

# TIDEWATER COMMUNITY COLLEGE BOARD

MARCH 14, 2023

4:00 P.M.

CHESAPEAKE CAMPUS STUDENT CENTER

LYNN CLEMENTS, CHAIR  
PRESIDING

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## AGENDA

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

*“Center for Military and Veterans Education Update”*

Mr. Steve Borden, Director of CMVE  
Dr. Karen Campbell, Vice President of Student Affairs

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 #331 for January 10, 2023 **(Attached)**
  - b. New Career Studies Certificate: Off-Shore Wind Energy Technician **(Attached)**
  - c. Discontinuance of: Graphic Design (Advertising Design) (514-01); Graphic Design (Digital Media) (514-05) **(Attached)**
  - d. Proposed Increase in Auxiliary Capital Fee **(Attached)**
  - e. TCC George B. Pass Building Easement **(Attached)**
5. **Academics, Student Affairs, & Workforce Development Committee Report – Dr. Barry Brown, Chair (10 min.)**
  - a. Academic Affairs Update – Dr. Woodhouse
  - b. Student Affairs Update – Dr. Campbell
  - c. Workforce Development Update – Ms. Williams
6. **Finance & Facilities Committee Report – Dr. Kirk Houston, Chair (10 min.)**
  - a. Local Funds Financial Statements for Month Ending January 31, 2023 **(Attached)**

- b. Mid-Year Report on 2022-23 State Operating Budget (**Attached**)
- 7. **Advocacy Committee Report** – Ms. Kim McCallum, Chair (**5 min.**)
- 8. **Educational Foundation Liaison Report** – Ms. Cindy 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. Proposed 2022-23 Emeritus Appointment Resolutions (**Attached, for action**)
  - b. Spring Enrollment Update (w/Mr. Aasen)
  - c. General Updates
- 12. **Chair’s Report & Announcements** – (**10 min.**)
  - a. Presidential Evaluation Process – Review Section 2.15.4 of TCCB Policies and Procedures Manual w/By-laws (**Attached, for discussion**)
  - b. General Updates
- 13. Adjournment

# TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 331

JANUARY 10, 2023

Meeting number three hundred thirty-one of the Tidewater Community College Board was held on Tuesday, January 10, 2023 at the Virginia Beach Campus Student Center.

**Members Present:** Ms. Lindsey Anderson  
Mr. Jerome Bynum  
Dr. Marcia Conston  
Ms. Cynthia (Cindy) Free  
Mr. James (Jay) Lucado  
Mr. Andy Tysinger  
Dr. Barry Brown  
Ms. Lynn Clements  
Ms. Wanda Cooper  
Mr. Ron Green  
Ms. Kim McCallum

**Members Absent:** Mr. William Crow and Dr. Kirk Houston

**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  
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 Paris, City of Norfolk Economic Development Department  
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 the presence of a quorum and welcomed guests.

2. **Introduce New Board Member**

Chairwoman Clements acknowledged and introduced the new College Board member, Ms. Wanda Cooper.

3. **Program Highlight**

Dr. Conston invited Ms. Williams to present on *WeldNow* – Mobile Welding Lab Training Program as the featured program highlight. The program is a partnership between TCC, the City of Norfolk (Norfolk Works), and Lyon Shipyard. The two main goals are: (1) to ensure the program is a comprehensive resource for businesses and individuals who would like to build

DRAFT

professional skills; and (2) provide industry credentials, professional licensing or technologically advanced skill. TCC is the program lead, lab owner and training facilitator. The City of Norfolk Economic Development Department/Norfolk Works serves as the community recruiting & strategic partnerships with businesses expansions and new businesses creating large volumes of middle-skilled jobs. Lyon Shipyard serves as the facility host and employer.

WeldNow is a mobile solution for talent and inclusive growth that provides:

- Workplace readiness “soft skills” training
- 6-week training
- Industry-recognized American Welding Society (AWS) certification
- Guaranteed interviews
- Hourly rate of \$16.50 with benefits for graduates

Governor Ralph Northam announced that Lyon Shipyard invested \$24.4 million to expand its operation in the City of Norfolk, which created 119 new jobs. Norfolk Economic Development and Virginia Economic Development Partnership (VEDP) worked with Lyon Shipyard to secure the project for Virginia.

Ms. Williams reported the extensive timeline for WeldNOW. She noted that the mobile unit will move to a new site in March 2023.

#### **4. Adoption of Consent Agenda**

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

#### **5. Approval of Action Items on Consent Agenda**

Referring to tab 5a of the meeting packet, the board approved Meeting Minutes #330 for November 15, 2022.

#### **6. Academics, Student Affairs, & Workforce Development Committee Report – Dr. Barry C. Brown, Chair**

- a. **Academic Affairs Update** – Dr. Woodhouse provided an Academic Affairs update. In 2022, TCC received \$1.9 million dollars in grants. Dr. Woodhouse highlighted a few to include: Commercial Motor Vehicle Operator Safety Training (CMVOST); Child Care Access Means Parents in School (CCAMPIS); Workforce Career Planning Workshops; and the Tools for the Trade grant.

The theme for the 2023 Learning Institute was “*Think It, Feel It, Do It: Building Community and Belonging*”, focusing on the concepts; experiences; and tools of teaching and learning. A total of 36 professional development and information sessions were planned. TCC will launch its new Licensed Practical Nurse (LPN) program in Fall 2023. Dr. Conston and Dr. Woodhouse met with Sentara officials to discuss workforce needs; expanding clinical placements; and strengthening partnerships. TCC was recognized as one of America’s Top Online Colleges in 2023. Dr. Woodhouse shared a few photos of TCC’s 2023 Spring

Convocation and Dr. Conston's Ceremonial Investiture.

- b. **Student Affairs Update** – Dr. Campbell provided an update for Student Affairs. To enhance recruiting strategies for Spring, the college will have extended hours, a late start enrollment and two open houses. TCC hosts meetings for high school counselors throughout the academic year, and has connected with over 120 counselors on our campuses. The college hosted its first “*Visit Day*” in Chesapeake. Additional sessions will be held at all campuses in the Spring. Outreach advisors are responsible for recruiting and outreach to applicants. They are assigned to a school in Chesapeake, Norfolk, Portsmouth, and Virginia Beach for a visit per week. The outreach advising team collaborate with high school counselors to identify prospective students; conduct classroom presentations about steps to enroll at TCC; follow-up with applicants; offer in-person and virtual informational sessions; attend high school open houses, senior nights, and community events promoting TCC; and support TCC recruiting events. To support the Virginia Community College System (VCCS) Student Onboarding Redesign Initiative, TCC hired four college navigators to focus on recruiting and onboarding adult learners.
- c. **Workforce Update** - Ms. Williams reported that TCC has partnered with RIVIAN, an electric vehicle manufacturer. The first class will launch in February 2023. Students will train for 5 months and receive compensation.

