

# TIDEWATER COMMUNITY COLLEGE BOARD

SEPTEMBER 12, 2023

4:00 P.M.

GREEN DISTRICT ADMINISTRATION BUILDING

LYNN CLEMENTS, CHAIR  
PRESIDING

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## AGENDA

1. **Welcome and Call Meeting to Order** – (4.00 p.m.)
2. **Introduce New Board Members** – Ms. Hope Sinclair and Ms. Connie Meyer
3. **Presentation** – Resolution for Cynthia (Cindy) Free and Lindsey Anderson
4. **Program Highlight** – (10-15 min.)

*“Student Support Resources and Programs”*

Dr. Karen Campbell  
Vice President of Student Affairs

5. **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).
6. **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 #333 for May 9, 2023 (**Attached**)
7. **Academics, Student Affairs & Workforce Development Committee Report** – Dr. Barry C. Brown, Chair (**10 min.**)
  - a. Academic Affairs Update
  - b. Student Affairs Update
  - c. Workforce Development Update
8. **Finance & Facilities Committee Report** – Dr. Kirk Houston, Chair (**10 min.**)
  - a. Final Local Funds Financial Statements for Year Ending June 30, 2023 (**Attached**)
  - b. Local Funds Financial Statements for Month Ending July 31, 2023 (**Attached**)
  - c. Final Financial Report for 2022-23 (**Attached**)
  - d. State Operating Budget for 2023-24 (**Attached**)

- e. Suffolk Workforce Development Center - Utility Property Easements (**Attached**)
- 9. **Advocacy Committee Report** – Ms. Kim McCallum, Chair (**10 min.**)
- 10. **Educational Foundation Liaison Report** – Mr. Andy Tysinger (**5 min.**)
- 11. **Real Estate Liaison Report** – Dr. Kirk Houston (**5 min.**)
- 12. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – (**10 min.**)
- 13. **President’s Report** – (**15 min.**)
  - a. Enrollment Update (w/Mr. Aasen)
  - b. General Updates
- 14. **Chair’s Report & Announcements** – (**15 min.**)
  - a. Discuss & Adopt proposed 2023-24 College Board Working Priorities (**attached, for action**)
  - b. Review 2023-24 Standing Committee Assignments (**attached**)
  - c. 2023-24 Meeting Schedule (**attached**)
  - d. General Updates
- 15. **Adjournment**

# TIDEWATER COMMUNITY COLLEGE BOARD

## MEETING NO. 333

MAY 9, 2023

Meeting number three hundred thirty-three of the Tidewater Community College Board was held on Tuesday, May 9, 2023, at the Virginia Beach Campus.

**Members Present:** Jerome A. Bynum  
Dr. Marcia Conston  
Cynthia (Cindy) S. Free  
Dr. Kirk T. Houston, Sr.  
Kim R. McCallum  
Charles A. Tysinger  
Lynn B. Clements  
William W. Crow  
Ron R. Green  
James N. Lucado  
Matthew Stakes

**Members Absent:** Lindsey S. Anderson and Dr. Barry C. Brown

**Others Present:** Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness  
Chris Bryant, Vice President of Institutional Advancement  
Dr. Karen Campbell, Vice President for Student Affairs  
Sarah DiCalogero, Faculty Senate  
Heather Hardiman, Vice President for Finance  
Latesha D. Johnson, Executive Assistant to the President  
Sarah (Beth) Lunde, Associate Vice President for Human Resources  
Dr. Megan Taliaferro, Faculty  
Tamara S. Williams, Vice President for Workforce Solutions  
Dr. 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 4:03 p.m. and welcomed guests.

2. Ms. Clements introduced Mr. Matthew Stakes. He was appointed by the Virginia Beach City Council to serve on the TCC College Board.

### 3. **Program Highlight**

Dr. Conston invited Dr. Taliaferro to present the program highlight featuring TCC plans for the Veterinary Technology Program. The Veterinary Technology Program is designed for students who are already working as a veterinary assistant and want to become a licensed veterinary technician. The college offers a flexible educational model that allows students to work full-time and still achieve an AAS degree in only two years. The national average pass rate of the veterinary technician exam is 68 percent. However, in August 2022, TCC students achieved a 100% pass rate. There is a current shortage of 59,000 licensed veterinary technicians in the US. This shortage will be compounded in future years, as spending on pet health care is projected to increase 33% over the next 10 years. There is a high demand in the Vet Technology Program.

Future growth opportunities include: (1) expand veterinary assistant dual enrollment to the Chesapeake, Portsmouth, and Norfolk campuses and (2) increase veterinary technology enrollment.

**4. Adoption of Consent Agenda**

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

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

Referring to tabs 4a through 4f of the meeting packet, the board approved meeting minutes #332 for March 14, 2023; the proposed 2023-24 business and industry advisory committees; the proposed certificate in Practical Nursing; the proposed Career Studies Certificate in Advanced Emergency Medical Technician; the proposed 2023-24 local fund budgets; and the resolution honoring Cynthia S. Free.

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

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

- Dual Enrollment for Fall 2022 – Dual enrollment headcount increased 47.7% (3,204) and FTE is up 46.6% (961).
- Virtual Virginia Dual Enrollment has a total of 25 students in the community college service region for Spring 2023. TCC had 5 graduates in Cybersecurity.
- Recent high school graduates with no college experience and who live in TCC's service region can participate in LEAP (Learn.Explore.Accelerate.Persevere). LEAP pays for in-state tuition only. Students who enroll in 6 credits or more may be eligible for a free, new laptop computer.
- Plans were made to reopen Child Development Centers due to a significant need for our students, faculty, staff, and community. The eventual goal is to open centers on all four campuses. However, the biggest needs were in Portsmouth and Norfolk, with Portsmouth being selected as the first location to open August 2023.
- TCC was selected to be a part of the United States Naval Community College's Phase 2F, Logistics Maritime Program.
- Dr. Thomas Geary received the Chancellor's Award for Teaching Excellence.

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

- The four areas that are the foundation of TCC's enrollment plan include: communications; outreach; community partnerships; and recruiting events.

- Recent events:
  - Connect with TCC High School Counselor meeting
  - Virginia Beach Visit Day
  - Norfolk Visit Day
  - Tidewater Independent College Fair
  - Rapid Registration Day
  - College Commitment Day
  - Norfolk High School Counselor Meeting
  - Open House Promo on the Hampton Roads Show
  - TCC's Open House
- The college continues to provide students with wrap-around services such as hotspots; cox internet subsidies; laptops; TimelyCare; and the community feed.
- TCC had four Top 10 Scholars at the 2023 Phi Theta Kappa Honor Society (PTK) Awards Program.
- The Open Door Project celebrates 25 years of providing support services to over 2000 TCC students.

c. **Workforce Update** - Ms. Williams provided an update for Workforce Solutions. TCC launched the Rivian Technical Trades Program, a partnership program with electric vehicle maker Rivian designed to train the next generation of electric vehicle (EV) technicians. A total of seven students participated in the first cohort and received five months of training, while earning \$26.00 an hour. Upon completion of the program, students will have the opportunity to become Rivian Service Technicians or enter the high-demand EV service job market in a similar capacity. The next cohort will be a SkillBridge cohort. TCC's Mobile Welding Training Unit moved to its second site location at Colonna's Shipyard. Workforce introduced a free intro to welding 3-day class to assist with managing the open enrollment welding waitlist.

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

Local Fund Financial Statements for Month Ending March 31, 2023. Ms. Hardiman highlighted revenues and expenditures for the student activities budget (86% and 59%), institutional auxiliary budget (85% and 68%), student center budget (84% and 77%), and auxiliary services budget (144% and 50%). FY23-24 local investments and contributions from each city remained as expected. Investments of \$55 million earned \$914,544 since July 1.

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

Ms. McCallum called on Mr. Bryant to provide an update. Mr. Bryant reported that the new chancellor, Dr. David Doré, visited the college on April 24-25. The FY2024 budget is not expected to be finalized until the last two weeks of June. The committee shared videos that highlighted our #TCCProud alumni initiative.

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

Ms. Free reported that the Educational Foundation welcomed Mr. Ben Davenport, a new board member. She noted that the Educational Foundation continues to focus on three pillars of fundraising which includes scholarships; scholarships for retention and emergency funds; and capital fundraising for the Visual Arts & Design Center and the Skilled Trades Academy.

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

The Real Estate Foundation (REF) is still in the predevelopment phase of College Point in Suffolk. The foundation has several ongoing studies—traffic studies and area surveys to be completed by the end of May. An economic study will be completed by mid-July. This information, along with the master plan, will be included in the rezoning application submitted to the city of Suffolk. Construction at the Visual Arts and Design Center is substantially complete. Expansion of unit 5 at the Skilled Trades Academy will start in June. The lease at the Glass Wheel Studio expired April 4. The REF no longer occupies the space.

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

a. Nothing to report.

**11. President’s Report**

a. **Enrollment Update** - Mr. Aasen provided an update on spring, summer, and fall 2023 enrollment.

**Spring** - FTE is down -3.8% and student headcount is down -1.7% for spring. We improved fall-to-spring “all student” re-enrollment rate by 0.2 percentage points (68.7%). Dual enrollment students and FTE enrollment increased by 43% and 45% respectively. On-campus students and FTE enrollment increased by 28% and 58% respectively. In comparison to the VCCS enrollment, TCC is down -3.8% in FTE and down -1.7% in student headcount.

**Summer** – Enrollment for FTE is up +10%; headcount is up +6%; first-time-in-college students is up +56%; career & technical is up +2%; college-transfer is up +5%; and average credits/student is up +.28 credits. In comparison to the VCCS enrollment, TCC is up 10.3% in FTE and 6.0% in student headcount.

