

# TIDEWATER COMMUNITY COLLEGE BOARD

MARCH 19, 2024

4:00 P.M.

CHESAPEAKE CAMPUS STUDENT CENTER

LYNN CLEMENTS, CHAIR  
PRESIDING

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## AGENDA

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

*“Athletics Update”*

Dr. Karen Campbell, Vice President of Student Affairs  
Ms. Tina Price, Director of Auxiliary Services  
Mr. Vincent Gary, Director Chesapeake Student Center  
Mr. Chad Smith, Faculty Student Development

3. **Adoption of Consent Agenda** (Board Member(s) may make request(s) to move item(s) from the Consent Agenda that requires further discussion later in the meeting). (Board approves motion to adopt the consent agenda).
4. **Approval of Action Item(s) on Consent Agenda** (All item(s) under the Consent Agenda are enacted by one motion). **(Attachment(s) – (5 min.)**
  - a. Previous Meeting Minutes #337 for January 16, 2024 **(Attached)**
  - b. Discontinuance of the A.S. in General Studies, Teacher Preparation Specialization **(Attached)**
  - c. AS: Education; AS: Education, Elementary Education Major; AS: Education, Middle/Secondary Education Major; AS: Educations, Special Education Major; AS: Health Sciences; AS: Science, Biology Major; and AS: Science, Chemistry Major **(Attached)**
5. **Academics, Student Affairs, & Workforce Development Committee Report – Dr. Barry Brown, Chair (10 min.)**
  - a. Academic Affairs Update – Dr. Woodhouse
  - b. Student Affairs Update – Dr. Campbell
  - c. Workforce Development Update – Mr. Hall

6. **Finance & Facilities Committee Report** – Dr. Kirk Houston, Chair *(10 min.)*
  - a. Local Funds Financial Statements for Month Ending January 31, 2024  
(Attached)
  - b. Mid-Year Report on 2023-24 State Operating Budget (Attached)
7. **Advocacy Committee Report** – Ms. Kim McCallum, Chair *(5 min.)*
8. **Educational Foundation Liaison Report** – Mr. Andy Tysinger *(5 min.)*
9. **Real Estate Liaison Report** – Dr. Kirk Houston *(5 min.)*
10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
11. **President’s Report** – *(15 min.)*
  - a. Proposed 2023-24 Emeritus Appointment Resolutions (Attached, for action)
  - b. Spring Enrollment Update (w/Mr. Aasen)
  - c. General Updates
12. **Chair’s Report & Announcements** – *(10 min.)*
  - a. Presidential Evaluation Process – Review Section 2.15.4 of TCCB Policies and Procedures Manual w/By-laws (Attached, for discussion)
  - b. Appointment of Board Nominating Committee
  - c. General Updates
13. Adjournment

# TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 337

JANUARY 16, 2024

Meeting number three hundred thirty-seven of the Tidewater Community College Board was held on Tuesday, January 16, 2024 at the Portsmouth Campus Student Center.

**Members Present:** Jerome Bynum  
Dr. Marcia Conston  
James (Jay) Lucado  
Hope Sinclair  
Charles A. Tysinger  
Lynn B. Clements  
Ron Green  
Kim R. McCallum  
Matthew Stakes

**Members Absent:** Dr. Barry Brown, William Crow, Dr. Kirk Houston, and Connie Meyer

**Others Present:** Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness  
Christopher Bryant, Vice President for Institutional Advancement  
Karen Campbell, Vice President for Student Affairs  
Laura Hanson, Interim Vice President for Workforce Solutions  
Latesha D. Johnson, Executive Assistant to the President  
Sarah (Beth) Lunde, Associate Vice President for Human Resources  
Heather Hardiman, Vice President for Administration and Chief Financial Officer  
Michelle W. Woodhouse, Vice President for Academic Affairs & Chief Academic Officer

**1. Welcome and Call to Order**

Ms. Clements, chair, called the meeting to order at 4:10 p.m. She determined the presence of a quorum and welcomed guests.

**2. Adoption of Consent Agenda**

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

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

Referring to tab 3a of the meeting packet, the board approved Meeting Minutes #336 for November 15, 2023, and the proposal for the Engineering Technology Certificate.

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

- a. **Academic Affairs Update** – Dr. Woodhouse provided an Academic Affairs update on Learn.Explore.Accelerate.Persevere (LEAP); Academic programs; the Visual Arts and Design Center (VADC) Gallery event; and Childcare Centers.
- The LEAP Program allows students to get ahead by starting school in the Summer upon completing high school. Students can enroll in up to 12 credits to begin a college career or transfer credits to a 4-year college or university. They receive up to \$500 for textbooks and a new laptop (while supplies last). The LEAP Program has increased from 297 students (Summer 2022) to 506 students (Summer 2023).
  - TCC now offers the Practical Nursing Education (PNE) program. The program provides an opportunity for students to apply for their license as an LPN. It started January 8, 2024; has a cohort of 25 students; requires a total of 45 credits to complete and was approved by the Virginia Board of Nursing.
  - VADC Gallery – TCC, in collaboration with The Can Foundation, presented “A Look Within”, a multidisciplinary group exhibition that explores themes of self-reflection, growth and inward change. The exhibit featured the work of thirteen of The CAN Foundation’s CANtemporary Workshop participants who developed the concept for their culminating show during their time together in a 3-month collaborative artist development process.
  - A second TCC Childcare location opened January 8, 2024 on the Norfolk campus.
- b. **Student Affairs Update** – Dr. Campbell provided an update on the TCC/Amazon partnership; opening of the Free Market; Human Trafficking Awareness Day; Public Safety Training; and the Martin Luther Kin, Jr. Awards and Recognition Ceremony.
- Fall 2023 – TCC served 79 Career Choice participants in 2023 and received \$140,163.87 in Career Choice funds. TCC has 85 students enrolled for the Spring semester.
  - The former space for the Campus Cup has been transformed and is now officially the Free Market at TCC, our campus-based pantry. The market opened on Monday, January 8 at the Norfolk campus with fully stocked shelves.
  - Hampton Roads is considered a human trafficking hub and hotspot in Virginia due to its large military presence, tourism, and easy access to major highways. All VCCS colleges are required to develop and implement procedures requiring that a trauma-informed human trafficking awareness and prevention training program be provided to and completed by students required to take an institution’s first-year orientation program or course. This training should be included as part of the college’s orientation program as defined by the college. TCC partnered with Freekind, a nonprofit organization helping to prevent human trafficking and support those who have been exploited.
  - The department of Public Safety will coordinate with the campus deans to perform initial lockdown training on each campus during Spring 2024. They will create a

lockdown simulation, one building at a time, to prepare faculty, staff, and students for maximum safety in case of internal and external campus threats.

- The Martin Luther King, Jr. Awards and Recognition Ceremony was held at the Virginia Beach Campus. The award recipients were Jennifer Rouse and Leia Lassiter-Hunter.
- c. **Workforce Update** - Ms. Hanson reported that WFS increased Fast Forward enrollment July 1, 2023 – January 4, 2024. The top programs were Health Professions, Skilled Trades, Information Technology, and Transportation. Healthcare programs are expanding, and classes are scheduled to begin February 2024. Renovations at the Skilled Trades Academy are in progress. Occupancy is planned for May 2024. TCC nominated Norfolk Works for the Chancellor’s Award for Outstanding Achievement through a Collaboration or Consortia of Partners. They won and were honored at the VCCS Hire Education Conference 2023. TCC partners with the Hampton Roads Regional Maritime Training System. The college will receive \$3.5 million from the Blue Forge Alliance on behalf of the Navy. The funding will be used to outfit the expanded Skilled Trades Academy, create a new facility in Norfolk, and expand maritime and clean energy programs.

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

- a. **Local Fund Financial Statements for Month Ending November 30, 2023.** Ms. Hardiman highlighted revenues and expenditures for the student activities budget (56% and 28%), institutional auxiliary budget (57% and 40%), student center budget (54% and 65%), and auxiliary services budget (82% and 55%). Investments of \$52 million earned \$824,569 since December 1, 2023.

TCC plans to implement college athletic programs, starting with men’s and women’s basketball. State policy requires that the programs are funded using non-state funds. The local funds Auxiliary Services budget is the appropriate source for this type of funding. It was recommended that the College Board approve reallocating \$100,000 this fiscal year to support TCC’s athletics programs. On a motion by Ms. McCallum, seconded by Mr. Tysinger, the board approved the revised auxiliary services budget for 2023-24 as presented.

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

Ms. McCallum reported that TCC had a very successful Legislative Luncheon in December 2023. A few delegates, senators, and staff representatives attended. The VCCS Legislative Reception will be held on Tuesday, January 23, 2024. TCC’s annual General Assembly visit to Richmond is scheduled for January 31, 2024.

#### **7. Educational Foundation Liaison Report – Mr. Andy Tysinger**

Mr. Tysinger shared a presentation noting the TCC Educational Foundation (TCCEF) total donation comparisons by year from 2010–2023 and TCC’s five-year fundraising comparison CY 2019-2023. He also reported that the college had 18 donors for Giving Tuesday 2023. The TCCEF will have its first independent “Give Day” on Tuesday, May 7, 2024; and is preparing for Giving Tuesday on December 3, 2024. The Foundation Board made a historic move in 2023 to maximize the colleges awards after a terrible market return in 2022. The TCCEF distributed additional funding in 2023 to ensure students received scholarships.

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

In the absence of Dr. Houston, Dr. Conston reported that the Real Estate Foundation (REF) negotiated with the Hampton Roads Sanitation District to purchase 3 ½ - 4 acres of the College Point property for easement. The REF 2024 budget was approved, with a focus on development and a master plan for the College Point property. Dr. Conston noted that she will plan a Joint Board Reception this year to engage the College Board, Educational Foundation Board, and the Real Estate Board.

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

Nothing to report.