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

- a. **Local Fund Financial Statements for Month Ending November 30, 2022.** Ms. Hardiman highlighted revenues and expenditures for the student activities budget (57% and 39%), institutional auxiliary budget (57% and 54%), student center budget (56% and 55%), and auxiliary services budget (77% and 24%). Investments of \$54 million earned \$465,087 since July 1, 2022. FY22-23 local investments and contributions from each city remained as expected.

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

Ms. McCallum reported that TCC hosted the Virginia Community College System (VCCS) Legislative Lunch & Learn on January 5 to introduce **HIRE** Virginia. Interim Chancellor, Dr. Sharon Morrissey, led the discussion on how this statewide, transformational workforce development initiative would benefit the region. TCC's annual General Assembly visit to Richmond is scheduled for January 26. The priority this year is to urge legislators to support **HIRE** Virginia, a plan from the VCCS to expand workforce and career training programs to accelerate the training, credentialing, and placement of Virginians in available, well-paying jobs.

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

TCC celebrated another successful commencement ceremony. Ms. Free noted that the commencement speaker, Ms. Delceno Miles, who serves as chair of the TCC Educational Found Board (TCCEF), provided a generous contribution to the college. The Educational Foundation created new annual scholarships through the Hall Foundation, with four mechanic technicians at the Regional Automotive Center. The foundation will continue to engage

community partnerships to support scholarships; focus on fundraising priorities; and the expansion of the Visual Arts Center (VAC) and the Skilled Trades Academy (STA).

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

In the absence of Dr. Houston, Dr. Kathy Drumm provided an update on TCC’s Suffolk property. She also reported that the renovation of the 29,000 square foot Visual Arts Center (VAC) is on time and on budget, with an anticipated completion in Spring 2023. The Real Estate Foundation acquired Unit #5 of the Skilled Trades Academy, approximately 13,000 square feet, in July 2022. A program and planning committee is actively working on the workforce development facility. The target completion date of the project is August 1, 2023.

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

Nothing to report.

**12. President’s Report**

a. **Enrollment Update** – Mr. Aasen reported that the Spring 2023 “regular” full-time equivalent (FTE) enrollment was down -4.9% and student headcount was -6.5%. Key metrics for Spring 2023 were: first-time-in-college students (+15.2%); average credits (+1.7%); and fall-to-spring retention (64.9%). The VCCS “regular” enrollment for Spring 2023 indicated that 11 of the 23 colleges experienced enrollment declines in FTE and student headcount. In comparison to the VCCS Spring enrollment, TCC is down -4.9% in FTE and -6.5% in student headcount. Workforce Solutions enrollment for fiscal year 2023 is up +2.8% and up +23.6% in registrations.

b. **General Updates:**

- Dr. Conston reported that HIRE Virginia is moving forward. This initiative calls for an investment of \$250 million over the next three years to help the Commonwealth address critical workforce needs. Dr. Sharon Morrissey’s presentation at the Lunch & Learn session was very informative. The top three areas of focus include: (1) low-cost or no-cost programs leading to employment in high-demand jobs; (2) invest in modern labs, classrooms, and equipment; and (3) expand dual enrollment to include high demand credentials.
- Dr. Conston attended a Council of Presidents (COP) meeting in Richmond. One of the topics of discussion was talent pathways to jobs, which will impact community colleges and universities. This initiative will provide a paid internship opportunity for students in higher education, prior to completing their programs of studies without extending their time in school. Representatives from the Virginia Business Higher Education Council (VBHEC) provided an excellent presentation highlighting the need for workforce training. They also emphasized the importance of paid internships to keep students in the Commonwealth, instead of relocating to other states.
- Dr. Conston, Dr. Woodhouse, Ms. Williams, and Mr. Bryant had a delightful conversation with Lt. Governor Winsome Sears. They discussed opportunities for a visit to TCC and to serve as the guest speaker for Spring Commencement.
- Dr. David Doré was hired as the new chancellor for the Virginia Community College System office. The college presidents will have an opportunity to meet him at the Legislative Reception on January 17.

- Philip Page, Jr. was hired as the new Director of the Real Estate Foundation. He will start January 17, 2023.

### **13. Chair's Report & Announcements**

- a. Ms. Clements reported that she and others attended the Women in Business Achievement Awards event to celebrate Dr. Conston, who was honored as one of the top female business leaders in this region.

Announcements:

- TCC's General Assembly visit is scheduled for January 26, 2023.
- The next board meeting is Tuesday, March 14 at 4:00 p.m. at the Chesapeake Campus Student Center.

- b. The closed session was canceled.

### **13. Adjournment**

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

Respectfully submitted,



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Marcia Conston, Ph.D.  
Secretary to the Board

APPROVAL

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Lynn B. Clements  
Board Chair

**DRAFT**

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 14, 2023

COMMITTEE: Academic Affairs, Student Affairs, & Workforce Development Committee

AGENDA ITEM: Proposal for Career Studies Certificate in Off-Shore Wind Energy Technician

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### BACKGROUND:

The CSC in Off-Shore Wind Energy Technician responds to the need for well-trained wind turbine technicians in the area.

- Dominion Energy is in the process of building a 2.6 gigawatt commercial wind turbine farm off the Virginia Beach coast. This is the single largest off-shore wind farm in the US and is a significant part of off-shore wind energy development planned for the East Coast by 2035. The Magnum Economics report estimates, beginning in 2027 once construction is complete, the facility will support 1,100 direct and indirect jobs in Hampton Roads. Jobs will be created primarily for maintenance technicians, administrative professionals, and operations management professionals. Nationally, according to the US Bureau of Labor Statistics, job growth in the field is expected to grow 44% between 2021-2031 (11,1000 jobs in 2021).
- The City of Virginia Beach has donated funds to help establish a training program for the technicians. The heights training equipment and wind turbine simulators will be housed at the Virginia Beach Campus. The ELE and MEC courses are currently offered at the Chesapeake Campus, but the Virginia Beach Campus has the capability to run most of the classes in the program, which will provide flexibility to students. The wind turbine trainers are located in E133 of the Lynnhaven Building at the Virginia Beach Campus. Power to all three have been installed and trainers are fully operational. Some of the heights training equipment is on hand and additional equipment has been funded and will arrive this fiscal year. Training for trainers from the vendor has been completed. Two full-time TCC faculty attended height and water safety training the week of Feb. 13.
- Jobs are estimated to be needed at the end of 2026/beginning of 2027.

### STAFF RECOMMENDATION:

That the College Board approve the proposed Career Studies Certificate in Off-Shore Wind Energy Technician.

