295 | 54% |
| Fund Balance 11/30 | | | | | |
| | | \$ 18,282,145 | | | |

Approved by the Local College Board on May 10, 2022

VPAF 12/12/22

**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 - November 30, 2022

| | Budget 2023 | Revenues/ Expenditures | Encumbrances | Variance | % Realized |
|---|---------------------|---------------------------|------------------|---------------------|---------------|
| Fund Balance 7/1/2022 | | \$ 16,500,820 | | | |
| I. Revenues | | | | | |
| A. Auxiliary Capital Fee | \$ 6,181,812 | \$ 3,537,603 | \$ - | \$ 2,644,209 | 57% |
| B. Aux Cap Fee Revenue Reimbursement | | | | | |
| C. Transfer-In from Student Activities Budget | 564,845 | 235,352 | | 329,493 | 42% |
| D. Food Service Commission | 10,000 | | | 10,000 | 0% |
| E. Miscellaneous Revenue | 70,000 | 48,431 | | 21,569 | 69% |
| Total Revenues | \$ 6,826,657 | \$ 3,821,386 | \$ - | \$ 3,005,271 | 56% |
| Total Resources (Revenue & Fund Balance) | | \$ 20,322,206 | | | |
| 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 | \$ 131,243 | \$ - | \$ 195,855 | 40% |
| b. Operating Expenses | 25,000 | 10,991 | 3,575 | 10,434 | 58% |
| Subtotal--General Operations | \$ 352,098 | \$ 142,234 | \$ 3,575 | \$ 206,289 | 41% |
| 2. Facility Operations | | | | | |
| a. Utilities | \$ 96,000 | \$ 54,395 | \$ - | \$ 41,605 | 57% |
| b. Security | 70,000 | 19,040 | 11,403 | 39,557 | 43% |
| c. Custodial | | | | | |
| 1. Personnel | 121,800 | 41,846 | | 79,954 | 34% |
| 2. Expenditures | 12,000 | 94 | 5,084 | 6,822 | 43% |
| d. General Maintenance | | | | | |
| 1. Personnel | 101,000 | 39,698 | | 61,302 | 39% |
| 2. Expenditures | 70,000 | 14,134 | 29,958 | 25,908 | 63% |
| e. Insurance | 7,800 | | | 7,800 | 0% |
| f. Network & Telecommunications | 35,942 | 14,976 | | 20,966 | 42% |
| Subtotal--Facility Operations | \$ 514,542 | \$ 184,183 | \$ 46,445 | \$ 283,914 | 45% |
| 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 | \$ 326,417 | \$ 50,020 | \$ 498,703 | 43% |
| C. Chesapeake Student Center | | | | | |
| 1. General Operations | | | | | |
| a. Personnel | \$ 326,817 | \$ 119,135 | \$ - | \$ 207,682 | 36% |
| b. Operating Expenses | 25,000 | 6,391 | 2,530 | 16,079 | 36% |
| Subtotal--General Operations | \$ 351,817 | \$ 125,526 | \$ 2,530 | \$ 223,761 | 36% |

