

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 284

MARCH 10, 2015

Meeting number two hundred and eighty-four of the Tidewater Community College Board was held on Tuesday, March 10, 2015, in the Regional Center for Workforce Solutions.

Members Present: Lee B. Armistead Edna V. Baehre-Kolovani
Rebecca K. Chalmers James R. Jackson
John M. Murray John D. Padgett
Dwight M. Parker John A. Piscitelli
Terri N. Thompson Jared U. Turner

Members Absent: Connie A. Meyer Laura L. Suggs

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness
Daniel T. DeMarte, Vice President for Academic Affairs & CAO
Franklin T. Dunn, Executive Vice President
Anthony Fontes, JSTP Senior Case Manager
Lucy Hundley, Web Communications Coordinator
Susan M. James, Special Assistant to the President & Chief of Staff
Latesha D. Johnson, Senior Administrative Assistant
Phyllis F. Milloy, Vice President for Finance
Lisa B. Rhine, Provost of Chesapeake Campus
Michael D. Summers, Provost of Virginia Beach Campus
James P. Toscano, Vice President for Institutional Advancement
Michelle W. Woodhouse, Provost of Portsmouth Campus

1. **Welcome and Call to Order**

Mr. Padgett, chair, determined the presence of a quorum and called the meeting to order at 4:30 p.m. He welcomed the newest board member, Jared U. Turner from the City of Norfolk and asked him to provide a brief introduction.

2. **Program Highlight**

Dr. Baehre-Kolovani introduced Anthony Fontes, Job Skills Training Program Senior Case Manager, who provided highlights on the Job Skills Training Program (JSTP).

Through the Center for Workforce Solutions, the JSTP continues to produce marketable graduates. Since 1997, more than 1,500 students have enrolled and 84% of the students have

been employed in pre-secured positions offering upward mobility. The 12-week program is conducted in workplace-simulated classrooms with emphasis on workforce behavior, professional image and team building, computer and communication skills, and the use of cognitive and behavioral approaches to develop each student. Grants and scholarships are offered through industry partners such as Bank of America, the Department of Social Services, GEICO, and others. Employers reap the benefits of zero advertising and agency fees, and gains in skilled, highly trained, qualified employees. The JSTP earned both national and local recognition in healthcare and the culinary arts. The program continues to be at the forefront in student success.

3. Adoption of Consent Agenda

Mr. Padgett asked the board if there were any requests to remove any item(s) from the consent agenda to the full agenda. At his request, agenda item 4e “Culinary Arts Program Expansion – Leased Space” was removed from the consent agenda for further discussion on the full agenda later in the meeting.

4. Approval of Action Items on Consent Agenda

Referring to Tabs 4a-d and f of the meeting packet, on a motion by Mr. Murray, seconded by Mr. Parker, the board approved the consent agenda items as noted: Meeting Minutes #282 for November 20, 2014; Proposed Career Studies Certificate in Veterinary Assistant (attached); Proposed Career Studies Certificate in Computer Numerical Controls (CNC) Operator (attached); Proposed Increase in Institutional Auxiliary Fee (attached), and Automotive and Related Technologies Expansion – Leased Space (attached).

5. Information Item(s)

- **Mr. Padgett invited Dr. Armistead, Curriculum & Student Development Committee Chair, to give the report of the committee.**
- a. Update on 2014-15 Committee Working Priorities. At the invitation of Dr. Armistead, Dr. DeMarte remarked that the college hosted its Program Advisory Committees on February 20th and solicited their expertise on how the college can best prepare its students to meet the workforce needs—the exchange was productive and insightful. Continued working priorities updates will be provided at the next board meeting.
- **Mr. Padgett invited Mr. Murray, Finance, Buildings and Grounds Committee Chair, to give the report of the committee.**
- a. Routine Financial Statements for Month Ending November 30, 2014 and January 31, 2015. Mr. Murray invited Ms. Milloy to report on the financial statements. Referring Tab 5a of the meeting packet, Ms. Milloy reported that the November and January budgets were on target. Local board contributions from the cities of Chesapeake, Norfolk, and Portsmouth were \$6,000 each and the City of Virginia Beach contributed \$5,100. The average yield on a \$40.9 million investment was 0.18%.

- b. Mid-Year Report on 2014-15 State Operating Budget. Referring to Tab 5b of the meeting packet, Ms. Milloy addressed the 2014-15 State Operating Budget (attached). She noted that in September 2014, state agencies were asked to submit a Budget Reduction Plan of 5% in General Funds—that amount equaled \$2.5 million for the college. To strategically meet those requirements, 23 vacant positions and eight planned positions worth \$1.9 million were eliminated. Ultimately, the actual budget reduction was 2.2% or \$1.15 million. The college's Contingency Reserve is \$1.28 million.
 - c. Capital Projects Update. At the invitation of Mr. Murray, Mr. Dunn gave an update on the final capital projects. Of note, the Chesapeake Campus Parking Garage containing 1,200 parking spaces is under construction and is scheduled for completion in summer 2016. Renovation on the 40,000 square feet Bayside Building on the Virginia Beach Campus is expected to be completed in July 2015.
 - d. Update on 2014-15 Committee Working Priorities. The committee plans to meet after April 15th to continue its work in developing the College Board By-laws and will report out at the May meeting.
- **Mr. Padgett invited Ms. Thompson, Advocacy Committee Chair, to give the report of the committee.**
- a. Update on 2014-15 Committee Working Priorities. Referring to the 2014-15 Committee Working Priorities, Ms. Thompson noted that her committee identified four fundamental initiatives that the Advocacy Committee will pursue in support of the college. Specifically, (1) increase effectiveness of board member advocacy by increasing awareness of available advocacy tools; (2) collaborate with the president on General Assembly advocacy by board participation in a visit to Richmond during the 2016 Legislative Session; (3) strengthen relationships with the community by offering board members the opportunity to bring influential guests to TCC events, and (4) strengthen relationships with city councils. The committee's work is ongoing.

