

TIDEWATER COMMUNITY COLLEGE BOARD

MAY 9, 2023

4:00 P.M.

VIRGINIA BEACH CAMPUS (KEMPSVILLE BUILDING)

LYNN CLEMENTS, CHAIR

PRESIDING

AGENDA

1. **Welcome and Call Meeting to Order – (4.00 p.m.)**
2. **Introduce New Board Member – Mr. Matthew Stakes**
3. **Program Highlight – (10-15 min.)**

“Veterinary Technology Program”

Dr. Megan Taliaferro, Faculty

Dr. Michelle Woodhouse, VP of Academic Affairs and Chief Academic Officer

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 #332 for March 14, 2023 **(Attached)**
 - b. Proposed 2023-24 Business and Industry Advisory Committees **(Attached)**
 - c. Proposed Certificate in Practical Nursing **(Attached)**
 - d. Proposed Career Studies Certificate in Advanced Emergency Medical Technician **(Attached)**
 - e. Proposed 2023-24 Local Fund Budgets **(Attached)**
 - f. Resolution Honoring Cynthia S. Free **(Attached)**
6. **Academics, Student Affairs & Workforce Development Committee Report – Dr. Barry Brown, Chair (10 min.)**
 - a. Academic Affairs Updates – Dr. Michelle Woodhouse
 - b. Student Affairs Updates – Dr. Karen Campbell
 - c. Workforce Solutions Updates – Ms. Tamara Williams

7. **Finance & Facilities Committee Report** – Dr. Kirk Houston, Chair *(10 min.)*
 - a. Local Fund Financial Statements for Month Ending March 31, 2023 **(Attached)**
8. **Advocacy Committee Report** – Ms. Kim McCallum, Chair *(10 min.)*
9. **Educational Foundation Liaison Report** – Ms. Cynthia (Cindy) Free
10. **Real Estate Liaison Report** – Dr. Kirk Houston
11. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
12. **President’s Report** – *(15 min.)*
 - a. Enrollment Update (w/Mr. Aasen)
 - b. General Updates
13. **Chair’s Report & Announcements** – *(30 min.)*
 - a. Executive Committee Report **(Attached)**
 - b. General Updates
 - c. Closed Session
14. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 332

MARCH 14, 2023

Meeting number three hundred thirty-two of the Tidewater Community College Board was held at the Chesapeake Campus Student Center on Tuesday, March 14, 2023.

Members Present: Lindsey S. Anderson Dr. Barry Brown
Jerome A. Bynum Lynn B. Clements
Dr. Marcia Conston William W. Crow
Cynthia (Cindy) S. Free Dr. Kirk Houston
James (Jay) Lucado Charles A. Tysinger

Members Absent: Ron Green

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

1. Welcome and Call to Order

Ms. Clements, chair, determined the presence of a quorum and called the meeting to order at 4:05 p.m. and welcomed guests.

2. Program Highlight

Dr. Campbell introduced Mr. Borden to present the program highlight featuring the Center for Military and Veterans Education (CMVE). The CMVE has offices located at each campus and a presence at each of the three major southside Hampton Roads bases. Two principal functions for our military connected students include certification of benefits/institutional compliance with VA and DoD and military connected student engagement and outreach. CMVE enrollment strategies include select marquis community events; high schools JROTC support; honoring high school graduates entering the military; developing military student organizations beyond Students Veterans of America; Virginia National Guard "College First" and tuition assistance; and book assistance for tuition assistance and Chapter 35 students. Mr. Borden also shared retention strategies that included: monitoring changes in tuition assistance and federal budget issues;

networking; build student veteran community around academic goal cohorts; special guest and alumni visits with student veteran clubs; and veterans scholars project—piloting some special math sessions for military and veterans. The college partners with Commonwealth Challenge and the Transition Assistance Program. TCC was named Best for Vets 2022; #1 two-year college in the state; #2 in the Appalachian Region; and #15 in the nation.

3. Adoption of Consent Agenda

Ms. Clements inquired if there were requests to remove any item(s) from the consent agenda to the full agenda. Per the request, agenda item 4d “Proposed Increase in Auxiliary Capital Fee” was removed from the consent agenda for further discussion on the full agenda later in the meeting. Chairwoman Clements called for a motion on the amended consent agenda. On a motion by Mr. Crow, seconded by Dr. Brown, the board approved the amended consent agenda as presented.

4. Approval of Action Items on Consent Agenda

Referring to tab 4a – 4e of the meeting packet, the board approved meeting minutes #331 for January 10, 2023; the New Career Studies Certificate: Off-Shore Wind Energy Technician; the Discontinuance of: Graphic Design (Advertising Design) (514-01); Graphic Design (Digital Media) (514-05); and the TCC George B. Pass Building Easement.

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

a. **Academic Affairs Update** – Dr. Woodhouse highlighted academic retention efforts that involved faculty engagement and pathway initiatives:

- Learning Institute
- Tutoring – Face to Face / Online
- Center for Teaching Excellence – Professional Development Session
- Faculty Mentoring / New Faculty Academy
- Faculty Department Chair Training
- TCC Office of Grants & Sponsored Programs
- Scheduling Redesign
- Faculty Advising/Mentoring
- Year-Round Scheduling

Dr. Woodhouse also reported that the Virginia Department of Education, in conjunction with its Lab School Funding Evaluation Review Committee, has approved a Planning Grant in the amount of \$200,000. The Lab School at Oscar Smith Middle (OSM) will use a human-centered design thinking framework to infuse computer science into the IB Middle Years Program (MYP) curriculum. As part of the statewide Computer Science Lab School Network, the academy will administer through a partnership with Chesapeake Public Schools, Old Dominion University, and Tidewater Community College. Additionally, 60 students from across the district will be accepted into a full IB MYP incorporating eight IB areas (Language Acquisition, Language and Literature, Individuals and Societies, Sciences, Mathematics, Arts, Physical and Health Education, and Design) offered at OSM and open to all Chesapeake students in grades 6-8 through an application process. The curriculum is designed to prepare students for three tracks in high school: a career track, an IB track, and a dual enrollment track with TCC. Dr. Woodhouse was excited to share that TCC won first place team in the

Community College Division at the 2023 Commonwealth Cyber Fusion & Virginia Cyber Cup Competition in Lexington, VA.

- b. **Student Affairs Update** – Dr. Campbell reported that thirty-four attendees participated in the Start Here Community Outreach Program at Mary Pretlow Library on March 2. The next event will be held in Portsmouth at the Adult & Continuing Education Academy. Additional recruitment events include Virginia Beach Visit Day (April 11); Norfolk Visit Day (April 14); and Open House (April 27 – 4:00 pm – 7:00 pm). TCC is officially a Career Choice Educational Partner with Amazon. Career Choice pays 100% of tuition and fees (up to \$5,250 annually for full-time and \$2,625 for part-time). There is no lifetime limit for Amazon employees. They can pursue degrees for both internal and external job opportunities. The college also has a new partnership with ODU, the TCC-ODU Monarch Ready Program. Students who are denied entry to ODU are invited to enroll at TCC. Upon completion of 24 transferable credits and a minimum 2.5 GPA, students can then transfer to ODU. Benefits of the program include: (1) joint orientation to the program; (2) individualized co-advising; (3) support resources at both institutions; (4) access to ODU on-campus events; and (5) application fee waiver to re-apply to ODU. The College and Community Career Fair was a successful event. There were over 240 student and community participants and 70 employers. Dr. Campbell was proud to announce that TCC’s student, Damien Twyman, was Virginia’s 2023 New Century Transfer Pathway Scholar. He received the highest score in the state of Virginia and has a 4.0 GPA. He is a dual enrollment student in Virginia Beach, studying Engineering. He plans to transfer to a four-year college to pursue astrophysics and chemistry.
- c. **Workforce Solutions Update** –The Hampton Roads Workforce Council presented TCC with a \$75,000 donation to increase program offerings at the Skilled Trades Academy. TCC received a G3 Innovation Grant. The college has partnered with Trane which provides the NC3 industry credential for HVAC. Trane will provide a host of in-kind gifts to TCC to help with building out the colleges new HVAC lab. Ms. Williams reported that the Workforce Solutions Instructor Academy launched February 6.

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

- a. Local Fund Financial Statements for Month Ending January 31, 2023 - At the invitation of Dr. Houston, Ms. Hardiman provided local fund financial statements reflecting activity for seven months of the fiscal year. She highlighted revenues and expenditures respectively for the student activities budget (74% / 46%), institutional auxiliary budget (73% / 67%), student center budget (73% / 71%), and auxiliary services budget (121% / 24%). FY22-23 local investments and contributions from each city remained as expected. Investments of \$55 million earned \$712,361 since July 1, 2022.
- b. Mid-Year Report on 2022-23 State Operating Budget – The college’s state budget continues to be in sound financial order. Revenues, including carryforward and HEERF-related funding, are anticipated to be \$125,185,367. Expenses, including personnel, are anticipated to cost \$122,907,269. The college is anticipating a carryforward balance at the end of the fiscal year, which will be used the following year in the event of an enrollment downturn or for unanticipated expenses.

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

Ms. McCallum reported that the General Assembly Visit was very successful. Dr. Conston, board members, TCC staff, and students met with 6 senators and 9 delegates from our region. The VCCS advocacy priorities were 1) HIRE Virginia: VCCS plan to train 75,000 workers to fill open jobs; 2) Investment of \$250 million to help Virginia address critical workforce needs; and 3) thank legislators for the power of the G3 funding to date. Mr. Bryant shared photos of the General Assembly Visit.

8. Educational Foundation Liaison Report – Ms. Cynthia Free

The Educational Foundation had its first board meeting of the year on February 21. Mr. Bryant continues to engage board members in TCC and community events to include: Virginia Beach Offshore Wind Ribbon Cutting Ceremony (April 5); Academic Awards/Student Success Awards (April 27); Commencement (May 8); TCC Retiree Celebration Luncheon (June 9); Skilled Trades Academy Expansion Celebration (June 20); TCC Alumni Reception sponsored by TRUIST and The Miles Agency (TBD); Ribbon Cutting for the new Visual Arts and Design Center (September 21); and Joint Board Reception (TBD).

9. Real Estate Liaison Report – Dr. Kirk Houston

The Real Estate Foundation Board (REF) had a meeting on February 9. The new director of the Real Estate Foundation, Mr. Philip Page, Jr., was introduced. The finance committee recommended the adoption of the REF budget for 2023 as presented. The annual budget was approved. The board voted unanimously to accept Cavanaugh Nelson, PLC as the new Audit firm to provide Audit and Tax services to both the Real Estate and Educational Foundations. Dr. Conston noted that she will have someone to provide an update on the delisting project.

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

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 project 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. Ms. Hardiman recommended that the 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. The board approved the proposed Auxiliary Capital Fee Increase for fiscal year 2023-24.

11. President's Report

- a. Proposed 2022-23 Emeritus Appointment Resolutions. Directing the board's attention to Tab 11a of the meeting packet, Dr. Conston appointed five faculty to emeritus status, respectively:

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

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

- b. Spring Enrollment Update (w/ Mr. Aasen). Spring 2023 Full-time Equivalent (FTE) enrollment declined -3.0% and student headcount decreased 1.3%. Key metrics included: dual enrollment (+50.3%); first-time-in-college students (-6.1%); average credits high school (+3.5%); and average credits regular (+2.1%). Registrations for Workforce Solutions increased (+42.2%) in the 3rd quarter and (+23%) FY 2023. Mr. Aasen presented a chart of the VCCS credit enrollment for Spring 2023, noting TCC's decline in FTE enrollment -3.0% and decrease in student headcount -1.3%.
- c. General Updates. Dr. Conston provided the following updates:
- Dr. David Doré, the newly appointed chancellor of the Virginia Community College System (VCCS), will begin April 1. He will visit all 23 VCCS institutions during April and early May. Dr. Doré will spend 2 days at TCC, April 24-25. Additional information will be provided.
 - Dr. Conston reminded the board to complete the brief survey that was provided by the VCCS System Office.
 - A new TCC presidential scholarship was established. Dr. Conston thanked the board for attending the celebration to raise scholarship funds for TCC students.
 - Ms. Wanda Cooper resigned from the College Board due to her recent appointment as a judge of the Virginia Beach General District Court.