**Fall** – FTE enrollment is up +21%; student headcount is up +24%; first-time-in-college (FTIC) is up +23%; career & technical is up +8%; college-transfer is up +24%; fall-to-fall FTIC retention is +2.2 points; and average credits/student is down -0.22 credits. Workforce Solutions Enrollment for quarters 3 and 4 is up +20% (students) and +24.6% (registrations).

**Additional updates:**

- Dr. Conston thanked the board for attending commencement and supporting TCC. There were over 667 graduates and full participation from faculty and staff members.
- Chancellor Doré visited all four campuses and a few of TCC’s centers. He sent a note to express his sincere appreciation to the faculty, staff and students for the warm

welcome. Dr. Doré had a fantastic visit at TCC and looks forward to many visits in the future.

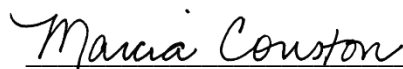
## 12. Chair's Report & Announcements

- a. **Executive Committee Report.** Ms. Clements reported that the executive committee met April 17 to discuss the president's performance evaluation and the board's assessment. After the meeting, a signed evaluation letter was forwarded to the chancellor for consideration.
- b. **General Updates.**
  - The College Board Work Session is August 10<sup>th</sup> at 4:00 pm at the Workforce Solutions Center in the Suffolk.
  - This is Cindy Free's last board meeting. She is rolling off the board June 30. We will invite her back to the September 12<sup>th</sup> board meeting to honor her for her dedication to TCC and years of service on the board.
- c. **Closed Session.** In accordance with section 2.2-3711(A) of the Code of Virginia, the executive committee moved to meet in closed session. All guests were excused from the meeting. 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 6:20 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.  
Secretary to the Board

APPROVAL

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Lynn B. Clements  
Chair

DRAFT

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

MEETING: September 12, 2023  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: Final Local Funds Financial Statements for Year Ending June 30, 2023

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**BACKGROUND:**

The final Local Funds Financial Statements for the year ending June 30, 2023 are presented for review.

**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

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



**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2022 - June 30, 2023

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2022</b>	<b>\$ 1,951,764</b>	<b>\$ 1,951,764</b>			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 808,391	\$ 743,658	\$ -	\$ 64,733	92%
B. Student Activity Fee Revenue Loss Reimbursement					
C. ID Card Replacements	2,000	4,850		(2,850)	243%
<b>Total Revenues</b>	<b>\$ 810,391</b>	<b>\$ 748,508</b>	<b>\$ -</b>	<b>\$ 61,883</b>	<b>92%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 2,700,272</b>			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 1,515	\$ 1,175	\$ -	\$ 340	78%
2. Programming	15,000	14,336		664	96%
3. Student Organizations	2,000	2,000			100%
4. Contingency Fund	2,000	1,577		423	79%
<b>Subtotal--Chesapeake Campus</b>	<b>\$ 20,515</b>	<b>\$ 19,088</b>	<b>\$ -</b>	<b>\$ 1,427</b>	<b>93%</b>
<b>B. Norfolk Campus</b>					
1. Student Government Association	\$ 1,200	\$ -	\$ -	\$ 1,200	0%
2. Programming	18,215	17,775		440	98%
3. Student Organizations	1,000	482		518	48%
4. Contingency Fund	100			100	0%
<b>Subtotal--Norfolk Campus</b>	<b>\$ 20,515</b>	<b>\$ 18,257</b>	<b>\$ -</b>	<b>\$ 2,258</b>	<b>89%</b>
<b>C. Portsmouth Campus</b>					
1. Student Government Association	\$ 1,000	\$ 1,000	\$ -	\$ -	100%
2. Programming	18,000	16,029		1,971	89%
3. Student Organizations	1,000	818		182	82%
4. Contingency Fund	515	253		262	49%
<b>Subtotal--Portsmouth Campus</b>	<b>\$ 20,515</b>	<b>\$ 18,100</b>	<b>\$ -</b>	<b>\$ 2,415</b>	<b>88%</b>
<b>D. Virginia Beach Campus</b>					
1. Student Government Association	\$ 500	\$ 271	\$ -	\$ 229	54%
2. Programming	20,644	15,194		5,450	74%
3. Student Organizations	15,000	14,464		536	96%
4. Contingency Fund	515			515	0%
<b>Subtotal--Virginia Beach Campus</b>	<b>\$ 36,659</b>	<b>\$ 29,929</b>	<b>\$ -</b>	<b>\$ 6,730</b>	<b>82%</b>
<b>E. Student Activities--College-wide</b>					
1. Visual Arts Center	\$ 3,100	\$ -	\$ -	\$ 3,100	0%
2. Student Resource and Empowerment Center	11,000			11,000	0%
3. Student Federation Council	3,000			3,000	0%
4. Intercultural Learning					
5. Virtual Student Center	14,829	9,200		5,629	62%
6. Student Honors Event	15,000	11,549		3,451	77%
7. Literary Festival	1,000			1,000	0%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 47,929</b>	<b>\$ 20,749</b>	<b>\$ -</b>	<b>\$ 27,180</b>	<b>43%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 15,416	1,717	\$ -	\$ 13,699	11%
2. Norfolk	12,339	8,100		4,239	66%
3. Portsmouth	11,547	11,043		504	96%
4. Virginia Beach	38,491	40,372		(1,881)	105%
<b>Subtotal--Learning Assistance Fund</b>	<b>\$ 77,793</b>	<b>\$ 61,232</b>	<b>\$ -</b>	<b>\$ 16,561</b>	<b>79%</b>

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>G. College-wide Contingency Fund</b>					
1. Chesapeake	\$ 4,574	\$ -	\$ -	\$ 4,574	0%
2. Norfolk	3,849			3,849	0%
3. Portsmouth	3,730	265		3,465	7%
4. Virginia Beach	3,208	1,873		1,335	58%
<b>Subtotal--Provosts' Contingency Fund</b>	<b>\$ 15,361</b>	<b>\$ 2,138</b>	<b>\$ -</b>	<b>\$ 13,223</b>	<b>14%</b>
<b>H. Deans' Contingency Fund</b>					
1. Chesapeake	\$ 3,500	\$ 3,500	\$ -	\$ -	100%
2. Norfolk	7,000	6,360		640	91%
3. Portsmouth	3,500	2,000		1,500	57%
4. Virginia Beach	6,500	6,853		(353)	105%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 20,500</b>	<b>\$ 18,713</b>	<b>\$ -</b>	<b>\$ 1,787</b>	<b>91%</b>
<b>I. Student Activities Identification System</b>					
1. Equipment, Software, and Supplies	\$ 36,000	\$ 19,560	\$ -	\$ 16,440	54%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 36,000</b>	<b>\$ 19,560</b>	<b>\$ -</b>	<b>\$ 16,440</b>	<b>54%</b>
<b>Total Expenditures</b>	<b>\$ 295,787</b>	<b>\$ 207,765</b>	<b>\$ -</b>	<b>\$ 88,022</b>	<b>70%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 564,845	\$ 564,845	\$ -	\$ -	100%
<b>Subtotal--Transfers</b>	<b>\$ 564,845</b>	<b>\$ 564,845</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 6/30</b>		<b>\$ 1,927,662</b>			

Approved by the Local College Board on May 10, 2022

VPAF 08/28/23

**TIDEWATER COMMUNITY COLLEGE  
INSTITUTIONAL AUXILIARY BUDGET  
July 1, 2022 - June 30, 2023**

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2022</b>	<b>\$ 18,107,249</b>	<b>\$ 18,107,249</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,314,217	\$ 2,037,568	\$ -	\$ 276,649	88%
B. Institutional Fee Revenue Loss Reimbursement					0%
C. Student Parking Sales	9,660	15,999		(6,339)	166%
D. Student HRT Pass Sales	25,000	10,039		14,961	40%
E. Miscellaneous Revenue	1,000	1,200		(200)	120%
<b>Total Revenues</b>	<b>\$ 2,349,877</b>	<b>\$ 2,064,806</b>	<b>\$ -</b>	<b>\$ 285,071</b>	<b>88%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 20,172,055</b>			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 654,599	\$ 654,485	\$ -	\$ 114	100%
B. Chesapeake Campus Parking Lot - Debt Service	333,500	332,612		888	100%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel					
2. Utilities	8,500	12,583		(4,083)	148%
3. Security					
4. General Maintenance	50,000	41,052		8,948	82%
D. College-wide Parking Lot Improvements	150,000	208,445		(58,445)	139%
E. Hampton Roads Transit (HRT) Passes	75,000	45,000		30,000	60%
F. Student Parking	65,000	4,060		60,940	6%
G. Visual Arts & Design Center Parking Lease	257,239	137,616		119,623	53%
H. College-wide Beautification & Wayfinding	1,000,000	282,243		717,757	28%
I. Security Camera Implementation	225,000			225,000	0%
<b>Total Expenditures</b>	<b>\$ 2,818,838</b>	<b>\$ 1,718,096</b>	<b>\$ -</b>	<b>\$ 1,100,742</b>	<b>61%</b>
<b>Fund Balance 6/30</b>					
		<b>\$ 18,453,959</b>			

Approved by the Local College Board on May 10, 2022

VPAF 08/28/23

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT CENTER BUDGET**  
July 1, 2022 - June 30, 2023