### STAFF LIAISON:

Michelle Woodhouse, Ed.D.  
Vice President for Academic Affairs and Chief Academic Officer  
[mwoodhouse@tcc.edu](mailto:mwoodhouse@tcc.edu)  
757-822-1061



## CAREER STUDIES CERTIFICATE

### Off-Shore Wind Energy Technician

The Career Studies Certificate in Off-Shore Wind Energy Technician introduces students to the theory of operating a large commercial wind turbine. Students will be exposed to the mechanical and electrical components of the system and will learn how programmable logic controllers direct the operation of a wind turbine. The capstone class will provide students with hands-on experience in operating a wind turbine simulator and troubleshooting wind turbine issues.

#### Semester 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
SAF XXX*	Working at Heights and Safety Procedures	2	None	None
ELE 150	AC & DC Circuit Foundations	3	None	None
MEC 155	Mechanisms	3	None	None
ELE 178	Wind Turbine Technology	4	None	None
<b>Semester Credits</b>		<b>12</b>		

#### Semester 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
ELE 146	Electric Motor Control	4	None	None
MEC 268	Fluid Power – Hydraulics	3	None	None
SAF XXY*	Sea Safety and Survival Procedures	1	None	None
ELE 233	PLC Systems	3	None	ELE 146
<b>Semester Credits</b>		<b>11</b>		

#### Semester 3

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
ETR XXX*	Wind Turbine Operations	4	ELE 178/233, MEC 268	ETR XXY
ETR XXY*	Wind Turbine Operations Lab	2	ELE 178/233, MEC 268	ETR XXX
<b>Semester Credits</b>		<b>6</b>		
<b>Total Minimum Credits</b>		<b>29</b>		

\* New courses being proposed to the VCCS

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

MEETING: March 14, 2023

COMMITTEE: Academic Affairs, Student Affairs, & Workforce Development Committee

AGENDA ITEM: Discontinuance of the AAS Graphic Design Specializations in Digital Media and Advertising Design

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**BACKGROUND:**

TCC offers an AAS in Graphic Design as well as two specializations of the degree: Digital Media and Advertising Design. TCC faculty and the Pathway Dean determined that the two specializations are no longer needed because focusing solely on print artifacts or digital design is no longer relevant. To be marketable, today's graphic design students must have a skill set that is multidisciplinary. The program advisory board supports the specialization discontinuances and the revised, streamlined degree, as reflective of the current industry. The revised degree will reduce most courses to three credits, expand typographic requirements, and allow the student to choose from a variety of media to study in a more in-depth manner.

**STAFF RECOMMENDATION:**

That the College Board approves the discontinuance of the AAS in Graphic Design specializations in Digital Media and Advertising Design.

**STAFF LIAISON:**

Michelle Woodhouse, Ed.D.  
Vice President for Academic Affairs and Chief Academic Officer  
[mwoodhouse@tcc.edu](mailto:mwoodhouse@tcc.edu)  
757-822-1061

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 14, 2023  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: Increase in Auxiliary Capital Fee

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### BACKGROUND:

Language authorizing increases in mandatory non-educational and general program fees from 4-2.01 b. of the Appropriation Act states:

- a) Except as provided in Chapters 933 and 943 of the 2006 Acts of Assembly, mandatory fees for purposes other than educational and general programs shall not be increased for Virginia undergraduates beyond five percent annually, excluding requirements for wage, salary, and fringe benefit increases, as authorized by the General Assembly.
- b) This restriction shall not apply in the following instances: fee increases directly related to capital projects authorized by the General Assembly; fee increases to support student health services; and other fee increases specifically authorized by the General Assembly.
- c) Due to the small mandatory non-educational and general program fees currently assessed students in the Virginia Community College System, increases in any one year of no more than \$15 shall be allowed on a cost-justified case-by-case basis, subject to approval by the State Board for Community Colleges.

As a result of this language, the VCCS requires that mandatory non-educational and general program fee increases be limited to \$.50 per credit hour to a maximum of \$15.00 per academic year (Fall/Spring semesters). Further, each college requesting an increase in a mandatory non-educational and general program fee must prepare appropriate documentation to demonstrate the required cost justification for the fee increase and submit the fee increase request to the Chancellor for consideration by the State Board for Community Colleges.

Due to the enrollment decline, the college sees a need to re-instate the one dollar decrease in the Auxiliary Capital Fee that supports the four student centers. The fee was reduced from \$20 to \$19 per credit hour effective Fall Semester 2013.

The Business Plan for the student centers was approved by the State Board for Community Colleges in May 2007. The Business Plan was built on a projected annual FTE of 16,312; the college's 2021-22 annual FTE was 10,838. Operating costs have increased since 2007, employees have been granted salary and fringe benefit increases, inflation is impacting operational costs, and debt service payments typically are \$5 million annually. If enrollment does not improve, the debt payments will eventually decrease the fund balance to a precarious level.

The Business Plan included a \$20 per credit hour fee to support the four centers. In the fall of 2013, the college decreased the fee to \$19 per credit hour in order to support a one-dollar tuition differential increase to support a 2% salary increase for teaching faculty. The SBCC approved a fee increase of \$.50 in 2018-19, bringing the fee to \$19.50 per credit hour.

We have steadily reduced costs each year by eliminating staff and operational items where possible. Increasing the fee by \$.50 per credit hour will generate an additional \$130,050 on an annual basis and will bring us back to the original \$20 per credit hour.

#### STAFF RECOMMENDATION:

That the TCC College Board recommend to the State Board for Community Colleges an increase of \$.50 per credit hour in its Auxiliary Capital Fee, effective Fall Semester 2023. The \$.50 increase will complete the re-instatement of the one dollar decrease the college made effective Fall Semester 2013 when it reduced the per credit hour fee from \$20 to \$19.

#### STAFF LIAISON:

Heather Hardiman  
Vice President for Administration and Chief Financial Officer  
[hardiman@tcc.edu](mailto:hardiman@tcc.edu)  
757-822-1738

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

MEETING: March 14, 2023  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: TCC George B. Pass Building Easement

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**BACKGROUND:**

This item requests College Board endorsement of the TCC George B. Pass Building Easement for approval by the State Board for Community Colleges.

**DISCUSSION:**

Verizon Virginia LLC is replacing old infrastructure lines with fiber optics at TCC's Chesapeake Campus. Verizon proposes to bury approximately 293 feet of new fiber optic line with four (4) junction boxes. The new fiber optic line will be installed from a new junction box along Cedar Road perpendicular for approximately 45 feet to a new junction box. It will then run approximately 248 feet parallel to Cedar Road through two (2) additional new junction boxes. From this point, the new line will be run through a TCC-owned pipe making a final connection at TCC's point of presence in the Pass building into the designated relay rack assigned by the IT department.