6. Discussion on Action Items(s) Removed from the Consent Agenda

Referring to Tab 4e, Culinary Arts Program Expansion – Leased Space on the Consent Agenda, Mr. Padgett asked for further clarification on the project. Dr. Armistead invited Mr. Dunn to discuss the proposed expansion. The Culinary Arts Program was established in 1996 as a track within the Hospitality Management associate degree curriculum. Since 2008-09, the program has seen significant enrollment growth. Unduplicated headcount has risen from 399 to 581 students in 2013-14, an increase of 45.6 percent. The current space will not accommodate any additional enrollment growth nor will it allow for expanded program offerings.

Working with the City of Norfolk, a regional supermarket firm, and TCC's Real Estate Foundation, the college has identified space that could be shared – providing opportunity for expanding the Culinary Arts Program as well as for a small, urban grocery store in downtown Norfolk. The additional space (22,000 square feet) will allow the program to double its current enrollment over five years.

7. Approval of Tabled Action Items(s)

Hearing no further discussion on the Culinary Arts Program Expansion – Leased Space removed from the Consent Agenda, Dr. Armistead stated that the proposed leased space (attached) has been thoroughly reviewed by his committee, with the recommendation to approve it for subsequent action by the State Board for Community Colleges. Mr. Padgett accepted the committee's recommendation as a motion, which requires no second, invited discussion, of which there was none, and called for a vote. The board unanimously approved the motion.

8. Board Education Topic(s)

Mr. Padgett invited Mr. Toscano to present on the *Virginia College Navigator* (VCN). Launched in February 2015, the content-marketing blog established a platform to dialogue on matters of higher education to include veterans' education, career, financial aid, resume preparation, and other important student success initiatives. Blog posts are available on <http://virginiacollegenavigator.com/category/student-success/> and on Twitter @VACollegeNav.

9. President's Report

- a. Proposed 2014-15 Emeritus Appointment Resolutions. Referring to Tab 9a on the proposed Emeritus Appointments, Dr. Baehre-Kolovani noted that those retired or retiring faculty and staff whose service and contributions to TCC have been meritorious and significant, were vetted through the college's established policies and procedures. With that, she advanced the appointments as follows: Judy B. McMillan to Campus Dean of Student Services Emeritus; James P. O'Brien, Aubrey E. Hartman, Helena M. Krohn, Betty J. Perkinson, and Roberta L. Bernardini to Professors Emeritus, and Monica L. Terry to Classified Staff Emeritus. On a motion by Mr. Turner, seconded by Dr. Armistead, the board approved the appointments.
- b. Quality Enhancement Plan Update. Dr. Baehre-Kolovani called on Dr. Rhine, chair of the QEP, to update the board. Using a PowerPoint to frame her discussion, Dr. Rhine noted that in preparation for the SACSCOC visit in 2017, the QEP Steering Committees are well on their way in managing and documenting work relative to Core Requirements and Comprehensive Standards to ensure full compliance with the SACSCOC requirements for the QEP.
- c. Diversity Report Update. Dr. Baehre-Kolovani noted that the Chancellor's Task Force on Diversity and Inclusion Report is operational. It specifies the guidelines for which the VCCS and its 23 institutions should work from to become models for diversity and inclusion. As such, Ms. Susan James was designated the Diversity Officer for the college. Her work spans many areas of the college and through collaborations with senior leadership, governance committees, faculty, staff and students, they will work to achieve the specified objectives.

- d. State Budget Update. It was noted that the state approved a \$1 million budget for five pilot colleges to include TCC to support industry certified non-credit credentials. A 2% pay increase is pending and is expected to be approved by April 15th.

10. Chair's Report & Announcements

- a. Appointment of Nominating Committee. Per the board's *Policies and Procedures Manual*, Mr. Padgett appointed Terri Thompson as chair, Dr. Lee Armistead, Mr. John Piscitelli, and Mr. John Murray to the Nominating Committee to develop a slate of officers for appointment to board vice chair for 2014-16. The committee will present its report at the May board meeting.
- b. Initiation of President's Evaluation Process. Mr. Padgett noted that per the board's *Policies and Procedures Manual*, the president will submit her self-evaluation to the chair by March 15, 2015. The board chair will distribute the self-evaluation to the full board electronically for their review and input in April 15th. Later, the president and the Executive Committee will meet in closed session to discuss her performance. Subsequently, a signed letter will be forwarded to the Chancellor on/before May 12th.

The board was reminded that the next College Board meeting is scheduled for Tuesday, May 12th in the Student Center on the Chesapeake Campus. The Women's Leadership Breakfast will convene on Wednesday, May 13th at 7:30 a.m. in the Student Center on the Virginia Beach Campus. The college will conduct its Spring Commencement Exercises on Saturday, May 16th at 10:00 a.m. in the Ted Constant Convocation Center.