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2022</b>	\$ 16,500,820	\$ 16,500,820			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 6,181,812	\$ 5,677,872	\$ -	\$ 503,940	92%
B. Aux Cap Fee Revenue Reimbursement					
C. Transfer-In from Student Activities Budget	564,845	564,845			100%
D. Food Service Commission	10,000			10,000	0%
E. Miscellaneous Revenue	70,000	90,339		(20,339)	129%
<b>Total Revenues</b>	\$ 6,826,657	\$ 6,333,056	\$ -	\$ 493,601	93%
<b>Total Resources (Revenue &amp; Fund Balance)</b>					
		\$ 22,833,877			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 297,099	\$ 296,919	\$ -	\$ 180	100%
2. Student Center - Chesapeake Campus	676,369	619,989		56,380	92%
3. Student Center - Portsmouth Campus	1,229,609	1,084,656		144,953	88%
4. Student Center - Virginia Beach Campus	959,349	879,641		79,708	92%
<b>Subtotal--Bond Debt Service</b>	\$ 3,162,425	\$ 2,881,205	\$ -	\$ 281,220	91%
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 327,098	\$ 276,070	\$ -	\$ 51,028	84%
b. Operating Expenses	25,000	22,253		2,747	89%
<b>Subtotal--General Operations</b>	\$ 352,098	\$ 298,323	\$ -	\$ 53,775	85%
<b>2. Facility Operations</b>					
a. Utilities	\$ 96,000	\$ 133,859	\$ -	\$ (37,859)	139%
b. Security	70,000	46,359		23,641	66%
c. Custodial					
1. Personnel	121,800	105,541		16,259	87%
2. Expenditures	12,000	5,495		6,505	46%
d. General Maintenance					
1. Personnel	101,000	83,810		17,190	83%
2. Expenditures	70,000	55,540		14,460	79%
e. Insurance	7,800			7,800	0%
f. Network & Telecommunications	35,942	35,942			100%
<b>Subtotal--Facility Operations</b>	\$ 514,542	\$ 466,546	\$ -	\$ 47,996	91%
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 8,500	\$ 3,180	\$ -	\$ 5,320	37%
<b>Subtotal--Food Services</b>	\$ 8,500	\$ 3,180	\$ -	\$ 5,320	37%
<b>Subtotal--Norfolk Student Center</b>	\$ 875,140	\$ 768,049	\$ -	\$ 107,091	88%
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 326,817	\$ 287,776	\$ -	\$ 39,041	88%
b. Operating Expenses	25,000	18,102		6,898	72%
<b>Subtotal--General Operations</b>	\$ 351,817	\$ 305,878	\$ -	\$ 45,939	87%

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 115,000	\$ 92,336	\$ -	22,664	80%
b. Security	56,000	44,451		11,549	79%
c. Custodial					
1. Personnel	126,380	106,148		20,232	84%
2. Expenditures	12,500	6,943		5,557	56%
d. General Maintenance					
1. Personnel	95,000	83,958		11,042	88%
2. Expenditures	75,000	74,057		943	99%
e. Insurance	8,600			8,600	0%
f. Network & Telecommunications	34,686	34,686			100%
<b>Subtotal--Facility Operations</b>	<b>\$ 523,166</b>	<b>\$ 442,579</b>	<b>\$ -</b>	<b>\$ 80,587</b>	<b>85%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 3,205	\$ -	\$ 6,795	32%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ 3,205</b>	<b>\$ -</b>	<b>\$ 6,795</b>	<b>32%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 884,983</b>	<b>\$ 751,662</b>	<b>\$ -</b>	<b>\$ 133,321</b>	<b>85%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 329,312	\$ 283,549	\$ -	\$ 45,763	86%
b. Operating Expenses	25,000	18,996		6,004	76%
<b>Subtotal--General Operations</b>	<b>\$ 354,312</b>	<b>\$ 302,545</b>	<b>\$ -</b>	<b>\$ 51,767</b>	<b>85%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 110,000	\$ 133,855	\$ -	\$ (23,855)	122%
b. Security	56,000	44,732		11,268	80%
c. Custodial					
1. Personnel	122,000	93,520		28,480	77%
2. Expenditures	12,500	10,148		2,352	81%
d. General Maintenance					
1. Personnel	100,000	85,707		14,293	86%
2. Expenditures	75,000	47,499		27,501	63%
e. Insurance	8,600			8,600	0%
f. Network & Telecommunications	40,045	40,045			100%
<b>Subtotal--Facility Operations</b>	<b>\$ 524,145</b>	<b>\$ 455,506</b>	<b>\$ -</b>	<b>\$ 68,639</b>	<b>87%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 5,480	\$ -	\$ 4,520	55%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ 5,480</b>	<b>\$ -</b>	<b>\$ 4,520</b>	<b>55%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 888,457</b>	<b>\$ 763,531</b>	<b>\$ -</b>	<b>\$ 124,926</b>	<b>86%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 427,039	\$ 299,918	\$ -	\$ 127,121	70%
b. Operating Expenses	40,000	22,792		17,208	57%
<b>Subtotal--General Operations</b>	<b>\$ 467,039</b>	<b>\$ 322,710</b>	<b>\$ -</b>	<b>\$ 144,329</b>	<b>69%</b>

	Budget 2023	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 40,000	\$ 65,241	\$ -	\$ (25,241)	163%
b. Security	85,000	37,434		47,566	44%
c. Custodial					
1. Personnel	199,000	130,987		68,013	66%
2. Expenditures	15,000	6,324		8,676	42%
d. General Maintenance					
1. Personnel	98,000	132,149		(34,149)	135%
2. Expenditures	90,000	56,209		33,791	62%
e. Insurance	13,000			13,000	0%
f. Network & Telecommunications	35,890	35,890			100%
<b>Subtotal--Facility Operations</b>	<b>\$ 575,890</b>	<b>\$ 464,234</b>	<b>\$ -</b>	<b>\$ 111,656</b>	<b>81%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 12,000	\$ 4,728	\$ -	\$ 7,272	39%
<b>Subtotal--Food Services</b>	<b>\$ 12,000</b>	<b>\$ 4,728</b>	<b>\$ -</b>	<b>\$ 7,272</b>	<b>39%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,054,929</b>	<b>\$ 791,672</b>	<b>\$ -</b>	<b>\$ 263,257</b>	<b>75%</b>
<b>Total Expenditures</b>	<b>\$ 6,865,934</b>	<b>\$ 5,956,119</b>	<b>\$ -</b>	<b>\$ 909,815</b>	<b>87%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 6/30</b>		<b>\$ 15,877,758</b>			

Approved by the Local College Board on May 10, 2022

VPAF 08/28/23

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY23</b>	<b>\$ 10,500,000</b>

**TIDEWATER COMMUNITY COLLEGE**  
**AUXILIARY SERVICES BUDGET**  
July 1, 2022 - June 30, 2023

	Budget 2023	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2022</b>	<b>\$ 9,855,666</b>	<b>\$ 9,855,666</b>			
<b>I. Revenues</b>					
A. Bookstore	\$ 900,000	\$ 607,132	\$ -	\$ 292,868	67%
B. Vending					
1. Exclusive Beverage Contract	66,000	67,558		(1,558)	102%
2. Vending - CRH	22,000	36,559		(14,559)	166%
C. Food Service - Joint-Use Library	5,000			5,000	0%
D. Municipal Support	24,000	24,000		-	100%
E. Interest Earnings	25,000	1,428,390		(1,403,390)	5714%
F. Miscellaneous Revenue	350	686		(336)	196%
G. Auxiliary Services Loss Revenue Reimbursement					
<b>Total Revenues</b>	<b>\$ 1,042,350</b>	<b>\$ 2,164,325</b>	<b>\$ -</b>	<b>\$ (1,121,975)</b>	<b>208%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>	<b>\$ 10,898,016</b>	<b>\$ 12,019,991</b>			
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 637	\$ (1,735)	\$ 7,098	-18%
2. Miscellaneous Expenses	1,000	652		\$ 348	65%
3. Joint-Use Library Food Service Equipment	1,000			\$ 1,000	0%
<b>Subtotal--Operating Expenses</b>	<b>\$ 8,000</b>	<b>\$ 1,289</b>	<b>\$ (1,735)</b>	<b>\$ 8,446</b>	<b>-6%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 250,000</b>	<b>\$ 194,443</b>	<b>\$ 54</b>	<b>\$ 55,503</b>	<b>78%</b>
<b>C. College Community Events</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>0%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 10,000</b>	<b>\$ (13,767)</b>	<b>\$ -</b>	<b>\$ 23,767</b>	<b>-138%</b>
<b>E. Child Care Subsidy</b>					
1. Norfolk	\$ 120,000	\$ 24,930	\$ -	\$ 95,070	21%
2. Portsmouth	\$ 120,000			\$ 120,000	0%
<b>Subtotal--Child Care Subsidy</b>	<b>\$ 240,000</b>	<b>\$ 24,930</b>	<b>\$ -</b>	<b>\$ 215,070</b>	<b>10%</b>
<b>F. Auxiliary Service Operations</b>					
1. Personnel	\$ 172,870	\$ 143,141	\$ -	\$ 29,729	83%
2. General Operating Costs	3,500	1,029		2,471	29%
3. Equipment/Software/Installation	33,000			33,000	0%
4. StormCard Marketing	10,000	5,651	4,349		100%
<b>Subtotal--Auxiliary Service Operations</b>	<b>\$ 219,370</b>	<b>\$ 149,821</b>	<b>\$ 4,349</b>	<b>\$ 65,200</b>	<b>70%</b>
<b>G. Community Support</b>					
1. College Board	\$ 2,500	\$ 2,308	\$ 87	\$ 105	96%
2. President	15,000	11,219	136	3,645	76%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	4,696	291	1,013	83%
b. Vice President for Administration & Chief Financial Officer	6,000	5,318		682	89%
c. Vice President for Information Systems & Institutional Effectiveness	6,000	2,043		3,957	34%
d. Vice President for Institutional Advancement	6,000	705		5,295	12%
e. Vice President for Workforce Solutions	6,000	3,080	(90)	3,010	50%
f. Vice President for Student Affairs	6,000	2,403		3,597	40%
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	3,571		2,429	60%
d. Norfolk	6,000	1,375		4,625	23%
5. Community Outreach	27,000	11,698	927	14,375	47%
6. Contingencies	3,500	891		2,609	25%
<b>Subtotal--Community Support</b>	<b>\$ 114,000</b>	<b>\$ 52,031</b>	<b>\$ 1,470</b>	<b>\$ 60,499</b>	<b>47%</b>