12. Chair's Report & Announcements


- a. Continuation of the Presidential Evaluation Process. Ms. Clements noted that the board will receive information to complete the College Board's assessment of the president's performance. Per section 2.15.4 of the College Board Policies & Procedures Manual, the president shall submit a self-evaluation to the board chair. Ms. Clements will distribute the self-evaluation electronically to the full board and receive feedback and input by March 27. By May 1st, the board's Executive Committee will meet with Dr. Conston to discuss her performance. The board will meet in closed session at the May 9 board meeting to finalize comments for the signed letter that will be forwarded to the Chancellor.
- b. General Updates:
- The Spring Commencement Exercise is scheduled for Monday, May 8 at 5:00 pm in the Chartway Arena in Norfolk. Expect to receive the details from Ms. Johnson in early April.
 - The next board meeting is May 9 at 4:00 pm in the student center on the Norfolk campus.

Closed Session. In accordance with section 2.2-3711(A) of the Code of Virginia, the executive committee moved to meet in closed session to discuss matters relating to an update on the state budget. All guests were excused from the meeting, with the exception of Ms. Hardiman. The board later concluded its closed session and reconvened the open session. Ms. Johnson returned to the meeting. A roll call vote was taken, and all board members were present certifying that to the best of each member's knowledge (I) only public business matters lawfully exempted from open requirements under the Freedom of Information Act and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the board.

13. Adjournment

There being no further business to come before the board, Ms. Clements adjourned the meeting at 6:15 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL

Lynn B. Clements
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 9, 2023

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

AGENDA ITEM: Proposed 2023-24 Business and Industry Advisory Committees

BACKGROUND:

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

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

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

STAFF RECOMMENDATION:

That the College Board approves the 2023-24 Business and Industry Advisory Committees.

STAFF LIAISON:

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

TCC BUSINESS AND INDUSTRY ADVISORY COMMITTEES

2022-2023 Membership

ACCOUNTING

Joseph "Joe" Baptiste
Ernst & Young

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

Brandi Davis (Co-Chair)
Ernst & Young

Cynthia Johndrow
Robert Half, Inc.

Lyndon Remias
City of Virginia Beach

Theresa Rohm
A Rohm Smith and Company

ADMINISTRATIVE SUPPORT TECHNOLOGY

April Adkins
Western Tidewater Free Clinic

Sonja Bridgers
Norfolk Public Schools

Lakisha Hinton
Prolan Solutions

Gail Joyner (Chair)
Norfolk Naval Shipyard

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

Melissa Smail
Norfolk Naval Shipyard

AMERICAN SIGN LANGUAGE

Star Grieser
Center for the Assessment of Sign Language
Interpretation

Rebecca Hillegass
Virginia Beach City Public Schools

Carrie Humphrey
Reynolds Community College

Leah Weaver (Chair)
Tidewater Community College
Adjunct Faculty

AUTOMOTIVE

Bob Barton
Barton Ford

Keith Bradshaw
Hall Chrysler/Jeep/Dodge/Ram

Wayne Champigny
Virginia Beach Technical and Career
Education Center

Jay Craig
RK Chevrolet

Vernon Crawley
Ford Motor Company

Jakob DeBerry
Ford Motor Company

John Deuso
Southern Chrysler/Jeep Greenbrier

C. Tom Ellmer (Chair)
Priority Toyota Greenbrier

Keith Estes
Cavalier Ford Greenbrier

Tracey Everitt
Barton Ford

Fred Griesman
Bill Talley Ford

Chris Haynie
Richmond Ford

Amanda Hayslett
Checkered Flag Honda

* Proposed Member

** Chair to be selected at first meeting

AUTOMOTIVE - continued

Butch Hora
Hall Chrysler/Jeep/Dodge/Ram

Pierre Howard
Norfolk Technical Center

O. William Kuehrmann
Fiat Chrysler Automobile

Jerry Matos
Safford Ford

Neil McClanan (Vice-Chair)
First Team Toyota

Mike Owen
Southern Auto Group

Mona Parker
The College and Career Academy
The Pruden Center

Chris Peterson
Central Atlantic Toyota

Fred Phillips
Hall Toyota

David Pickett
Hall Automotive Group

Doug Reader
RK Subaru

Michaela Reardon
Checkered Flag Toyota

Michael Rentz
Stellantis

Lucas Ryan
Beach Ford

Jim Rose
Priority Honda

Paul Saltarelli
Cavalier Ford Lincoln

Jill Saunders
Toyota Motor North America, Inc.

Ken Strain
Casey Honda

Jim Todd
Ford Motor Company

Aris Woolfolk
Virginia Automobile Dealer Association

CIVIL ENGINEERING TECHNOLOGY

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

Christina Jackson
City of Newport News

Chad Oxtan (Chair)
City of Suffolk

Shawn Schultz
Breedon Construction

Michael Seek
Old Dominion University

Kevin Wood
Pennoni

COLLISION REPAIR**

Todd Babb
Beamon and Johnson

Lance Carson
Hall Automotive

Wes Cummings
Priority Collision Center

Julia Grim
GEICO

Paul Jackson
Caliber Collision

* Proposed Member

** Chair to be selected at first meeting

COLLISION REPAIR - continued**

Mike Maddox
MiCar Collision Center

Bill Moison
Southern Collision Repair Center

John Rial
Caliber Collision

John Shoemaker
Bowditch Ford

Carmen Stockard
PPG Industries

COMPUTER-AIDED DRAFTING AND DESIGN

Todd Bobak
Sumitomo Drive Technologies

Thad A. Broom
Architects and Designers, PC

Chris Brown
Huntington Ingalls Industries
Newport News Shipbuilding

Richard Burgos
Huntington Ingalls Industries
Newport News Shipbuilding

Jose Ferrandiz-Gea
Norfolk State University

Ronald Kloster
Hampton University

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

Errol F. Plata, Jr.
Urban Rainforest

Michael Ross (Chair)
HBA Architecture and Interior Design

Jeenson Sheen
Norfolk State University

Larry Smith
Linx Industries

Johan Stadler
Saunders + Crouse Architects

COMPUTER SCIENCE AND INFORMATION SYSTEMS TECHNOLOGY

Leigh Armistead
Peregrine Technical Solutions

Chris Burroughs
PRA Group

Gayle Burton
Honeywell Technology Solutions, Inc.

R. Mark Crowe
Sentara Healthcare

Trent Dorroh
Cisco Systems

Shawn C. Fagan
Marathon Consulting

Kevin Fairley
City of Virginia Beach

Linda Garratt
Stihl

Tracy Gregorio
G2 OPS

Kevin Griffin
Griffin Consulting

Rich Hamady (Chair)
GEICO

Ben Hamerick
Christian Broadcasting Network

Annette Harris
City of Portsmouth

* Proposed Member

** Chair to be selected at first meeting

**COMPUTER SCIENCE AND
INFORMATION SYSTEMS TECHNOLOGY**

- **Continued**

Stephen Troy Hollowell
Microsoft Corporation

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

Joseph Lee
JL GOV LLC

Corren McCoy
G2 OPS

Kevin McKenzie
Dollar Tree Stores, Incorporated

Joseph Quinn
SAIC

Deborah Rhodes
Sentara Healthcare

Guy St. John
Oceaneering International, Inc.

Gene Starr
XEROX Corporation

Clay Wise
Hampton Roads Sanitation District (HRSD)

Ken York
Optima Health Plans, Incorporated

CRIMINAL JUSTICE**

Jason Armstrong
Norfolk Police Department

Sadie R. Boone
Department of Motor Vehicles

Scott C. Burke
Portsmouth Police Department

James Cervera
Virginia Beach Police Department, (Retired)

Wally Driskell
Tidewater Community College
Adjunct Faculty

David A. Hackworth
Regional Jail (Retired)

**CULINARY ARTS AND HOSPITALITY
MANAGEMENT**

Omar Boukhriss (Chair)
Omar's Carriage House

William S. Cabell
Distinctive Event Rentals

Nicholas Clark
The Butcher's Son

James Corprew
Norfolk State University

Lawrence Epplein
Norfolk State University

Duane Gauthier
Commonwealth Lodging

Matt Green
Sysco Hampton Roads

Ron Haughton
Kate's Catering Service

Alan Lindauer, Jr.
Water Fish and Produce Company

Carol Mahan
Crest Restaurant Supply

John Mannino
Mannino's Italian Bistro

Louie Marcelo-Glenn
Landmark Hotel Group

* Proposed Member

** Chair to be selected at first meeting

**CULINARY ARTS AND HOSPITALITY
MANAGEMENT- continued**

Bobby Melatti
IMGoing

Harvey Moore
Harmony Hospitality, Inc.

Anthony Mowery
Signature

Cliff Myers
Virginia Beach Convention Center and
Visitors Bureau

Anthony Parrow
Suburban Capital

Patrick Reed
Virginia Beach City Public Schools

Rob Reper
Sysco Hampton Roads

Tasha Roberts
Bonjou Creole Catering

Cynthia Roseman
Dreams 2 Reality, LLC

Stacy Rouse
Gold Key Resorts

Stacy Shiflet
Virginia Beach Resort Hotel and
Conference Center

John Spicer
Crest Restaurant Supply

John M. Ulp
CATLEE Incorporated/McDonalds

Lindsay Usher
Old Dominion University

Lynne Williams
Virginia Beach City Public Schools

Jim Wilson
Crest Foodservice Equipment

DIESEL

David W. Boyce
Liebherr Mobile and Crawler Cranes

Jason Crowder
Excel Truck Group

Rick Ezell
Western Branch Diesel

Jessica Frederick
TFC Recycling

Ernie Fritz
Virginia Truck Center of Tidewater

George Hrichak
City of Chesapeake

Zack Johnston
Coastal Equipment Corp

Mike McColgan (Chair)
City of Chesapeake

Bob Perry
Coastal Equipment Corp

Rob Robins
Bay Diesel

Mike Smith
Penske Truck Rental

EARLY CHILDHOOD DEVELOPMENT

Amy Benham
Chesapeake Public Schools

Joetta Camp (Chair)
Virginia Star Quality Improvement Initiative

Ronnica Edmonds
Naval Station Norfolk

* Proposed Member

** Chair to be selected at first meeting

**EARLY CHILDHOOD DEVELOPMENT -
continued**

Lisa Embry
Virginia Beach Technical and Career Center

Jane E. Glasgow
Minus 9 - 5 Early Childhood Initiative

Cheryl Gould
Regent University

Courtney Hundley
Chesapeake Public Schools

Christine John
Eastern Region Infant & Toddler Specialist
Network

Barbara Lito
Virginia Beach Economic Development

Daphine Lovely
Virginia Beach Technical and Career
Education Center

Jamie Malinak
Norfolk Public Schools

William O'Donnell
Portsmouth Public Schools

Lauren Small
Hampton Roads Small Business
Development

Priscilla Spencer
Norfolk Technical Center

Sarah Sterzing
Early Childhood Quality Initiative

Ciera Streeter
Tidewater Community College
Child Development Centers

Kristine Sunday
Old Dominion University

Kim Sutton
Portsmouth Public Schools

Kathleen Vuono
Office of Technical & Career Education
Advanced Technology Center

Kristen Whalen
Parish Day School at Eastern Shore Chapel

Cindy Zerr
Kids of Grace

EMERGENCY MEDICAL SERVICES**

Manual Armada
Emergency Physicians of Tidewater

Michael Barakey
Suffolk Fire Department

Patty Chandler
Public Member

Mark Day
Virginia Beach General Hospital

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

Sam Gulisano
Chesapeake Fire Department

Steve Henson
Isle of Wight Emergency Services

Joseph Hundley
Virginia Beach Department of EMS

Randi Hunter
Tidewater Community College,
EMS Skills Lab

David Long
Tidewater EMS Council

Brian Philips
Virginia Beach Fire Department

Drew Savage
Norfolk Fire Rescue

* Proposed Member

** Chair to be selected at first meeting

EMERGENCY MEDICAL SERVICES -
continued**

Michelle Stevenson-White
Tidewater Community College
EMS Skills Lab

Nathasha White
Pasquotank EMS

ENGLISH SECOND LANGUAGE**

Marcee Andersen
Tidewater Community College
ESL Discipline Dean

Michelle Barnes
Tidewater Community College
ESL Faculty Chair

Susan Boland
Tidewater Community College
ESL Faculty (Emeritus)