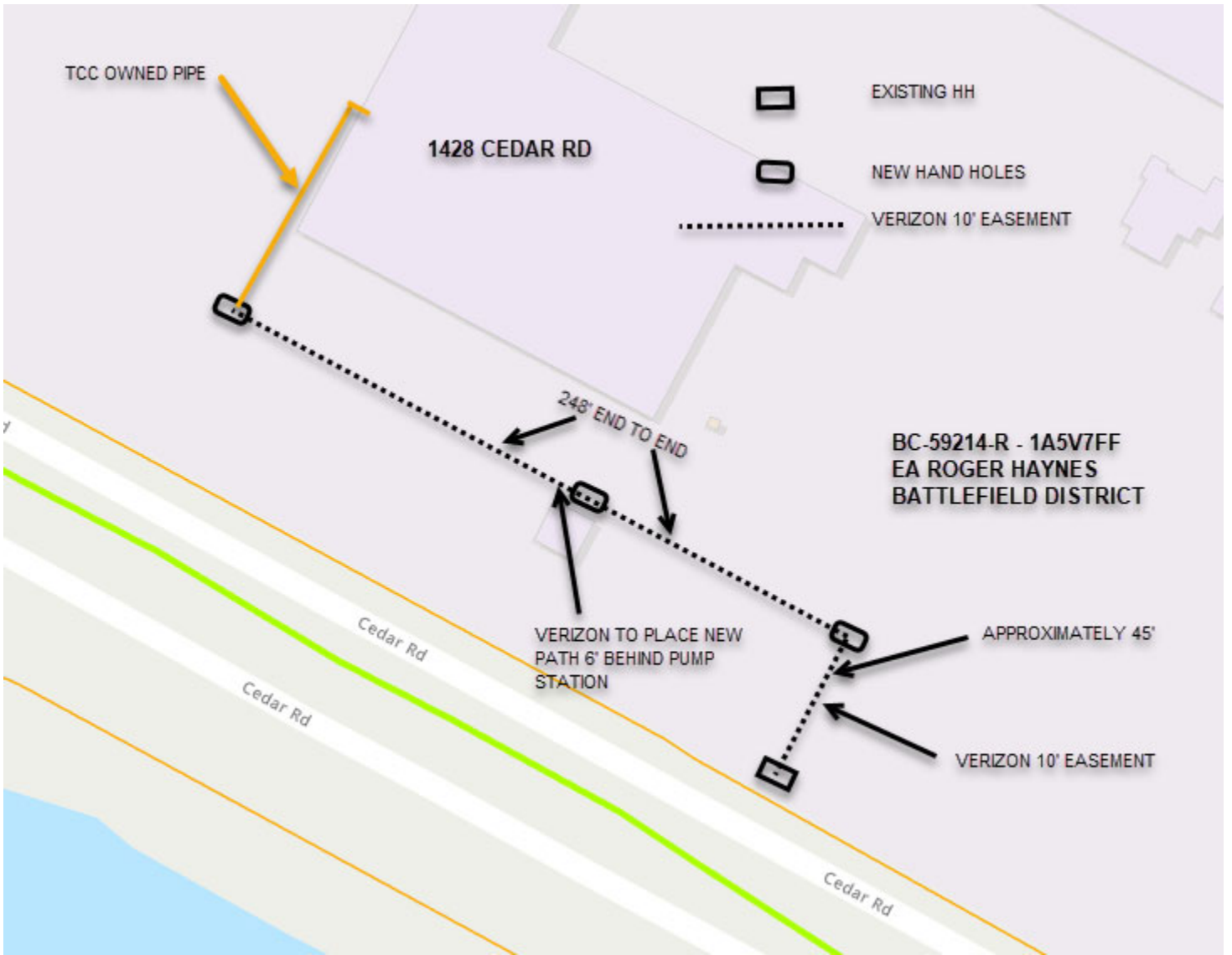
**STAFF RECOMMENDATION:**

That the College Board, in accordance with the Virginia Community College Policy manual, §10.1.1.a, approve the execution of the easement for subsequent approval by the State Board for Community Colleges.

**STAFF LIAISON:**

Heather Hardiman  
Vice President for Administration and Chief Financial Officer  
[hhardiman@tcc.edu](mailto:hhardiman@tcc.edu)  
757-822-1738

# Attachment A



VERIZON VIRGINIA LLC RIGHT-OF-WAY PLAT	OWNER:  <b>TCC</b> <b>1428 CEDAR RD</b> <b>CHESAPEAKE, VA 23322</b>	CITY/COUNTY:  <b>CHESAPEAKE</b> TAX MAP NO. <b>046000000213</b> DISTRICT: <b>BATTLEFIELD</b>									
--- --- DENOTES LOCATION OF A VERIZON VIRGINIA LLC EASEMENT	GRANTOR:  <b>TCC</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">MAP BOOK</td> <td style="width: 10%;">SH</td> <td style="width: 10%;">E-W</td> <td style="width: 10%;">N-S</td> <td rowspan="2" style="width: 15%;">SHEET 4 of 4</td> </tr> <tr> <td></td> <td>27N</td> <td>N</td> <td>2A</td> </tr> </table>	MAP BOOK	SH	E-W	N-S	SHEET 4 of 4		27N	N	2A
MAP BOOK	SH	E-W	N-S	SHEET 4 of 4							
	27N	N	2A								
ENGINEER: <b>HAYNES, LEE</b>  PHONE NO. <b>757-373-5424</b>	CENTRAL OFFICE  <b>GREAT BRIDGE - 8850</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>BC-59214-R</b></td> </tr> </table>	<b>BC-59214-R</b>								
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**TIDEWATER COMMUNITY COLLEGE BOARD**  
**AGENDA ITEM**

MEETING: March 14, 2023

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Local Funds Financial Statements for Month Ending January 31, 2023

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**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](mailto:hhardiman@tcc.edu)