	Budget 2023	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>H. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 5,000	\$ 136	\$ -	\$ 4,864	3%
2. Norfolk	5,000			5,000	0%
3. Portsmouth	5,000	1,366	284	3,350	33%
4. Virginia Beach	10,000	2,727		7,273	27%
<b>Subtotal--Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ 4,229</b>	<b>\$ 284</b>	<b>\$ 20,487</b>	<b>18%</b>
<b>Subtotal--Expenditures</b>	<b>\$ 891,370</b>	<b>\$ 388,046</b>	<b>\$ 4,422</b>	<b>\$ 473,972</b>	<b>47%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
2. International Student Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000			3,000	0%
4. Martin Luther King Scholarship	5,576	2,224		3,352	40%
5. Military Scholarships	28,103	6,575		21,528	23%
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	44,424		(720)	102%
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%
5. District	22,800	17,238		5,562	76%
9. LEAP Scholarships	750,000	532,992		217,008	71%
a. LEAP Book Scholarships	200,000			200,000	
<b>Subtotal--TCC Scholarships &amp; Awards</b>	<b>\$ 1,407,318</b>	<b>\$ 833,162</b>	<b>\$ -</b>	<b>\$ 574,156</b>	<b>59%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 2,298,687</b>	<b>\$ 1,221,208</b>	<b>\$ 4,422</b>	<b>\$ 1,048,127</b>	<b>54%</b>
<b>Fund Balance 6/30</b>	<b>\$ 8,599,329</b>	<b>\$ 10,798,783</b>			



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

MEETING: September 12, 2023

COMMITTEE: Finance & Facilities Committee

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

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**BACKGROUND:**

The Local Funds Financial Statements are presented for review.

**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

Heather Hardiman

Vice President for Administration and Chief Financial Officer

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

757-822-1738

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

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2023</b>	<b>\$ 1,927,661</b>	<b>\$ 1,927,661</b>			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 724,743	\$ 23,169	\$ -	\$ 701,574	3%
B. ID Card Replacements	3,000	240		2,760	8%
<b>Total Revenues</b>	<b>\$ 727,743</b>	<b>\$ 23,409</b>	<b>\$ -</b>	<b>\$ 704,334</b>	<b>3%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
	<b>\$ 2,655,404</b>	<b>\$ 1,951,070</b>			
<b>II. Expenditures</b>					
<b>A. Student Activities</b>					
1. Student Government Association	\$ 6,000	\$ -	\$ -	\$ 6,000	0%
2. Programming	50,000	354		49,646	1%
3. Student Organizations	10,000		1,100	8,900	11%
4. Contingency Fund	6,000			6,000	0%
5. Gear Up To Lead	10,000			10,000	0%
6. VCCS Leadership Conference	10,000			10,000	0%
7. Visual Arts & Design Center	3,100			3,100	0%
8. Student Resource and Empowerment Center	11,000			11,000	0%
9. Student Federation Council					
10. Virtual Student Center	8,000	2,750		5,250	34%
11. Student Honors Event	15,000			15,000	0%
12. Literary Festival	5,000			5,000	0%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 134,100</b>	<b>\$ 3,104</b>	<b>\$ 1,100</b>	<b>\$ 129,896</b>	<b>3%</b>
<b>B. College-wide Learning Assistance Fund</b>					
1. College-wide Learning Assistance Fund	\$ 77,793	\$ 10,582	\$ -	\$ 67,211	14%
<b>Subtotal--College-wide Learning Assistance Fund</b>	<b>\$ 77,793</b>	<b>\$ 10,582</b>	<b>\$ -</b>	<b>\$ 67,211</b>	<b>14%</b>
<b>C. College-wide Contingency Fund</b>					
1. College-wide Contingency Fund	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
<b>Subtotal--College-wide Contingency Fund</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>0%</b>
<b>D. Deans' Contingency Fund</b>					
1. College-wide Deans' Contingency Fund	\$ 20,500	\$ -	\$ -	\$ 20,500	0%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 20,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,500</b>	<b>0%</b>
<b>E. Student Activities Identification System</b>					
1. Equipment, Software, and Supplies	\$ 36,000	\$ -	\$ -	\$ 36,000	0%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ 283,393</b>	<b>\$ 13,686</b>	<b>\$ 1,100</b>	<b>\$ 268,607</b>	<b>5%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 604,384	\$ 50,365	\$ -	\$ 554,019	8%
<b>Subtotal--Transfers</b>	<b>\$ 604,384</b>	<b>\$ 50,365</b>	<b>\$ -</b>	<b>\$ 554,019</b>	<b>8%</b>
<b>Fund Balance 7/31</b>	<b>\$ 1,767,627</b>	<b>\$ 1,887,019</b>			

**TIDEWATER COMMUNITY COLLEGE**  
**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  
INSTITUTIONAL AUXILIARY BUDGET  
July 1, 2023 - July 31, 2023**

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2023</b>	<b>\$ 18,453,959</b>	<b>\$ 18,453,959</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,074,753	\$ 63,378	\$ -	\$ 2,011,375	3%
B. Student Parking Sales	25,000	\$ 206		\$ 24,794	0%
C. Student HRT Pass Sales	15,000	9,249		5,751	62%
D. Miscellaneous Revenue	1,000			1,000	0%
<b>Total Revenues</b>	<b>\$ 2,115,753</b>	<b>\$ 72,833</b>	<b>\$ -</b>	<b>\$ 2,042,920</b>	<b>3%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>	<b>\$ 20,569,712</b>	<b>\$ 18,526,792</b>			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,639,240	\$ -	\$ -	\$ 1,639,240	0%
B. Chesapeake Campus Parking Lot - Debt Service	332,625			332,625	0%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel					
2. Utilities	9,000	1,012		7,988	11%
3. Security	10,000			10,000	0%
4. General Maintenance	75,000	299	12,775	61,926	17%
D. College-wide Parking Lot Improvements	250,000		7,240	242,760	3%
E. Hampton Roads Transit (HRT) Passes	67,500			67,500	0%
F. Student Parking	65,000			65,000	0%
G. Visual Arts & Design Center Parking Lease					
H. College-wide Wayfinding	3,000,000		59,800	2,940,200	2%
I. Security Camera Implementation	225,000			225,000	0%
<b>Total Expenditures</b>	<b>\$ 5,673,365</b>	<b>\$ 1,311</b>	<b>\$ 79,815</b>	<b>\$ 5,592,239</b>	<b>1%</b>
<b>Fund Balance 7/31</b>	<b>\$ 14,896,347</b>	<b>\$ 18,525,481</b>			

Approved by the Local College Board on May 9, 2023

VPAF 08/28/23

**TIDEWATER COMMUNITY COLLEGE  
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**  
**STUDENT CENTER BUDGET**  
July 1, 2023 - July 31, 2023

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2023</b>	<b>\$ 15,877,758</b>	<b>\$ 15,877,758</b>			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 5,661,900	\$ 176,844	\$ -	\$ 5,485,056	3%
B. Transfer-In from Student Activities Budget	604,384	50,365			
C. Food Service Revenue	7,950			7,950	0%
D. Miscellaneous Revenue	75,000	135		74,865	0%
<b>Total Revenues</b>	<b>\$ 6,349,234</b>	<b>\$ 227,344</b>	<b>\$ -</b>	<b>\$ 5,567,871</b>	<b>4%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>	<b>\$ 22,226,992</b>	<b>\$ 16,105,102</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 1,140,474	\$ -	\$ -	\$ 1,140,474	0%
2. Student Center - Chesapeake Campus	1,213,249			1,213,249	0%
3. Student Center - Portsmouth Campus	1,217,773			1,217,773	0%
4. Student Center - Virginia Beach Campus	1,734,205			1,734,205	0%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 5,305,701</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,305,701</b>	<b>0%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 349,995	\$ -	\$ -	\$ 349,995	0%
b. Operating Expenses	25,000		425	24,575	2%
<b>Subtotal--General Operations</b>	<b>\$ 374,995</b>	<b>\$ -</b>	<b>\$ 425</b>	<b>\$ 374,570</b>	<b>0%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 105,600	\$ 10,100	\$ -	\$ 95,500	10%
b. Security	115,000	10,044	104,956		100%
c. Custodial					
1. Personnel	120,000			120,000	0%
2. Expenditures	12,000		940	11,060	8%
d. General Maintenance					
1. Personnel	101,000	4,907		96,093	5%
2. Expenditures	213,000	4,336	23,217	185,447	13%
e. Insurance	8,200			8,200	0%
f. Network & Telecommunications	35,942	2,995		32,947	8%
<b>Subtotal--Facility Operations</b>	<b>\$ 710,742</b>	<b>\$ 32,382</b>	<b>\$ 129,113</b>	<b>\$ 549,247</b>	<b>23%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 8,500	\$ -	\$ -	\$ 8,500	0%
<b>Subtotal--Food Services</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,500</b>	<b>0%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 1,094,237</b>	<b>\$ 32,382</b>	<b>\$ 129,538</b>	<b>\$ 932,317</b>	<b>15%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 349,694	\$ -	\$ -	\$ 349,694	0%
b. Operating Expenses	25,000	2,673	899	21,428	14%
<b>Subtotal--General Operations</b>	<b>\$ 374,694</b>	<b>\$ 2,673</b>	<b>\$ 899</b>	<b>\$ 371,122</b>	<b>1%</b>