11. Adjournment

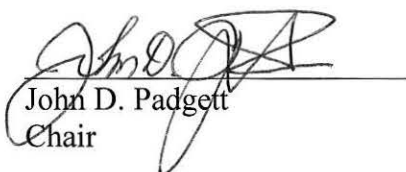
There being no further business to come before the board, Mr. Padgett adjourned the meeting at 6:12 p.m.

Respectfully submitted,



Edna V. Baehre-Kolovani, Ph.D.
Secretary to the Board

APPROVAL



John D. Padgett
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 10, 2015
COMMITTEE: Curriculum and Student Development Committee
AGENDA ITEM: Proposed Career Studies Certificate in Veterinary Assistant

BACKGROUND:

Based on requests from students, input from local veterinarians and licensed veterinary technicians and the need for additional veterinary assistants in the Hampton Roads area, the college proposes to offer a Career Studies Certificate in Veterinary Assistant. This Career Studies Certificate is designed to prepare students to assist and support licensed veterinary technicians and veterinarians in the health and handling of a variety of small domestic animals and exotic species. Veterinary Assistants perform receptionist functions, assist in filling prescriptions, keep exam rooms cleaned and prepped, set up lab work, assist with inventory, update medical records, assist with nursing care, interact with clients, and much more.

Graduates will be competent in the knowledge, skills, and professional demeanor consistent with local employer expectations and national standards.

Veterinary assistants work primarily in veterinary hospitals and clinics. However, they may also find employment with other businesses and organizations where a number of animals are maintained, such as horse farms and zoos. This certificate is designed to prepare students to obtain a nationally recognized certification. Upon graduation from a National Association of Veterinary Technicians in America (NAVTA) approved veterinary assistant program, a participant is eligible to sit for the Approved Veterinary Assistant (AVA) examination. Upon successful completion of the exam, the participant would be entitled to use the designation AVA and would receive a certificate. If this proposal is approved, the college will apply to become a NAVTA approved program.

STAFF RECOMMENDATION:

That the College Board approves the Career Studies Certificate in Veterinary Assistant.

STAFF LIAISON:

Daniel T. DeMarte
Vice President for Academic Affairs
& Chief Academic Officer
DDeMarte@tcc.edu
757-822-1061



PROPOSED CAREER STUDIES CERTIFICATE

Veterinary Assistant

Based on requests from students, input from local veterinarians and licensed veterinary technicians and the need for additional veterinary assistants in the Hampton Roads area, the college proposes to offer a Career Studies Certificate in Veterinary Assistant. This Career Studies Certificate is designed to prepare students to assist and support licensed veterinary technicians and veterinarians in the health and handling of a variety of small domestic animals and exotic species. Veterinary Assistants perform receptionist functions, assist in filling prescriptions, keep exam rooms cleaned and prepped, set up lab work, assist with inventory, update medical records, assist with nursing care, interact with clients, etc.

Graduates will be competent in the knowledge, skills, and professional demeanor consistent with local employer expectations and national standards.

Veterinary assistants work primarily in veterinary hospitals and clinics. However, they may also find employment with other businesses and organizations where a number of animals are maintained, such as horse farms and zoos. This certificate is designed to prepare students to obtain a nationally recognized certification. Upon graduation from a National Association of Veterinary Technicians in America (NAVTA) approved veterinary assistant program, a participant is eligible to sit for the Approved Veterinary Assistant (AVA) examination. Upon successful completion of the exam, the participant would be entitled to use the designation AVA and would receive a certificate. If this proposal is approved, the college will apply to become a NAVTA approved program.

In addition to class and laboratory instruction, students will complete hands-on practice in a veterinary clinic or hospital through multiple internship experiences. The fall internship will begin later in the semester and will allow the student to practice the introductory concepts learned as well as the front office procedures. An effort will be made to place the student in a different location for the second semester internship to develop advanced skills. A total of 320 hours of internship will be required.

The Career Studies Certificate in Veterinary Assistant will be offered at the Virginia Beach Campus, beginning fall semester 2015.

Labor Market Outlook

Graduates of this program may seek employment in such places as veterinary hospitals, animal clinics, pet hospitals, farm animal practices, animal research laboratories, and zoos. Based on labor market data from the Bureau of Labor Statistics, The Hampton Roads Planning District Commission, Economic Modeling Specialists International (EMSI), and a group of local veterinarians and licensed veterinary technicians representing the local area, there appears to be a sufficient labor pool for the graduates of this program.

According to the United States Department of Labor Bureau of Labor Statistics, "Employment of veterinary assistants and laboratory animal caretakers is projected to grow 10 percent from 2012 to 2022, about as fast as the average for all occupations. Despite average employment growth, high occupational turnover will result in good job opportunities" (BLS.gov, 12/9/14). The median income per hour is \$11.12 or \$23,130 annually on a national level. The current number of veterinary assistant jobs across the U.S. is 74,600.

Data from the Hampton Roads Planning District Commission shows an increase of 220 Veterinary Assistant positions between the years 2008-2013 with a corresponding increase in median hourly wage from \$9.71 to \$11.15. This expected position growth is 9.7% on an annual basis and directly reflects the positive trend provided in the Bureau of Labor Statistic's data. In 2013, the number of veterinary assistant/laboratory animal caretaker jobs was 600 in Hampton Roads.