Kathleen Cahoon-Newchok
Virginia Beach City Public Schools

Natasha Christian
Adult Learning Center

Heidi Decker
Tidewater Community College
International Student Services

Staci Defibaugh
Old Dominion University

Gillian Durham
Tidewater Community College
ESL Faculty

Sirje Russell
Tidewater Community College
Faculty Chair

Kaori Southall
Tidewater Community College
Alumni

FIRE SCIENCE

Robert G. Burton
Norfolk Fire-Rescue

Bradley Dougherty
Navy Regional Fire Department

Edmund Elliott (Chair)
Chesapeake Fire Department

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

Emil Majetich
Portsmouth Fire Department

Doreen McAndrews
Virginia Department of Fire Programs

Jonathan McIvor
Virginia Beach Fire Department

Drew Savage
Norfolk Fire-Rescue

FUNERAL SERVICES**

Edward Cowell
Altmeyer Funeral Home

Giovanni Evans
JT Fisher Funeral Services

Angela George
Riverside Altmeyer Funeral Home

Casey M. Jones
Hollomon-Brown Funeral Home

Aubrey Mitchell
Mitchell Funeral Care and Cremations

Theresa Norrell
LifeNet Health

Chavalía Painter
O.H. Smith & Son Funeral Home

* Proposed Member

** Chair to be selected at first meeting

FUNERAL SERVICES - continued**

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

Christopher Sissler
Altmeyer Funeral Home

GRAPHIC DESIGN**

Jared Beck
GROW

Ivanete Blanco
Old Dominion University

Louisa Caragan
Hunter PR

Landon Cooper
Cooper Design Company

Courtney Leonard
Visa

Truly Matthews
Virginia Museum of Contemporary Art

David Shields
Old Dominion University

Matthew Singleton
Matt Singleton Design

LaMar Smith
Newport News Shipbuilding

Ely Sunglao
Atlantic Coast Mortgage

HEALTH INFORMATION MANAGEMENT

Christine Brooks
Ciox Health

Angela Dust
Riverside Health System

Monica Hales
Sentara Healthcare

Rachel Marie Malone
University Hospital

Susan Mason
Atlantic General Hospital and Health
Services

Tina Stevens
Sentara Healthcare

Leslie Twine (Chair)
Athena Health

Christina Upton
Old Dominion University

Carol Waters
Optum Insight

Alexandra Yale
Westminster Canterbury

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

Robert Gunderson
Damuth Trane

Rick Jester
Chesapeake Controls, Inc.

Andy Styron
R.A. Styron Heating & Air Conditioning

Ralph Styron
R.A. Styron Heating & Air Conditioning

John Tucker
Damuth Trane

Stanley Yeskolski
Investigative Inspection Services

* Proposed Member

** Chair to be selected at first meeting

HORTICULTURE**

Billy Almond
WPL

Mike Andruczyk
Chesapeake VCE

Chip Ashton
Ashton's Landscaping

Theresa Augustin
Norfolk Botanical Garden

Wes Bray
Lawns and Gardens Plus, Inc.

Andrea Davis
Virginia Beach VCE

Joshua Despinis
Riparian Water Quality Control

Laurie Fox
Hampton Roads Agricultural Research &
Extension Center

Eric Gunderson
Southern Branch Nursery, Inc.

Richard Jarrett
London Bridge Nursery

Helen Kuhns
Lynnhaven River Now

Robert Nye
Basnight Land and Lawn

Andrea Tomlin
Virginia Cooperative Extension

Sheri White
Columbia Care

HUMAN SERVICES

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

Jocquelyn Chapman
City of Chesapeake Human Services
(Retired)

Kathy Dial
Kin & Kids Consulting

Francina Harrison
The Career Engineer

Roneiko Henderson-Beasley
Self-Actualization Counseling Services

Sharon Houston
Garden of Hope, Inc.

Shelby Powell-Johnson
Virginia Premier Health Plan

Melvilyn Scott
Tidewater Community College
Lead Counselor

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

INTERIOR DESIGN**

Tamara Bertolino
Tamara Bertolino Design

Bill Boyce
RRMM Architects

Matt Keane
Matt Keane Design

Mycala Kiracofe
Jerry Harris Remodeling

Matt Lee
Hanbury Architecture

Robert D. Pappas
Newport News Redevelopment and Housing
Authority

Tamara Roadfuss
GovSolutions

* Proposed Member

** Chair to be selected at first meeting

INTERIOR DESIGN - continued**

Lana Sapozhnikov
Whynow, LLC

Melodi E. Terhune
Clark Nexsen

Melody Zuniga
Jerry Harris Remodeling

MANAGEMENT

Akosua Acheamponmaa
Norfolk State University

Julian Baena
Hispanic Chamber of Commerce

Denise Counce
TowneBank

Alisa Crider
757 Alliance

Elizabeth Duncan-Hawker (Chair)
Red Hawk Strategic Solutions, LLC

Blair Durham (Vice Chair)
Black Brand

Jim Franklin
Prodigy Capital Consulting Group

Nancy Grden
Old Dominion University

Terry Hall
Hall Analytics, LLC

Cristi Hargrave
Epsilon Systems

Michael Paris
City of Norfolk

Linda Peck
Norfolk Innovation Corridor

Angela Reddix
ARDX & Envision, Lead, Grow

John Ulp
McDonald's

Sarah Zukowski
GEICO

MANUFACTURING**

Joetta Baldwin
American GFM

Roger Baxter
Yupo

Jeb Brit
Elite Services & Enterprises, LLC

Haley Diedrick
Target

Mcoumba Dimsey
S&S Precision

Joe Gopi
Sumitomo Machinery Corporation of America

William (Skip) Johnson
STIHL, Incorporated

Justin Larivee
Target Upstream Distribution Center

Xavier Martin
Target Upstream Distribution Center

Dacia Marxrieser
Manufacturing & Design Technologies, Inc.

Karen Miller
National Aeronautics and Space
Administration

Yajaida Pacheco
Mitsubishi Chemical Composites America

Michael Petrice
Busch Vacuum Pumps

* Proposed Member

** Chair to be selected at first meeting

MANUFACTURING - continued**

Christian Richter
IMS Gear

Charles Ritinski
Sumitomo Machinery Corporation of America

Grant Stanley
Chesapeake Public Schools

Bradley Stoker
Target Upstream Distribution

Robert Twine Sr.
Collins Machine Works

James Waltlitner
Plasser American

MARITIME TECHNOLOGIES

Taylor Gavin
Tecnico Corporation

LaPortia Morgan
Colonna's Shipyard

Lee Redditt
Tecnico Corporation

Guy St. John
Oceaneering International, Inc.

Evan Urmy (Chair)
Huntington Ingalls Fleet Support Group

Shayla Williams
Colonna's Shipyard

MECHANICAL ENGINEERING AND INDUSTRIAL TECHNOLOGY**

Cecil Achord
Seaward Marine Services, Inc.

Courtney Addison
STIHL, Incorporated

Chuck Baker
Mid-Atlantic Regional Maintenance Center

Kenneth Bartley
Huntington Industries Fleet Support Group

Amanda Berce
BAE Systems Norfolk Ship Repair

Nate Brooks
Valkyrie Enterprises

Phillip Capehart
Flowserve Corporation

Mike Cook
Newport News Shipbuilding

Christina Corace
Colonna's Shipyard, Inc.

William W. Fleming (IND)
Network Interfaces Corporation

William Goodwin
Norfolk Naval Shipyard

Brandon Hamby
STIHL, Incorporated

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

Carl Hebert
City of Virginia Beach

Felix Ikner
Valkyrie Enterprises

Jeff Jaycox (IND)
Tabet Manufacturing Company, Incorporated

Rondalyn Jenkins
Newport News Shipbuilding

Ronald Jerasa (IND)
CSRA LLC

Doug Kint
Lockheed Martin

* Proposed Member

** Chair to be selected at first meeting

MECHANICAL ENGINEERING AND INDUSTRIAL TECHNOLOGY - continued**

John Kropcho
Mid-Atlantic Reg. Maintenance Center

Nathan Luetke
Old Dominion University

JoAnne Marks
Naval Medical Center

Alan Morrison
Mid-Atlantic Regional Maintenance Center

Lee Newton
Bay Diesel & Generator

Maria Rangel
Flowserve Corp

Sam Richards (IND)
STIHL, Incorporated

Lou Ruggen (IND)
Standard Calibrations, Incorporated

Joseph Sabol (IND)
Newport News Shipbuilding

Robert D. Twine (IND)
Collins Machine Works

MEDICAL LABORATORY TECHNOLOGY

Terry Allen
Bon Secours Maryview Hospital

Kirby Badger
Chesapeake Regional Medical Center

Belinda Barnes
USAF Hospital Langley

Susan Elliott
Riverside Regional Medical Center

Barbara Kraj
Old Dominion University

Jessica Lindhart
Sentara Norfolk General Hospital

Miranda Malone
LifeNet Health

Jennifer McLeod (Chair)
VCU Health System

Deitra Phillips
VA Medical Center

Mary Shields
Children's Hospital of the King's Daughters

Lisa Shook
LabCorp of America

Sheena Turner
Churchland Internal Medicine

Darren Wilson
Patient First

NURSING**

Rosa Abbott
Virginia Beach School of Practical Nursing

Terri Anderson
Our Lady of Perpetual Help

Peggy Braun
Sentara Virginia Beach General Hospital

Robin Brevard
Tidewater Community College
Beazley School of Nursing

Deborah Brown
Riverside Shore Memorial Hospital

Evelyn Coutee
Tidewater Community College
Beazley School of Nursing

Joan Daversa
Bon Secours Maryview Hospital

* Proposed Member

** Chair to be selected at first meeting

NURSING - continued

Catina Davis
Tidewater Community College
Beazley School of Nursing

Monica Fowlkes
Tidewater Community College
Beazley School of Nursing

Shirley Greenway
Tidewater Community College
Beazley School of Nursing

Deborah Hartman
Tidewater Community College
Beazley School of Nursing

Deborah Hazlet-Borrini
Sentara Norfolk General Hospital

Angie Horsley
Riverside Regional Medical Center

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

Stephanie Jackson
Sentara Obici Hospital

Trudy Jelderks
Chesapeake Public Schools

Crystal Jones
Veterans Administration Medical Center

Terri Long
Eastern Shore Community College

Dawn Martinez
Tidewater Community College
Beazley School of Nursing

Deborah McDermott
Tidewater Community College
Beazley School of Nursing

Cathy Merritt
Tidewater Community College
Beazley School of Nursing

Carissa Pickens
Tidewater Community College
Beazley School of Nursing

Debbe Posey
Tidewater Community College
Beazley School of Nursing

Tiana Ramos
Tidewater Community College
Beazley School of Nursing

Elina Reynolds
Tidewater Community College
Beazley School of Nursing

Cindy Tumilty
Tidewater Community College
Beazley School of Nursing

Suzanne VanOrden
Old Dominion University School of Nursing

Lita Warren
Tidewater Community College
Beazley School of Nursing

Shannon Washington
Tidewater Community College
Beazley School of Nursing

OCCUPATIONAL THERAPY ASSISTANT

Jennifer Bledsoe
Children's Therapy Concepts

Lynn Chatfield
Powerback Rehab

Palma Falacco
Riverside Health System

Christine Grogg
Bon Secours In Motion Physical Therapy

Patricia Laverdure
Old Dominion University

* Proposed Member

** Chair to be selected at first meeting

**OCCUPATIONAL THERAPY ASSISTANT -
continued**

Dacia Layton
Tidewater Community College
Adjunct Faculty

Paula Naudziunas (Chair)
Sentara Therapy Center

Ynez Peterson
Virginia DOE Training and Technical
Assistance Center

Jan-Michael Reyes
Virginia Health Services

PARALEGAL STUDIES

Kimball Boone
Wahab Public Law Library

Maggie Charlton
Tidewater Community College
Interim Pathway Dean

Teresa Conlon
Chesapeake Office of the Commonwealth's
Attorney

Nikki Duncan-Talley
New Virginia Majority

Donna Hall
Goodman, Allen, Donnelly, PLC

Valerie Herman
David, Kamp and Frank, LLC

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

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

Stephanie Hunter
Crenshaw, Ware & Martin

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

Rhonda Moody
Hampton Office of the Commonwealth's
Attorney

Paul Powers
Virginia Beach Office of the
Commonwealth's Attorney

Michele Turner
DC Wicker, PLLC

Tameeka Williams
Norfolk General District Court

PHARMACY TECHNICIAN**

John Austin
Bon Secours Maryview Medical Center

Adam Bates
Tidewater Community College
PT Student, 1st Semester

Elaine Beale
Tidewater Community College
Program Lead

Danielle Bouldin
Bon Secours Medical Center

Johanna Clark
Pharmacist (Retired)