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 115,500	\$ 21,373	\$ -	94,127	19%
b. Security	80,000	10,140	69,860		100%
c. Custodial					
1. Personnel	125,500			125,500	0%
2. Expenditures	10,000		1,659	8,341	17%
d. General Maintenance					
1. Personnel	95,000			95,000	0%
2. Expenditures	124,000	629	26,429	96,942	22%
e. Insurance	9,000			9,000	0%
f. Network & Telecommunications	34,686	2,891		31,796	8%
<b>Subtotal--Facility Operations</b>	<b>\$ 593,686</b>	<b>\$ 35,033</b>	<b>\$ 97,948</b>	<b>\$ 460,706</b>	<b>22%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>0%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 978,380</b>	<b>\$ 37,706</b>	<b>\$ 98,847</b>	<b>\$ 841,828</b>	<b>14%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 352,364	\$ -	\$ -	\$ 352,364	0%
b. Operating Expenses	25,000		1,880	23,120	8%
<b>Subtotal--General Operations</b>	<b>\$ 377,364</b>	<b>\$ -</b>	<b>\$ 1,880</b>	<b>\$ 375,484</b>	<b>0%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 101,200	\$ 3,854	\$ -	\$ 97,346	4%
b. Security	90,000	10,663	79,337		100%
c. Custodial					
1. Personnel	122,000			122,000	0%
2. Expenditures	12,500		1,440	11,060	12%
d. General Maintenance					
1. Personnel	95,000			95,000	0%
2. Expenditures	94,000	2,433	35,660	55,907	41%
e. Insurance	9,000			9,000	0%
f. Network & Telecommunications	40,045	3,337		36,708	8%
<b>Subtotal--Facility Operations</b>	<b>\$ 563,745</b>	<b>\$ 20,287</b>	<b>\$ 116,437</b>	<b>\$ 427,021</b>	<b>24%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ -	\$ -	\$ 10,000	0%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>0%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 951,109</b>	<b>\$ 20,287</b>	<b>\$ 118,317</b>	<b>\$ 812,505</b>	<b>15%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 456,932	\$ -	\$ -	\$ 456,932	0%
b. Operating Expenses	40,000	1,350	11,770	26,880	33%
<b>Subtotal--General Operations</b>	<b>\$ 496,932</b>	<b>\$ 1,350</b>	<b>\$ 11,770</b>	<b>\$ 483,812</b>	<b>3%</b>



	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 54,000	\$ 1,623	\$ -	\$ 52,377	3%
b. Security	110,000	10,097	99,903		100%
c. Custodial					
1. Personnel	182,000			182,000	0%
2. Expenditures	15,000			15,000	0%
d. General Maintenance					
1. Personnel	105,000			105,000	0%
2. Expenditures	112,500	2,549	22,463	87,488	22%
e. Insurance	13,300			13,300	0%
f. Network & Telecommunications	35,890	2,991		32,899	8%
<b>Subtotal--Facility Operations</b>	<b>\$ 627,690</b>	<b>\$ 17,260</b>	<b>\$ 122,366</b>	<b>\$ 488,064</b>	<b>22%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 12,000	\$ -	\$ 2,290	\$ 9,710	19%
<b>Subtotal--Food Services</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ 2,290</b>	<b>\$ 9,710</b>	<b>19%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,136,622</b>	<b>\$ 18,610</b>	<b>\$ 136,426</b>	<b>\$ 981,586</b>	<b>14%</b>
<b>Total Expenditures</b>	<b>\$ 9,466,049</b>	<b>\$ 108,985</b>	<b>\$ 483,128</b>	<b>\$ 8,873,936</b>	<b>6%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 7/31</b>	<b>\$ 11,760,944</b>	<b>\$ 14,996,118</b>			

Approved by the Local College Board on May 9, 2023

VPAF 08/28/23

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY24</b>	<b>\$ 11,500,000</b>

**TIDEWATER COMMUNITY COLLEGE**  
**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**  
**AUXILIARY SERVICES BUDGET**  
July 1, 2023 - July 31, 2023

	Budget 2024	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2023</b>	<b>\$ 10,798,783</b>	<b>\$ 10,798,783</b>			
<b>I. Revenues</b>					
A. Bookstore	\$ 750,000	\$ 113,564	\$ -	\$ 636,436	15%
B. Vending					
1. Exclusive Beverage Contract	60,000	2,573		57,427	4%
2. Vending - CRH	26,000	1,071		24,929	4%
C. Municipal Support	18,000			18,000	0%
D. Interest Earnings	600,000	160,966		439,034	27%
E. Miscellaneous Revenue	400	51		349	13%
<b>Total Revenues</b>	<b>\$ 1,454,400</b>	<b>\$ 278,225</b>	<b>\$ -</b>	<b>\$ 1,176,175</b>	<b>19%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>	<b>\$ 12,253,183</b>	<b>\$ 11,077,008</b>			
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 61	\$ 18	\$ 5,921	1%
2. Miscellaneous Expenses	1,000			\$ 1,000	0%
3. Joint-Use Library Food Service Equipment	1,840			\$ 1,840	0%
<b>Subtotal--Operating Expenses</b>	<b>\$ 8,840</b>	<b>\$ 61</b>	<b>\$ 18</b>	<b>\$ 8,761</b>	<b>1%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 300,000</b>	<b>\$ 23,973</b>	<b>\$ 54</b>	<b>\$ 275,973</b>	<b>8%</b>
<b>C. College Community Events</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>0%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 10,000</b>	<b>\$ (266)</b>	<b>\$ -</b>	<b>\$ 10,266</b>	<b>-3%</b>
<b>E. Child Care Subsidy</b>					
1. Norfolk	\$ 120,000	\$ -	\$ -	\$ 120,000	0%
2. Portsmouth	120,000			120,000	0%
<b>Subtotal--Child Care Subsidy</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 240,000</b>	<b>0%</b>
<b>F. Auxiliary Service Operations</b>					
1. Personnel	\$ 199,314	\$ -	\$ -	\$ 199,314	0%
2. General Operating Costs	3,500			3,500	0%
3. Equipment/Software/Installation	35,640			35,640	0%
4. StormCard Marketing	10,000			10,000	0%
<b>Subtotal--Auxiliary Service Operations</b>	<b>\$ 248,454</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 248,454</b>	<b>0%</b>
<b>G. Community Support</b>					
1. College Board	\$ 2,500	\$ -	\$ 138	\$ 2,362	6%
2. President	15,000	14		14,986	0%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000			6,000	0%
b. Vice President for Administration & Chief Financial Officer	6,000		1,125	4,875	19%
c. Vice President for Information Systems & Institutional Effectiveness	6,000		1,120	4,880	19%
d. Vice President for Institutional Advancement	6,000	3,500		2,500	58%
e. Vice President for Workforce Solutions	6,000		129	5,871	2%
f. Vice President for Student Affairs	6,000	20		5,980	0%
4. Campus Deans					
a. Portsmouth	6,000			6,000	0%
b. Virginia Beach	12,000			12,000	0%
c. Chesapeake	6,000			6,000	0%
d. Norfolk	6,000			6,000	0%
5. Community Outreach	27,000		7,534	19,466	28%
6. Contingencies	3,500			3,500	0%
<b>Subtotal--Community Support</b>	<b>\$ 114,000</b>	<b>\$ 3,534</b>	<b>\$ 10,046</b>	<b>\$ 100,420</b>	<b>12%</b>

	Budget 2024	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>H. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 6,000	\$ -	\$ -	\$ 6,000	0%
2. Norfolk	6,000		516	5,484	9%
3. Portsmouth	6,000			6,000	0%
4. Virginia Beach	11,000			11,000	0%
<b>Subtotal--Deans' Discretionary Aid Fund</b>	<b>\$ 29,000</b>	<b>\$ -</b>	<b>\$ 516</b>	<b>\$ 28,484</b>	<b>2%</b>
<b>Subtotal--Expenditures</b>	<b>\$ 980,294</b>	<b>\$ 27,302</b>	<b>\$ 10,634</b>	<b>\$ 942,358</b>	<b>4%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
2. International Student Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000			3,000	0%
4. Martin Luther King Scholarship	5,576			5,576	0%
5. Military Scholarships	28,103			28,103	0%
6. ROTC Scholarships	13,489			13,489	0%
7. High School Scholarships					
a. Chesapeake	66,096			66,096	0%
1. LaVonne P. Ellis Scholarship	11,121			11,121	0%
2. Terri N. Thompson Scholarship	11,121			11,121	0%
b. Norfolk	43,704			43,704	0%
1. John T. Kavanaugh Scholarship	11,151			11,151	0%
2. John D. Padgett Scholarship	11,151			11,151	0%
c. Portsmouth	21,132			21,132	0%
1. Lee B. Armistead Scholarship	11,151			11,151	0%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	88,668			88,668	0%
1. Stanley Waranch Scholarship	11,151			11,151	0%
2. Dorcas T. Helfant-Browning Scholarship	11,151			11,151	0%
3. Thomas H. Wilson Scholarship	11,151			11,151	0%
4. Cynthia S. Free	11,151			11,151	0%
8. Dual Enrolled Scholarships					
1. Chesapeake	5,700			5,700	0%
2. Norfolk	5,700			5,700	0%
3. Portsmouth	5,700			5,700	0%
4. Virginia Beach	5,700			5,700	0%
9. L.E.A.P. Scholarships	750,000	538,525		211,475	72%
a. L.E.A.P. Book Scholarships	200,000			200,000	0%
<b>Subtotal--TCC Scholarships &amp; Awards</b>	<b>\$ 1,384,518</b>	<b>\$ 538,525</b>	<b>\$ -</b>	<b>\$ 845,993</b>	<b>39%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 2,364,812</b>	<b>\$ 565,827</b>	<b>\$ 10,634</b>	<b>\$ 1,788,351</b>	<b>24%</b>
<b>Fund Balance 7/31</b>	<b>\$ 9,888,371</b>	<b>\$ 10,511,181</b>			