| | Budget 2023 | Revenues/ Expenditures | Encumbrances | Variance | % Realized |
|--|-------------------|---------------------------|------------------|-------------------|---------------|
| 2. Facility Operations | | | | | |
| a. Utilities | \$ 115,000 | \$ 33,043 | \$ - | \$ 81,957 | 29% |
| b. Security | 56,000 | 17,320 | 3,592 | 35,088 | 37% |
| c. Custodial | | | | | |
| 1. Personnel | 126,380 | 47,946 | | 78,434 | 38% |
| 2. Expenditures | 12,500 | 527 | 2,088 | 9,885 | 21% |
| d. General Maintenance | | | | | |
| 1. Personnel | 95,000 | 37,968 | | 57,032 | 40% |
| 2. Expenditures | 75,000 | 37,989 | 36,020 | 991 | 99% |
| e. Insurance | 8,600 | | | 8,600 | 0% |
| f. Network & Telecommunications | 34,686 | 14,453 | | 20,234 | 42% |
| Subtotal--Facility Operations | \$ 523,166 | \$ 189,246 | \$ 41,700 | \$ 292,221 | 44% |
| 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 | \$ 314,772 | \$ 44,230 | \$ 525,982 | 41% |
| D. Portsmouth Student Center | | | | | |
| 1. General Operations | | | | | |
| a. Personnel | \$ 329,312 | \$ 128,375 | \$ - | \$ 200,937 | 39% |
| b. Operating Expenses | 25,000 | 13,427 | 1,936 | 9,637 | 61% |
| Subtotal--General Operations | \$ 354,312 | \$ 141,802 | \$ 1,936 | \$ 210,574 | 41% |
| 2. Facility Operations | | | | | |
| a. Utilities | \$ 110,000 | \$ 50,576 | \$ - | \$ 59,424 | 46% |
| b. Security | 56,000 | 18,772 | 15,466 | 21,762 | 61% |
| c. Custodial | | | | | |
| 1. Personnel | 122,000 | 40,363 | | 81,637 | 33% |
| 2. Expenditures | 12,500 | | 3,800 | 8,700 | 30% |
| d. General Maintenance | | | | | |
| 1. Personnel | 100,000 | 38,391 | | 61,609 | 38% |
| 2. Expenditures | 75,000 | 14,372 | 35,957 | 24,671 | 67% |
| e. Insurance | 8,600 | | | 8,600 | 0% |
| f. Network & Telecommunications | 40,045 | 16,685 | | 23,360 | 42% |
| Subtotal--Facility Operations | \$ 524,145 | \$ 179,159 | \$ 55,223 | \$ 289,763 | 45% |
| 3. Food Services | | | | | |
| a. Equipment Mtce. & Replacement | \$ 10,000 | \$ 1,973 | \$ - | \$ 8,027 | 20% |
| Subtotal--Food Services | \$ 10,000 | \$ 1,973 | \$ - | \$ 8,027 | 20% |
| Subtotal--Portsmouth Student Center | \$ 888,457 | \$ 322,934 | \$ 57,159 | \$ 508,364 | 43% |
| E. Virginia Beach Student Center | | | | | |
| 1. General Operations | | | | | |
| a. Personnel | \$ 427,039 | \$ 153,090 | \$ - | \$ 273,949 | 36% |
| b. Operating Expenses | 40,000 | 3,202 | 5,360 | 31,438 | 21% |
| Subtotal--General Operations | \$ 467,039 | \$ 156,292 | \$ 5,360 | \$ 305,387 | 35% |

| | Budget 2023 | Revenues/ Expenditures | Encumbrances | Variance | % Realized |
|--|---------------------|---------------------------|-------------------|---------------------|---------------|
| 2. Facility Operations | | | | | |
| a. Utilities | \$ 40,000 | \$ 26,709 | \$ - | \$ 13,291 | 67% |
| b. Security | 85,000 | 10,568 | 5,419 | 69,013 | 19% |
| c. Custodial | | | | | |
| 1. Personnel | 199,000 | 70,042 | | 128,958 | 35% |
| 2. Expenditures | 15,000 | | 3,853 | 11,147 | 26% |
| d. General Maintenance | | | | | |
| 1. Personnel | 98,000 | 58,773 | | 39,227 | 60% |
| 2. Expenditures | 90,000 | 12,989 | 24,702 | 52,309 | 42% |
| e. Insurance | 13,000 | | | 13,000 | 0% |
| f. Network & Telecommunications | 35,890 | 14,954 | | 20,936 | 42% |
| Subtotal--Facility Operations | \$ 575,890 | \$ 194,035 | \$ 33,974 | \$ 347,881 | 40% |
| 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 | \$ 350,327 | \$ 39,334 | \$ 665,268 | 37% |
| Total Expenditures | \$ 6,865,934 | \$ 3,561,901 | \$ 190,743 | \$ 3,113,290 | 55% |
| III. Capital Maintenance Reserve | \$ 1,000,000 | \$ 1,000,000 | \$ - | \$ - | 100% |
| Fund Balance 11/30 | | \$ 15,760,306 | | | |