**10. President's Report**

- a. **Enrollment Update** – Mr. Aasen reported that the Fall 2023 Full-time Equivalent (FTE) enrollment was up +0.6% and student headcount was down -1.7%. Spring 2024 Full-time Equivalent (FTE) is down -1.9% and student headcount is up +2.4%. Key metrics for Spring 2024 are: first-time-in-college students (-11.7%); average credits (-4.3%); and fall-to-spring retention (65.6%). The VCCS enrollment for Spring 2024 indicated that 5 of the 23 colleges experienced enrollment declines in FTE and 6 in student headcount. In comparison to the VCCS Spring enrollment, TCC is down -1.9% in FTE and up +2.4% in student headcount.

Mr. Aasen reported that 157 security cameras were installed at the Norfolk campus (including the district building), inside and outside the buildings. Cameras will also be installed at the Chesapeake, Portsmouth, and Virginia Beach campuses.

**b. General Updates:**

- Dr. Conston and Dr. Doré met with Senator Don Scott to discuss the colleges interest with regards to the General Assembly.
- As reported by Dr. Campbell, TCC had a very successful MLK event. The Mayor of Virginia Beach and members of the City Council attended. The speaker, Micelle Ellis Young, was dynamic.
- Dr. Conston attended the 2024 Chamber Day and Old Dominion Assembly Legislative Reception in Richmond on January 17, 2024.
- On January 20, 2024, Rivers Casino organized a Time Capsule Ceremony to commemorate its first anniversary as Virginia's first permanent casino. Dr. Conston was invited to participate and contribute a personal item to the time capsule, symbolizing the college's unique impact and legacy. A photo of TCC students who were in the first dealer training class was included in the capsule.
- Dr. Conston provided the board members with a copy of the 2022-2023 President's Report.

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

- a. Chairwoman Clements reported that she thoroughly enjoyed TCC's Convocation that was held on Thursday, January 4<sup>th</sup>. She noted that the speaker, Mr. Darin Hoggan, Managing Consultant with Franklin Covey, delivered an engaging address to inspire collaboration and nurture a culture of trust. He stated that building trust is something we can do intentionally and by design. Trusting in the competence and character of one another is built on four cores

of credibility which are integrity, intent, capabilities, and results. As we intentionally build trust, the entire organization strengthens. Collaboration flows freely and students are inspired to reach their potential. With such an inspiring address, Ms. Clements emphasized the importance of the board's attendance and participation in TCC's Convocation and Commencement.

Announcements:

- TCC's General Assembly visit is scheduled for January 31, 2024.
- The next board meeting is Tuesday, March 12 at 4:00 p.m. at the Chesapeake Campus Student Center.

**12. Adjournment**

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

Respectfully submitted,



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Marcia Conston, Ph.D.  
Secretary to the Board

APPROVAL

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Lynn B. Clements  
Board Chair

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

**MEETING:** March 12, 2024

**COMMITTEE:** Curriculum and Student Development Committee

**AGENDA ITEM:** Discontinuance of the A.S. in General Studies: Teacher Preparation Specialization & New Program Request for A.S. in Education with Three Majors

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### **BACKGROUND:**

TCC offers an A.S. in General Studies with a Teacher Preparation Specialization. TCC faculty and the Pathway Dean determined that the specialization should be replaced with the statewide A.S. in Education curriculum and the three associate majors: Elementary Education, Middle/Secondary Education, and Special Education. This change will better prepare TCC students to enter and complete teacher preparation programs in Virginia without loss of credit. It will also allow students to select and best prepare for their preferred teaching area.

### **STAFF RECOMMENDATION:**

That the College Board approves the discontinuance of the A.S. in General Studies: Teacher Preparation Specialization and approves the initiation of the A.S. in Education with majors in Elementary Education, Middle/Secondary Education, and Special Education.

### **STAFF LIAISON:**

Michelle Woodhouse, Ed.D.

Interim Vice President for Academic Affairs and Chief Academic Officer

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

757-822-1061



## PROPOSED DEGREE

### Associate of Science in Education

The Associate of Science degree in Education is designed for students who plan to transfer to a four-year college or university to earn a baccalaureate degree in education and meet Virginia's teacher certification requirements. Although students may remain in and graduate from the A.S. in Education without selecting a major, students are encouraged to select from one of following three majors to best prepare them for students they desire to teach: Elementary (PK-6), Middle/Secondary Education (6-12), or Special Education.

Students should consult with an advisor or counselor on course and major selection to ensure they are prepared for the preferred program at the four-year institution they plan to attend.

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
SDV 101	Orientation to Teacher Preparation <sup>1</sup>	1	None	None
CST 100	Principles of Public Speaking <sup>2</sup>	3	None	None
EDU 200	Foundations of Education	3	None	None
PSY 230	Developmental Psychology	3	None	None
HIS 121	United States History to 1877 <sup>3</sup>	3	Eligible to enroll in ENG 111	None
ENG 111	College Composition I	3	None	None
<b>Semester Credits</b>		<b>16</b>		

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 250	Foundations of Exceptional Education	3	EDU 200	None
BIO 101	General Biology I <sup>5</sup>	4	None	None
ENG 112	College Composition II	3	ENG 111	None
_____	Approved Mathematics Elective <sup>4</sup>	3		None
_____	Humanities Elective <sup>6</sup>	3		None
<b>Semester Credits</b>		<b>16</b>		

#### SEMESTER 3

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 204	Teaching in a Diverse Society	3	EDU 200	None
_____	Social Science Elective <sup>8</sup>	3		None
_____	English Literature Elective <sup>7</sup>	3		None
_____	Approved Mathematics Elective <sup>4</sup>	3		None
_____	Humanities Elective <sup>6</sup>	3		None
<b>Semester Credits</b>		<b>15</b>		

## SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 295	Teaching as a Profession II	3	EDU 200	None
EDU 280	Introduction to Instructional Technologies	3	EDU 200 or departmental approval	None
_____	Approved Program Elective <sup>11</sup>	3		None
_____	Approved Elective <sup>10</sup>	3		None
_____	Science with Lab Elective <sup>9</sup>	4		None
<b>Semester Credits</b>		<b>16</b>		

**Total Minimum Credits      63**

<sup>1</sup> Students may take SDV 100.

<sup>10</sup> Eligible courses are listed under Transfer Electives. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

<sup>11</sup> Students must take EDU 280, EDU 270, or EDU 206.

<sup>2</sup> Students may take CST 110.

<sup>3</sup> Students may take HIS 122.

<sup>4</sup> Students must take MTH 154 or higher. Students planning to transfer to William & Mary are advised to take MTH 161 & MTH 162 or MTH 167. Students transferring to ODU are advised to take MTH 154 & MTH 155 or MTH 154 & MTH 245.

<sup>5</sup> Students may take BIO 106.

<sup>6</sup> Students may select from eligible Humanities courses identified under General Education Core Requirements. To satisfy the Humanities requirement, the course must be selected from Artistic Expression or Human Culture. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

<sup>7</sup> Students may choose from the following ENG courses: 125, 225, 245, 246, 250, 255, 258, 275. ENG 250 may be preferred by the four-year college or university.

<sup>8</sup> Students may select from eligible Social Science courses identified under General Education Core Requirements. Preferred courses include: ECO 150, ECO 201, ECO 202, GEO 210, GEO 220, GEO 225, and PLS 135. Students should consult with an academic advisor or counselor to choose the appropriate course.

<sup>9</sup> Students may select a Lab Science course identified under General Education Core Requirements, except for a Biology course. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

## PROPOSED DEGREE AND MAJOR

### Associate of Science in Education: Middle/Secondary Education Major

The Associate of Science degree in Education: Middle/Secondary Education (6-12) major, is designed for students who plan to transfer to a four-year college or university to earn a baccalaureate degree in education and meet Virginia's teacher certification requirements to teach students children in grades 6 through 12.

Students should consult with an advisor or counselor on course and major selection to ensure they are prepared for the preferred program at the four-year institution they plan to attend.

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
SDV 101	Orientation to Teacher Preparation <sup>1</sup>	1	None	None
CST 100	Principles of Public Speaking <sup>2</sup>	3	None	None
EDU 200	Foundations of Education	3	None	None
PSY 230	Developmental Psychology	3	None	None
HIS 121	United States History to 1877 <sup>3</sup>	3	Eligible to enroll in ENG 111	None
ENG 111	College Composition I	3	None	None
<b>Semester Credits</b>		<b>16</b>		

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 250	Foundations of Exceptional Education	3	EDU 200	None
BIO 101	General Biology I <sup>5</sup>	4	None	None
ENG 112	College Composition II	3	ENG 111	None
_____	Approved Mathematics Elective <sup>4</sup>	3		None
_____	Humanities Elective <sup>6</sup>	3		None
<b>Semester Credits</b>		<b>16</b>		

#### SEMESTER 3

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 204	Teaching in a Diverse Society	3	EDU 200	None
_____	English Literature Elective <sup>8</sup>	3		None
_____	Approved Program Elective <sup>10</sup>	3 - 4		None
_____	Social Science Elective <sup>7</sup>	3		None
_____	Approved Mathematics Elective <sup>4</sup>	3		None
<b>Semester Credits</b>		<b>15 - 16</b>		

#### SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
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## SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 295	Teaching as a Profession II	3	EDU 200	None
_____	Science with Lab Elective <sup>9</sup>	4		None
_____	Approved Program Elective <sup>10</sup>	3 - 4		None
_____	Approved Program Elective <sup>10</sup>	3 - 4		None
_____	Approved Program Elective <sup>10</sup>	3		None
<b>Semester Credits</b>		<b>16 - 18</b>		

**Total Minimum Credits      63 - 66**

<sup>1</sup> Students may take SDV 100.

<sup>2</sup> Students may take CST 110.

<sup>3</sup> Students may take HIS 122. Students seeking endorsement in History or Social Studies are advised to take HIS 121 & HIS 122 while in this program.