757-822-1738

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2022 - January 31, 2023

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2022</b>		\$ 1,951,764			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 808,391	\$ 599,334	\$ -	\$ 209,057	74%
B. Student Activity Fee Revenue Loss Reimbursement					
C. ID Card Replacements	2,000	2,580		(580)	129%
<b>Total Revenues</b>	<b>\$ 810,391</b>	<b>\$ 601,914</b>	<b>\$ -</b>	<b>\$ 208,477</b>	<b>74%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		\$ 2,553,678			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 1,515	\$ 494	\$ -	\$ 1,021	33%
2. Programming	15,000	12,984	569	1,447	90%
3. Student Organizations	2,000	2,000			100%
4. Contingency Fund	2,000			2,000	0%
<b>Subtotal--Chesapeake Campus</b>	<b>\$ 20,515</b>	<b>\$ 15,478</b>	<b>\$ 569</b>	<b>\$ 4,468</b>	<b>78%</b>
<b>B. Norfolk Campus</b>					
1. Student Government Association	\$ 1,200	\$ -	\$ -	\$ 1,200	0%
2. Programming	18,215	17,531	208	476	97%
3. Student Organizations	1,000	482		518	48%
4. Contingency Fund	100			100	0%
<b>Subtotal--Norfolk Campus</b>	<b>\$ 20,515</b>	<b>\$ 18,013</b>	<b>\$ 208</b>	<b>\$ 2,294</b>	<b>89%</b>
<b>C. Portsmouth Campus</b>					
1. Student Government Association	\$ 1,000	\$ -	\$ -	\$ 1,000	0%
2. Programming	18,000	11,492	384	6,124	66%
3. Student Organizations	1,000			1,000	0%
4. Contingency Fund	515			515	0%
<b>Subtotal--Portsmouth Campus</b>	<b>\$ 20,515</b>	<b>\$ 11,492</b>	<b>\$ 384</b>	<b>\$ 8,639</b>	<b>58%</b>
<b>D. Virginia Beach Campus</b>					
1. Student Government Association	\$ 500	\$ -	\$ -	\$ 500	0%
2. Programming	20,644	10,494	2,768	7,382	64%
3. Student Organizations	15,000	964		14,036	6%
4. Contingency Fund	515			515	0%
<b>Subtotal--Virginia Beach Campus</b>	<b>\$ 36,659</b>	<b>\$ 11,458</b>	<b>\$ 2,768</b>	<b>\$ 22,433</b>	<b>39%</b>
<b>E. Student Activities--College-wide</b>					
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	4,700	8,625	1,504	90%
6. Student Honors Event	15,000			15,000	0%
7. Literary Festival	1,000			1,000	0%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 47,929</b>	<b>\$ 4,700</b>	<b>\$ 8,625</b>	<b>\$ 34,604</b>	<b>28%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 15,416	\$ -	\$ -	\$ 15,416	0%
2. Norfolk	12,339	4,810		7,529	39%
3. Portsmouth	11,547	6,956		4,591	60%
4. Virginia Beach	38,491	26,896		11,595	70%
<b>Subtotal--Learning Assistance Fund</b>	<b>\$ 77,793</b>	<b>\$ 38,662</b>	<b>\$ -</b>	<b>\$ 39,131</b>	<b>50%</b>



	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>G. College-wide Contingency Fund</b>					
1. Chesapeake	\$ 4,574	\$ -	\$ -	\$ 4,574	0%
2. Norfolk	3,849			3,849	0%
3. Portsmouth	3,730			3,730	0%
4. Virginia Beach	3,208	1,333		1,875	42%
<b>Subtotal--Provosts' Contingency Fund</b>	<b>\$ 15,361</b>	<b>\$ 1,333</b>	<b>\$ -</b>	<b>\$ 14,028</b>	<b>9%</b>
<b>H. Deans' Contingency Fund</b>					
1. Chesapeake	\$ 3,500	\$ 746	\$ 2,575	\$ 179	95%
2. Norfolk	7,000	199		6,801	3%
3. Portsmouth	3,500			3,500	0%
4. Virginia Beach	6,500	6,368	132		100%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 20,500</b>	<b>\$ 7,313</b>	<b>\$ 2,707</b>	<b>\$ 10,480</b>	<b>49%</b>
<b>I. Student Activities Identification System</b>					
1. Equipment, Software, and Supplies	\$ 36,000	\$ 13,341	\$ -	\$ 22,659	37%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 36,000</b>	<b>\$ 13,341</b>	<b>\$ -</b>	<b>\$ 22,659</b>	<b>37%</b>
<b>Total Expenditures</b>	<b>\$ 295,787</b>	<b>\$ 121,790</b>	<b>\$ 15,261</b>	<b>\$ 158,736</b>	<b>46%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 564,845	\$ 329,493	\$ -	\$ 235,352	58%
<b>Subtotal--Transfers</b>	<b>\$ 564,845</b>	<b>\$ 329,493</b>	<b>\$ -</b>	<b>\$ 235,352</b>	<b>58%</b>
<b>Fund Balance 1/31</b>		<b>\$ 2,102,395</b>			

Approved by the Local College Board on May 10, 2022

VPAF 2/13/23

**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 - January 31, 2023**

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2022</b>		<b>\$ 18,107,249</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,314,217	\$ 1,705,468	\$ -	\$ 608,749	74%
B. Institutional Fee Revenue Loss Reimbursement					
C. Student Parking Sales	9,660	6,344		3,316	66%
D. Student HRT Pass Sales	25,000	4,405		20,595	18%
E. Miscellaneous Revenue	1,000	1,200		(200)	120%
<b>Total Revenues</b>	<b>\$ 2,349,877</b>	<b>\$ 1,717,417</b>	<b>\$ -</b>	<b>\$ 632,460</b>	<b>73%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 19,824,666</b>			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 654,599	\$ 654,485	\$ -	\$ 114	100%
B. Chesapeake Campus Parking Lot - Debt Service	333,500	332,612		888	100%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel					
2. Utilities	8,500	7,161		1,339	84%
3. Security					
4. General Maintenance	50,000	22,169	16,463	11,368	77%
D. College-wide Parking Lot Improvements	150,000	200,951	14,734	(65,685)	144%
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	137,616		119,623	53%
H. College-wide Beautification & Wayfinding	1,000,000	223,040	239,542	537,418	46%
I. Security Camera Implementation	225,000			225,000	0%
<b>Total Expenditures</b>	<b>\$ 2,818,838</b>	<b>\$ 1,623,034</b>	<b>\$ 270,739</b>	<b>\$ 925,065</b>	<b>67%</b>
<b>Fund Balance 1/31</b>					
		<b>\$ 18,201,633</b>			