Lan Dhillon
Bon Secours Medical Center

Deborah Hartman
Tidewater Community College
Beazley School of Nursing

Nysheena Kello
Chesapeake Career Center

Aliyah McFall
Tidewater Community College
PT Student, 2nd Semester

* Proposed Member

** Chair to be selected at first meeting

PHARMACY TECHNICIAN - continued**

Jacqueline Myers
Bon Secours Medical Center

Carissa Pickens
Tidewater Community College
Beazley School of Nursing

Tina Smellie
Obici Hospital

PHYSICAL THERAPIST ASSISTANT

Brian Beaulieu
Pivot Physical Therapy

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

Tory Bishop
Pivot Physical Therapy

Angie Fortin
Aegis Therapies

Caci Gilden (Vice-Chair)
Sentara Healthcare

Lisa Koperna (Chair)
Old Dominion University

Nenneh Marshall
Saber Healthcare-Autumn Care of Norfolk

RADIOGRAPHY/ DIAGNOSTIC MEDICAL SONOGRAPHY

Vanessa Altman
Jordan-Young Institute

Louis Caron
Sentara Virginia Beach General Hospital

Suzanne Dickinson (DMS)
Eastern Virginia Medical School

Marcus Foster
Chesapeake Regional Medical Center

Simeon Fuller
Medical Staffing Solutions, USA

Elizabeth Jacobs (also DMS)
Sentara Princess Anne Hospital

Alayna Johnson
Sentara Princess Anne Hospital

Karen Miller
Coastal Family Practice

Mark Nehlen
Sentara Virginia Beach Hospital

Jennifer Roland
Sentara Norfolk General Hospital

Rachel Rowe
Sentara Norfolk General Hospital

Janice Rumsey
Chesapeake Regional Medical Center

Oscar Sotomayor
Sentara Port Norfolk

Felicia Toreno (DMS)
Eastern Virginia Medical School

Maggie Trimmer
Sentara Leigh Hospital

Karen Wiedmaier
Bon Secours Maryview Medical Center

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

RESPIRATORY THERAPY

Tara Almony
Sentara Norfolk General Hospital

Alisha Arthur
Riverside Regional Medical Center

Kelly Atkins
Sentara Williamsburg Regional Medical Center

* Proposed Member

** Chair to be selected at first meeting

RESPIRATORY THERAPY - continued

Felisa Aycud
Sentara CarePlex Hospital

Bea Barajas-Williams
Sentara Virginia Beach General Hospital

Santiera Brown-Yearling
Sentara Norfolk General Hospital

Antoinette Davis
Sentara Careplex Hospital

Laurie Duncan
Sentara Albermarle Hospital

George Fields
Chesapeake Regional Medical

Maisha Giles
Riverside Regional Medical Center

Felecia Golden-Thomas
Sentara Norfolk General Hospital

Aileen Holgado
Hampton Roads Specialty Hospital

Joanna Hudak (Chair)
Sentara Leigh Hospital

Brian McHale
Sentara Norfolk General

Robin Pope
Southampton Memorial Hospital

Kimby Powell
Bon Secours Maryview Medical Center

Shirley Rich
Sentara Norfolk General Hospital

Betsy Ryland
Sentara Leigh Hospital

Justin Seemueller
Sentara Norfolk General Hospital

Joshua Sill
Eastern Virginia Medical School

Christesia Smith
Sentara Virginia Beach Hospital

Susan Swedish
Sentara Norfolk General Hospital

Joshua Taylor
Cystic Fibrosis Foundation

Ginger Villanueva
Sentara Obici Hospital

Susan Wadsworth
Sentara Princess Anne Hospital

Rachael Watson
Children's Hospital of the King's Daughters

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

STUDIO ARTS

Matthew Bernier
Eastern Virginia Medical School

Alison Byrne (Chair)
Virginia Museum of Contemporary Art

Phil Guilfoyle
Virginia Wesleyan University

Sam Hughes
Norfolk State University

Solomon Isekeije (Vice-Chair)
Norfolk State University

Charlotte Kasic
Barry Art Museum

Rachel McCall
Downtown Norfolk Council

Craig McClure
City of Virginia Beach

* Proposed Member

** Chair to be selected at first meeting

2022-23 Business and Industry Advisory Committees

May 9, 2023

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STUDIO ARTS - continued

Julia Rogers
Chrysler Museum

John Roth
Old Dominion University

Karen Rudd
City of Norfolk (Norfolk Arts)

Echard Wheeler
Echard Wheeler Photography

Lisa Wigginton
Arts Alliance

TRUCKING**

Otho Babbs
BBC Trucking, Inc.

Larry Battle
Consolidated Logistics, CLC

Brooke Deems
Century Express, Inc.

Cheryl Freauff
TMC Transportation, Inc.

Charles Glover
GTL Transport Company

Tina Harvey
Capital Concrete, Inc.

Edward O'Callaghan
Century Express, Inc.

George Woodruff
Givens Transportation

VETERINARY SCIENCES

Hannah Adams
Academy Animal Care

Elizabeth Bell
Covetrus

Heather Brookshire
Animal Vision Center of Virginia

Geoff Campbell
Edinburgh Animal Hospital

Samantha DeShields
People for the Ethical Treatment of Animals

Lesley Esposito
Acredale Animal Hospital

Gemma Gilera
Beach Pet Hospital

Melody Nelson
Pet Care Veterinary Hospital

Emily Peck (Chair)
Virginia Beach SPCA

Danielle Russ
Center of Veterinary Expertise

L. Allison Rye
Bay Beach Veterinary Hospital

Christina Sims
Beach Pet Hospital

Sharon Siry
Nansemond Veterinary Clinic

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

Dylan Wilson
Tidewater Community College
Student

WELDING**

Mike Cook
Huntington Ingalls Shipyard

Troi Croswell
Tecnico Corporation

* Proposed Member

** Chair to be selected at first meeting

WELDING - continued

Mike Renwick
American GFM

James Templeton
Allfirst LLC

* Proposed Member
** Chair to be selected at first meeting

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 9, 2023

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

AGENDA ITEM: Proposal for Certificate in Practical Nursing

BACKGROUND:

The Certificate in Practical Nursing responds to the need for well-trained health care workers in the area.

- Licensed Practical Nursing (LPN) jobs are in great demand across the Hampton Roads Area. On March 31, 2023, Indeed, an employment data tool, identified 594 LPN job postings for positions within a 50-mile radius of Tidewater Community College (TCC). JobsEQ showed there were 1382 active job ads in TCC's service area between March 2022 and March 2023.
- Area institutions currently offering Practical Nursing programs in the College's service area, all of which are proprietary or high school programs, are not able to meet employment demands. In addition, most of the current programs last 18 to 24 months. TCC's Certificate in Practical Nursing is offered as a one year, 12-month program allowing the College to efficiently move students into the workforce.
- TCC's Nursing Advisory Committee, with members from Our Lady of Perpetual Health, Sentara Hospitals (Virginia Beach, Obici, and Norfolk), Riverside Regional, Riverside Shore, Children's Hospital of King's Daughters, and the Veterans Administration Medical Center, along with other community members and nursing facilities, unanimously support the creation of the program to address the overwhelming health care employee shortages in the Hampton Roads area.
- Adding the Practical Nursing program at TCC creates a progression - Nurse Assistant to Practical Nurse to Registered Nurse - for students to move through the College's nursing related programs with the opportunity for employment with the passage of each certification/licensure.
- A full-time program faculty member and four adjunct faculty members will be hired to support the didactic and clinical components of the program. A second full-time faculty member will be hired in year two of the program. Qualifications will be based on Virginia Board of Nursing requirements and will align with the requirements of the VCCS-29. All faculty members will have teaching responsibilities.

STAFF RECOMMENDATION:

That the College Board approve the proposed Certificate in Practical Nursing.

STAFF LIAISON:

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

CERTIFICATE

Practical Nursing

The Certificate in Practical Nursing prepares students to render direct patient care as entry-level practitioners of practical nursing in a variety of health service facilities. Upon successful completion of this curriculum, students will be eligible to take the National Council Licensure Examination leading to licensure as a practical nurse.

Semester 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
SDV 100	College Success Skills	1	None	None
BIO 145	Basic Human Anatomy & Physiology	4	None	None
PNE 162	Nursing in Health Changes II	10	None	None
Semester Credits		15		

Semester 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
ENG 111	College Composition I	3	None	None
PNE 163	Nursing in Health Changes III	8	PNE 162	PNE 174
PNE 174	Applied Pharmacology for Practical Nurses	1	PNE 162	PNE 163
PSY 230	Developmental Psychology	3	None	None
Semester Credits		15		

Semester 3

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
PNE 145	Trends in Practical Nursing	1	PNE 163	PNE 158, PNE 164
PNE 158	Mental Health and Psychiatric Nursing	1	PNE 163	PNE 145, PNE 164
PNE 164	Nursing in Health Changes IV	10	PNE 163	PNE 145, PNE 158
PHI 220	Ethics and Society	3	None	None
Semester Credits		15		
Total Minimum Credits		45		

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 9, 2023

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

AGENDA ITEM: Proposal for Career Studies Certificate in Advanced Emergency Medical Technician

BACKGROUND:

The Career Studies Certificate in Advanced Emergency Medical Technician responds to the need for well-trained health care workers in the area.

- The southeastern Tidewater area is home to approximately 2.0 million people and growth is projected to continue for the next decade at 5.4% annually. The largest population group by age is 55-64 years at 12.6%, and 6.3 % of families in the region with children live below the margin (www.grhconnects.org.2021). Population growth and distressed circumstances underscore the need to supplement the health care workforce. Pre-hospital care is provided initially by the ten municipal fire departments and EMS services who combined employ approximately 2150 personnel who respond to 911 request for EMS services (www.NFPA.org.2021). The regional hospital systems are composed of four hospital corporations that have 10 hospitals. Historically, Tidewater Community College has been a cornerstone for supplying these stakeholders with job-ready graduates.
- About 20,700 openings for Advanced Emergency Medical Technicians are projected each year, on average, over the decade. Many of those openings are recession resistant and expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as retiring.
- This program provides an opportunity for advancement for those students who participate in the College's Emergency Medical Technician – Basic (EMT-B) program. In addition, students from local high school dual enrollment EMT-B programs would be candidates for admission.
- The program is cohort-based and will require two consecutive semesters to complete.

STAFF RECOMMENDATION:

That the College Board approve the proposed Career Studies Certificate in Advanced Emergency Medical Technician.

STAFF LIAISON:

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

CAREER STUDIES CERTIFICATE

Advanced Emergency Medical Technician

This Career Studies Certificate leads to Intermediate Level employment opportunities in the field of Emergency Medical Services. This curriculum prepares students to provide entry-level advanced life support (ALS) patient care. Successful completion of required courses allows students to sit for the National Registry of EMT's Advanced Emergency Medical Technician certification exam, furthermore, enter the Emergency Medical Technician-Paramedic curriculum.