<sup>4</sup> Students must take MTH 154 or higher. Students seeking endorsement in mathematics or a science should take higher level courses such as MTH 167, MTH 263, and MTH 245. Students seeking endorsement in other disciplines may take MTH 154 and MTH 155. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

<sup>5</sup> Students may take BIO 106.

<sup>6</sup> Students may select from eligible Humanities courses identified under General Education Core Requirements. To satisfy the Humanities requirement, the course must be selected from Artistic Expression or Human Culture. Students planning to transfer to JMU are advised to take PHI 100. Students should consult with an academic advisor or counselor to choose the appropriate course.

<sup>7</sup> Students may select from eligible Social Science courses other than History courses identified under General Education Core Requirements. Preferred courses include ECO 201, ECO 202, GEO 210, and PLS 135. Students should consult with an academic advisor or counselor to choose the appropriate course.

<sup>8</sup> Students may choose from the following ENG courses: 125, 225, 245, 246, 250, 255, 258, 275. Students planning to transfer to JMU are advised to take ENG 245, 246, 255, or 258. Students seeking endorsement in Social Studies are advised to take ENG 258.

<sup>9</sup> Students may select from eligible Science with Lab courses identified under General Education Core Requirements. Students seeking endorsement in Biology should take BIO 102. Students interested in transferring to Longwood are advised to take PHY 100. Students planning to transfer to JMU and seeking endorsement in a science are advised to take GOL 105.

<sup>10</sup> Eligible courses are listed under Transfer Electives. Students should consult with an academic advisor or counselor to choose the appropriate course(s) based on the college or university they plan to transfer and their anticipated teaching endorsement area.

Recommended courses for approved program electives based on intended transfer college/university and/or endorsement area:

### Mathematics

MTH 245, 263, 264, 265, 266, 280, 288; CSC 221 (Note: MTH 245, 263, 264, 267, and 283 are recommended for JMU.)

### English

ENG 241, 245, 246, 255, 211, 258 (Note: ENG 245 or 246 and ENG 255, 258 are recommended for JMU.)

### Science (Biology)

BIO 101-102; CHM 111-112; GOL 105 (Note: CHM 111-112 are recommended for Longwood.)

### Science (Chemistry)

BIO 101; CHM 111-112, 241-245, 242-246; MATH 263; PHY 201 or 202; GOL 105

### Science (Physics)

BIO 101; CHM 111-112; MATH 263, 265; PHY 201-202, PHY 241-242; GOL 105

**Science (Earth Science)**

BIO 101; CHM 111-112; PHY 201-202, PHY 241-242; GOL 105 (Note: These courses are recommended for JMU.)

**Social Studies (required for History, Government, Economics, and Civics)**

HIS 121-122, 101-102, 111-112; PLS 135-136, 140; GEO 210; ECO 150, 201, 202; REL 230; PSY 200 (Note: HIS 101-102, PLS 136, PLS 140 are recommended for Longwood.)

**Engineering Education**

EGR 125, EGR 121-122, EGR 240; CHM 111-112; MTH 263-264; PHY 201; BIO 101-102; MTH 245

## PROPOSED DEGREE AND MAJOR

### Associate of Science in Education: Elementary Education Major

The Associate of Science degree in Education: Elementary Education (PK-6) major is designed for students who plan to transfer to a four-year college or university to earn a baccalaureate degree in education and meet Virginia's teacher certification requirements to teach students from preschool to 6th grade.

Students should consult with an advisor or counselor on course and major selection to ensure they are prepared for the preferred program at the four-year institution they plan to attend.

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
SDV 101	Orientation to Teacher Preparation <sup>1</sup>	1	None	None
CST 100	Principles of Public Speaking <sup>2</sup>	3	None	None
EDU 200	Foundations of Education	3	None	None
PSY 230	Developmental Psychology	3	None	None
HIS 121	United States History to 1877 <sup>3</sup>	3	Eligible to enroll in ENG 111	None
ENG 111	College Composition I	3	None	None
<b>Semester Credits</b>		<b>16</b>		<b>Co-Requisites</b>

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 250	Foundations of Exceptional Education	3	EDU 200	None
MTH 154	Quantitative Reasoning <sup>6</sup>	3	MDE 10 or placement	None or MDE 54 with placement
BIO 101	General Biology I <sup>4</sup>	4	None	None
ENG 112	College Composition II	3	ENG 111	None
_____	Humanities Elective <sup>5</sup>	3		None
<b>Semester Credits</b>		<b>16</b>		

#### SEMESTER 3

Course No	Course Title	Credits	Prerequisites	Co-Requisites
MTH 155	Statistical Reasoning <sup>6</sup>	3	MDE 10 or placement	None or MDE 55 with placement
EDU 204	Teaching in a Diverse Society	3	EDU 200	None
_____	Humanities Elective <sup>9</sup>	3		None
_____	English Literature Elective <sup>7</sup>	3		None

Social Science Elective <sup>8</sup>

3

None

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**Semester Credits**

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15

**SEMESTER 4**

**Course No**

**Course Title**

**Credits**

**Prerequisites**

**Co-Requisites**

**SEMESTER 4**

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 295	Teaching as a Profession II	3	EDU 200	None
EDU 280	Introduction to Instructional Technologies	3	EDU 200 or departmental approval	None
_____	Approved Elective <sup>11</sup>	3		None
_____	Science with Lab Elective <sup>10</sup>	4		None
_____	Approved Elective <sup>11</sup>	3		None
<b>Semester Credits</b>		<b>16</b>		

**Total Minimum Credits      63**

<sup>1</sup> Students may take SDV 100.

<sup>2</sup> Students may take CST 110.

<sup>3</sup> Students may take HIS 122.

<sup>4</sup> Students may take BIO 106.

<sup>5</sup> Students may select from eligible Humanities courses identified under General Education Core Requirements. To satisfy the Humanities requirement, the course must be selected from Artistic Expression or Human Culture. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

<sup>6</sup> Students may take a higher mathematics if needed by the four-year college or university. Students planning to transfer to William & Mary are advised to take MTH 161 & MTH 162 or MTH 167. Students transferring to ODU are advised to take MTH 154 & MTH 155 or MTH 154 & MTH 245.

<sup>7</sup> Students may choose from the following ENG courses: 125, 225, 245, 246, 250, 255, 258, 275. ENG 250 may be preferred by the four-year college or university.

<sup>8</sup> Students may select from eligible Social Science courses identified under General Education Core Requirements. Preferred courses include: ECO 150, ECO 201, ECO 202, GEO 210, GEO 220, GEO 225, and PLS 135. Students should consult with an academic advisor or counselor to choose the appropriate course.

<sup>9</sup> Students may select from eligible Humanities courses identified under General Education Core Requirements. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

<sup>10</sup> Students may select a Lab Science course identified under General Education Core Requirements, except for a Biology course. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

<sup>11</sup> Eligible courses are listed under Transfer Electives. Students should consult with an academic advisor or counselor to choose the appropriate course(s).



## PROPOSED DEGREE AND MAJOR

### Associate of Science in Education: Special Education Major

The Associate of Science degree in Education: Special Education is designed for students who plan to transfer to a four-year college or university to earn a baccalaureate degree in education and meet Virginia's teacher certification requirements to teach students in need of special education.

Students should consult with an advisor or counselor on course and major selection to ensure they are prepared for the preferred program at the four-year institution they plan to attend.

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
SDV 101	Orientation to Teacher Preparation <sup>1</sup>	1	None	None
CST 100	Principles of Public Speaking <sup>2</sup>	3	None	None
EDU 200	Foundations of Education	3	None	None
PSY 230	Developmental Psychology	3	None	None
HIS 121	United States History to 1877 <sup>3</sup>	3	Eligible to enroll in ENG 111	None
ENG 111	College Composition I	3	None	None
<b>Semester Credits</b>		<b>16</b>		

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 250	Foundations of Exceptional Education	3	EDU 200	None
BIO 101	General Biology I <sup>5</sup>	4	None	None
ENG 112	College Composition II	3	ENG 111	None
_____	Approved Mathematics Elective <sup>4</sup>	3		None
_____	Humanities Elective <sup>6</sup>	3		None
<b>Semester Credits</b>		<b>16</b>		

#### SEMESTER 3

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 204	Teaching in a Diverse Society	3	EDU 200	None
EDU 270	Introduction to Autism Spectrum Disorders	3	EDU 200 or departmental approval	None
_____	Approved Mathematics Elective <sup>4</sup>	3		None
_____	English Literature Elective <sup>7</sup>	3		None
_____	Social Science Elective <sup>8</sup>	3		None
<b>Semester Credits</b>		<b>15</b>		

#### SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
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## SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
EDU 206	Classroom and Behavioral Management	3	EDU 200	None
EDU 280	Introduction to Instructional Technologies	3	EDU 200 or departmental approval	None
EDU 295	Teaching as a Profession II	3	EDU 200	None
_____	Science with Lab Elective <sup>9</sup>	4		None
_____	Approved Elective <sup>10</sup>	3		None
<b>Semester Credits</b>		<b>16</b>		
<b>Total Minimum Credits</b>		<b>63</b>		

<sup>1</sup> Students may take SDV 100.

<sup>2</sup> Students may take CST 110.

<sup>3</sup> Students may take HIS 122.

<sup>4</sup> Students must take MTH 154 or higher. Students transferring to ODU are advised to take MTH 154 & MTH 155 or MTH 154 & MTH 245

<sup>5</sup> Students may take BIO 106.

<sup>6</sup> Students may select from eligible Humanities courses identified under General Education Core Requirements. To satisfy the Humanities requirement, the course must be selected from Artistic Expression or Human Culture. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

<sup>7</sup> Students may choose from the following ENG courses: 125, 225, 245, 246, 250, 255, 258, 275. ENG 250 may be preferred by the four-year college or university.