According to EMSI, there will be a 6% growth in veterinary assistants and laboratory animal caretakers from 2012 to 2022 in the greater Hampton Roads area. The average hourly wage in 2013 was \$11.33.

The 10-member ad hoc program advisory committee unanimously endorses this program proposal. They see a significant need and demand for a quality program whose graduates hold a nationally recognized industry certification, such as the Approved Veterinary Assistant (AVA). If the proposal is approved and the program becomes NAVTA approved as anticipated, TCC's program will be the first NAVTA approved program in Virginia and only the sixth such community college program in the Nation. Veterinary Assistant programs are relatively new to certification.

Impact on Regional and Program Accreditation

The addition of the Career Studies Certificate in Veterinary Assistant by the college requires neither a modified prospectus nor prior approval for implementation by the Southern Association of Colleges and Schools Commission on Colleges. Upon approval of this program, the college will apply to be a NAVTA approved program. The NAVTA Veterinary Assistant Essential Skills list was used to design the Veterinary Assistant program (see attached).

Delivery Modalities

Except for the internship experiences, all Veterinary (VET) courses will be offered a face-to-face format. SDV 100 - College Success Skills is offered face-to-face and online. Any program courses considered for hybrid or online delivery in the future will be subject to the college's online course approval process.

Program Location

The Veterinary Assistant Career Studies Certificate will be located at the Virginia Beach Campus. As the program grows, courses may expand to other campuses.

Implementation Costs

The lab portion of VET 100 - Introduction to Animal Science will be taught in a biology laboratory because of the need to use microscopes and other specialized equipment available in biology laboratories.

A restricted full-time, nine-month teaching faculty position will be funded from the Perkins grant. The faculty member will oversee the program, prepare the NAVTA approval paperwork, hire and mentor adjuncts, develop courses, order necessary materials, equipment, and supplies, recruit students, monitor the internship process, and work with the program advisory committee.

The start up cost for storage and supplies will be approximately \$4,600. Annual budgets will include ongoing disposable supplies.

The NAVTA accreditation application and review fee is \$250.

Members of the ad hoc Veterinary Assistant Program Advisory Committee are working with clinics and hospitals in South Hampton Roads to identify internship positions for students.

Program Learning Outcomes

Upon completion of the program, graduates will be able to:

- Demonstrate proper restraint and handling techniques for small and large domestic animals.
- Demonstrate the proper care (bathing, exercising, grooming and feeding) of small and large domestic animals.
- Administer and apply common medications to domestic dogs and cats.
- Demonstrate knowledge of basic sanitation and disinfection techniques of animal kennels, examination rooms, hospital facilities, and surgical suites.
- Determine and record temperature, pulse, respiration, body condition score, and weight of patients.
- Demonstrate a basic understanding of small animal anatomy, common diseases, and medical conditions.
- Perform basic filing and retrieving of veterinary medical records, radiographs, laboratory reports, etc.
- Demonstrate a basic understanding of medical terminology and abbreviations.

CAREER STUDIES CERTIFICATE

Veterinary Assistant

The Career Studies Certificate program in Veterinary Assistant prepares students to assist and support licensed veterinary technicians and veterinarians in the health and handling of a variety of small domestic animals and exotic species. Veterinary Assistants perform as receptionist, assist in filling prescriptions, keep exam rooms and kennels cleaned and prepped, set up lab work, assist with inventory, update medical records, assist with nursing care, assist with surgical preparation and procedure, assist with radiography, and interact with clients.

Admission to the college does not guarantee admission to the Veterinary Assistant Program, with 15 to 18 students admitted to the program each fall semester. Selection is highly competitive with entrance requirements to include high school graduation or a GED, college admission, a letter of recommendation from a veterinarian or a licensed veterinary technician, a letter documenting five or more hours of volunteering in a veterinary hospital or clinic within the last year, and placement into ENG 111 and MTE 4 or higher on the Virginia Placement Test. For additional information, call (757) 822-7260 to request a program information packet.

SEMESTER 1

Course No.	Course Title	Credits	Prerequisites/ Co-requisites
SDV 101	Orientation to Engineering and Technologies	1	None
VET 101	Introduction to Veterinary Assisting	3	Admission into program
VET 103	Veterinary Office Assisting	3	Admission into program
VET 190	Coordinated Internship in Veterinary Assisting	1	Instructor permission
Semester Credits		8	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites/ Co-requisites
VET 100	Introduction to Animal Science	4	Admission into program
VET 102	Care and Maintenance of Small Domestic Animals	3	Admission into program
VET 190	Coordinated Internship in Veterinary Assisting	3	Instructor permission
Semester Credits		10	

Total Minimum Credits 18

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 10, 2015

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposed Career Studies Certificate in Computer Numerical Controls (CNC) Operator

BACKGROUND:

Based on input from an ad hoc program advisory committee consisting of local manufacturers and requests from students, the college proposes to offer a Career Studies Certificate in Computer Numerical Controls (CNC) Operator, beginning with summer term 2015. This certificate was developed in collaboration with local industries (i.e., CONCOA, Sumitomo, Hermes Abrasives) by identifying the skills needed for these high-tech jobs. The National Institute for Metalworking Skills (NIMS) industry certification program and the Right Skills Now Program based at Dunwoody College of Technology in Minnesota were used as a foundation for ensuring the proposed CNC Operator certificate meets industry standards.