Courses require students to have current Virginia EMT and CPR certification as approved by the Virginia Office of EMS.

Semester 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
EMS 121	EMS Foundations	2	None	None
EMS 123	Introduction to Field & Clinical Internships	1	None	None
EMS 125	Basic Pharmacology	1	None	EMS 126
EMS 126	Basic Pharmacology Lab	1	None	EMS 125
EMS 127	Airway. Shock & Resuscitation	1	None	EMS 128
EMS 128	Airway. Shock & Resuscitation Lab	1	None	EMS 127
EMS 135	Medical Emergencies	2	None	EMS 136
EMS 136	Medical Emergencies Lab	1	None	EMS 135
Semester Credits		10		

Semester 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
EMS 137	Trauma Care	1	None	EMS 138
EMS 138	Trauma Care Lab	1	None	MES 137
EMS 170	Clinical Experience I	1	None	None
BIO 145	Basic Human Anatomy & Physiology	4	None	None
Semester Credits		7		
Total Minimum Credits		17		

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 9, 2023
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Proposed 2023-24 Local Fund Budgets

BACKGROUND:

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

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

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

STAFF RECOMMENDATION:

That the College Board approve the proposed Fiscal Year 2023-24 Local Fund Budgets as presented.

STAFF LIAISON:

Heather Hardiman
Vice President for Administration and
Chief Financial Officer

hmccraig@tcc.edu

757-822-1738

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
FY2024**

	Budget 2023	Anticipated 2023	Proposed Budget 2024
Fund Balance 07/01	\$ 1,951,764	\$ 1,951,764	\$ 1,914,170
I. Revenues			
A. Student Activity Fee	\$ 808,391	\$ 754,000	\$ 724,743
B. ID Card Replacements	2,000	3,000	3,000
Total Revenues	\$ 810,391	\$ 757,000	\$ 727,743
Total Resources (Revenue & Fund Bal.)	\$ 2,762,155	\$ 2,708,764	\$ 2,641,913
II. Expenditures			
A. Student Activities			
1. Student Government Association	\$ 4,215	\$ 2,915	\$ 6,000
2. Programming	71,859	70,859	50,000
3. Student Organizations	19,000	10,950	10,000
4. Contingency Fund	3,130	2,225	6,000
5. Gear Up To Lead			10,000
6. VCCS Leadership Conference			10,000
7. Visual Arts & Design Center	3,100		3,100
8. Student Resource and Empowerment Center	11,000	2,000	11,000
9. Student Federation Council	3,000	500	
10. Virtual Student Center	14,829	13,000	8,000
11. Student Honors Event	15,000	15,000	15,000
12. Literary Festival	1,000	1,000	5,000
Subtotal--Student Activities--College-wide	\$ 146,133	\$ 118,449	\$ 134,100
B. College-wide Learning Assistance Fund			
1. College-wide Learning Assistance Fund	\$ 15,416	\$ 58,000	\$ 77,793
Subtotal--College-wide Learning Assistance Fund	\$ 15,416	\$ 58,000	\$ 77,793
C. College-wide Contingency Fund			
1. College-wide Contingency Fund	\$ 15,361	\$ 4,700	\$ 15,000
Subtotal--College-wide Contingency Fund	\$ 15,361	\$ 4,700	\$ 15,000
D. Deans' Contingency Fund			
1. College-wide	\$ 20,500	\$ 12,600	\$ 20,500
Subtotal--Deans' Contingency Fund	\$ 20,500	\$ 12,600	\$ 20,500
E. Student Activities Identification System			
1. Equipment, Software, and Supplies	\$ 36,000	\$ 36,000	\$ 36,000
Subtotal--Student Activities Identification System	\$ 36,000	\$ 36,000	\$ 36,000
Total Expenditures	\$ 233,410	\$ 229,749	\$ 283,393
III. Transfers			
A. Transfer to Student Center Budget	\$ 564,845	\$ 564,845	\$ 604,384
Subtotal--Transfers	\$ 564,845	\$ 564,845	\$ 604,384
Fund Balance 06/30	\$ 1,963,900	\$ 1,914,170	\$ 1,754,136

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2024**

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. 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

- A. Student Activities** – Student Activities 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 Dean of Campus Life. Student activities professionals utilize local funds to support the needs of the student population, promote student engagement and retention, and support the college's 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 Dean of Campus 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.
 - 5. Gear Up to Lead** – Funding is provided for the Student Leadership program.
 - 6. VCCS Leadership Conference** – Funding is provided for students to attend the VCCS Leadership Conference.

7. **Visual Arts & Design Center** – Funds are provided for special art exhibitions, honoraria, refreshments for opening receptions, and other college-wide activities of the Visual Arts & Design Center.
 8. **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.
 9. **Student Federation Council** – Provides college-wide funding and support for the 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. This budget will be discontinued and redistributed to the Student Life SGA budget to enhance the student experience across the entire college ensuring that all students have equal access to high-quality events and activities that are tailored to their interests and needs.
 10. **Virtual Student Center** – Funding is provided to support the 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.
 11. **Student Honors Event** – Funding to support an annual academic event to celebrate students' academic achievements.
 12. **Literary Festival** – Funds to support the annual Literary Festival.
- B. **College-wide 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.
 - C. **College-wide Contingency Fund** – Provides the campus with funding to support campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.
 - D. **Deans' Contingency Fund** – Provides funding for the campus deans to support student success activities. These include welcome 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.
 - E. **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 activities and student ID personnel.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
FY2024**

	Budget 2023	Anticipated 2023	Proposed Budget 2024
Fund Balance 07/01	\$ 18,107,249	\$ 18,107,249	\$ 17,708,661
I. Revenues			
A. Institutional Fee	\$ 2,314,217	\$ 2,100,000	\$ 2,074,753
B. Student Parking Sales	9,660	12,500	25,000
C. Student HRT Pass Sales	25,000	10,000	15,000
D. Miscellaneous Revenue	1,000	1,500	1,000
Total Revenues	\$ 2,349,877	\$ 2,124,000	\$ 2,115,753
Total Resources (Revenue & Fund Bal.)			
	\$ 20,457,126	\$ 19,762,288	\$ 19,824,414
II. Expenditures			
A. Chesapeake Campus Parking Garage - Debt Service	\$ 654,599	\$ 654,599	\$ 1,639,240
B. Chesapeake Campus Parking Lot - Debt Service	333,500	332,612	332,625
C. Chesapeake Parking Garage Operating Expenses			
1. Personnel			
2. Utilities	8,500	8,800	9,000
3. Security			10,000
4. General Maintenance	50,000	60,000	75,000
D. College-wide Parking Lot Improvements	150,000	235,000	250,000
E. Hampton Roads Transit (HRT) Passes	75,000	50,000	67,500
F. Student Parking	65,000	25,000	65,000
G. Visual Arts & Design Center Parking Lease	257,239	137,616	
H. College-wide Wayfinding	1,000,000	550,000	3,000,000
I. Security Camera Implementation	225,000		225,000
Total Expenditures	\$ 2,818,838	\$ 2,053,627	\$ 5,673,365
Anticipated Fund Balance 06/30			
	\$ 17,638,288	\$ 17,708,661	\$ 14,151,049

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TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2024

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. **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.
- C. **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.
- D. **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. Anticipated Bond payment end date September 2032.
- B. **Chesapeake Campus Parking Lot – Debt Service** – Funds for the debt service of the Chesapeake Campus parking lot. Anticipated Bond payment end date September 2024.
- C. **Chesapeake Campus Parking Garage – Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, security services, custodial, and the utilities associated with the Chesapeake Campus garage.
- D. **College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- E. **Hampton Roads Transit (HRT) Passes** – Cost to purchase the GoSemester Passes from HRT to provide transportation services to students, including light rail, bus, and ferry.
- F. **Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- G. **Visual Arts & Design Center Parking Lease** – Parking lease for 99 spots located in the Green District Building. This cost has been moved to the Auxiliary Services budget.
- H. **College-wide Wayfinding** – Costs to improve and enhance signage across all campuses and the District office.
- I. **Security Camera Implementation** – Cost to design and implement security cameras at the four student centers and the Chesapeake parking garage.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
FY2024**

	Budget 2023	Anticipated 2023	Proposed Budget 2024
Fund Balance 07/01	\$ 16,500,820	\$ 16,500,820	\$ 15,587,976
I. Revenues			
A. Auxiliary Capital Fee	\$ 6,181,812	\$ 5,700,000	\$ 5,661,900
B. Transfer-In from Student Activities Budget	564,845	564,845	604,384
C. Food Service Revenue	10,000		7,950
D. Miscellaneous Revenue	70,000	80,000	75,000
Total Revenues	\$ 6,826,657	\$ 6,344,845	\$ 6,349,234
Total Resources (Revenue & Fund Balance)	\$ 23,327,477	\$ 22,845,665	\$ 21,937,210
II. Expenditures			
A. Bond Debt Service			
1. Student Center - Norfolk Campus	\$ 297,099	\$ 297,099	\$ 1,140,474
2. Student Center - Chesapeake Campus	676,369	676,369	1,213,249
3. Student Center - Portsmouth Campus	1,229,609	1,229,609	1,217,773
4. Student Center - Virginia Beach Campus	959,349	959,349	1,734,205
Subtotal--Bond Debt Service	\$ 3,162,426	\$ 3,162,426	\$ 5,305,701
B. Norfolk Student Center			
1. General Operations			
a. Personnel	\$ 327,098	\$ 250,000	\$ 349,995
b. Operating Expenses	25,000	25,000	25,000
Subtotal--General Operations	\$ 352,098	\$ 275,000	\$ 374,995
2. Facility Operations			
a. Utilities	\$ 96,000	\$ 96,000	\$ 105,600
b. Security	70,000	70,000	115,000
c. Custodial			
1. Personnel	121,800	100,000	120,000
2. Expenditures	12,000	10,000	12,000
d. General Maintenance			
1. Personnel	101,000	85,000	101,000
2. Expenditures	70,000	70,000	213,000
e. Insurance	7,800	7,800	8,200
f. Network & Telecommunications	35,942	35,942	35,942
Subtotal--Facility Operations	\$ 514,542	\$ 474,742	\$ 710,742
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 8,500	\$ 8,500	\$ 8,500
Subtotal--Food Services	\$ 8,500	\$ 8,500	\$ 8,500
Subtotal--Norfolk Student Center	\$ 875,140	\$ 758,242	\$ 1,094,237
C. Chesapeake Student Center			
1. General Operations			
a. Personnel	\$ 326,817	\$ 240,000	\$ 349,694
b. Operating Expenses	25,000	25,000	25,000
Subtotal--General Operations	\$ 351,817	\$ 265,000	\$ 374,694

	Budget 2023	Anticipated 2023	Proposed Budget 2024
2. Facility Operations			
a. Utilities	\$ 115,000	\$ 105,000	\$ 115,500
b. Security	56,000	45,000	80,000
c. Custodial			
1. Personnel	126,380	95,000	125,500
2. Expenditures	12,500	6,700	10,000
d. General Maintenance			
1. Personnel	95,000	78,000	95,000
2. Expenditures	75,000	75,000	124,000
e. Insurance	8,600	8,600	9,000
f. Network & Telecommunications	34,686	34,686	34,686
Subtotal--Facility Operations	\$ 523,166	\$ 447,986	\$ 593,686
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 10,162	\$ 10,000
Subtotal--Food Services	\$ 10,000	\$ 10,162	\$ 10,000
Subtotal--Chesapeake Student Center	\$ 884,983	\$ 723,148	\$ 978,380
D. Portsmouth Student Center			
1. General Operations			
a. Personnel	\$ 329,312	\$ 260,000	\$ 352,364
b. Operating Expenses	25,000	25,000	25,000
Subtotal--General Operations	\$ 354,312	\$ 285,000	\$ 377,364
2. Facility Operations			
a. Utilities	\$ 110,000	\$ 92,000	\$ 101,200
b. Security	56,000	56,000	90,000
c. Custodial			
1. Personnel	122,000	100,000	122,000
2. Expenditures	12,500	11,000	12,500
d. General Maintenance			
1. Personnel	100,000	82,000	95,000
2. Expenditures	75,000	75,000	94,000
e. Insurance	8,600	8,600	9,000
f. Network & Telecommunications	40,045	40,045	40,045
Subtotal--Facility Operations	\$ 524,145	\$ 464,645	\$ 563,745
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 10,000	\$ 10,000
Subtotal--Food Services	\$ 10,000	\$ 10,000	\$ 10,000
Subtotal--Portsmouth Student Center	\$ 888,457	\$ 759,645	\$ 951,109
E. Virginia Beach Student Center			
1. General Operations			
a. Personnel	\$ 427,039	\$ 311,000	\$ 456,932
b. Operating Expenses	40,000	31,000	40,000
Subtotal--General Operations	\$ 467,039	\$ 342,000	\$ 496,932