<sup>8</sup> Students may select from eligible Social Science courses identified under General Education Core Requirements. Preferred courses include: ECO 150, ECO 201, ECO 202, GEO 210, GEO 220, GEO 225, and PLS 135. Students should consult with an academic advisor or counselor to choose the appropriate course.

<sup>9</sup> Students may select a Lab Science course identified under General Education Core Requirements, except for a Biology course. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

<sup>10</sup> Eligible courses are listed under Transfer Electives. Students should consult with an academic advisor or counselor to choose the appropriate course(s).

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

MEETING: March 12, 2024

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: New Program Request for Associate of Science: Health Sciences

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**BACKGROUND:**

The College does not currently offer a transfer program that provides a natural pathway and required coursework for students who plan to transfer and pursue four-year degrees in health profession programs. The proposed Associate of Science: Health Sciences is a TransferVA (TRVA) Parent Degree program and includes the necessary preparatory coursework.

Faculty reviewed health science degree requirements at Virginia four-year colleges, focusing on some of the College's top transfer institutions (Old Dominion, Virginia Commonwealth and James Madison). Utilizing the TRVA parent degree framework as a guide, faculty created a curriculum to satisfy the math, science and health course requirements needed for transfer.

A draft of the Associate of Science: Health Sciences curriculum was shared with biology faculty at a discipline meeting on October 27, 2023. A meeting on November 8, 2023 with the AVP for Academic Affairs and pathway deans in natural sciences and health professions discussed faculty credentials and essential courses. A final draft of the Associate of Science: Health Sciences proposed curriculum and supporting documentation was shared with all full-time natural science faculty on November 16, 2023 via e-mail. Faculty shared feedback and offered support or no support for the degree. Overall, 22 faculty supported the degree, three did not support the degree, and four did not respond.

**STAFF RECOMMENDATION:**

That the College Board approve the proposed Associate of Science: Health Sciences

**STAFF LIAISON:**

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

## SPECIALIZATION

### Associate of Science: Health Sciences

The Associate of Science (A.S.) degree in Health Sciences is a flexible degree that allows students to design a curriculum that best prepares them for transfer to a four-year institution in a variety of health profession programs. The program consists of a number of electives that may be selected in consultation with an advisor or counselor to ensure they will be accepted for the preferred program at the four-year institution they plan to attend.

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
SDV 100	College Success Skills <sup>1</sup>	1	None	None
ENG 111	College Composition I	3	None	None
BIO 101	General Biology I	4	None	None
PHI 220	Ethics and Society	3	None	None
_____	Mathematics Elective <sup>2</sup>	3		None
<b>Semester Credits</b>		<b>14</b>		

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
CST 100	Principles of Public Speaking <sup>3</sup>	3	None	None
MTH 245	Statistics I	3	MTH 152, MTH 154, MTH 158, MTH 161, or MTH 163 with a grade of C or better; or placement	None
ENG 112	College Composition II	3	ENG 111	None
CHM 111	General Chemistry I	4	Eligible to enroll in ENG 111 and MTH 161 or higher	None
_____	Approved BIO Elective <sup>4</sup>	4		None
<b>Semester Credits</b>		<b>17</b>		

#### SEMESTER 3

Course No	Course Title	Credits	Prerequisites	Co-Requisites
HLT 228	Introduction to Public Health	3	None	None
CHM 112	General Chemistry II	4	CHM 111 with a grade of C or higher	None
_____	History Elective <sup>6</sup>	3		None
_____	Approved BIO Elective <sup>3</sup>	4		None
<b>Semester Credits</b>		<b>14</b>		

#### SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
PSY 200	Principles of Psychology <sup>7</sup>	3	None	None
HLT 230	Principles of Nutrition	3	None	None

## SEMESTER 4

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites
_____	History Elective <sup>5</sup>	3		None
_____	Mathematics or Science with Lab Elective <sup>8</sup>	3 - 5		None
_____	Humanities Elective <sup>5</sup>	3		None
<b>Semester Credits</b>		<b>15 - 17</b>		
<b>Total Minimum Credits</b>		<b>60 - 62</b>		

<sup>1</sup> Students may substitute SDV 101 for SDV 100.

<sup>2</sup> Students should take MTH 154 or MTH 161.

<sup>3</sup> Students may substitute CST 110 for CST 100.

<sup>4</sup> Students may select from BIO 102, BIO 141, BIO 142, or BIO 150. Students should consult with an academic advisor or counselor to choose the appropriate course(s) based on their intended transfer institution. UPDATE TO BIO ELECTIVE.

<sup>5</sup> Students may select one of the following humanities to meet this requirement: ART 100, ART 101, ART 102, CST 130, CST 151, MUS 121, MUS 221, MUS 222, ENG 125, ENG 211, ENG 212, ENG 225, ENG 245, ENG 246, ENG 255, ENG 258, or ENG 275. Students should consult with an academic advisor or counselor to choose the appropriate course based on their intended transfer institution.

<sup>6</sup> Students may select from HIS 101, HIS 102, HIS 111, HIS 112, HIS 121 or HIS 122.

<sup>7</sup> Students may take SOC 200.

<sup>8</sup> Students may select from one of the following math or lab science courses: BIO 102, BIO 141, BIO 142, BIO 150, CHM 241/245, MTH 162, MTH 261, or PHY 241. Students should consult with an academic advisor or counselor to choose the appropriate course based on their intended transfer institution.

### Course Classification Legend

- ☆ Critical Course - A course faculty have identified as one that students should complete successfully, with a high level of understanding and comprehension, to progress in the program.
- \* Experiential Learning - A course where students can expect hands-on experiences and/or practical exposure opportunities which could be in or out of the classroom.
- + Gateway Course - A course that serves as an introduction to the program and is typically offered early in the program.
- ◆ Milestone Course - Key intervals of program completion, if applicable.

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

MEETING: March 12, 2024

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: New Program Requests for Associate of Science: Science, Biology Major and Associate of Science: Science, Chemistry Major

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**BACKGROUND:**

The College currently offers an Associate of Science: Science degree that serves as a general transfer degree for students interested in any science or science-related transfer programs at four-year institutions. As part of the TransferVA framework, common curricula have been developed state-wide to provide students an opportunity to major in biology or chemistry, under the parent AS: Science degree. These majors allow students to complete the necessary math and specific science course work needed for a bachelor's degree in biology or chemistry. Majors were developed in collaboration with four-year institutions to maximize the transferability of required coursework.

TCC faculty reviewed biology and chemistry degree requirements at Virginia four-year colleges, focusing on some of the College's top transfer institutions (Old Dominion, Virginia Commonwealth and James Madison). Utilizing the TRVA common curriculum framework as a guide, faculty created TCC curricula to satisfy the math, biology and chemistry requirements needed for transfer.

A draft of the Associate of Science in Science, Biology Major curriculum was shared with full time biology faculty at a zoom discipline meeting on October 27, 2023. Faculty provided feedback on the curriculum, student interest and new course creation. After researching student biology majors and funding to hire new full time lab managers, the final proposed Associate of Science in Science, Biology Major curriculum and supporting documentation was shared via email on December 8, 2023 to all full time biology faculty. Faculty shared feedback and offered support or no support for the major. Overall, thirteen faculty supported the degree, five did not, and three did not respond.

A draft of the Associate of Science in Science, Chemistry Major curriculum was shared with full time chemistry faculty at a zoom discipline meeting on October 19, 2023. After minor revisions to the proposed curriculum, the final proposed Associate of Science in Science, Chemistry Major curriculum and supporting documentation was shared via email on December 5, 2023 to all full time chemistry faculty. Faculty shared feedback and offered support or no support for the major. Overall, five faculty supported the degree and two did not respond.

**STAFF RECOMMENDATION:**

That the College Board approve the proposed Associate of Science: Science, Biology Major and Associate of Science: Science, Chemistry Major

**STAFF LIAISON:**

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

## SPECIALIZATION

### Associate of Science: Science, Biology Major

The Associate of Science (A.S.) degree in Science with a Biology Major allows students to design a curriculum that best prepares them for transfer as a Biology Major to a four-year institution. The program consists of a number of general education electives, as well as biology and chemistry coursework needed for transfer.

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
SDV 100	College Success Skills <sup>1</sup>	1	None	None
ENG 111	College Composition I	3	None	None
CHM 111	General Chemistry I	4	Eligible to enroll in ENG 111 and MTH 161 or higher	None
BIO 101	General Biology I	4	None	None
MTH 161	PreCalculus I	3	MDE 60 or placement	None or MDE 61 with placement
<b>Semester Credits</b>		<b>15</b>		

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
BIO 102	General Biology II	4	BIO 101 or Departmental Permission	None
MTH 245	Statistics I <sup>7</sup>	3	MTH 152, MTH 154, MTH 158, MTH 161, or MTH 163 with a grade of C or better; or placement	None
CHM 112	General Chemistry II	4	CHM 111 with a grade of C or higher	None
ENG 112	College Composition II	3	ENG 111	None
_____	Humanities Elective <sup>2</sup>	3		None
<b>Semester Credits</b>		<b>17</b>		

#### SEMESTER 3

Course No	Course Title	Credits	Prerequisites	Co-Requisites
CHM 241	Organic Chemistry I	3	CHM 112 with a grade of C or higher	None
CST 100	Principles of Public Speaking	3	None	None
BIO 206	Cell Biology <sup>4</sup>	4	BIO 101 and CHM 111	None
CHM 245	Organic Chemistry Laboratory I	2	CHM 112 with a grade of C or better	CHM 241
_____	Social Science Elective <sup>5</sup>	3		None
<b>Semester Credits</b>		<b>15</b>		

#### SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
CHM 246	Organic Chemistry Laboratory II	2	CHM 245	CHM 242



**SEMESTER 4**

<b>Course No</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>	<b>Co-Requisites</b>
CHM 242	Organic Chemistry II	3	CHM 241 with a grade of C or higher	None
_____	Humanities Elective <sup>6</sup>	3		None
_____	Science with Lab Elective <sup>8</sup>	4		None
_____	History Elective <sup>3</sup>	3		None
<b>Semester Credits</b>		<b>15</b>		
<b>Total Minimum Credits</b>		<b>62</b>		

<sup>1</sup> Students may substitute SDV 101.