This certificate is planned as the second in a series of four which will align with an Associate of Applied Science Degree in Precision Machining (to be developed). The four certificates needed, as identified by the ad hoc program advisory committee include: Basic Metal and Plastic Machine Operator (currently offered), Computer Numerical Controls (CNC) Operator, Computer Numerical Controls (CNC) Programmer, and Computer Numerical Controls (CNC) Supervisor. The certificate program is designed to take the students from the entry level, where they would work as a helper and under the supervision of a qualified operator, through the CNC supervisor level. Each of the planned certificates would increase the knowledge and skills of personnel needed to use these complex machines.

CNC Operators work primarily in manufacturing settings, factories, shipyards, and job shops. This certificate is designed to prepare students to obtain the National Institute for Metalworking Skills (NIMS) industry certification.

STAFF RECOMMENDATION:

That the College Board approves the Career Studies Certificate in in Computer Numerical Controls (CNC) Operator.

STAFF LIAISON:

Daniel T. DeMarte
Vice President for Academic Affairs
& Chief Academic Officer
DDeMarte@tcc.edu
757-822-1061



PROPOSED CAREER STUDIES CERTIFICATE

Computer Numerical Controls (CNC) Operator

Based on input from an ad hoc program advisory committee consisting of local manufacturers and requests from students, the college proposes to offer a Career Studies Certificate in Computer Numerical Controls (CNC) Operator, beginning with summer term 2015. This certificate was developed in collaboration with local industries (i.e., CONCOA, Sumitomo, Hermes Abrasives) by identifying the skills needed for these high-tech jobs. The National Institute for Metalworking Skills (NIMS) industry certification program and the Right Skills Now Program based at Dunwoody College of Technology in Minnesota were used as a foundation for ensuring the proposed CNC Operator certificate meets industry standards.

This certificate is planned as the second in a series of four which will align with an Associate of Applied Science Degree in Precision Machining (to be developed). The four certificates needed, as identified by the ad hoc program advisory committee include: Basic Metal and Plastic Machine Operator (currently offered), Computer Numerical Controls (CNC) Operator, Computer Numerical Controls (CNC) Programmer, and Computer Numerical Controls (CNC) Supervisor. The certificate program is designed to take the students from the entry level, where they would work as a helper and under the supervision of a qualified operator, through the CNC supervisor level. Each of the planned certificates would increase the knowledge and skills of personnel needed to use these complex machines.

CNC Operators work primarily in manufacturing settings, factories, shipyards, and job shops. This certificate is designed to prepare students to obtain the National Institute for Metalworking Skills (NIMS) industry certification.

In addition to classroom and laboratory instruction, students will complete hands-on practice in CNC operation through an internship experience. Although many operators can receive on-the-job training, employers have indicated they prefer those who have completed formal training leading toward certification as this indicates their commitment to the profession.

Labor Market Outlook

Graduates of this program may seek employment in various types of manufacturing settings including factories, shipyards, and job shops. Based on data from Economic Modeling Specialists, Inc., (EMSI) the projection of CNC Operator jobs in Hampton Roads and Virginia will increase as follows by 2019:

	2014	2019	% of Change
Virginia	1,278	1,394	+9.1%
Hampton Roads	224	258	+14.8%

The following "city" information was based on data from EMSI.

	2014	2019	% of Change	Median Hourly Earnings
Virginia Beach	50	52	+3.1%	\$19.44
Norfolk	27	35	+26%	\$19.44
Chesapeake	32	38	+29%	\$21.18
Portsmouth	<10	11	N/A	\$24.01

This projected increase is the result of the expansion of manufacturing and other employment settings and from the need to replace workers who change to other occupations or leave the labor force. Job openings will continue to grow for CNC Operators.

Computer Numerical Controls Operators can expect the following earnings:

Entry Level	Average	Experienced
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Virginia	\$26,800.00	\$38,400.00	\$52,440.00
Hampton Roads	\$31,800.00	\$42,740.00	\$58,440.00

Impact on Regional and Program Accreditation

The addition of the Career Studies Certificate in Computer Numerical Controls (CNC) Operator requires neither a modified prospectus nor prior approval for implementation by the SACSCOC.

Delivery Modalities

MAC 122 - Numerical Controls II, MAC 126 - Introductory CNC Programming, MAC 150 - Introduction to Computer Aided Manufacturing, and MAC 162 - Machine Shop Practices II) will be taught face-to-face. Any course considered for hybrid or online in the future will be subject to the college's online delivery course approval process.

Program Location

The Computer Numerical Controls (CNC) Operator Career Studies Certificate will be located at the Chesapeake Campus.

Implementation Costs

There are no additional costs for this program. This certificate program will use the same materials and equipment being used with the Basic Metal and Plastic Machine Operator program. Internship opportunities for students are being pursued by the academic division and Workforce Development.