Approved by the Local College Board on May 10, 2022

VPAF 12/12/22

| | |
|---|----------------------|
| 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 - November 30, 2022

| | Budget 2023 | Revenue/ Expenditures | Encumbrances | Variance | % Realized |
|---|---------------------|--------------------------|-------------------|-------------------|---------------|
| Fund Balance 7/1/2022 | | \$ 9,855,666 | | | |
| I. Revenues | | | | | |
| A. Bookstore | \$ 900,000 | \$ 472,290 | \$ - | \$ 427,710 | 52% |
| B. Vending | | | | | |
| 1. Exclusive Beverage Contract | 66,000 | 28,787 | | 37,213 | 44% |
| 2. Vending - CRH | 22,000 | 10,718 | | 11,282 | 49% |
| C. Food Service - Joint-Use Library | 5,000 | | | 5,000 | 0% |
| D. Municipal Support | 24,000 | 18,000 | | 6,000 | 75% |
| E. Interest Earnings | 25,000 | 269,472 | | (244,472) | 1078% |
| F. Miscellaneous Revenue | 350 | 200 | | 150 | 57% |
| G. Auxiliary Services Loss Revenue Reimbursement | | | | | |
| Total Revenues | \$ 1,042,350 | \$ 799,467 | \$ - | \$ 242,883 | 77% |
| Total Resources (Revenue & Fund Bal.) | \$ 1,042,350 | \$ 10,655,133 | \$ - | \$ - | |
| II. Expenditures | | | | | |
| A. Operating Expenses | | | | | |
| 1. Banking Costs | \$ 6,000 | \$ 280 | \$ 490 | \$ 5,230 | 13% |
| 2. Miscellaneous Expenses | 1,000 | 209 | | \$ 791 | 21% |
| 3. Joint-Use Library Food Service Equipment | 1,000 | | | \$ 1,000 | 0% |
| Subtotal--Operating Expenses | \$ 8,000 | \$ 489 | \$ 490 | \$ 7,021 | 12% |
| B. Faculty/Staff Parking | \$ 250,000 | \$ 85,128 | \$ 130,792 | \$ 34,080 | 86% |
| C. College Community Events | \$ 25,000 | | | \$ 25,000 | 0% |
| D. Financial Aid Adjustments | \$ 10,000 | \$ 1,633 | \$ - | \$ 8,367 | 16% |
| 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 | \$ 61,677 | \$ - | \$ 111,193 | 36% |
| 2. General Operating Costs | 3,500 | 19 | | 3,481 | 1% |
| 3. Equipment/Software/Installation | 33,000 | | | 33,000 | 0% |
| 4. StormCard Marketing | 10,000 | | | 10,000 | 0% |
| Subtotal--Auxiliary Service Operations | \$ 219,370 | \$ 61,696 | \$ - | \$ 157,674 | 28% |
| G. Community Support | | | | | |
| 1. College Board | \$ 2,500 | 2,308 | \$ - | \$ 192 | 92% |
| 2. President | 15,000 | 5,873 | 284 | 8,843 | 41% |
| 3. Vice Presidents | | | | | |
| a. Vice President for Academic Affairs & Chief Academic Officer | 6,000 | 1,825 | | 4,175 | 30% |
| b. Vice President for Administration & Chief Financial Officer | 6,000 | 1,907 | 1,743 | 2,350 | 61% |
| 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 | 208 | 138 | 5,654 | 6% |
| f. Vice President for Student Affairs | 6,000 | 125 | | 5,875 | 2% |
| 4. Campus Deans | | | | | |
| a. Portsmouth | 6,000 | 1,281 | | 4,719 | 21% |
| b. Virginia Beach | 12,000 | | | 12,000 | 0% |
| c. Chesapeake | 6,000 | | 1,526 | 4,474 | 25% |
| d. Norfolk | 6,000 | 882 | | 5,118 | 15% |
| 5. Community Outreach | 27,000 | 4,243 | | 22,757 | 16% |
| 6. Contingencies | 3,500 | 891 | | 2,609 | 25% |
| Subtotal--Community Support | \$ 114,000 | \$ 19,543 | \$ 3,691 | \$ 90,766 | 20% |