Approved by the Local College Board on May 10, 2022

VPAF 2/13/23

**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 - January 31, 2023

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2022</b>		\$ 16,500,820			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 6,181,812	\$ 4,572,943	\$ -	\$ 1,608,869	74%
B. Aux Cap Fee Revenue Reimbursement					
C. Transfer-In from Student Activities Budget	564,845	329,493		235,352	58%
D. Food Service Commission	10,000			10,000	0%
E. Miscellaneous Revenue	70,000	77,069		(7,069)	110%
<b>Total Revenues</b>	<b>\$ 6,826,657</b>	<b>\$ 4,979,505</b>	<b>\$ -</b>	<b>\$ 1,847,152</b>	<b>73%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>		<b>\$ 21,480,325</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 297,099	\$ 296,919	\$ -	\$ 180	100%
2. Student Center - Chesapeake Campus	676,369	619,989		56,380	92%
3. Student Center - Portsmouth Campus	1,229,609	1,084,656		144,953	88%
4. Student Center - Virginia Beach Campus	959,349	879,641		79,708	92%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 3,162,425</b>	<b>\$ 2,881,205</b>	<b>\$ -</b>	<b>\$ 281,220</b>	<b>91%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 327,098	\$ 170,144	\$ -	\$ 156,954	52%
b. Operating Expenses	25,000	11,218	10,186	3,596	86%
<b>Subtotal--General Operations</b>	<b>\$ 352,098</b>	<b>\$ 181,362</b>	<b>\$ 10,186</b>	<b>\$ 160,550</b>	<b>54%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 96,000	\$ 90,871	\$ -	\$ 5,129	95%
b. Security	70,000	28,135	9,787	32,078	54%
<b>c. Custodial</b>					
1. Personnel	121,800	57,710		64,090	47%
2. Expenditures	12,000	94	5,178	6,728	44%
<b>d. General Maintenance</b>					
1. Personnel	101,000	52,757		48,243	52%
2. Expenditures	70,000	22,226	42,145	5,629	92%
e. Insurance	7,800			7,800	0%
f. Network & Telecommunications	35,942	20,966		14,976	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 514,542</b>	<b>\$ 272,759</b>	<b>\$ 57,110</b>	<b>\$ 184,673</b>	<b>64%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 8,500	\$ -	\$ -	\$ 8,500	0%
<b>Subtotal--Food Services</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,500</b>	<b>0%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 875,140</b>	<b>\$ 454,121</b>	<b>\$ 67,296</b>	<b>\$ 353,723</b>	<b>60%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 326,817	\$ 163,479	\$ -	\$ 163,338	50%
b. Operating Expenses	25,000	12,905	3,868	8,227	67%
<b>Subtotal--General Operations</b>	<b>\$ 351,817</b>	<b>\$ 176,384</b>	<b>\$ 3,868</b>	<b>\$ 171,565</b>	<b>51%</b>

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 115,000	\$ 65,131	\$ -	49,869	57%
b. Security	56,000	26,053	1,869	28,078	50%
c. Custodial					
1. Personnel	126,380	64,622		61,758	51%
2. Expenditures	12,500	659	2,219	9,622	23%
d. General Maintenance					
1. Personnel	95,000	50,273		44,727	53%
2. Expenditures	75,000	53,717	30,165	(8,882)	112%
e. Insurance	8,600			8,600	0%
f. Network & Telecommunications	34,686	20,234		14,453	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 523,166</b>	<b>\$ 280,689</b>	<b>\$ 34,253</b>	<b>\$ 208,225</b>	<b>60%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>0%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 884,983</b>	<b>\$ 457,073</b>	<b>\$ 38,121</b>	<b>\$ 389,790</b>	<b>56%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 329,312	\$ 170,288	\$ -	\$ 159,024	52%
b. Operating Expenses	25,000	13,578	3,401	8,021	68%
<b>Subtotal--General Operations</b>	<b>\$ 354,312</b>	<b>\$ 183,866</b>	<b>\$ 3,401</b>	<b>\$ 167,045</b>	<b>53%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 110,000	\$ 60,126	\$ -	\$ 49,874	55%
b. Security	56,000	26,075	14,301	15,624	72%
c. Custodial					
1. Personnel	122,000	57,206		64,794	47%
2. Expenditures	12,500	507	3,800	8,193	34%
d. General Maintenance					
1. Personnel	100,000	51,038		48,962	51%
2. Expenditures	75,000	22,118	39,082	13,800	82%
e. Insurance	8,600			8,600	0%
f. Network & Telecommunications	40,045	23,360		16,685	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 524,145</b>	<b>\$ 240,430</b>	<b>\$ 57,183</b>	<b>\$ 226,532</b>	<b>57%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 1,973	\$ 175	\$ 7,852	21%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ 1,973</b>	<b>\$ 175</b>	<b>\$ 7,852</b>	<b>21%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 888,457</b>	<b>\$ 426,269</b>	<b>\$ 60,759</b>	<b>\$ 401,429</b>	<b>55%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 427,039	\$ 193,209	\$ -	\$ 233,830	45%
b. Operating Expenses	40,000	3,202	5,360	31,438	21%
<b>Subtotal--General Operations</b>	<b>\$ 467,039</b>	<b>\$ 196,411</b>	<b>\$ 5,360</b>	<b>\$ 265,268</b>	<b>43%</b>

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 40,000	\$ 37,465	\$ -	\$ 2,535	94%
b. Security	85,000	18,793	3,521	62,686	26%
c. Custodial					
1. Personnel	199,000	94,190		104,810	47%
2. Expenditures	15,000		3,853	11,147	26%
d. General Maintenance					
1. Personnel	98,000	78,522		19,478	80%
2. Expenditures	90,000	21,194	22,193	46,613	48%
e. Insurance	13,000			13,000	0%
f. Network & Telecommunications	35,890	20,936		14,954	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 575,890</b>	<b>\$ 271,100</b>	<b>\$ 29,567</b>	<b>\$ 275,223</b>	<b>52%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 12,000	\$ -	\$ -	\$ 12,000	0%
<b>Subtotal--Food Services</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>0%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,054,929</b>	<b>\$ 467,511</b>	<b>\$ 34,927</b>	<b>\$ 552,491</b>	<b>48%</b>
<b>Total Expenditures</b>	<b>\$ 6,865,934</b>	<b>\$ 4,686,178</b>	<b>\$ 201,103</b>	<b>\$ 1,978,653</b>	<b>71%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 1/31</b>		<b>\$ 15,794,147</b>			

Approved by the Local College Board on May 10, 2022

VPAF 2/13/2023

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY22</b>	<b>\$ 10,500,000</b>