Program Learning Outcomes

After completion of this program, graduates will be able to:

- Demonstrate blueprint reading of orthographic projections in order to perform all machining tasks.
- Demonstrate milling machine and engine lathe safety procedures.
- Calculate speeds and feeds for proper tool life and surface finish.
- Demonstrate the selection, mounting, setup, and usage procedure for the 3-jaw chuck, 4-jaw chuck, face plate and dog, and draw-in collet chuck on the engine lathe to perform the required turning operations.
- Exhibit the proper selection, mounting, setup, and usage procedure for work-holding devices to perform the required milling and squaring operations.
- Demonstrate proper tools selection and procedures to lay out a part, including the location of hole centers and surfaces within the accuracy of +/- .015 inch.
- Develop CNC programs using a graphics-based software package to drive a CNC machine.
- Design a program for a particular machine control, and work from a process plan as guidance for sequences, steps, procedures, and machining parameters.
- Properly mount, locate, and set the origin of the workpiece on a CNC milling machine.
- Demonstrate computer numerical control machine programming using manual coding techniques to solve machining processes.
- Develop from a process plan the steps, sequences procedures, and machining parameters.
- Demonstrate the safe execution of a program for its first run while performing debugging.
- Demonstrate the use of a graphics based software package to develop a program that will drive a collection of tooling through the tool paths needed to produce the part shown on the blueprint.

CAREER STUDIES CERTIFICATE

Computer Numerical Controls (CNC) Operator

The Career Studies Certificate program in Computer Numerical Controls (CNC) Operator prepares students to operate computer numerical controlled machines and the advanced production use of CNC systems. Students are prepared to obtain the National Institute for Metalworking Skills (NIMS) industry certification.

SEMESTER 1

Course No.	Course Title	Credits	Prerequisites/ Co-requisites
MAC 121	Numerical Control I	3	None
MAC 126	Introductory CNC Programming	3	None
MAC 161	Machine Shop Practices I	3	None
SDV 101	Orientation to Engineering and Technologies	1	None
Semester Credits		10	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites/ Co-requisites
MAC 122	Numerical Control II	3	MAC 121
MAC 150	Introduction to Computer Aided Manufacturing	3	None
MAC 162	Machine Shop Practices II	3	MAC 161
MAC 297	Cooperative Education	3	None
Semester Credits		12	

Total Minimum Credits 22

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 10, 2015
COMMITTEE: Finance, Building & Grounds Committee
AGENDA ITEM: Increase in Institutional Auxiliary Fee

BACKGROUND:

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

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

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

In accordance with the Appropriation Act, and as reflected in State Board policy, parking must be conducted as an auxiliary enterprise, and as such expenditures for construction, operation and maintenance of parking lots and garages must be paid for with non-state funds. The funds are typically from local government appropriations provided for such purposes and from student parking fees.

The college's Capital Outlay Plan includes two parking garage facilities: Chesapeake—1200 spaces at an estimated cost of \$25.9 million; and Virginia Beach—1,500 spaces at an estimated cost of \$41.7 million. The Chesapeake Campus garage project is now under construction and completion is anticipated summer 2016; the Virginia Beach Campus project is anticipated in the 2018-20 biennium.

While the college expects that the respective campus host localities will contribute to the development of new parking facilities, it also anticipates that some portion of the cost will be borne by non-general fund revenues, including student fees.

Staff proposes a \$.50 per credit hour increase in the college's Institutional Auxiliary Fee. This fee increase will allow the college to build a fund that will be used to meet the increased demands for parking.

STAFF RECOMMENDATION:

That the TCC Local College Board recommend to the State Board for Community Colleges an increase of \$.50 per credit hour in its Institutional Auxiliary Fee, effective Fall Semester 2015.

STAFF LIAISON:

Phyllis F. Milloy
Vice President for Finance
PMilloy@tcc.edu
757-822-1064

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 10, 2015
COMMITTEE: Finance, Building and Grounds
AGENDA ITEM: Automotive and Related Technologies Expansion –
Leased Space

BACKGROUND:

This item requests College Board endorsement of the college's plans to expand the Automotive, Diesel, and Marine Technologies Programs through acquisition of leased space.

In August 2008, after 13 years in a leased 6,500 square-foot facility, TCC's Automotive Technology program relocated into its new, state-of-the-art, 30,000 square-foot Regional Automotive Center (RAC) located in Chesapeake's Oakbrooke Business & Technology Center. In the first six years of its operations, enrollment in programs offered through the RAC have more than doubled – from 133 annual full-time equivalent students (FTEs) in 2008-09 to 265.5 FTEs in 2013-14. Not only is the facility stressed by its enrollment, it does not provide adequate space to accommodate several additional academic programs in fields such as Diesel Technology, Marine Technology, and Collision Repair that are in high demand by both students and employers.

DISCUSSION:

Together, the academic programs offered under the umbrella of TCC's Regional Automotive Center provide training that leads to 78 industry-recognized credentials – 44 in Automotive Technology and 34 in the other three fields for which adequate space is not available. Currently, instruction in Diesel Technology and Marine Technology shares a single bay in the RAC – with Marine Technology courses being offered in the evening to avoid conflicts with the Diesel Technology courses. Instruction in Collision Repair is conducted after normal working hours in repair shop space loaned by an automotive dealer.

Expansion of the available space would afford the opportunity to increase enrollments in all four academic programs – Automotive Technology, Diesel Technology, Marine Technology, and Collision Repair – as well as to add offerings within those programs, such as daytime Marine Technology and evening Diesel Technology courses, curricula/certifications in fields such as structural repair, collision/repair estimating, diesel power generation, marine propulsion and hull repair, compressed natural gas, and so on. Based on demand information provided by TCC's 88 industry partners in these fields, the college projects that enrollments would increase by more than 3,000 credits in the first year of expanded operations to some 5,500 additional credits in the fifth year. These projections do not account for the possibility that expanded space would afford the

opportunity for greater support of employers' needs through TCC's workforce development function.