| | 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 | 514 | | 4,486 | 10% |
| 4. Virginia Beach | 10,000 | 167 | | 9,833 | 2% |
| Subtotal--Deans' Discretionary Aid Fund | \$ 25,000 | \$ 681 | \$ - | \$ 24,319 | 3% |
| Subtotal--Expenditures | \$ 891,370 | \$ 169,170 | \$ 134,973 | \$ 587,227 | 34% |
| 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 | 1,483 | | 12,006 | 11% |
| 7. High School Scholarships | | | | | |
| a. Chesapeake | 66,096 | 21,004 | | 45,092 | 32% |
| 1. LaVonne P. Ellis Scholarship | 11,121 | 8,425 | | 2,696 | 76% |
| 2. Terri N. Thompson Scholarship | 11,121 | 6,158 | | 4,963 | 55% |
| b. Norfolk | 43,704 | 24,120 | | 19,584 | 55% |
| 1. John T. Kavanaugh Scholarship | 11,151 | 7,262 | | 3,889 | 65% |
| 2. John D. Padgett Scholarship | 11,151 | 5,102 | | 6,049 | 46% |
| c. Portsmouth | 21,132 | 6,922 | | 14,210 | 33% |
| 1. Lee B. Armistead Scholarship | 11,151 | 6,238 | | 4,913 | 56% |
| d. Suffolk (Northern) | 11,151 | | | 11,151 | 0% |
| e. Virginia Beach | 99,819 | 32,989 | | 66,830 | 33% |
| 1. Stanley Waranch Scholarship | 11,151 | 9,458 | | 1,693 | 85% |
| 2. Dorcas T. Helfant-Browning Scholarship | 11,151 | 6,427 | | 4,724 | 58% |
| 3. Thomas H. Wilson Scholarship | 11,151 | 8,124 | | 3,027 | 73% |
| 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. LEAP Scholarships | 750,000 | 104,062 | | 645,938 | 14% |
| a. LEAP Book Scholarships | 200,000 | | | 200,000 | |
| Subtotal--TCC Scholarships & Awards | \$ 1,384,518 | \$ 247,774 | \$ - | \$ 1,136,744 | 18% |
| Total Expenditures & Student Financial Assistance | \$ 2,275,887 | \$ 416,944 | \$ 134,973 | \$ 1,723,970 | 24% |
| Fund Balance 11/30 | | \$ 10,238,189 | | | |

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 | \$ 42,249 |
| August 31, 2022 | \$ 49,528,861 | \$ 64,192 |
| September 30, 2022 | \$ 50,965,579 | \$ 84,780 |
| October 31, 2022 | \$ 53,218,903 | \$ 78,251 |
| November 30, 2022 | \$ 54,164,110 | \$ 195,615 |
| December 31, 2022 | \$ - | \$ - |
| January 31, 2023 | \$ - | \$ - |
| February 28, 2023 | \$ - | \$ - |
| March 31, 2023 | \$ - | \$ - |
| April 30, 2023 | \$ - | \$ - |
| May 31, 2023 | \$ - | \$ - |
| June 30, 2023 | \$ - | \$ - |
| TOTAL | | \$ 465,087 |

Note 1

Detail:

| Investment Category | Cumulative Average Yield | Balance |
|---------------------------------------|-------------------------------------|----------------------|
| Towne Bank - Repurchase Agreements | 0.50% | \$ 6,888,680 |
| Towne Bank - Raymond James | 1.92% | \$ 21,074,215 |
| Towne Bank - Insured Cash Sweep | 2.80% | \$ 20,294,598 |
| Commonwealth - LGIP Extended Maturity | 2.05% | \$ 4,822,274 |
| Commonwealth - LGIP | 2.67% | \$ 1,084,343 |
| TOTAL | | \$ 54,164,110 |

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 NOVEMBER 30, 2022**

| LOCALITIES | PLEDGED | RECEIVED | BALANCE |
|-----------------------------|------------------|------------------|-----------------|
| PORTSMOUTH: | | | |
| LOCAL BOARD (Operating) | 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 | \$ 78,500 | \$ 6,000 |

VPAF 11/30/22