	Budget 2023	Anticipated 2023	Proposed Budget 2024
2. Facility Operations			
a. Utilities	\$ 40,000	\$ 48,500	\$ 54,000
b. Security	85,000	61,000	110,000
c. Custodial			
1. Personnel	199,000	158,000	182,000
2. Expenditures	15,000	15,000	15,000
d. General Maintenance			
1. Personnel	98,000	98,000	105,000
2. Expenditures	90,000	76,000	112,500
e. Insurance	13,000	13,000	13,300
f. Network & Telecommunications	35,890	35,890	35,890
Subtotal--Facility Operations	\$ 575,890	\$ 505,390	\$ 627,690
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 12,000	\$ 6,838	\$ 12,000
Subtotal--Food Services	\$ 12,000	\$ 6,838	\$ 12,000
Subtotal--Virginia Beach Student Center	\$ 1,054,929	\$ 854,228	\$ 1,136,622
Total Expenditures	\$ 6,865,935	\$ 6,257,690	\$ 9,466,049
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Projected Fund Balance 06/30		\$ 15,587,976	\$ 11,471,161

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Capital Maintenance Reserve Fund FY14-FY24	\$ 11,500,000
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**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
Narrative Justification
FY2024**

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 \$20.00 per credit hour.
- B. **Transfer-In from Student Activities Budget** – This transfer reflects the funding of positions from the Student Activities budget.
- C. **Food Service Revenue** – Estimated revenue from the college’s food service contracts.
- D. **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. Anticipated last Bond payment dates – Norfolk and Portsmouth, September 2030, Virginia Beach and Chesapeake, September 2031.

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 activities 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. Also includes additional funds for the cost of repairs and replacement of access controls at the student centers.
- 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. Additional funds are included for anticipated maintenance and repairs.
- 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 two percent of the cost of the student center buildings will be transferred to a maintenance reserve account to fund future costs.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
FY2024**

	Budget 2023	Anticipated 2023	Proposed Budget 2024
Projected Fund Balance 07/01	\$ 9,855,666	\$ 9,855,666	\$ 9,637,339
I. Revenues			
A. Bookstore	\$ 900,000	\$ 650,000	\$ 750,000
B. Vending			
1. Exclusive Beverage Contract	66,000	60,000	60,000
2. Vending - CRH	22,000	26,000	26,000
C. Municipal Support	24,000	24,000	18,000
D. Interest Earnings	25,000	850,000	600,000
E. Miscellaneous Revenue	350	430	400
Total Revenues	\$ 1,037,350	\$ 1,610,430	\$ 1,454,400
Total Resources (Revenue & Fund Bal.)	\$ 10,893,016	\$ 11,466,096	\$ 11,091,739
II. Expenditures			
A. Operating Expenses			
1. Banking Costs	\$ 6,000	\$ 2,000	\$ 6,000
2. Miscellaneous Expenses	1,000	300	1,000
3. Joint-Use Library Food Service Equipment	1,000	1,840	1,840
Subtotal--Operating Expenses	\$ 8,000	\$ 4,140	\$ 8,840
B. Faculty/Staff Parking	\$ 250,000	\$ 150,000	\$ 300,000
C. College Community Events	\$ 25,000	\$ 5,000	\$ 30,000
D. Financial Aid Adjustments	\$ 10,000	\$ 5,000	\$ 10,000
E. Child Care Subsidy			
1. Norfolk	\$ 120,000	\$ 35,000	\$ 120,000
2. Portsmouth	120,000	5,000	120,000
Subtotal--Child Care Subsidy	\$ 240,000	\$ 40,000	\$ 240,000
F. Auxiliary Service Operations			
1. Personnel	\$ 172,870	\$ 125,000	\$ 199,314
2. General Operating Costs	3,500	200	3,500
3. Equipment/Software/Installation	33,000	33,000	35,640
4. StormCard Marketing	10,000	5,000	10,000
Subtotal--Auxiliary Service Operations	\$ 219,370	\$ 163,200	\$ 248,454
G. Community Support			
1. College Board	\$ 2,500	\$ 2,500	\$ 2,500
2. President	15,000	15,000	15,000
3. Vice Presidents			
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	5,000	6,000
b. Vice President for Administration & Chief Financial Officer	6,000	6,000	6,000
c. Vice President for Information Systems & Institutional Effectiveness	6,000	2,500	6,000
d. Vice President for Institutional Advancement	6,000	6,000	6,000
e. Vice President for Workforce Solutions	6,000	2,500	6,000
f. Vice President for Student Affairs	6,000	4,000	6,000
4. Campus Deans			
a. Portsmouth	6,000	3,500	6,000
b. Virginia Beach	12,000	3,500	12,000
c. Chesapeake	6,000	3,000	6,000
d. Norfolk	6,000	3,000	6,000
5. Community Outreach	27,000	13,000	27,000
6. Contingencies	3,500	2,200	3,500
Subtotal--Community Support	\$ 114,000	\$ 71,700	\$ 114,000

	Budget 2023	Anticipated 2023	Proposed Budget 2024
H. Deans' Discretionary Aid Fund			
1. Chesapeake	\$ 5,000	\$ 1,000	\$ 6,000
2. Norfolk	5,000	1,000	6,000
3. Portsmouth	5,000	1,700	6,000
4. Virginia Beach	10,000	1,500	11,000
Subtotal--Deans' Discretionary Aid Fund	\$ 25,000	\$ 5,200	\$ 29,000
Subtotal--Expenditures	\$ 891,370	\$ 444,240	\$ 980,294
III. Student Financial Assistance			
A. TCC Scholarships & Awards			
1. Art Scholarships	\$ 15,000	\$ 15,000	\$ 15,000
2. International Student Scholarships	15,500	15,500	15,500
3. Culinary Match Program	3,000	3,000	3,000
4. Martin Luther King Scholarship	5,576	5,576	5,576
5. Military Scholarships	28,103	28,103	28,103
6. ROTC Scholarships	13,489	13,489	13,489
7. High School Scholarships			
a. Chesapeake	66,096	66,096	66,096
1. LaVonne P. Ellis Scholarship	11,121	11,121	11,121
2. Terri N. Thompson Scholarship	11,121	11,121	11,121
b. Norfolk	43,704	43,704	43,704
1. John T. Kavanaugh Scholarship	11,151	11,151	11,151
2. John D. Padgett Scholarship	11,151	11,151	11,151
c. Portsmouth	21,132	21,132	21,132
1. Lee B. Armistead Scholarship	11,151	11,151	11,151
d. Suffolk (Northern)	11,151	11,151	11,151
e. Virginia Beach	99,819	99,819	88,668
1. Stanley Waranch Scholarship	11,151	11,151	11,151
2. Dorcas T. Helfant-Browning Scholarship	11,151	11,151	11,151
3. Thomas H. Wilson Scholarship	11,151	11,151	11,151
4. Cynthia S. Free			11,151
8. Dual Enrolled Scholarships			
1. Chesapeake	5,700	5,700	5,700
2. Norfolk	5,700	5,700	5,700
3. Portsmouth	5,700	5,700	5,700
4. Virginia Beach	5,700	5,700	5,700
9. L.E.A.P. Scholarships	750,000	750,000	750,000
a. L.E.A.P. Book Scholarships	200,000	200,000	200,000
Subtotal--TCC Scholarships & Awards	\$ 1,384,518	\$ 1,384,518	\$ 1,384,518
Total Expenditures & Student Financial Assistance	\$ 2,275,888	\$ 1,828,758	\$ 2,364,812
Projected Fund Balance 06/30	\$ 8,617,129	\$ 9,637,339	\$ 8,726,927

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
Narrative Justification
FY2024**

I. REVENUES

- A. **Bookstore** – Includes sales commissions and sign-on bonus from the new bookstore contract.
- B. **Vending** – Commissions from vending sales at all four campuses and the District Office.
- C. **Municipal Support** – Contributions from the cities of Norfolk, Portsmouth, and Virginia Beach.
- D. **Interest Earnings** – Interest earnings are calculated on a \$50 million average investment.
- E. **Miscellaneous Revenue** – Miscellaneous income from expired StormCard plans and other miscellaneous receipts.

II. EXPENDITURES

- A. **Operating Expenses** – Cost of bank fees, check stock, credit card fees, miscellaneous service fees, etc.
- B. **Faculty/Staff Parking** – Cost of faculty/staff parking in Norfolk, including parking for adjunct faculty and visitors.
- C. **College Community Events** – Funds to sponsor events to enhance the spirit of community among the college’s faculty and staff.
- D. **Financial Aid Adjustments** – Funding for financial aid adjustments resulting from administrative errors or similar circumstances.
- E. **Child Care Subsidy** – Funding to assist students with financial need for the cost of childcare on the Norfolk and Portsmouth campuses, also includes subsidy costs for Child Care Center operations.
- 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 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 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 – Funds to support additional 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 servicepersons from each branch of the military.
6. ROTC Scholarships – Awards to TCC students participating in the college's ROTC program through Old Dominion University and Norfolk State University.
7. High School Scholarships – Awards to an outstanding high school senior in each of the public high schools in the cities of Chesapeake, Norfolk, Portsmouth, Northern Suffolk, and Virginia Beach. Additional scholarships are included for the Advanced Technology Center in Virginia Beach, and the Norfolk and Chesapeake Technology Centers. The awards are for tuition and fees for the first and second years of attendance at TCC.

The Stanley Waranch Scholarship will be awarded annually to a Virginia Beach high school graduate of the Advanced Technology Center. The Local College Board named the scholarship in honor of Mr. Waranch on June 26, 2003, for his dedication and exemplary service to Tidewater Community College and those it serves.

The John T. Kavanaugh Scholarship will be awarded annually to a Norfolk high school graduate who has participated in the Navy Junior Reserve Officer Training Corps program. The Local College Board named the scholarship in honor of Mr. Kavanaugh on June 25, 2009, for his dedication and exemplary service to Tidewater Community College and those it serves.

The Dorcas T. Helfant-Browning Scholarship will be awarded annually to a Virginia Beach high school graduate. The Local College Board named the scholarship in honor

of Ms. Helfant-Browning on June 25, 2009, for her dedication and exemplary service to Tidewater Community College and those it serves.

The LaVonne P. Ellis Scholarship will be awarded annually to a Chesapeake high school graduate. The Local College Board named the scholarship in honor of Ms. Ellis on June 26, 2012, for her dedication and exemplary service to Tidewater Community College and those it serves.

The Thomas H. Wilson Scholarship will be awarded annually to a Virginia Beach high school graduate. The Local College Board named the scholarship in honor of Mr. Wilson on September 10, 2013, for his dedication and exemplary service to Tidewater Community College and those it serves.

The Lee B. Armistead Scholarship will be awarded annually to a Portsmouth high school graduate. The Local College Board named the scholarship in honor of Dr. Armistead on May 10, 2016, for his dedication and exemplary service to Tidewater Community College and those it serves.

The Terri N. Thompson Scholarship will be awarded annually to a Chesapeake high school graduate. The Local College Board named the scholarship in honor of Ms. Thompson on January 14, 2019, for her dedication and exemplary service to Tidewater Community College and those it serves.