To address this requirement, TCC proposes to lease approximately 80,000 SF of space in an existing warehouse facility located at 3100 Elmhurst Lane in Portsmouth, Virginia. The college has worked with the state's real estate agent, Divaris Real Estate, Inc., to identify the facility through an open solicitation process. The identified facility is in close proximity to TCC's Portsmouth Campus, the Victory Crossing Shopping Center, and has excellent freeway and arterial road access. Ample parking is available on site as is storage area for the vehicles and large engines used in the Automotive Technology and associated academic programs.

The expansion facility will include classrooms and classroom labs suitable for the specific curricula, including specialized space to meet the environmental requirements for collision repair. In addition, faculty offices and meeting space will also be provided. The facility owner has engaged an architect to perform space planning and design functions.

Specific details of the business arrangement are subject to negotiations. Rent in the first year, including amortized tenant improvements, is expected to be approximately \$630,000.

STAFF RECOMMENDATION:

That the College Board endorse, for approval by the State Board for Community Colleges, Tidewater Community College's acquisition of additional space for its Automotive, Diesel, and Marine technologies and Collision Repair programs to accommodate increasing demand. The justification, procurement, and execution of the operating lease shall be subject to applicable State and VCCS policies and procedures.

STAFF LIAISON:

Frank Dunn
Executive Vice President
FDunn@tcc.edu
757-822-1780

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 10, 2015

COMMITTEE: Finance, Building & Grounds Committee

AGENDA ITEM: Mid-Year Report on 2014-15 State Operating Budget

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2014-15 State Operating Budget was presented at the September 11, 2014 meeting; the Mid-Year report provides an update on the budget.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Phyllis F. Milloy
Vice President for Finance
PMilloy@tcc.edu
757-822-1064

**TIDEWATER COMMUNITY COLLEGE
2014-15 STATE OPERATING BUDGET
MID-YEAR REPORT**

REVENUES:	2014-15	Adjustments	Adjusted FY14-15	
BASE BUDGET	133,379,184	(1,148,545)	132,230,639	Note 1
TUITION REVENUE ADJUSTMENT / ENROLLMENT / OTHER	(2,650,000)	250,000	(2,400,000)	Note 2
CITY OF CHESAPEAKE	60,500		60,500	
WORKFORCE SOLUTIONS	3,158,000	(930,000)	2,228,000	Note 3
REIMBURSEMENTS				
SPECIAL FUNDED SALARIES	4,915,359		4,915,359	
TOTAL REVENUES EXPECTED	138,863,043	(1,828,545)	137,034,498	
EXPENDITURES:				
PERSONNEL SERVICES:				
TEACHING FACULTY	22,136,549		22,136,549	
ADMINISTRATIVE & PROFESSIONAL FACULTY	12,849,128	(281,637)	12,567,491	Note 4, 12
CLASSIFIED	24,353,898	(697,701)	23,656,197	Note 4, 12
ADJUNCT / OVERLOAD / SUMMER PAY	18,000,000	1,500,000	19,500,000	Note 5
WAGE EMPLOYEES	7,200,000		7,200,000	
TUTORS	295,000		295,000	
WORKFORCE SOLUTIONS - INDIRECT	1,020,957	(306,000)	714,957	Note 6
WORKFORCE SOLUTIONS - DIRECT	1,848,593	(334,000)	1,514,593	Note 6
REALLOCATION, SICK/ANNUAL LEAVE	400,000		400,000	
FRINGES	24,365,050	(259,236)	24,105,814	Note 4
VACANCY	(5,000,000)	(2,334,130)	(7,334,130)	
TOTAL PERSONNEL SERVICES	107,469,175	(2,712,704)	104,756,471	
OTHER EXPENSES:				
SPECIAL APPROPRIATIONS	29,627		29,627	
DEFERRED MAINTENANCE	656,310		656,310	
FACILITY LEASES	591,799		591,799	
SUB-TOTAL	1,277,736		1,277,736	

Notes:

1. Reflects mandated 2.2% budget reduction in Fall 2014.
2. Reflects estimated 7% decrease in enrollment for the year from previous estimated 9.9% decrease, netted against FY2014 balances.
3. Reflects revised revenue estimate for WFS.
4. Reflects 2.2% state budget reduction, resulting in the elimination of 23 vacant college-wide positions, and eight planned positions in the Center for eLearning.
5. Reflects estimated costs for 2014-15.
6. Reflects personnel cost reductions due to lower Workforce Solutions revenue projection.