<sup>2</sup> Students may select from eligible Humanities courses listed in the Artistic Expression or Human Culture categories identified under Humanities elective in General Education Core Requirements. Students should consult with an academic advisor or counselor to choose the appropriate course.

<sup>3</sup> Students may take HIS 101, HIS 102, HIS 111, HIS 112, HIS 121 or HIS 122.

<sup>4</sup> Students may take BIO 256 (note: this will show as BIO 206 or BIO 256 on final program guide, footnote to be removed).

<sup>5</sup> Students may select from eligible Social Science courses identified under General Education Core Requirements, except for a History course.

<sup>6</sup> Students may select from eligible Humanities courses listed in the Literature and Creative Writing category or in a different category from the previous Humanities course selection. Humanities courses are identified under General Education Core Requirements. Students must select a course in a different category from the previous Humanities course selection. Students should consult with an academic advisor or counselor to choose the appropriate course.

<sup>7</sup> or MTH 261 (both will show on guide and footnote will be removed).

<sup>8</sup> or approved elective (will be added to final program guide).  
Course options include: BIO 206, BIO 256, BIO 270, BIO 141, GOL 105, GOL 106, PHI 201 or PHY 241.

## SPECIALIZATION

### Associate of Science: Science, Chemistry Major

The Associate of Science (A.S.) degree in Science with a Chemistry Major allows students to design a curriculum that best prepares them for transfer as a Chemistry Major to a four-year institution. The program consists of a number of general education electives, chemistry, physics and math courses needed for transfer.

#### SEMESTER 1

Course No	Course Title	Credits	Prerequisites	Co-Requisites
SDV 100	College Success Skills <sup>2</sup>	1	None	None
ENG 111	College Composition I	3	None	None
CHM 111	General Chemistry I	4	Eligible to enroll in ENG 111 and MTH 161 or higher	None
_____	Humanities Elective <sup>2</sup>	3		None
_____	Approved Program Elective <sup>3</sup>	3 - 5		None
<b>Semester Credits</b>		<b>14 - 16</b>		

#### SEMESTER 2

Course No	Course Title	Credits	Prerequisites	Co-Requisites
MTH 263	Calculus I	4	MTH 162, MTH 164, MTH 166, or MTH 167 with a grade of C or better; or placement	None
ENG 112	College Composition II	3	ENG 111	None
BIO 101	General Biology I	4	None	None
CHM 112	General Chemistry II	4	CHM 111 with a grade of C or higher	None
<b>Semester Credits</b>		<b>15</b>		

#### SEMESTER 3

Course No	Course Title	Credits	Prerequisites	Co-Requisites
CHM 241	Organic Chemistry I	3	CHM 112 with a grade of C or higher	None
PHY 201	General College Physics I <sup>4</sup>	4	MTH 161 or MTH 167 with a grade of C or better	None
MTH 264	Calculus II	4	MTH 173 or MTH 263 with a grade of C or better	None
CHM 245	Organic Chemistry Laboratory I	2	CHM 112 with a grade of C or better	CHM 241
_____	History Elective <sup>5</sup>	3		None
<b>Semester Credits</b>		<b>16</b>		

#### SEMESTER 4

Course No	Course Title	Credits	Prerequisites	Co-Requisites
CHM 242	Organic Chemistry II	3	CHM 241 with a grade of C or higher	None
PHY 202	General College Physics II <sup>7</sup>	4	PHY 201 with a grade of C or	None

**SEMESTER 4**

<b>Course No</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>	<b>Co-Requisites</b>
	General College Physics II <sup>7</sup>		better and MTH 162 or MTH 167 with a grade of C or better	
CHM 246	Organic Chemistry Laboratory II	2	CHM 245	CHM 242
_____	Social Science Elective <sup>6</sup>	3		None
_____	Humanities Elective <sup>8</sup>	3		None
	<b>Semester Credits</b>	<b>15</b>		

**Total Minimum Credits      60 - 62**

<sup>1</sup> Students may substitute SDV 101.

<sup>2</sup> Students may select from eligible Humanities courses in the Artistic Expression or Human Culture category identified under General Education Core Requirements. Students should consult with an academic advisor or counselor to select the appropriate course.

<sup>3</sup> Students may select MTH 167 (if MTH 263 pre-requisite is needed), approved science with lab electives or approved transfer electives. Students should consult with an academic advisor or counselor to select the appropriate course.

<sup>4</sup> or PHY 241 (will be added in ( ) on final guide).

<sup>4</sup> Students may select from HIS 101, HIS 102, HIS 111, HIS 112, HIS 121 or HIS 122.

<sup>6</sup> Students may select from eligible social science electives identified under General Education Core Requirements. Students should consult with an academic advisor or counselor to select the appropriate course.

<sup>7</sup> or PHY 242 (will be added in ( ) on final guide).

<sup>8</sup> Students may select from eligible Humanities courses in the Literature and Creative Writing category or from a different category than the previous humanities selection. Humanities electives are identified under General Education Core Requirements. Students should consult with an academic advisor or counselor to select the appropriate course.

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

MEETING: March 19, 2024

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Local Funds Financial Statements for Month Ending January 31, 2024

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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 - January 31, 2024

	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	\$ 487,777	\$ -	\$ 236,966	67%
B. ID Card Replacements	3,000	3,560		(560)	119%
<b>Total Revenues</b>	<b>\$ 727,743</b>	<b>\$ 491,337</b>	<b>\$ -</b>	<b>\$ 236,406</b>	<b>68%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>	<b>\$ 2,655,404</b>	<b>\$ 2,418,998</b>			
<b>II. Expenditures</b>					
<b>A. Student Activities</b>					
1. Student Government Association	\$ 6,000	\$ 822	\$ -	\$ 5,178	14%
2. Programming	50,000	24,376	6,536	19,088	62%
3. Student Organizations	10,000	5,926		4,074	59%
4. Contingency Fund	6,000	730	2,238	3,032	49%
5. Gear Up To Lead	10,000	8,136		1,864	81%
6. VCCS Leadership Conference	10,000	9,200		800	92%
7. Visual Arts & Design Center	3,100			3,100	0%
8. Student Resource and Empowerment Center	11,000	86	1,206	9,708	12%
9. Student Federation Council					
10. Virtual Student Center	8,000	4,300	5,850	(2,150)	127%
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>\$ 53,576</b>	<b>\$ 15,830</b>	<b>\$ 64,694</b>	<b>52%</b>
<b>B. College-wide Learning Assistance Fund</b>					
1. College-wide Learning Assistance Fund	\$ 77,793	\$ 35,633	\$ -	\$ 42,160	46%
<b>Subtotal--College-wide Learning Assistance Fund</b>	<b>\$ 77,793</b>	<b>\$ 35,633</b>	<b>\$ -</b>	<b>\$ 42,160</b>	<b>46%</b>
<b>C. College-wide Contingency Fund</b>					
1. College-wide Contingency Fund	\$ 15,000	\$ 2,626	\$ -	\$ 12,374	18%
<b>Subtotal--College-wide Contingency Fund</b>	<b>\$ 15,000</b>	<b>\$ 2,626</b>	<b>\$ -</b>	<b>\$ 12,374</b>	<b>18%</b>
<b>D. Deans' Contingency Fund</b>					
1. College-wide Deans' Contingency Fund	\$ 20,500	\$ 8,006	\$ 4,786	\$ 7,708	62%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 20,500</b>	<b>\$ 8,006</b>	<b>\$ 4,786</b>	<b>\$ 7,708</b>	<b>62%</b>
<b>E. Student Activities Identification System</b>					
1. Equipment, Software, and Supplies	\$ 36,000	\$ 6,148	\$ 3,272	\$ 26,580	26%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 36,000</b>	<b>\$ 6,148</b>	<b>\$ 3,272</b>	<b>\$ 26,580</b>	<b>26%</b>
<b>Total Expenditures</b>	<b>\$ 283,393</b>	<b>\$ 105,989</b>	<b>\$ 23,888</b>	<b>\$ 153,516</b>	<b>46%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 604,384	\$ 352,557	\$ -	\$ 251,827	58%
<b>Subtotal--Transfers</b>	<b>\$ 604,384</b>	<b>\$ 352,557</b>	<b>\$ -</b>	<b>\$ 251,827</b>	<b>58%</b>
<b>Fund Balance 01/31</b>	<b>\$ 1,767,627</b>	<b>\$ 1,960,452</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 - January 31, 2024**

	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	\$ 1,395,585	\$ -	\$ 679,168	67%
B. Student Parking Sales	25,000	4,488		\$ 20,512	18%
C. Student HRT Pass Sales	15,000	15,089		(89)	101%
D. Miscellaneous Revenue	1,000	18,036		(17,036)	1804%
<b>Total Revenues</b>	<b>\$ 2,115,753</b>	<b>\$ 1,433,198</b>	<b>\$ -</b>	<b>\$ 682,555</b>	<b>68%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>	<b>\$ 20,569,712</b>	<b>\$ 19,887,157</b>			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,639,240	\$ 1,635,224	\$ -	\$ 4,016	100%
B. Chesapeake Campus Parking Lot - Debt Service	332,625	331,791		834	100%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel					
2. Utilities	9,000	7,821		1,179	87%
3. Security	10,000			10,000	0%
4. General Maintenance	75,000	14,570	16,471	43,959	41%
D. College-wide Parking Lot Improvements	250,000		20,387	229,613	8%
E. Hampton Roads Transit (HRT) Passes	67,500	67,500			100%
F. Student Parking	65,000		4,415	60,585	7%
G. Visual Arts & Design Center Parking Lease					
H. College-wide Wayfinding	3,000,000	37,761	555,590	2,406,649	20%
I. Security Camera Implementation	225,000	7,531		217,469	3%
<b>Total Expenditures</b>	<b>\$ 5,673,365</b>	<b>\$ 2,102,198</b>	<b>\$ 596,863</b>	<b>\$ 2,974,304</b>	<b>48%</b>
<b>Fund Balance 01/31</b>	<b>\$ 14,896,347</b>	<b>\$ 17,784,959</b>			