**TIDEWATER COMMUNITY COLLEGE**  
**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.



**TIDEWATER COMMUNITY COLLEGE  
INVESTMENTS  
2023-24 STATEMENT OF EARNINGS**

	<b>BALANCE INVESTED</b>	<b>INTEREST 2022-23</b>
July 31, 2023	\$ 54,054,710	\$ 160,966
August 31, 2023	\$ -	\$ -
September 30, 2023	\$ -	\$ -
October 31, 2023	\$ -	\$ -
November 30, 2023	\$ -	\$ -
December 31, 2023	\$ -	\$ -
January 31, 2024	\$ -	\$ -
February 29, 2024	\$ -	\$ -
March 31, 2024	\$ -	\$ -
April 30, 2024	\$ -	\$ -
May 31, 2024	\$ -	\$ -
June 30, 2024	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 160,966</b>

Note 1

**Detail:**

<b>Investment Category</b>	<b>Cumulative Average Yield</b>	<b>Balance</b>
Towne Bank - Raymond James	1.94%	\$ 26,549,869
Commonwealth - LGIP	5.40%	\$ 1,119,989
Commonwealth - LGIP Extended Maturity	3.95%	\$ 4,967,708
Towne Bank - Repurchase Agreements	5.61%	\$ 5,610,808
Towne Bank - Insured Cash Sweep	5.35%	\$ 15,806,336
<b>TOTAL</b>		<b>\$ 54,054,710</b>

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

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

<b>LOCALITIES</b>	<b>PLEDGED</b>	<b>RECEIVED</b>	<b>BALANCE</b>
<b>PORTSMOUTH:</b>			
LOCAL BOARD (Operating)	6,000	-	
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ 6,000</b>
<b>VIRGINIA BEACH:</b>			
LOCAL BOARD (Operating)	6,000	-	
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ 6,000</b>
<b>CHESAPEAKE:</b>			
TECHNOLOGY	-	-	
LOCAL BOARD (Operating)	-	-	
<b>TOTAL-CHESAPEAKE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NORFOLK:</b>			
LOCAL BOARD (Operating)	6,000	-	
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ 6,000</b>
<b>TOTAL</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ 18,000</b>

VPAF 07/31/23

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

MEETING: September 12, 2023  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: Final Financial Report for 2022-23

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**BACKGROUND:**

The Commonwealth of Virginia operates on a July – June fiscal year. Following is the college’s final financial report for FY23.

**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

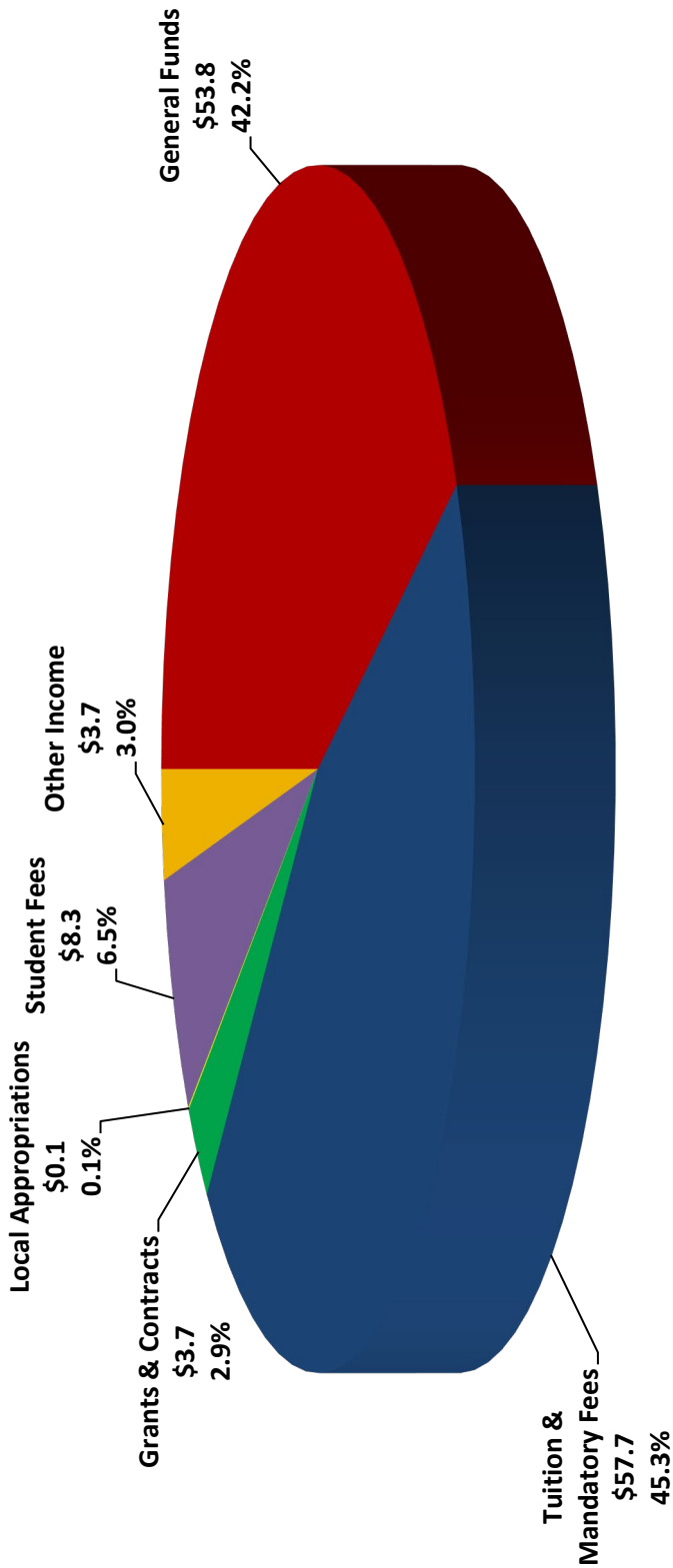
Heather Hardiman  
Vice President for Administration and Chief Financial Officer  
[hhardiman@tcc.edu](mailto:hhardiman@tcc.edu)  
757-822-1738