**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 - January 31, 2023

	Budget 2023	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2022</b>		\$ 9,855,666			
<b>I. Revenues</b>					
A. Bookstore	\$ 900,000	\$ 472,290	\$ -	\$ 427,710	52%
B. Vending					
1. Exclusive Beverage Contract	66,000	40,812		25,188	62%
2. Vending - CRH	22,000	16,448		5,552	75%
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	712,361		(687,361)	2849%
F. Miscellaneous Revenue	350	326		24	93%
G. Auxiliary Services Loss Revenue Reimbursement					
<b>Total Revenues</b>	<b>\$ 1,042,350</b>	<b>\$ 1,260,237</b>	<b>\$ -</b>	<b>\$ (217,887)</b>	<b>121%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>	<b>\$ 1,042,350</b>	<b>\$ 11,115,903</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 313	\$ 452	\$ 5,235	13%
2. Miscellaneous Expenses	1,000	204		\$ 796	20%
3. Joint-Use Library Food Service Equipment	1,000			\$ 1,000	0%
<b>Subtotal--Operating Expenses</b>	<b>\$ 8,000</b>	<b>\$ 517</b>	<b>\$ 452</b>	<b>\$ 7,031</b>	<b>12%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 250,000</b>	<b>\$ 98,922</b>	<b>\$ 35,038</b>	<b>\$ 116,040</b>	<b>54%</b>
<b>C. College Community Events</b>	<b>\$ 25,000</b>			<b>\$ 25,000</b>	<b>0%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 10,000</b>	<b>\$ 1,384</b>	<b>\$ -</b>	<b>\$ 8,616</b>	<b>14%</b>
<b>E. Child Care Subsidy</b>					
1. Norfolk	\$ 120,000	\$ -	\$ 15,565	\$ 104,435	13%
2. Portsmouth	\$ 120,000			\$ 120,000	0%
<b>Subtotal--Child Care Subsidy</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ 15,565</b>	<b>\$ 224,435</b>	<b>6%</b>
<b>F. Auxiliary Service Operations</b>					
1. Personnel	\$ 172,870	\$ 82,060	\$ -	\$ 90,810	47%
2. General Operating Costs	3,500	19		3,481	1%
3. Equipment/Software/Installation	33,000			33,000	0%
4. StormCard Marketing	10,000		134	9,866	1%
<b>Subtotal--Auxiliary Service Operations</b>	<b>\$ 219,370</b>	<b>\$ 82,079</b>	<b>\$ 134</b>	<b>\$ 137,157</b>	<b>37%</b>
<b>G. Community Support</b>					
1. College Board	\$ 2,500	2,308	\$ 279	\$ (87)	103%
2. President	15,000	6,285	936	7,779	48%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	3,325		2,675	55%
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	238	109	5,653	6%
f. Vice President for Student Affairs	6,000	383		5,617	6%
4. Campus Deans					
a. Portsmouth	6,000	1,314	367	4,319	28%
b. Virginia Beach	12,000	741		11,259	6%
c. Chesapeake	6,000	1,526		4,474	25%
d. Norfolk	6,000	1,375		4,625	23%
5. Community Outreach	27,000	4,243	1,974	20,783	23%
6. Contingencies	3,500	891		2,609	25%
<b>Subtotal--Community Support</b>	<b>\$ 114,000</b>	<b>\$ 24,536</b>	<b>\$ 5,408</b>	<b>\$ 84,056</b>	<b>26%</b>

	Budget 2023	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>H. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
2. Norfolk	5,000		135	4,865	3%
3. Portsmouth	5,000	514		4,486	10%
4. Virginia Beach	10,000	167		9,833	2%
<b>Subtotal--Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ 681</b>	<b>\$ 135</b>	<b>\$ 24,184</b>	<b>3%</b>
<b>Subtotal--Expenditures</b>	<b>\$ 891,370</b>	<b>\$ 208,119</b>	<b>\$ 41,167</b>	<b>\$ 626,519</b>	<b>30%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
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	21,695		44,401	33%
1. LaVonne P. Ellis Scholarship	11,121	9,268		1,853	83%
2. Terri N. Thompson Scholarship	11,121	6,848		4,273	62%
b. Norfolk	43,704	24,149		19,555	55%
1. John T. Kavanaugh Scholarship	11,151	7,752		3,399	70%
2. John D. Padgett Scholarship	11,151	5,725		5,426	51%
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	6,888		4,263	62%
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	138,575		611,425	18%
a. LEAP Book Scholarships	200,000			200,000	
<b>Subtotal--TCC Scholarships &amp; Awards</b>	<b>\$ 1,384,518</b>	<b>\$ 286,114</b>	<b>\$ -</b>	<b>\$ 1,098,404</b>	<b>21%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 2,275,887</b>	<b>\$ 494,233</b>	<b>\$ 41,167</b>	<b>\$ 1,724,922</b>	<b>24%</b>
<b>Fund Balance 1/31</b>		<b>\$ 10,621,670</b>			

**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**

	<b>BALANCE INVESTED</b>	<b>INTEREST 2022-23</b>
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	\$ 54,891,784	\$ 82,115
January 31, 2023	\$ 54,647,375	\$ 165,159
February 28, 2023	\$ -	\$ -
March 31, 2023	\$ -	\$ -
April 30, 2023	\$ -	\$ -
May 31, 2023	\$ -	\$ -
June 30, 2023	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 712,361</b>

Note 1

**Detail:**

<b>Investment Category</b>	<b>Cumulative Average Yield</b>	<b>Balance</b>
Towne Bank - Repurchase Agreements	0.48%	\$ 7,078,842
Towne Bank - Raymond James	1.94%	\$ 26,192,871
Towne Bank - Insured Cash Sweep	3.36%	\$ 15,416,422
Commonwealth - LGIP Extended Maturity	2.34%	\$ 4,866,813
Commonwealth - LGIP	3.18%	\$ 1,092,426
<b>TOTAL</b>		<b>\$ 54,647,375</b>

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



**TIDEWATER COMMUNITY COLLEGE  
LOCAL CONTRIBUTIONS  
AS OF JANUARY 31, 2023**

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

VPAF 1/31/23

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 14, 2023

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2022-23 State Operating Budget

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### BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2022-23 State Operating Budget was presented at the September 20, 2022 meeting; the Mid-Year report provides an update on the budget.

### STAFF RECOMMENDATION:

None. This item is for information only.

### STAFF LIAISON:

Heather Hardiman  
Vice President for Administration and  
Chief Financial Officer  
[hhardiman@tcc.edu](mailto:hhardiman@tcc.edu)  
757-822-1738