The John D. Padgett Scholarship will be awarded annually to a Norfolk high school graduate. The Local College Board named the scholarship in honor of Mr. Padgett on May 11, 2021, for his dedication and exemplary service to Tidewater Community College and those it serves.

The Cynthia S. Free Scholarship will be awarded annually to a Virginia Beach high school graduate. The Local College Board is naming the scholarship in honor of Ms. Free for her 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 six credits.
9. L.E.A.P. Scholarships – Awards to recent high school graduates who are enrolled in courses within the Learn Explore Accelerate Persevere (L.E.A.P.) 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 (L.E.A.P.) Program to cover the cost of books.



Resolution

Whereas, Cynthia S. Free was appointed by the Virginia Beach City Council as a member of the Tidewater Community College Board in September 2015, and was subsequently reappointed to the Board in June 2019; and

Whereas, Cynthia S. Free faithfully served with honor and distinction as Chair of the Tidewater Community College Board from November 2019 to June 2022; and

Whereas, Cynthia S. Free served ably and diligently as a member of the Executive Committee from 2018 to 2022; actively served on the Advocacy Committee from 2016 to 2017 and chaired the Advocacy Committee from 2018 to 2019; and actively served on the Finance & Facilities Committee from 2015 to 2016; and

Whereas, Cynthia S. Free assisted the Tidewater Community College Educational Foundation as a (*ex officio*) member from 2019 to 2023; and

Whereas, Cynthia S. Free demonstrated exceptional devotion in her service to the College through her consistent participation in Commencement Exercises, College Convocations, Chancellor's Retreats, Joint Board Receptions, Dedications, Groundbreakings, and other College events; and

Whereas, upon serving two full terms, Cynthia S. Free has completed her appointment to the Tidewater Community College Board as a representative of the City of Virginia Beach:

Now, Therefore, Be It Resolved that the Tidewater Community College Board shall establish the Cynthia S. Free Scholarship, which shall be awarded annually to a Virginia Beach high school graduate; and

Be It Further Resolved that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, thank and commend Cynthia S. Free for her outstanding contributions, dedication, and exemplary service to the mission of Tidewater Community College and those it serves; and

Be It Further Resolved that a copy of this resolution be given to Cynthia S. Free with our warmest wishes on this the 3rd day of October 2023, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

Lynn B. Clements
Chair, College Board

/s/

Marcia Conston, Ph.D.
President

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 9, 2023

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

The Local Funds Financial Statements are presented for review.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Heather Hardiman

Vice President for Administration and Chief Financial Officer

hhardiman@tcc.edu

757-822-1738

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

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2022		\$ 1,951,764			
I. Revenues					
A. Student Activity Fee	\$ 808,391	\$ 691,683	\$ -	\$ 116,708	86%
B. Student Activity Fee Revenue Loss Reimbursement					
C. ID Card Replacements	2,000	3,840		(1,840)	192%
Total Revenues	\$ 810,391	\$ 695,523	\$ -	\$ 114,868	86%
Total Resources (Revenue & Fund Bal.)					
		\$ 2,647,287			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 1,515	\$ 1,175	\$ -	\$ 340	78%
2. Programming	15,000	14,185	719	96	99%
3. Student Organizations	2,000	2,000			100%
4. Contingency Fund	2,000		779	1,221	39%
Subtotal--Chesapeake Campus	\$ 20,515	\$ 17,360	\$ 1,498	\$ 1,657	92%
B. Norfolk Campus					
1. Student Government Association	\$ 1,200	\$ -	\$ -	\$ 1,200	0%
2. Programming	18,215	17,631	108	476	97%
3. Student Organizations	1,000	482		518	48%
4. Contingency Fund	100			100	0%
Subtotal--Norfolk Campus	\$ 20,515	\$ 18,113	\$ 108	\$ 2,294	89%
C. Portsmouth Campus					
1. Student Government Association	\$ 1,000	\$ -	\$ -	\$ 1,000	0%
2. Programming	18,000	14,187	1,200	2,613	85%
3. Student Organizations	1,000			1,000	0%
4. Contingency Fund	515			515	0%
Subtotal--Portsmouth Campus	\$ 20,515	\$ 14,187	\$ 1,200	\$ 5,128	75%
D. Virginia Beach Campus					
1. Student Government Association	\$ 500	\$ 271	\$ 229	\$ -	100%
2. Programming	20,644	12,494	4,968	3,182	85%
3. Student Organizations	15,000	10,964		4,036	73%
4. Contingency Fund	515			515	0%
Subtotal--Virginia Beach Campus	\$ 36,659	\$ 23,729	\$ 5,197	\$ 7,733	79%
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	4,700	8,625	1,504	90%
6. Student Honors Event	15,000		8,125	6,875	54%
7. Literary Festival	1,000			1,000	0%
Subtotal--Student Activities--College-wide	\$ 47,929	\$ 4,700	\$ 16,750	\$ 26,479	45%
F. Learning Assistance Fund					
1. Chesapeake	\$ 15,416	\$ 1,375	\$ -	\$ 14,041	9%
2. Norfolk	12,339	5,992		6,347	49%
3. Portsmouth	11,547	7,952		3,595	69%
4. Virginia Beach	38,491	31,367		7,124	81%
Subtotal--Learning Assistance Fund	\$ 77,793	\$ 46,686	\$ -	\$ 31,107	60%

	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	265		3,465	7%
4. Virginia Beach	3,208	1,333		1,875	42%
Subtotal--Provosts' Contingency Fund	\$ 15,361	\$ 1,598	\$ -	\$ 13,763	10%
H. Deans' Contingency Fund					
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	6,853		(353)	105%
Subtotal--Deans' Contingency Fund	\$ 20,500	\$ 7,798	\$ 2,575	\$ 10,127	51%
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	\$ 147,512	\$ 27,328	\$ 120,947	59%
III. Transfers					
A. Transfer to Student Center Budget	\$ 564,845	\$ 423,634	\$ -	\$ 141,211	75%
Subtotal--Transfers	\$ 564,845	\$ 423,634	\$ -	\$ 141,211	75%
Fund Balance 3/31		\$ 2,076,141			

Approved by the Local College Board on May 10, 2022

VPAF 4/14/23

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 - March 31, 2023**

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2022		\$ 18,107,249			
I. Revenues					
A. Institutional Fee	\$ 2,314,217	\$ 1,967,809	\$ -	\$ 346,408	85%
B. Institutional Fee Revenue Loss Reimbursement					0%
C. Student Parking Sales	9,660	14,364		(4,704)	149%
D. Student HRT Pass Sales	25,000	9,254		15,746	37%
E. Miscellaneous Revenue	1,000	1,200		(200)	120%
Total Revenues	\$ 2,349,877	\$ 1,992,627	\$ -	\$ 357,250	85%
Total Resources (Revenue & Fund Bal.)					
		\$ 20,099,876			
II. Expenditures					
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	9,370		175	98%
3. Security					
4. General Maintenance	50,000	31,451	29,083	(10,534)	121%
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	254,317	241,379	534,218	47%
I. Security Camera Implementation	225,000			225,000	0%
Total Expenditures	\$ 2,818,838	\$ 1,665,802	\$ 285,196	\$ 898,799	68%
Fund Balance 3/31					
		\$ 18,434,074			

Approved by the Local College Board on May 10, 2022

VPAF 4/14/23

**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 - March 31, 2023

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2022		\$ 16,500,820			
I. Revenues					
A. Auxiliary Capital Fee	\$ 6,181,812	\$ 5,267,697	\$ -	\$ 914,115	85%
B. Aux Cap Fee Revenue Reimbursement					
C. Transfer-In from Student Activities Budget	564,845	423,634		141,211	75%
D. Food Service Commission	10,000			10,000	0%
E. Miscellaneous Revenue	70,000	77,069		(7,069)	110%
Total Revenues	\$ 6,826,657	\$ 5,768,400	\$ -	\$ 1,058,257	84%
Total Resources (Revenue & Fund Balance)		\$ 22,269,220			
II. Expenditures					
A. Bond Debt Service					
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%
Subtotal--Bond Debt Service	\$ 3,162,425	\$ 2,881,205	\$ -	\$ 281,220	91%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 327,098	\$ 204,232	\$ -	\$ 122,866	62%
b. Operating Expenses	25,000	17,722	3,807	3,471	86%
Subtotal--General Operations	\$ 352,098	\$ 221,954	\$ 3,807	\$ 126,337	64%
2. Facility Operations					
a. Utilities	\$ 96,000	\$ 104,084	\$ -	\$ (8,084)	108%
b. Security	70,000	37,962		32,038	54%
c. Custodial					
1. Personnel	121,800	72,536		49,264	60%
2. Expenditures	12,000	850	5,357	5,793	52%
d. General Maintenance					
1. Personnel	101,000	64,745		36,255	64%
2. Expenditures	70,000	33,715	36,285		100%
e. Insurance	7,800			7,800	0%
f. Network & Telecommunications	35,942	26,957		8,986	75%
Subtotal--Facility Operations	\$ 514,542	\$ 340,849	\$ 41,642	\$ 132,052	74%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 8,500	\$ -	\$ 4,101	\$ 4,399	48%
Subtotal--Food Services	\$ 8,500	\$ -	\$ 4,101	\$ 4,399	48%
Subtotal--Norfolk Student Center	\$ 875,140	\$ 562,803	\$ 49,550	\$ 262,788	70%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 326,817	\$ 207,651	\$ -	\$ 119,166	64%
b. Operating Expenses	25,000	13,564	3,366	8,070	68%
Subtotal--General Operations	\$ 351,817	\$ 221,215	\$ 3,366	\$ 127,236	64%

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 115,000	\$ 87,141	\$ -	27,859	76%
b. Security	56,000	36,082		19,918	64%
c. Custodial					
1. Personnel	126,380	78,052		48,328	62%
2. Expenditures	12,500	659	3,375	8,466	32%
d. General Maintenance					
1. Personnel	95,000	61,501		33,499	65%
2. Expenditures	75,000	64,520	10,480		100%
e. Insurance	8,600			8,600	0%
f. Network & Telecommunications	34,686	26,015		8,672	75%
Subtotal--Facility Operations	\$ 523,166	\$ 353,970	\$ 13,855	\$ 155,342	70%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ -	\$ 3,205	\$ 6,795	32%
Subtotal--Food Services	\$ 10,000	\$ -	\$ 3,205	\$ 6,795	32%
Subtotal--Chesapeake Student Center	\$ 884,983	\$ 575,185	\$ 20,426	\$ 289,373	67%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 329,312	\$ 208,974	\$ -	\$ 120,338	63%
b. Operating Expenses	25,000	15,318	4,365	5,317	79%
Subtotal--General Operations	\$ 354,312	\$ 224,292	\$ 4,365	\$ 125,655	65%
2. Facility Operations					
a. Utilities	\$ 110,000	\$ 106,097	\$ -	\$ 3,903	96%
b. Security	56,000	36,079		19,921	64%
c. Custodial					
1. Personnel	122,000	69,609		52,391	57%
2. Expenditures	12,500	507	4,444	7,549	40%
d. General Maintenance					
1. Personnel	100,000	62,610		37,390	63%
2. Expenditures	75,000	37,855	26,170	10,975	85%
e. Insurance	8,600			8,600	0%
f. Network & Telecommunications	40,045	30,034		10,011	75%
Subtotal--Facility Operations	\$ 524,145	\$ 342,791	\$ 30,614	\$ 150,740	71%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 1,973	\$ 3,507	\$ 4,520	55%
Subtotal--Food Services	\$ 10,000	\$ 1,973	\$ 3,507	\$ 4,520	55%
Subtotal--Portsmouth Student Center	\$ 888,457	\$ 569,056	\$ 38,486	\$ 280,915	68%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 427,039	\$ 229,911	\$ -	\$ 197,128	54%
b. Operating Expenses	40,000	3,327	5,360	31,313	22%
Subtotal--General Operations	\$ 467,039	\$ 233,238	\$ 5,360	\$ 228,441	51%