Approved by the Local College Board on May 9, 2023

VPAF 02/14/24



**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 - January 31, 2024

	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	\$ 3,771,982	\$ -	\$ 1,889,918	67%
B. Transfer-In from Student Activities Budget	604,384	352,557			
C. Food Service Revenue	7,950	750		7,200	9%
D. Miscellaneous Revenue	75,000	13,482		61,518	18%
<b>Total Revenues</b>	<b>\$ 6,349,234</b>	<b>\$ 4,138,771</b>	<b>\$ -</b>	<b>\$ 1,958,636</b>	<b>65%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>	<b>\$ 22,226,992</b>	<b>\$ 20,016,529</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 1,140,474	\$ 1,137,678	\$ -	\$ 2,796	100%
2. Student Center - Chesapeake Campus	1,213,249	1,158,068		55,181	95%
3. Student Center - Portsmouth Campus	1,217,773	1,080,317		137,456	89%
4. Student Center - Virginia Beach Campus	1,734,205	1,656,139		78,066	95%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 5,305,701</b>	<b>\$ 5,032,202</b>	<b>\$ -</b>	<b>\$ 273,499</b>	<b>95%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 349,995	\$ 152,662	\$ -	\$ 197,333	44%
b. Operating Expenses	25,000	19,202	1,187	4,611	82%
<b>Subtotal--General Operations</b>	<b>\$ 374,995</b>	<b>\$ 171,864</b>	<b>\$ 1,187</b>	<b>\$ 201,944</b>	<b>46%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 105,600	\$ 72,382	\$ -	\$ 33,218	69%
b. Security	115,000	38,804	76,196		100%
c. Custodial					
1. Personnel	120,000	52,080		67,920	43%
2. Expenditures	12,000	2,255	1,786	7,959	34%
d. General Maintenance					
1. Personnel	101,000	54,669		46,331	54%
2. Expenditures	213,000	36,632	28,473	147,895	31%
e. Insurance	8,200	8,733		(533)	107%
f. Network & Telecommunications	35,942	20,966		14,976	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 710,742</b>	<b>\$ 286,521</b>	<b>\$ 106,455</b>	<b>\$ 317,766</b>	<b>55%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 8,500	\$ 1,500	\$ -	\$ 7,000	18%
<b>Subtotal--Food Services</b>	<b>\$ 8,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>18%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 1,094,237</b>	<b>\$ 459,885</b>	<b>\$ 107,642</b>	<b>\$ 526,710</b>	<b>52%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 349,694	\$ 157,977	\$ -	\$ 191,717	45%
b. Operating Expenses	25,000	11,991	11,977	1,032	96%
<b>Subtotal--General Operations</b>	<b>\$ 374,694</b>	<b>\$ 169,968</b>	<b>\$ 11,977</b>	<b>\$ 192,749</b>	<b>49%</b>

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 115,500	\$ 85,935	\$ -	29,565	74%
b. Security	80,000	37,931	42,069		100%
c. Custodial					
1. Personnel	125,500	65,031		60,469	52%
2. Expenditures	10,000	1,751	2,459	5,790	42%
d. General Maintenance					
1. Personnel	95,000	47,548		47,452	50%
2. Expenditures	124,000	51,772	40,727	31,501	75%
e. Insurance	9,000	9,586		(586)	107%
f. Network & Telecommunications	34,686	20,234		14,453	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 593,686</b>	<b>\$ 319,788</b>	<b>\$ 85,255</b>	<b>\$ 188,644</b>	<b>68%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 1,500	\$ -	\$ 8,500	15%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 8,500</b>	<b>15%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 978,380</b>	<b>\$ 491,256</b>	<b>\$ 97,232</b>	<b>\$ 389,893</b>	<b>60%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 352,364	\$ 180,920	\$ -	\$ 171,444	51%
b. Operating Expenses	25,000	1,289	1,789	21,922	12%
<b>Subtotal--General Operations</b>	<b>\$ 377,364</b>	<b>\$ 182,209</b>	<b>\$ 1,789</b>	<b>\$ 193,366</b>	<b>49%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 101,200	\$ 34,351	\$ -	\$ 66,849	34%
b. Security	90,000	37,817	52,183		100%
c. Custodial					
1. Personnel	122,000	44,043		77,957	36%
2. Expenditures	12,500	1,977	1,920	8,603	31%
d. General Maintenance					
1. Personnel	95,000	52,512		42,488	55%
2. Expenditures	94,000	32,775	23,752	37,473	60%
e. Insurance	9,000	9,391		(391)	104%
f. Network & Telecommunications	40,045	23,360		16,685	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 563,745</b>	<b>\$ 236,226</b>	<b>\$ 77,855</b>	<b>\$ 249,664</b>	<b>56%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 1,500	\$ -	\$ 8,500	15%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 8,500</b>	<b>15%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 951,109</b>	<b>\$ 419,935</b>	<b>\$ 79,644</b>	<b>\$ 451,530</b>	<b>53%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 456,932	\$ 174,759	\$ -	\$ 282,173	38%
b. Operating Expenses	40,000	3,290	810	35,900	10%
<b>Subtotal--General Operations</b>	<b>\$ 496,932</b>	<b>\$ 178,049</b>	<b>\$ 810</b>	<b>\$ 318,073</b>	<b>36%</b>

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 54,000	\$ 17,276	\$ -	\$ 36,724	32%
b. Security	110,000	38,646	71,354		100%
c. Custodial					
1. Personnel	182,000	71,512		110,488	39%
2. Expenditures	15,000	1,163		13,837	8%
d. General Maintenance					
1. Personnel	105,000	80,484		24,516	77%
2. Expenditures	112,500	34,011	29,400	49,089	56%
e. Insurance	13,300	14,096		(796)	106%
f. Network & Telecommunications	35,890	20,936		14,954	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 627,690</b>	<b>\$ 278,124</b>	<b>\$ 100,754</b>	<b>\$ 248,812</b>	<b>60%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 12,000	\$ 6,808	\$ 3,186	\$ 2,006	83%
<b>Subtotal--Food Services</b>	<b>\$ 12,000</b>	<b>\$ 6,808</b>	<b>\$ 3,186</b>	<b>\$ 2,006</b>	<b>83%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,136,622</b>	<b>\$ 462,981</b>	<b>\$ 104,750</b>	<b>\$ 568,891</b>	<b>50%</b>
<b>Total Expenditures</b>	<b>\$ 9,466,049</b>	<b>\$ 6,866,258</b>	<b>\$ 389,268</b>	<b>\$ 2,210,523</b>	<b>77%</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 01/31</b>	<b>\$ 11,760,944</b>	<b>\$ 12,150,271</b>			

Approved by the Local College Board on May 9, 2023

VPAF 02/14/24

<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 - January 31, 2024

	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	\$ 608,152	\$ -	\$ 141,848	81%
B. Vending					
1. Exclusive Beverage Contract	60,000	54,242		5,758	90%
2. Vending - CRH	26,000	17,440		8,560	67%
C. Municipal Support	18,000	12,000		6,000	67%
D. Interest Earnings	600,000	829,197		(229,197)	138%
E. Miscellaneous Revenue	400	395		5	99%
<b>Total Revenues</b>	<b>\$ 1,454,400</b>	<b>\$ 1,521,426</b>	<b>\$ -</b>	<b>\$ (67,026)</b>	<b>105%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
	<b>\$ 12,253,183</b>	<b>\$ 12,320,209</b>			
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 446	\$ 2	\$ 5,552	7%
2. Miscellaneous Expenses	1,000	1,826		(826)	183%
3. Joint-Use Library Food Service Equipment	1,840			1,840	0%
<b>Subtotal--Operating Expenses</b>	<b>\$ 8,840</b>	<b>\$ 2,272</b>	<b>\$ 2</b>	<b>\$ 6,566</b>	<b>26%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 300,000</b>	<b>\$ 283,113</b>	<b>\$ 54</b>	<b>\$ 16,833</b>	<b>94%</b>
<b>C. College Community Events</b>	<b>\$ 30,000</b>	<b>\$ 17,593</b>	<b>\$ 1,000</b>	<b>\$ 11,407</b>	<b>62%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 10,000</b>	<b>\$ 11,073</b>	<b>\$ -</b>	<b>\$ (1,073)</b>	<b>111%</b>
<b>E. Child Care Subsidy</b>					
1. Norfolk	\$ 120,000	\$ 18,586	\$ 4,755	\$ 96,659	19%
2. Portsmouth	120,000			120,000	0%
<b>Subtotal--Child Care Subsidy</b>	<b>\$ 240,000</b>	<b>\$ 18,586</b>	<b>\$ 4,755</b>	<b>\$ 216,659</b>	<b>10%</b>
<b>F. Auxiliary Service Operations</b>					
1. Personnel	\$ 199,314	\$ 103,682	\$ -	\$ 95,632	52%
2. General Operating Costs	3,500	2,986		514	85%
3. Equipment/Software/Installation	35,640	5,000		30,640	14%
4. StormCard Marketing	10,000	6,453	85	3,462	65%
<b>Subtotal--Auxiliary Service Operations</b>	<b>\$ 248,454</b>	<b>\$ 118,121</b>	<b>\$ 85</b>	<b>\$ 130,248</b>	<b>48%</b>
<b>G. Community Support</b>					
1. College Board	\$ 2,500	\$ 1,041	\$ 157	\$ 1,302	48%
2. President	15,000	7,684	255	7,061	53%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	2,611	238	3,151	47%
b. Vice President for Administration & Chief Financial Officer	6,000	3,319		2,681	55%
c. Vice President for Information Systems & Institutional Effectiveness	6,000	1,401		4,599	23%
d. Vice President for Institutional Advancement	6,000	5,010		990	84%
e. Vice President for Workforce Solutions	6,000	207		5,793	3%
f. Vice President for Student Affairs	6,000	2,231		3,769	37%
4. Campus Deans					
a. Portsmouth	6,000	3,411	405	2,184	64%
b. Virginia Beach	12,000	1,983		10,017	17%
c. Chesapeake	6,000	2,690		3,310	45%
d. Norfolk	6,000	2,792		3,208	47%
5. Community Outreach	27,000	2,797	2,594	21,609	20%
6. Contingencies	3,500			3,500	0%
<b>Subtotal--Community Support</b>	<b>\$ 114,000</b>	<b>\$ 37,177</b>	<b>\$ 3,649</b>	<b>\$ 73,174</b>	<b>36%</b>