# TIDEWATER COMMUNITY COLLEGE

## Revenues

2022-23<sup>1</sup>

\$127.3 Million



In Millions

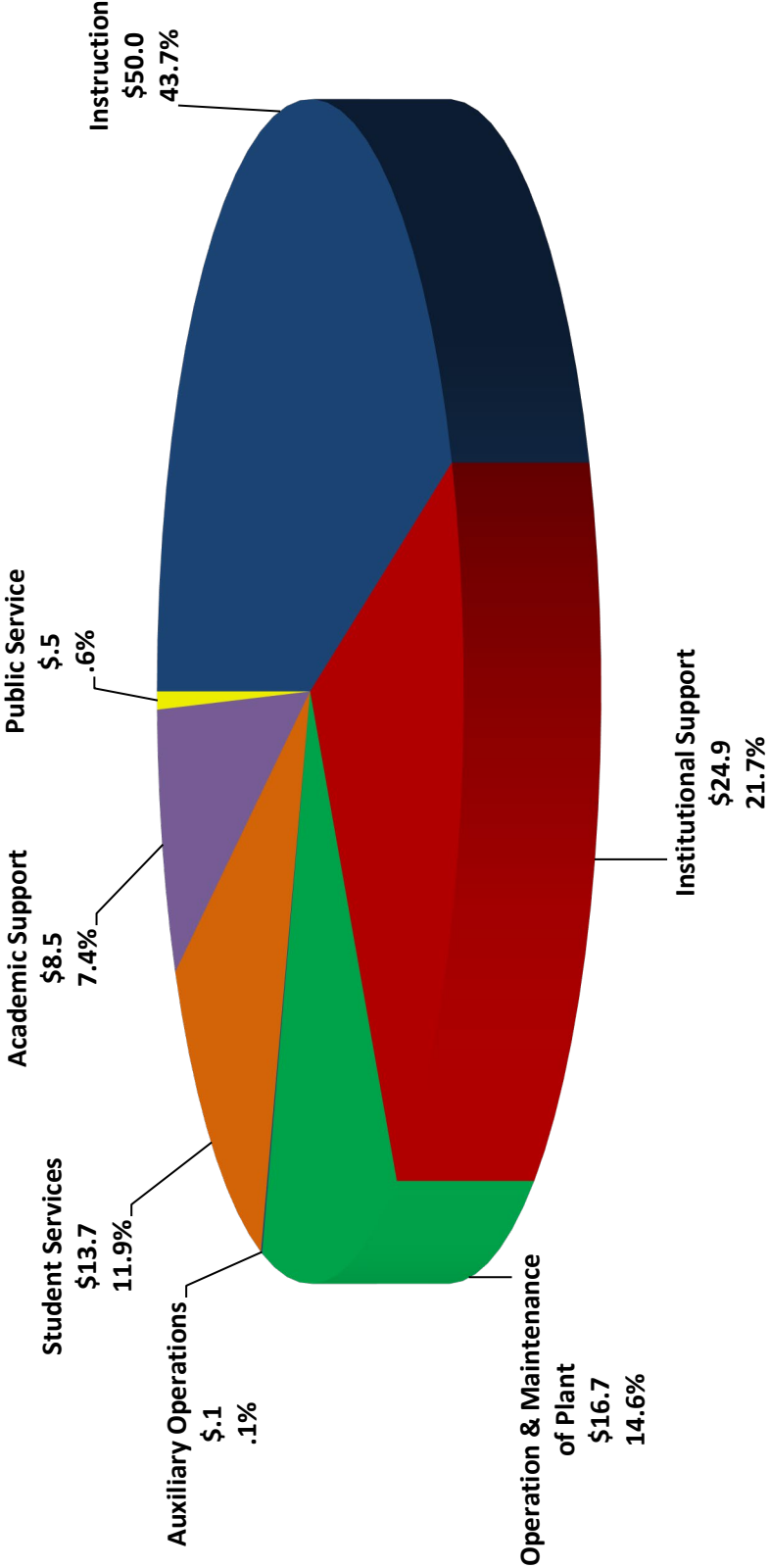
<sup>1</sup>As of June 30, 2023

# TIDEWATER COMMUNITY COLLEGE

## Expenditures

### 2022-23<sup>1</sup>

### \$1114.4 Million



*In Millions*

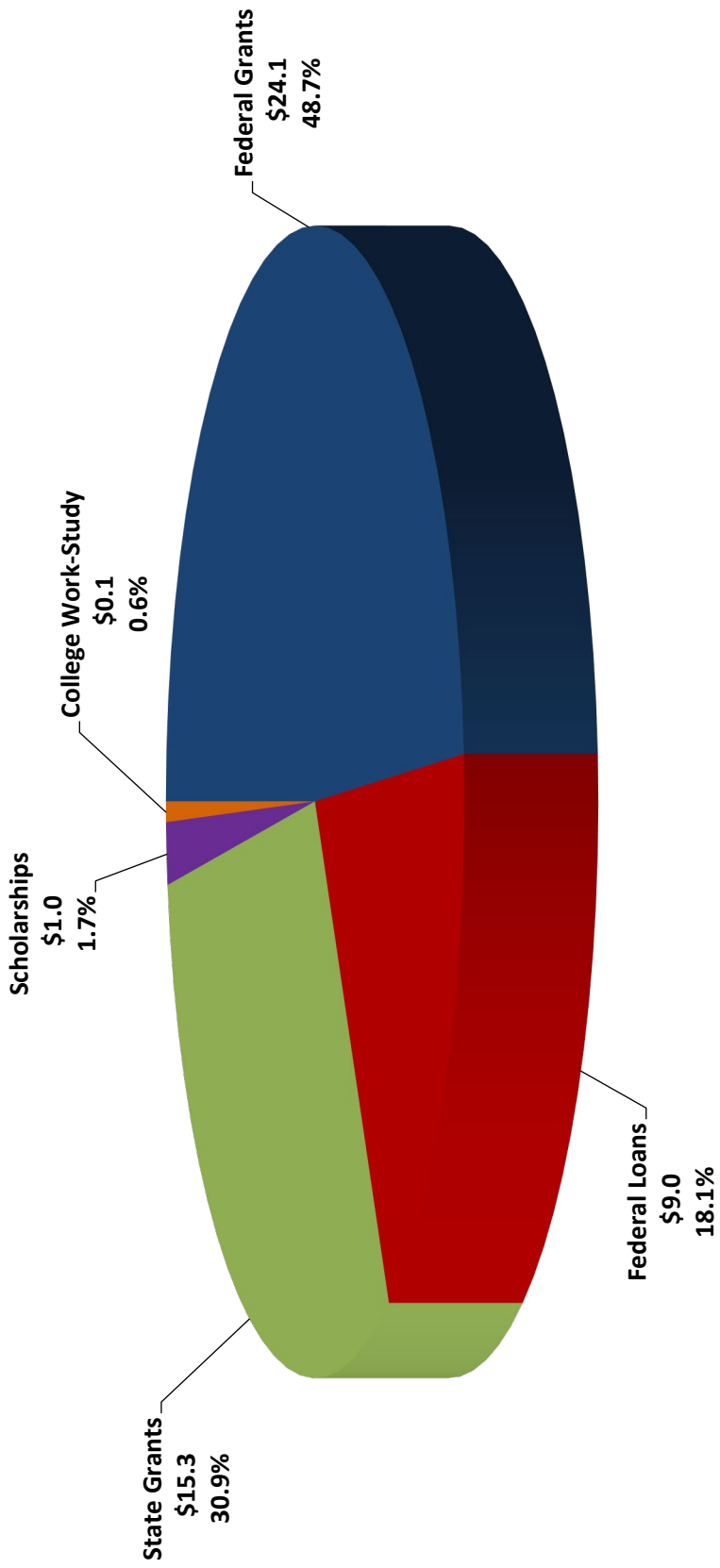
<sup>1</sup>As of June 30, 2023

# TIDEWATER COMMUNITY COLLEGE

## Financial Aid

2022-23<sup>1</sup>

\$49.5 Million



*In Millions*

<sup>1</sup>As of June 30, 2023

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

MEETING: September 12, 2023  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: State Operating Budget for 2023-24

---

**BACKGROUND:**

The Commonwealth of Virginia operates on a July – June fiscal year. Following is an overview of the college’s state operating budget for FY24.

**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

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

**TIDEWATER COMMUNITY COLLEGE  
STATE OPERATING BUDGET FOR 2023-2024**

<b>REVENUES</b>	<b>2023-2024</b>	<b>NOTES</b>
GENERAL FUNDS	51,221,502	1
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	51,659,468	2
WORKFORCE SOLUTIONS	3,192,391	
EQUIPMENT TRUST FUND	675,000	
RESERVE/CARRYFORWARD	11,451,470	
FEDERAL FUNDS RELATED TO COVID-19	2,710,726	3
<b>TOTAL REVENUES EXPECTED</b>	<b>120,910,557</b>	
<b>EXPENDITURES - PERSONNEL SERVICES</b>		
<b>PERSONNEL SERVICES</b>		
TEACHING FACULTY	18,728,111	4
ADMINISTRATIVE & PROFESSIONAL FACULTY	9,012,611	4
CLASSIFIED	18,308,663	4
ADJUNCT/OVERLOAD/SUMMER PAY	14,490,000	4
WAGE EMPLOYEES	4,473,552	4
WORKFORCE SOLUTIONS	1,554,321	4
REALLOCATION, SICK/ANNUAL LEAVE/SEVERANCE	300,000	
FRINGES	22,031,000	5
<b>TOTAL PERSONNEL SERVICES</b>	<b>88,898,258</b>	
<b>EXPENDITURES - OPERATING</b>		
<b>CHESAPEAKE CAMPUS</b>		
STUDENT SERVICES	78,936	
SCIENCE & MATH PATHWAY	214,323	
MANUFACTURING & TRANSPORTATION PATHWAY	139,449	
<b>NORFOLK CAMPUS</b>		
STUDENT SERVICES	141,267	
ARTS & HUMANITIES PATHWAY	211,753	
BUSINESS, COMPUTER SCIENCE & IT PATHWAY	23,269	
ROPER THEATER	191,678	
<b>PORTSMOUTH CAMPUS</b>		
STUDENT SERVICES	52,127	
ENGINEERING, MARITIME & SKILLED TRADES PATHWAY	137,723	
NURSING PATHWAY	43,335	
SOCIAL SCIENCE & EDUCATION PATHWAY	2,972	
<b>VIRGINIA BEACH CAMPUS</b>		
STUDENT SERVICES	121,800	
ADVANCED TECHNOLOGY CENTER	654,402	
JOINT-USE LIBRARY	756,043	
HEALTH PROFESSIONS PATHWAY	273,592	
PUBLIC & PROFESSIONAL SERVICES PATHWAY	135,675	
<b>CAMPUS AND CENTER TOTALS</b>	<b>3,178,343</b>	6
<b>OTHER OPERATING</b>		
ACADEMIC AFFAIRS	883,558	
STUDENT AFFAIRS	420,596	
SAFETY & SECURITY	2,541,605	
EMERGENCY MANAGEMENT	200,000	
FACILITIES MANAGEMENT	6,897,216	
FINANCE	54,388	
HUMAN RESOURCES	374,109	
INFORMATION SYSTEMS	2,628,160	
INSTITUTIONAL ADVANCEMENT	2,101,280	
INSTITUTIONAL EFFECTIVENESS	35,395	
OFFICE OF THE PRESIDENT	25,550	
OTHER FIXED COSTS	3,500,000	
WORKFORCE	2,000,000	7
PROFESSIONAL DEVELOPMENT	348,500	
DUAL ENROLLMENT	3,000,000	8
VCCS SHARED SERVICES	1,200,000	
<b>OTHER OPERATING TOTAL</b>	<b>26,210,357</b>	9



<b>EXPENDITURES - OPERATING (Continued)</b>		
ENCUMBERED FUNDS	2,350,000	10
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>120,636,958</b>	
<b>RESERVE/CARRYFORWARD BALANCE</b>	<b>273,599</b>	

Note 1: Reflects funding prior to a signed FY24 budget. Includes General Funds from the VCCS Model and an estimate of the Central Appropriations to include the State's share of pay raises and bonuses.

Note 2: Based on actual Summer 2023 enrollment and level enrollment projections for Fall and Spring. Reflects a 3% tuition increase enacted by the VCCS State Board effective for the Fall 2023 semester.

Note 3: Reflects the final draw from HEERF funds.

Note 4: Reflects a 5% pay increase for budgeted positions.

Note 5: Reflects increases from pay raises and additional healthcare costs.

Note 6: Reflects inflationary increases.

Note 7: Reflects an increase for the Skilled Trades Academy, Unit 5.

Note 8: Reflects anticipated increased participation in Dual Enrollment programs.

Note 9: Reflects budget re-allocations and spending cuts made by college leadership.

Note 10: Reflects the cost of large-dollar projects in progress. See the Encumbered Funds detail below.