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 40,000	\$ 50,379	\$ -	\$ (10,379)	126%
b. Security	85,000	28,398		56,602	33%
c. Custodial					
1. Personnel	199,000	110,995		88,005	56%
2. Expenditures	15,000		2,746	12,254	18%
d. General Maintenance					
1. Personnel	98,000	96,393		1,607	98%
2. Expenditures	90,000	29,028	20,356	40,616	55%
e. Insurance	13,000			13,000	0%
f. Network & Telecommunications	35,890	26,918		8,973	75%
Subtotal--Facility Operations	\$ 575,890	\$ 342,111	\$ 23,102	\$ 210,678	63%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,000	\$ -	\$ 3,807	\$ 8,193	32%
Subtotal--Food Services	\$ 12,000	\$ -	\$ 3,807	\$ 8,193	32%
Subtotal--Virginia Beach Student Center	\$ 1,054,929	\$ 575,349	\$ 32,269	\$ 447,312	58%
Total Expenditures	\$ 6,865,934	\$ 5,163,596	\$ 140,731	\$ 1,561,607	77%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	100%
Fund Balance 3/31		\$ 16,105,624			

Approved by the Local College Board on May 10, 2022

VPAF 4/14/2023

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 - March 31, 2023

	Budget 2023	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2022		\$ 9,855,666			
I. Revenues					
A. Bookstore	\$ 900,000	\$ 607,132	\$ -	\$ 292,868	67%
B. Vending					
1. Exclusive Beverage Contract	66,000	54,110		11,890	82%
2. Vending - CRH	22,000	27,393		(5,393)	125%
C. Food Service - Joint-Use Library	5,000			5,000	0%
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	25,000	790,791		(765,791)	3163%
F. Miscellaneous Revenue	350	612		(262)	175%
G. Auxiliary Services Loss Revenue Reimbursement					
Total Revenues	\$ 1,042,350	\$ 1,504,038	\$ -	\$ (461,688)	144%
Total Resources (Revenue & Fund Bal.)	\$ 1,042,350	\$ 11,359,704	\$ -	\$ -	
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 391	\$ 380	\$ 5,229	13%
2. Miscellaneous Expenses	1,000	203		\$ 797	20%
3. Joint-Use Library Food Service Equipment	1,000			\$ 1,000	0%
Subtotal--Operating Expenses	\$ 8,000	\$ 594	\$ 380	\$ 7,026	12%
B. Faculty/Staff Parking	\$ 250,000	\$ 141,535	\$ 15,820	\$ 92,645	63%
C. College Community Events	\$ 25,000	\$ -	\$ -	\$ 25,000	0%
D. Financial Aid Adjustments	\$ 10,000	\$ (2,172)	\$ -	\$ 12,172	-22%
E. Child Care Subsidy					
1. Norfolk	\$ 120,000	\$ 595	\$ 18,015	\$ 101,390	16%
2. Portsmouth	\$ 120,000			\$ 120,000	0%
Subtotal--Child Care Subsidy	\$ 240,000	\$ 595	\$ 18,015	\$ 221,390	8%
F. Auxiliary Service Operations					
1. Personnel	\$ 172,870	\$ 102,150	\$ -	\$ 70,720	59%
2. General Operating Costs	3,500	19		3,481	1%
3. Equipment/Software/Installation	33,000			33,000	0%
4. StormCard Marketing	10,000	2,954		7,046	30%
Subtotal--Auxiliary Service Operations	\$ 219,370	\$ 105,123	\$ -	\$ 114,247	48%
G. Community Support					
1. College Board	\$ 2,500	2,308	\$ 279	\$ (87)	103%
2. President	15,000	8,422	922	5,656	62%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	3,608	704	1,688	72%
b. Vice President for Administration & Chief Financial Officer	6,000	2,020	726	3,254	46%
c. Vice President for Information Systems & Institutional Effectiveness	6,000			6,000	0%
d. Vice President for Institutional Advancement	6,000	510		5,490	9%
e. Vice President for Workforce Solutions	6,000	238	109	5,653	6%
f. Vice President for Student Affairs	6,000	1,133	1,215	3,652	39%
4. Campus Deans					
a. Portsmouth	6,000	1,983	119	3,898	35%
b. Virginia Beach	12,000	741		11,259	6%
c. Chesapeake	6,000	2,381		3,619	40%
d. Norfolk	6,000	1,375		4,625	23%
5. Community Outreach	27,000	4,468	2,952	19,580	27%
6. Contingencies	3,500	891		2,609	25%
Subtotal--Community Support	\$ 114,000	\$ 30,078	\$ 7,026	\$ 76,896	33%

	Budget 2023	Revenue/ Expenditures	Encumbrances	Variance	% Realized
H. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ -	\$ -	\$ 5,000	0%
2. Norfolk	5,000		175	4,825	4%
3. Portsmouth	5,000	514	903	3,583	28%
4. Virginia Beach	10,000	167		9,833	2%
Subtotal--Deans' Discretionary Aid Fund	\$ 25,000	\$ 681	\$ 1,078	\$ 23,241	7%
Subtotal--Expenditures	\$ 891,370	\$ 275,839	\$ 24,304	\$ 572,617	36%
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	2,224		3,352	40%
5. Military Scholarships	28,103	4,263		23,840	15%
6. ROTC Scholarships	13,489	1,483		12,006	11%
7. High School Scholarships					
a. Chesapeake	66,096	53,281		12,815	81%
1. LaVonne P. Ellis Scholarship	11,121	10,042		1,079	90%
2. Terri N. Thompson Scholarship	11,121	9,520		1,601	86%
b. Norfolk	43,704	43,704			100%
1. John T. Kavanaugh Scholarship	11,151	11,151			100%
2. John D. Padgett Scholarship	11,151	11,151			100%
c. Portsmouth	21,132	17,904		3,228	85%
1. Lee B. Armistead Scholarship	11,151	8,230		2,921	74%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	99,819	78,332		21,487	78%
1. Stanley Waranch Scholarship	11,151	10,825		326	97%
2. Dorcas T. Helfant-Browning Scholarship	11,151	8,750		2,401	78%
3. Thomas H. Wilson Scholarship	11,151	9,040		2,111	81%
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	532,992		217,008	71%
a. LEAP Book Scholarships	200,000			200,000	
Subtotal--TCC Scholarships & Awards	\$ 1,384,518	\$ 812,892	\$ -	\$ 571,626	59%
Total Expenditures & Student Financial Assistance	\$ 2,275,887	\$ 1,088,731	\$ 24,304	\$ 1,144,242	50%
Fund Balance 3/31		\$ 10,270,973			

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	\$ 54,891,784	\$ 82,115
January 31, 2023	\$ 54,647,375	\$ 165,159
February 28, 2023	\$ 53,951,531	\$ 78,431
March 31, 2023	\$ 54,600,661	\$ 123,753
April 30, 2023	\$ -	\$ -
May 31, 2023	\$ -	\$ -
June 30, 2023	\$ -	\$ -
TOTAL		\$ 914,544

Note 1

Detail:

Investment Category	Cumulative Average Yield	Balance
Towne Bank - Raymond James	1.74%	\$ 26,344,885
Commonwealth - LGIP	3.49%	\$ 1,100,860
Commonwealth - LGIP Extended Maturity	2.52%	\$ 4,907,425
Towne Bank - Repurchase Agreements	0.46%	\$ 6,712,253
Towne Bank - Insured Cash Sweep	3.63%	\$ 15,535,237
TOTAL		\$ 54,600,661

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**

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

VPAF 1/31/23



Resolution

Whereas, Cynthia S. Free was appointed by the Virginia Beach City Council as a member of the Tidewater Community College Board in September 2015, and was subsequently reappointed to the Board in June 2019; and

Whereas, Cynthia S. Free faithfully served with honor and distinction as Chair of the Tidewater Community College Board from November 2019 to June 2022; and

Whereas, Cynthia S. Free served ably and diligently as a member of the Executive Committee from 2018 to 2022; actively served on the Advocacy Committee from 2016 to 2017 and chaired the Advocacy Committee from 2018 to 2019; and actively served on the Finance & Facilities Committee from 2015 to 2016; and

Whereas, Cynthia S. Free assisted the Tidewater Community College Educational Foundation as a (*ex officio*) member from 2019 to 2023; and

Whereas, Cynthia S. Free demonstrated exceptional devotion in her service to the College through her consistent participation in Commencement Exercises, College Convocations, Chancellor's Retreats, Joint Board Receptions, Dedications, Groundbreakings, and other College events; and

Whereas, upon serving two full terms, Cynthia S. Free has completed her appointment to the Tidewater Community College Board as a representative of the City of Virginia Beach:

Now, Therefore, Be It Resolved that the Tidewater Community College Board shall establish the Cynthia S. Free Scholarship, which shall be awarded annually to a Virginia Beach high school graduate; and

Be It Further Resolved that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, thank and commend Cynthia S. Free for her outstanding contributions, dedication, and exemplary service to the mission of Tidewater Community College and those it serves; and

Be It Further Resolved that a copy of this resolution be given to Cynthia S. Free with our warmest wishes on this the 3rd day of October 2023, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

Lynn B. Clements
Chair, College Board

/s/

Marcia Conston, Ph.D.
President

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING OF THE EXECUTIVE COMMITTEE

APRIL 17, 2023

The Executive Committee of the Tidewater Community College Board met on April 17, 2023, at the Green District Administration Building.

Members Present:

Dr. Barry Brown
Lynn Clements
Dr. Kirk Houston

James (Jay) Lucado
Kim McCallum

Members Absent:

None

Others Present:

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

1. **Welcome and Call to Order**

Ms. Clements, chair, determined the presence of a quorum and called the meeting to order at 3:15 p.m.

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

The executive committee had an opportunity to previously review the president's self-evaluation. Ms. Clements noted all the accomplishments at the college in the past two years. However, she stated that Dr. Conston had also accomplished much and asked that she share her personal growth with the executive committee.

Dr. Conston shared how she prepares for her daily workday as president of the college. She noted that she serves on several boards in Hampton Roads to include: the Virginia Council of Presidents; Accrediting Board for the Southern Association of Colleges and Schools (SACSCOC); Hampton Roads Chamber; Urban League of Hampton Roads; Virginia Beach Visions; Communities in Schools; Hampton Roads Workforce Council; GO Virginia Region Council; Greater Norfolk Corporation; Town Point Club Board, WHRO Public Media Board; and the Hampton Roads Regional Transit Advisory Panel. Dr. Conston mentioned that she continues to build relationships and communicate with legislators to put community colleges at the forefront of their agenda. As such, the college hosted a VCCS Legislative Luncheon in January and a Veteran's Listening Session for Congresswoman Jen Kiggins earlier this month.

Dr. Conston also reported that the college has a great relationship with Rivers Casino. There are opportunities for enrollment initiatives, to partner with Rivers Casino for additional workforce training. TCC received donations from Elizabeth River Crossings, Truist Foundation, Banister Automotive, Frank Batten, TowneBank, and the Hampton Roads Community Foundation to support TCC students. Dr. Conston and Mr. Chris Bryant, VP of Institutional Advancement, are working hard to generate revenue to increase scholarships for students and to fund the balances for the Skilled Trades Academy and the Visual Arts and Design Center.

Ms. Clements asked the president if she wanted to share any additional information with the executive committee. Dr. Conston reported that she and her staff are continuing to work on increasing enrollment; opening off-campus instructional sites to train more high school students; working with home school and private school populations; implementing additional initiatives; and focusing on retention. Dr. Conston stated that she would like TCC to have national recognition and exposure.

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

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

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

On a motion by Mr. Lucado, seconded by Dr. Brown, the executive committee voted to accept the College Board's assessment of the president's performance as written. Chairwoman Clements will meet with the entire board in closed session at the May 9th board meeting to discuss the board's assessment of the president's performance. Subsequently, the board chair will provide a final evaluation letter to the chancellor on the College Board's behalf.

Adjournment

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

Respectfully submitted,

Latesha D. Johnson

Latesha D. Johnson
Executive Assistant to the President & Board Liaison

APPROVAL:

Lynn B. Clements

Lynn B. Clements
Chair