	Budget 2024	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>H. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 6,000	\$ -	\$ 1,173	\$ 4,827	20%
2. Norfolk	6,000	1,833	651	3,516	41%
3. Portsmouth	6,000	627		5,373	10%
4. Virginia Beach	11,000	2,734		8,266	25%
<b>Subtotal--Deans' Discretionary Aid Fund</b>	<b>\$ 29,000</b>	<b>\$ 5,194</b>	<b>\$ 1,824</b>	<b>\$ 21,982</b>	<b>24%</b>
<b>Subtotal--Expenditures</b>	<b>\$ 980,294</b>	<b>\$ 474,543</b>	<b>\$ 6,614</b>	<b>\$ 475,796</b>	<b>51%</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	7,111		20,992	25%
6. ROTC Scholarships	13,489	762		12,727	6%
7. High School Scholarships					
a. Chesapeake	66,096	17,183		48,913	26%
1. LaVonne P. Ellis Scholarship	11,121	11,121			100%
2. Terri N. Thompson Scholarship	11,121	11,121			100%
b. Norfolk	43,704	2,660		41,044	6%
1. John T. Kavanaugh Scholarship	11,151	11,151			100%
2. John D. Padgett Scholarship	11,151	11,151			100%
c. Portsmouth	21,132	1,610		19,522	8%
1. Lee B. Armistead Scholarship	11,151	11,151			100%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	88,668	4,916		83,752	6%
1. Stanley Waranch Scholarship	11,151	11,151			100%
2. Dorcas T. Helfant-Browning Scholarship	11,151	11,151			100%
3. Thomas H. Wilson Scholarship	11,151	11,151			100%
4. Cynthia S. Free	11,151	11,151			100%
8. Dual Enrolled Scholarships					
1. Chesapeake	5,700			5,700	0%
2. Norfolk	5,700			5,700	0%
3. Portsmouth	5,700			5,700	0%
4. Virginia Beach	5,700			5,700	0%
9. L.E.A.P. Scholarships	750,000	750,000			100%
a. L.E.A.P. Book Scholarships	200,000	34,449		165,551	17%
10. College-wide Scholarship	77,000			77,000	0%
<b>Subtotal--TCC Scholarships &amp; Awards</b>	<b>\$ 1,461,518</b>	<b>\$ 918,990</b>	<b>\$ -</b>	<b>\$ 542,528</b>	<b>63%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 2,441,812</b>	<b>\$ 1,393,533</b>	<b>\$ 6,614</b>	<b>\$ 1,018,324</b>	<b>58%</b>
<b>Fund Balance 01/31</b>	<b>\$ 9,811,371</b>	<b>\$ 10,926,676</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	\$ 49,421,122	\$ 108,537
September 30, 2023	\$ 49,925,828	\$ 104,019
October 31, 2023	\$ 50,888,930	\$ 177,891
November 30, 2023	\$ 51,688,661	\$ 167,030
December 31, 2023	\$ 52,060,889	\$ 106,125
January 31, 2024	\$ 51,827,591	\$ 284,247
February 29, 2024	\$ -	\$ -
March 31, 2024	\$ -	\$ -
April 30, 2024	\$ -	\$ -
May 31, 2024	\$ -	\$ -
June 30, 2024	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 1,108,815</b>

Note 1

**Detail:**

<b>Investment Category</b>	<b>Cumulative Average Yield</b>	<b>Balance</b>
Towne Bank - Raymond James	2.48%	\$ 35,897,803
Commonwealth - LGIP	5.51%	\$ 1,151,425
Commonwealth - LGIP Extended Maturity	0.00%	\$ -
Towne Bank - Repurchase Agreements	5.28%	\$ 3,629,662
Towne Bank - Insured Cash Sweep	5.73%	\$ 11,148,701
<b>TOTAL</b>		<b>\$ 51,827,591</b>

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

**TIDEWATER COMMUNITY COLLEGE  
LOCAL CONTRIBUTIONS  
AS OF JANUARY 31, 2024**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
<b>PORTSMOUTH:</b>			
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
<b>VIRGINIA BEACH:</b>			
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
<b>CHESAPEAKE:</b>			
TECHNOLOGY	-	-	
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>\$ 12,000</b>	<b>\$ 6,000</b>

VPAF 01/31/24

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 19, 2024

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2023-24 State Operating Budget

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### BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2023-24 State Operating Budget was presented at the September 12, 2023 meeting; the Mid-Year report provides an update on the budget.

### STAFF RECOMMENDATION:

None. This item is for information only.

### STAFF LIAISON:

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

**TIDEWATER COMMUNITY COLLEGE  
STATE OPERATING BUDGET FOR 2023-2024  
MID-YEAR REPORT**

<b>REVENUES</b>	<b>2023-2024 Budget</b>	<b>Adjustments</b>	<b>2023-2024 Adjusted</b>	<b>Notes</b>
GENERAL FUNDS	51,221,502	2,209,709	53,431,211	1
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	51,659,468		51,659,468	
WORKFORCE SOLUTIONS	3,192,391	307,609	3,500,000	2
EQUIPMENT TRUST FUND	675,000		675,000	
RESERVE/CARRYFORWARD	11,451,470		11,451,470	
FEDERAL FUNDS RELATED TO COVID-19	2,710,726		2,710,726	
<b>TOTAL REVENUES EXPECTED</b>	<b>120,910,557</b>	<b>2,517,318</b>	<b>123,427,875</b>	
<b>EXPENDITURES - PERSONNEL SERVICES</b>				
<b>PERSONNEL SERVICES</b>				
TEACHING FACULTY	18,728,111		18,728,111	
ADMINISTRATIVE & PROFESSIONAL FACULTY	9,012,611	(300,000)	8,712,611	3
CLASSIFIED	18,308,663	(901,126)	17,407,537	3
ADJUNCT/OVERLOAD/SUMMER PAY	14,490,000		14,490,000	
WAGE EMPLOYEES	4,473,552	(300,000)	4,173,552	3
WORKFORCE SOLUTIONS	1,554,321	(54,321)	1,500,000	3
REALLOCATION, SICK/ANNUAL LEAVE/SEVERANCE	300,000		300,000	
FRINGES	22,031,000	(562,792)	21,468,208	3
<b>TOTAL PERSONNEL SERVICES</b>	<b>88,898,258</b>	<b>(2,118,239)</b>	<b>86,780,019</b>	
<b>EXPENDITURES - OPERATING</b>				
CHESAPEAKE CAMPUS				
STUDENT SERVICES	78,936		78,936	
SCIENCE, & MATH PATHWAY	214,323		214,323	
MANUFACTURING & TRANSPORTATION PATHWAY	139,449		139,449	
NORFOLK CAMPUS				
STUDENT SERVICES	141,267		141,267	
ARTS & HUMANITIES PATHWAY	211,753		211,753	
BUSINESS, COMPUTER SCIENCE & IT PATHWAY	23,269		23,269	
ROPER THEATER	191,678		191,678	
PORTSMOUTH CAMPUS				
STUDENT SERVICES	52,127		52,127	
ENGINEERING, MARITIME, & SKILLED TRADES PATHWAY	137,723		137,723	
NURSING PATHWAY	43,335		43,335	
SOCIAL SCIENCE & EDUCATION PATHWAY	2,972		2,972	
VIRGINIA BEACH CAMPUS				
STUDENT SERVICES	121,800		121,800	
ADVANCED TECHNOLOGY CENTER	654,402		654,402	
JOINT-USE LIBRARY	756,043		756,043	
HEALTH PROFESSIONS PATHWAY	273,592		273,592	
PUBLIC & PROFESSIONAL SERVICES PATHWAY	135,675		135,675	
<b>CAMPUS AND CENTER TOTALS</b>	<b>3,178,344</b>		<b>3,178,344</b>	
<b>OTHER OPERATING</b>				
ACADEMIC AFFAIRS	883,558		883,558	
STUDENT AFFAIRS	420,596		420,596	
SAFETY & SECURITY	2,541,605		2,541,605	
EMERGENCY MANAGEMENT	200,000		200,000	
FACILITIES MANAGEMENT	6,897,216		6,897,216	
FINANCE	54,388		54,388	
HUMAN RESOURCES	374,109		374,109	
INFORMATION SYSTEMS	2,628,160		2,628,160	
INSTITUTIONAL ADVANCEMENT	2,101,280		2,101,280	
INSTITUTIONAL EFFECTIVENESS	35,395		35,395	
OFFICE OF THE PRESIDENT	25,550		25,550	
OTHER FIXED COSTS	3,500,000		3,500,000	
WORKFORCE	2,000,000		2,000,000	
PROFESSIONAL DEVELOPMENT	348,500		348,500	
DUAL ENROLLMENT	3,000,000		3,000,000	
VCCS SHARED SERVICES	1,200,000		1,200,000	
<b>OTHER OPERATING TOTAL</b>	<b>26,210,357</b>		<b>26,210,357</b>	
ENCUMBERED FUNDS	2,350,000	(1,350,000)	1,000,000	4
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>120,636,959</b>		<b>117,168,720</b>	
<b>RESERVE/CARRYFORWARD BALANCE</b>	<b>273,598</b>		<b>6,259,155</b>	

VPAF 02/10/24

Note 1: Reflects an increase in General Funds provided, once the state budget was passed.