**TIDEWATER COMMUNITY COLLEGE  
STATE OPERATING BUDGET FOR 2022-2023  
MID-YEAR REPORT**

<b>REVENUES</b>	<b>2022-2023 Budget</b>	<b>Adjustments</b>	<b>2022-2023 Adjusted</b>	<b>Notes</b>
GENERAL FUNDS	50,435,066		50,435,066	
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	51,322,111	(6,500,000)	44,822,111	1
WORKFORCE SOLUTIONS	2,500,000	628,190	3,128,190	2
EQUIPMENT TRUST FUND	1,000,000		1,000,000	
RESERVE/CARRYFORWARD	15,800,000		15,800,000	
FEDERAL FUNDS RELATED TO COVID-19	10,000,000		10,000,000	
<b>TOTAL REVENUES EXPECTED</b>	<b>131,057,177</b>	<b>(5,871,810)</b>	<b>125,185,367</b>	
<b>EXPENDITURES - PERSONNEL SERVICES</b>				
<b>PERSONNEL SERVICES</b>				
TEACHING FACULTY	19,405,566	(700,000)	18,705,566	3
ADMINISTRATIVE & PROFESSIONAL FACULTY	11,093,039	(1,295,000)	9,798,039	3
CLASSIFIED	20,323,711	(850,000)	19,473,711	3
ADJUNCT/OVERLOAD/SUMMER PAY	14,490,000	(250,000)	14,240,000	3
WAGE EMPLOYEES	4,469,750		4,469,750	
WORKFORCE SOLUTIONS	2,000,000	(500,000)	1,500,000	3
REALLOCATION, SICK/ANNUAL LEAVE/SEVERANCE	300,000		300,000	
FRINGES	21,500,000		21,500,000	
VACANCY	(3,500,000)		(3,500,000)	
<b>TOTAL PERSONNEL SERVICES</b>	<b>90,082,066</b>	<b>(3,595,000)</b>	<b>86,487,066</b>	
<b>EXPENDITURES - OPERATING</b>				
<b>CHESAPEAKE CAMPUS</b>				
STUDENT SERVICES	61,311		61,311	
SCIENCE, & MATH PATHWAY	212,333		212,333	
MANUFACTURING & TRANSPORTATION PATHWAY	137,130		137,130	
<b>NORFOLK CAMPUS</b>				
STUDENT SERVICES	74,658		74,658	
ARTS & HUMANITIES PATHWAY	58,568		58,568	
BUSINESS, COMPUTER SCIENCE & IT PATHWAY	24,935		24,935	
ROPER THEATER	191,678		191,678	
<b>PORTSMOUTH CAMPUS</b>				
STUDENT SERVICES	52,127		52,127	
ENGINEERING, MARITIME, & SKILLED TRADES PATHWAY	135,067		135,067	
NURSING PATHWAY	24,776		24,776	
SOCIAL SCIENCE & EDUCATION PATHWAY	4,547		4,547	
<b>VIRGINIA BEACH CAMPUS</b>				
STUDENT SERVICES	106,087		106,087	
ADVANCED TECHNOLOGY CENTER	404,402		404,402	
JOINT-USE LIBRARY	506,043		506,043	
HEALTH PROFESSIONS PATHWAY	272,514		272,514	
PUBLIC & PROFESSIONAL SERVICES PATHWAY	134,211		134,211	
<b>CAMPUS AND CENTER TOTALS</b>	<b>2,400,387</b>		<b>2,400,387</b>	
<b>OTHER OPERATING</b>				
ACADEMIC AFFAIRS	893,558		893,558	
STUDENT AFFAIRS	429,956		429,956	
SAFETY & SECURITY	2,541,605		2,541,605	
EMERGENCY MANAGEMENT	200,000		200,000	
FACILITIES MANAGEMENT	8,689,216		8,689,216	
FINANCE	65,000		65,000	
HUMAN RESOURCES	524,109		524,109	
INFORMATION SYSTEMS	2,628,160		2,628,160	
INSTITUTIONAL ADVANCEMENT	2,001,280		2,001,280	
INSTITUTIONAL EFFECTIVENESS	35,395		35,395	
OFFICE OF THE PRESIDENT	25,550		25,550	
OTHER FIXED COSTS	2,875,993		2,875,993	
WORKFORCE	1,500,000		1,500,000	
PROFESSIONAL DEVELOPMENT	348,500		348,500	
DUAL ENROLLMENT	2,300,000		2,300,000	
VCCS SHARED SERVICES	1,194,609		1,194,609	
<b>OTHER OPERATING TOTAL</b>	<b>26,252,931</b>		<b>26,252,931</b>	
ENCUMBERED FUNDS	5,766,885		5,766,885	
ONE TIME PROJECTS	1,000,000	1,000,000	2,000,000	4
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>125,502,269</b>		<b>122,907,269</b>	
<b>RESERVE/CARRYFORWARD BALANCE</b>	<b>5,554,908</b>		<b>2,278,098</b>	

VPAF 2/20/23

Note 1: Reflects an enrollment decrease of 4.9%.

Note 2: Reflects additional WFS revenue due to enrollment increase.

Note 3: Reflects an increase in staff vacancies.

Note 4: Reflects increase in one-time projects - New equipment for the LPN program, Door Access Controls, Campus-wide Life-Safety projects, Mobile Manufacturing Lab, etc.

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 14, 2023

COMMITTEE: N/A – President’s Report

AGENDA ITEM: Proposed 2023 Emeritus Appointments

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### BACKGROUND:

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

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

### DISCUSSION:

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

**STAFF RECOMMENDATION:**

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

Teaching Faculty:

Denise Bieszczad, Professor of Respiratory Therapy

Paul Gordy, Associate Professor of Engineering

Peter Shaw, Professor of Business Management and Administration

Administrative Faculty:

Ruth Shumate, Librarian

Michael Summers, Special Assistant to the VP for Academic Affairs

**STAFF LIAISON:**

Sarah E. (Beth) Lunde  
Associate Vice President for Human Resources  
[blunde@tcc.edu](mailto:blunde@tcc.edu)  
822-1711

#### 2.15.4 Evaluation Plan

The president shall be evaluated annually. The evaluation shall include, as part of its basis, an independent assessment of the president's accomplishments conducted by the college board. The final evaluation letter shall list each goal/objective followed by a narrative statement detailing the degree of accomplishment. The chancellor conducts an independent assessment.

a. College Board's Evaluation

The evaluation of the president by the college board shall be conducted by the executive committee working in conjunction with the president. The evaluation letter shall be reviewed by the president and shall be signed by the board chair and by the president and submitted to the chancellor no later than the May meeting of the college board.

b. Predetermined Goals/Objectives

At the board's August work session the College Board and president shall establish goals/objectives to be used in the board's evaluation of the president for the ensuing evaluation period, with the goals provided by the chancellor as the primary basis for said evaluation.

c. Evaluation Process

The evaluation process shall be as follows:

- i. At the August work session of the college board, the president and the full board shall have a discussion of the goals/objectives and adopt them officially.
- ii. By March 15, the president shall submit a self-evaluation to the college board chair.
- iii. By April 15, the chair shall distribute the self-evaluation electronically to the full college board and receive feedback and input on the president's performance via electronic reply.
- iv. By May 1, the president and the executive committee of the college board shall have a discussion in closed session regarding the president's performance.

**Tidewater Community College Board  
Policies & Procedures Manual**

- v. No later than the May meeting of the college board, the board shall have completed its evaluation of the president and submitted the appropriately signed evaluation letter to the chancellor.