**TIDEWATER COMMUNITY COLLEGE
2014-15 STATE OPERATING BUDGET
MID-YEAR REPORT**

EXPENDITURES: (CONT.)	2014-15	Adjustments	Adjusted FY14-15	
OTHER EXPENSES: OPERATING				
INSTITUTIONAL ADVANCEMENT	2,457,795	99,356	2,557,151	Note 7
FIXED & OPERATING COSTS	4,042,343	25,000	4,067,343	Note 8
PHYSICAL PLANT	6,426,942	140,000	6,566,942	Note 9
SECURITY	3,900,878	204,953	4,105,831	Note 10
TECHNOLOGY SUPPORT	3,799,509		3,799,509	
ADMINISTRATIVE EQUIPMENT	257,585		257,585	
INSTRUCTIONAL EQUIPMENT	128,700		128,700	
BOOKS & PERIODICALS	851,142		851,142	
PROFESSIONAL DEVELOPMENT	901,276		901,276	
DUAL ENROLLMENT		1,000,000	1,000,000	Note 11
FIRST YEAR SUCCESS	180,000		180,000	
STUDENT SUCCESS INITIATIVES - FY15	1,225,843	(465,000)	760,843	Note 12
WORKFORCE SOLUTIONS - ADMINISTRATIVE	30,250		30,250	
WORKFORCE SOLUTIONS - PROGRAM EXPENSES	612,000		612,000	
CHESAPEAKE CAMPUS	328,988		328,988	
NORFOLK CAMPUS	304,679		304,679	
PORTSMOUTH CAMPUS	338,812		338,812	
VIRGINIA BEACH CAMPUS	623,865		623,865	
ADVANCED TECHNOLOGY CENTER	624,817		624,817	
CENTER FOR E-LEARNING	532,850	(450,000)	82,850	Note 4
CENTER FOR MILITARY AND VETERANS EDUCATION	150,000		150,000	
REGIONAL AUTOMOTIVE CENTER	54,800		54,800	
REGIONAL HEALTH PROFESSIONS CENTER	331,174		331,174	
VISUAL ARTS CENTER	66,000		66,000	
TRI-CITIES CENTER	17,000		17,000	
BEAZLEY SCHOOL OF NURSING	90,700		90,700	
SCHOOL OF RETAIL	6,050		6,050	
ROPER THEATER	198,000		198,000	
DISTRICT/LRC	680,566		680,566	
SUB-TOTAL	29,162,564	554,309	29,716,873	
TOTAL EXPENSES	137,909,475	(2,158,395)	135,751,080	
BALANCE - CONTINGENCY RESERVE	953,568	329,850	1,283,418	

Notes continued:

7. Reflects remaining one-time cost to overhaul the college's website.
8. Reflects contract costs for new student electronic refunds.
9. Reflects one-time cost for Norfolk Campus Master Plan.
10. Reflects year two increase for contracted security services (\$71,953) and installation cost for security door hardware (\$133,000).
11. Reflects estimated reimbursement costs for Dual Enrollment instruction for the four public school systems.
12. Reflects transfer of funds from Student Success placeholder account to personnel section to hire Student Success coaches and advisors.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 10, 2015
COMMITTEE: Finance, Building and Grounds
AGENDA ITEM: Culinary Arts Program Expansion – Leased Space

BACKGROUND:

This item requests College Board endorsement of the college's plans to expand the Culinary Arts Program through acquisition of leased space.

TCC's Culinary Arts Program was established in 1996 as a track within the Hospitality Management associate degree curriculum. Since the Norfolk Campus opened in January 1997, the program has been housed in the Walker Building where it occupies approximately 6,300 square feet of space consisting of two teaching kitchens (4,860 sf), a classroom converted into a dining room for "front-of-house" training, and four offices for program faculty and support staff. In 2005, the program was accredited by the American Culinary Federation (ACF). Four years later, the curriculum was approved as a separate degree program which was accredited by ACF in 2011.

Since 2008-09, the Culinary Arts Program has seen significant enrollment growth. Unduplicated headcount has risen from 399 to 581 students in 2013-14, an increase of 45.6%. The current space will not accommodate any additional enrollment growth nor will it allow for expanded program offerings, such as in baking and pastries. The program lacks a dining facility that would provide students with practical experience in the various facets of restaurant operations.

At its January 2014 meeting, the College Board endorsed the college's initiative to identify and acquire additional space to facilitate expansion of the Culinary Arts Program in both enrollments and programmatic offerings. The endorsement came with the understanding that the College Board's approval will be sought before the college enters into any arrangement to acquire space for this purpose.

DISCUSSION:

Working with the City of Norfolk, a regional supermarket firm, and TCC's Real Estate Foundation, the college has identified space that could be shared – providing opportunity for expanding the Culinary Arts Program as well as for a small, urban grocery store in downtown Norfolk. The proposed arrangement would provide the college approximately 22,000 square feet of space into which to expand the Culinary Arts Program, providing space for four teaching kitchens and support spaces, an operating café, a computer lab/classroom, and faculty offices.

The additional space will allow the program to double its current enrollment over five years and to expand its credit programmatic offerings as well as to expand into non-

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Culinary Arts Program Expansion – Leased Space

credit/community education offerings. The café will provide students with valuable, hands-on experience in restaurant management, food preparation, and front-of-house functions. The presence of the grocery store in adjacent space will provide opportunities for synergies, including some shared facilities as well as attracting potential clientele for the student-run café.

Initial space planning and design is being performed under the auspices of the TCC Real Estate Foundation and the supermarket firm. Specific details of the business arrangement are subject to negotiations. Rent in the first year, including amortized tenant improvements, is expected to be approximately \$540,000.

STAFF RECOMMENDATION:

That the College Board endorse, for approval by the State Board for Community Colleges, Tidewater Community College's acquisition of additional space for its Culinary Arts Program to accommodate increasing demand. The justification, procurement, and execution of the operating lease shall be subject to applicable State and VCCS policies and procedures.

STAFF LIAISON:

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