Note 2: Reflects an adjustment in anticipated Workforce enrollment from initial projections.

Note 3: Reflects personnel vacancy savings.

Note 4: Reflects a reduction of encumbered funds for one-time projects that will not complete this fiscal year.

(VB Campus sliding door installation, remaining projects for VADC)

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 19, 2024

COMMITTEE: N/A – President’s Report

AGENDA ITEM: Proposed 2024 Emeritus Appointments

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### BACKGROUND:

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

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

### DISCUSSION:

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



**STAFF RECOMMENDATION:**

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

Teaching Faculty:

Ellyn Hodgis, Associate Professor of Radiography

Classified Staff:

Nancy Jones, Trainer and Instructor I

Gloria McKinney, Information Technology Specialist II

**STAFF LIAISON:**

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



## *Resolution*

**WHEREAS**, Ellyn J. Hodgis joined the faculty of Tidewater Community College as an adjunct faculty member in 1995, became an instructor in 2002, progressed to the position of Associate Professor of Radiography in 2009, and became Radiography program Director in 2015; and

**WHEREAS**, Ellyn J. Hodgis worked diligently to guarantee that the Radiography program at TCC was nationally accredited, helping lead the program through two, eight-year reviews in 2000, 2008 and leading the accreditation process in 2017, thereby ensuring ongoing accreditation by the national Joint Review Committee on Education in Radiologic Technology; and

**WHEREAS**, Ellyn J. Hodgis developed integral coursework for the Radiologic program at TCC, courses that have successfully provided the necessary content and clinical skills for certification since 1997; and

**WHEREAS**, Ellyn J. Hodgis also developed and maintained clinical rotations for TCC Radiologic students at Chesapeake Regional Hospital, Bon Secours and Sentara; and

**WHEREAS**, Ellyn J. Hodgis greatly assisted the college when she represented TCC on the Virginia Community College System Chancellor's Faculty Advisory Committee; when she served as Faculty Senate Chair for the college and the Virginia Beach Campus; and when she created and delivered numerous presentations on a variety of health-related subjects and issues; and

**WHEREAS**, Ellyn J. Hodgis was an early and enthusiastic adopter of web-based classroom teaching technology, including Zoom and Youtube; and she worked diligently to implement Blackboard and Canvas into her curriculum to maintain open instructional channels with her students; and

**WHEREAS**, Ellyn J. Hodgis, responding quickly and efficiently to the Covid19 pandemic, reimaged the Radiography curriculum at the college and created a viable pathway for student graduation; and

**WHEREAS**, Ellyn J. Hodgis, as a professional radiographer, has given back to the radiology community through her positions with the Virginia Society of Radiologic Technologists (VSRT), as a Scholarship Committee Chair from 2020 to 2023, and as Board Vice President from 2022 to 2023. Associate professor Hodgis continues her involvement with the VSRT as President-Elect of that body, and maintains her status as an alternate delegate for the American Society of Radiologic Technologists; and

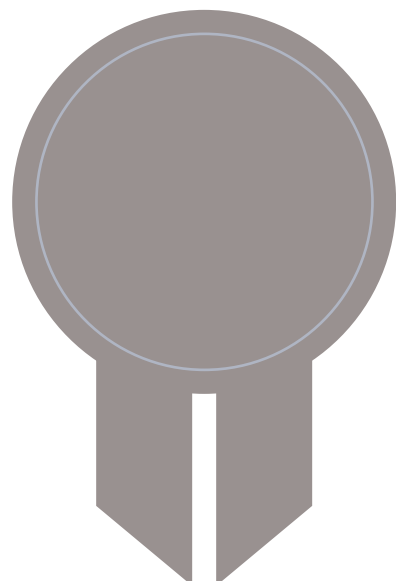
**WHEREAS**, Ellyn J. Hodgis' service and contributions to Tidewater Community College have been particularly meritorious and significant; and

**WHEREAS**, Ellyn J. Hodgis retired from college service on March 1, 2023:

**NOW, THEREFORE BE IT RESOLVED** that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Ellyn J. Hodgis for her more than twenty years of commitment and dedication; and

**BE IT FURTHER RESOLVED** that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers on Ellyn J. Hodgis the status of Associate Professor Emeritus with the attendant rights and privileges per the college's policy for such appointments; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be given to Ellyn J. Hodgis with our warmest wishes, on this the twelfth day of March, in the year 2024, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board.



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Lynn B. Clements  
*Chair, College Board*

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Marcia Conston, Ph.D.  
*President*



## *Resolution*

**WHEREAS**, Nancy C. Jones joined the classified staff of Tidewater Community College in 2001 as an adjunct instructor of Health, also working as a lab assistant for the TCC Science department beginning in 2003, and as a trainer and instructor in 2006; and

**WHEREAS**, Nancy C. Jones, in her role as trainer and instructor, was responsible for the oversight of multiple requirements essential for the safety and productivity of the TCC science labs, including supervising of lab assistants, ordering of supplies, and prompt completion of other critical tasks; and

**WHEREAS**, Nancy C. Jones was recognized by her peers for her tireless efforts on behalf of the college through her reception of the Dean's Award in Recognition of Outstanding Dedication and Support of the Norfolk Campus in 2007; the Exemplary Employee Award in 2008; and the Classified Employee of the Year Award in 2021, which recognized her chairing of the Classified Association from 2016 to 2020; and

**WHEREAS**, Nancy C. Jones, during the Covid19 pandemic, motivated by her dedication to the ongoing and critical study of science, created science lab kits for students to use remotely, giving them access to methodology that would be crucial for their adequate grasp of complex subject matter; and

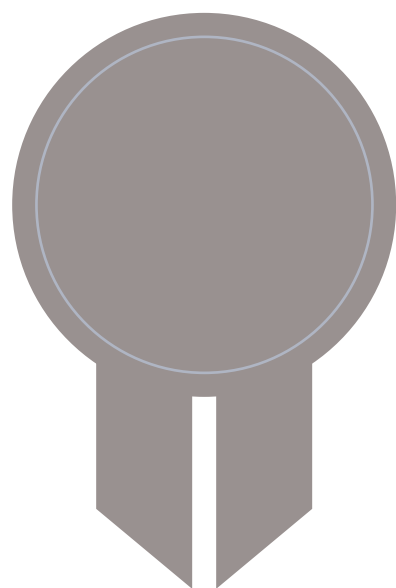
**WHEREAS**, Nancy C. Jones' service and contributions to Tidewater Community College have been particularly meritorious and significant; and

**WHEREAS**, Nancy C. Jones retired from college service on January 1, 2023:

**NOW, THEREFORE BE IT RESOLVED** that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Nancy C. Jones for her more than twenty years of commitment and dedication; and

**BE IT FURTHER RESOLVED** that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers on Nancy C. Jones the status of Classified Employee Emeritus with the attendant rights and privileges per the college's policy for such appointments; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be given to Nancy C. Jones with our warmest wishes, on this the twelfth day of March, in the year 2024, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board.



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Lynn B. Clements  
*Chair, College Board*

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Marcia Conston, Ph.D.  
*President*



## *Resolution*

**WHEREAS**, Gloria J. McKinney joined the classified staff of Tidewater Community College as a computer operator in 1984, bringing to the college an extensive career as a computer shift supervisor/operator in the United States Navy; and

**WHEREAS**, Gloria J. McKinney, beginning her career at the college as a mainframe computer operator, progressed to the role of Help Desk Supervisor and, in this role, corresponded with calls and requests and addressed and recorded faculty, staff and student concerns, while referring them to the appropriate Office of Information Systems team for resolution; and

**WHEREAS**, Gloria J. McKinney continued her dedication to her position's responsibilities during the Covid19 pandemic, coming in person to the college to continue the level of assistance required for the expanded used of Internet data systems during the pandemic; and

**WHEREAS**, Gloria J. McKinney was recognized by her supervisor with a letter of recognition for her service to the college during the Covid 19 pandemic; and

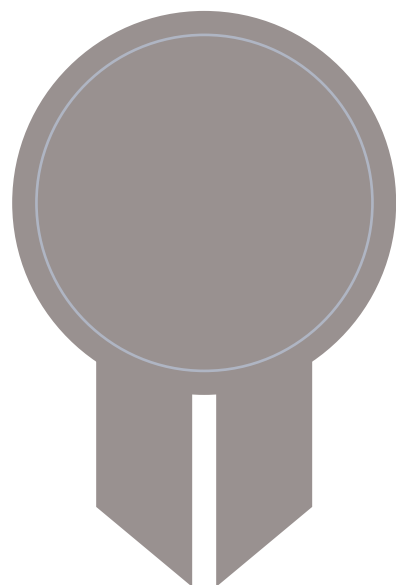
**WHEREAS**, Gloria J. McKinney's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

**WHEREAS**, Gloria J. McKinney retired from college service on January 1, 2023:

**NOW, THEREFORE BE IT RESOLVED** that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Gloria J. McKinney for her more than thirty-eight years of commitment and dedication; and

**BE IT FURTHER RESOLVED** that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers on Gloria J. McKinney the status of Classified Staff Emeritus with the attendant rights and privileges per the college's policy for such appointments; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be given to Gloria J. McKinney with our warmest wishes, on this the twelfth day of March, in the year 2024, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board.



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Lynn B. Clements  
*Chair, College Board*

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Marcia Conston, Ph.D.  
*President*

#### 2.15.4 Evaluation Plan

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

a. College Board's Evaluation

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

b. Predetermined Goals/Objectives

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

c. Evaluation Process

The evaluation process shall be as follows:

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

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

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