<b>FY24 Beginning Encumbrance Report</b>		
Visual Arts & Design Center FF&E	1,000,000	
Install Sliding Doors & Card Readers at Virginia Beach Campus Buildings	1,000,000	
Chesapeake Campus - Pass Building Completion	350,000	
<b>TOTAL ENCUMBRANCES</b>	<b>2,350,000</b>	

VPAF 08/28/23

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

MEETING: September 12, 2023

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Suffolk Workforce Development Center – Utility Property Easements

**BACKGROUND:**

Tidewater Community College leases the space for the Suffolk Workforce Development Center at 7000 College Drive, Suffolk Virginia from Tidewater Community College Real Estate Foundation (TCCREF). The lease was amended on April 8, 2021, and extended through January 14, 2026. The terms and conditions of that lease will not be changed or impacted by the proposed property easements.

Hampton Roads Sanitation District (HRSD) provides wastewater conveyance and treatment service to 20 cities and counties of SE Virginia and the Eastern Shore. Operating under the Administrative Code of Virginia, HRSD has the right of acquisition through condemnation.

Tidewater Community College Real Estate Foundation and Tidewater Community College wish to advise the VCCS Finance and Facilities Committee that on August 2, 2023, a proposed easement acquisition notice was issued by HRSD #6\*1B 153.71 Acre Parcel and Parcel B, Tax Map #6\*1 144.45 Acre Parcel both on the James River NWQ College Drive & I-664 for the Project: Boat Harbor Transmission Force Main Land Acquisition. Total square footage of the proposed easement acquisition is 228,222 square feet permanent easement and 28,539 square feet temporary construction easement, see attached exhibit. Negotiations between HRSD and TCCREF for the compensation, timing and engineering details of the easements are in process.

**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

Heather Hardiman

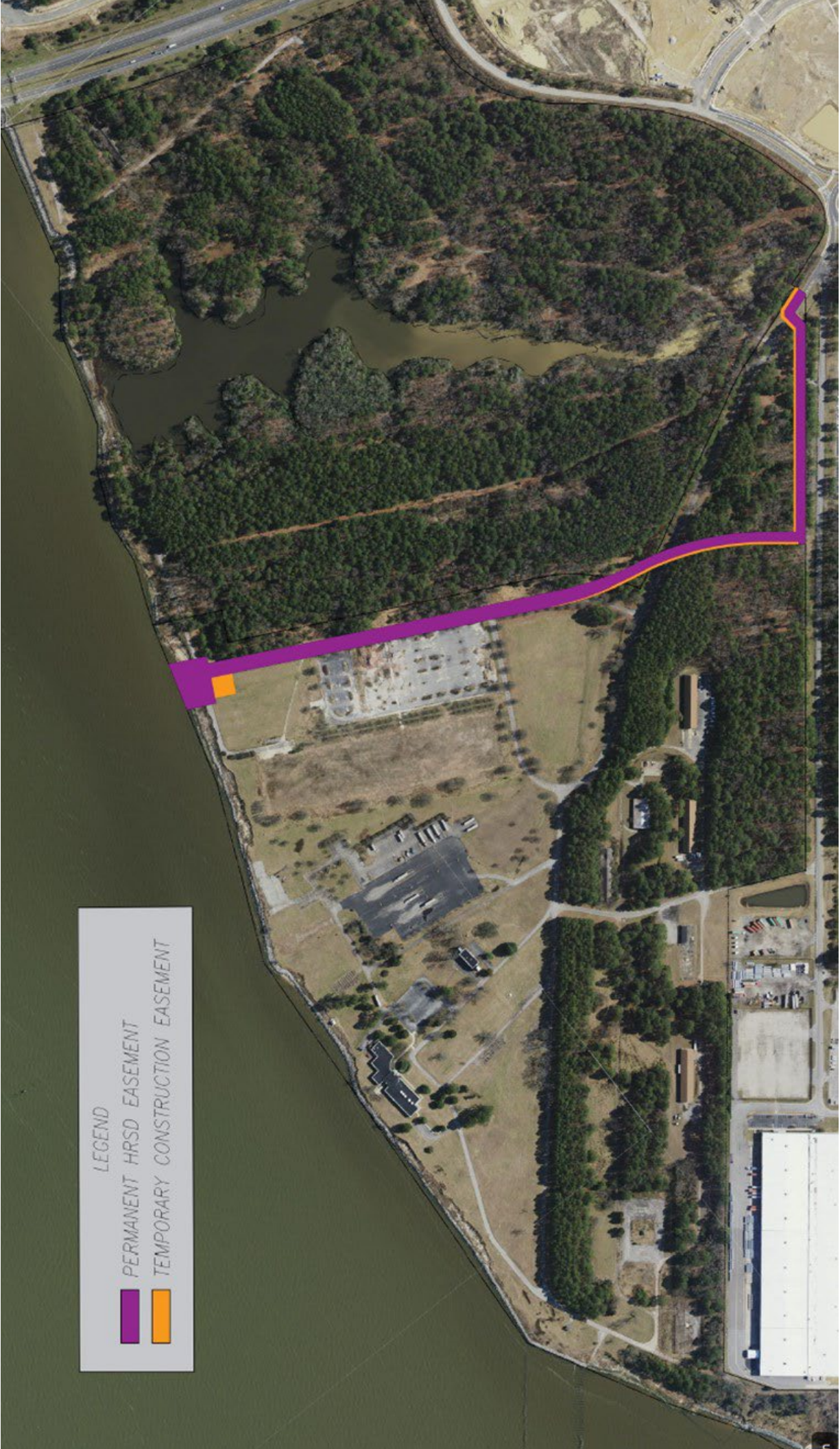
Vice President for Administration and Chief Financial Officer

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

757-822-1738

LEGEND

- PERMANENT HRSD EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT



# TIDEWATER COMMUNITY COLLEGE BOARD

## Proposed 2023-24 WORKING PRIORITIES

1. Align with the President and the college through strategic priorities, goals, and plans of the [TCC Innovate 2026 Strategic Plan](#).
2. Make certain board members are prepared to participate and are engaged at board meetings and are encouraged to attend college-sponsored events.
3. Assist and collaborate with college leadership for increasing enrollment, and student success through alignment with institutional priorities.
4. Assure TCC is responsive to the needs of our communities and stakeholders by encouraging transformative change in equity and inclusion in learning outcomes, access and success for all.
5. Review and audit reports, revenues, and budgets to ensure the financial security of the college.
6. Complete and submit the President's yearly evaluation with respect to her priorities and goals within the appropriate timeframe.
7. Reinforce supporting the TCC Educational Foundation for building and fostering partners with our same goals.
8. Keep abreast of the work and actions of the TCC Real Estate Foundation and the projects they oversee to benefit TCC.
9. Collaborate and review with the President on updates or revisions of the TCC policy and procedure manual.
10. Support the college by communicating with state board members, and local and state officials on legislative matters.

# TIDEWATER COMMUNITY COLLEGE BOARD

## PROPOSED 2023-24 STANDING COMMITTEES

### **Executive Committee**

Lynn Clements, Board Chair

James (Jay) Lucado, Board Vice Chair

Dr. Barry Brown, Chair – Academics, Student Affairs, & Workforce Development Committee

Kim McCallum, Chair – Advocacy Committee

Dr. Kirk Houston, Chair – Finance & Facilities Committee

Dr. Marcia Conston, President (*ex officio*)

Latesha D. Johnson, Executive Assistant to the President (*board liaison & staff support*)

### **Finance & Facilities Committee**

Dr. Kirk Houston, Chair

Matthew Stakes

Ron Green

James (Jay) Lucado

Lynn Clements, Board Chair (*ex officio*)

Dr. Marcia Conston, President (*ex officio*)

Heather Hardiman, Vice President for Finance (*staff liaison*)

### **Academics, Student Affairs & Workforce Development Committee**

Dr. Barry Brown, Chair

Jerome Bynum

Hope Sinclair

Charles (Andy) Tysinger

Lynn Clements, Board Chair (*ex officio*)

Dr. Marcia Conston, President (*ex officio*)

Dr. Karen Campbell, Vice President for Student Affairs (*staff liaison*)

Dr. Michelle Woodhouse, Vice President for Academic Affairs & Chief Academic Officer  
(*staff liaison*)

Laura Hanson, Interim Vice President for Workforce Solutions Center (*staff liaison*)

### **Advocacy Committee**

Kim McCallum, Chair

William (Bill) W. Crow

Connie Meyer

Lynn Clements, Board Chair (*ex officio*)

Dr. Marcia Conston, President (*ex officio*)

Beth Lunde, Associate Vice President for Human Resources (*staff liaison*)

Chris Bryant, VP of Institutional Advancement (*staff liaison*)

### **Educational Foundation Board Representatives**

Andy Tysinger

### **Real Estate Foundation Board Representative**

Dr. Kirk Houston

# TIDEWATER COMMUNITY COLLEGE BOARD

## 2023 UPCOMING EVENTS

**TCC's Fall Convocation**: Thursday, August 17<sup>th</sup> – 9:00 a.m. to 12:00 p.m.,  
Chesapeake Campus Student Center

**Commencement Exercises**: Monday, December 18<sup>th</sup> – 4:00 p.m., Chartway Arena,  
Norfolk

## Proposed 2023-24 MEETING SCHEDULE

Tuesday	September 12, 2023	Green District Administration Bldg., Norfolk
Tuesday	November 14, 2023	Student Center, Portsmouth Campus
Tuesday	January 9, 2024	Student Center, Virginia Beach Campus
Tuesday	March 12, 2024	Student Center, Chesapeake Campus
Tuesday	May 14, 2024	Student Center, Norfolk Campus
Thursday	August 8, 2024	Workforce Solutions Center (Work Session)
Tuesday	September 10, 2024	Green District Administration Bldg., Norfolk
Tuesday	November 12, 2024	Student Center, Portsmouth Campus

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### Notes

1. All regular meetings of the board commence at 4:00 p.m. on the second Tuesday of the month, unless otherwise noted, and typically conclude by 6:00 p.m.
2. The August meeting is framed as the board's annual planning work session.