

# TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 287

SEPTEMBER 10, 2015

Meeting number two hundred and eighty-seven of the Tidewater Community College Board was held on Thursday, September 10, 2015, in the Green District Administration Building in Norfolk.

**Members Present:** Lee B. Armistead  
Connie A. Meyer  
John D. Padgett  
John A. Piscitelli  
Terri N. Thompson  
Edna V. Baehre-Kolovani  
John M. Murray  
Dwight M. Parker  
Linda D. Ridenour

**Members Absent:** James R. Jackson  
Jared U. Turner  
Laura L. Suggs

**Others Present:** Curtis K. Aasen, Director of Institutional Effectiveness  
Felicia W. Blow, Vice President for Institutional Advancement & Executive  
Director of Educational Foundation  
Jeffrey S. Boyd, Provost of Norfolk Campus  
Daniel T. DeMarte, Vice President for Academic Affairs & CAO  
Franklin T. Dunn, Executive Vice President  
LaVonne P. Ellis, SBCC Liaison  
Jeannetta Hollins, Chair of College Administrative Association  
Susan M. James, Special Assistant to the President & Chief of Staff  
Christine Damrose-Mahlmann, Chair of President's Advisory & Planning  
Council  
Corey L. McCray, Vice President for Workforce Solutions  
Monica McFerrin, Chair of College Faculty Senate  
Phyllis F. Milloy, Vice President for Finance  
Lisa B. Rhine, Provost of Chesapeake Campus  
Michael D. Summers, Provost of Virginia Beach Campus & Interim Vice  
President for Student Affairs  
James P. Toscano, Vice President for Public Affairs & Communications  
Michelle W. Woodhouse, Provost of Portsmouth Campus  
Robin L. P. Ying, Vice President for Information Systems

## 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 TCC's SBCC liaison LaVonne Ellis and recognized Frank Dunn for his 14 years of service to TCC—Mr. Dunn will transition from TCC on October 16<sup>th</sup>.

## **2. Program Highlight**

At the invitation of Dr. Baehre-Kolovani, Mr. Dunn and Provost Boyd presented on the Norfolk Campus Master Plan as the featured program highlight.

The Norfolk Campus Master Plan is a comprehensive system that entails planning with emphasis on data collection and site observations; space utilization and needs; expansion opportunities; campus and space growth; realignment; accessibility, and maintaining the TCC identity standards. The Norfolk Campus encompasses five buildings that frames Monticello Avenue, College Place, Granby, Market, Freemason, and Boush Streets. With the current shortage of space, TCC, in partnership with the City of Norfolk, plans to acquire additional property within a five-minute walking radius to support expansion needs and movement patterns.

According to the utilization and space needs analysis, it is estimated that the Norfolk Campus is in dire need of two 60,000 sq. ft. buildings to support its expansion. Of note, the master plan would facilitate the consolidation/expansion of student services; expansion of the Culinary Arts Program; relocation and expansion of the library, and repurposing of space in the Martin Building, all in Phase I of the project. Phase II would support renovation and expansion of the Andrews Building, consolidation of the performing arts program in the Roper Theater; relocation of other services, and creation of more assembly space for the students. The plan was created over one year ago, is being finalized, and the final draft will be presented to the board for action at its November 2015 meeting. Mr. Padgett thanked Mr. Dunn and Provost Boyd for the presentation.

## **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. Per that request, agenda item 4b "Proposed Discontinuance of the Career Studies Certificates in: Ceramics, Financial Services, Inspections/Lab Technology, Performance Theater, Retail Management, Special Education/Developmental Disabilities, and Technical Career" were 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 and 4c-e of the meeting packet, on a motion by Mr. Murray, seconded by Dr. Armistead, the board approved the consent agenda items as follows: Meeting Minutes #285 for May 12 and #286 for August 13, 2015; Chesapeake Campus Parking Garage – Electrical Power Easement (attached); Resolutions Honoring Rebecca K. Chalmers, George W. Roper, II, and Dorcas Helfant-Browning (attached), and the revised 2015-16 Meeting Schedule (attached).

**5. Information Item(s)**

- **Mr. Padgett invited Mr. Piscitelli, Curriculum & Student Development Committee Chair, to give the report of the committee.**
- a. Timetable for Implementation of Committee Action Items. Mr. Piscitelli noted that his committee will meet separately at a future date to address the action items.
- **Mr. Padgett invited Mr. Murray, Finance & Facilities Committee Chair, to give the report of the committee.**
- a. Routine Financial Statements for Month Ending July 31, 2015. Mr. Murray invited Ms. Milloy to report on the financial statements for July 31, 2015. Referring to Tab 5a of the meeting packet, Ms. Milloy stated that revenues and expenditures were as expected. Local investments and contributions for FY15-16 are on schedule and the average yield on a \$36.6 million investment was 0.31%.
- b. Audit Report for Year Ended June 30, 2014. Referring to Tab 5b of the meeting packet, Ms. Milloy noted that although the college's operations were audited by the Commonwealth of Virginia's Auditor of Public Accounts, the audit report results for year end June 30, 2014 were not provided. When the results are released, they will be provided to the board at its subsequent College Board meeting.
- c. Final Budget Report for 2014-15. Directing the board's attention to Tab 5c of the board packet, at Mr. Murray's request, Ms. Milloy reviewed the final 2014-15 budget report attached. She noted that the college expended the greatest portion of the revenue pie on Tuition and Mandatory Fees (50.1%) followed by expenditures of 44.2% for Instruction, and 17.9% for Institutional Support. The college provided \$105.4 million in student financial aid, the majority of which comes from Federal Grants (48.9%) and Federal Loans (41.7%).
- d. 2015-16 State Operating Budget. Directing the board's attention to Tab 5d of the board packet, Ms. Milloy provided an overview of the college's 2015-16 state operating budget attached. She noted that the budget is based on the attainment of 18,459 annualized FTES. The budget includes a 4% salary increase for Teaching Faculty and 2% for remaining staff; over \$5 million is allotted to meet Student Success goals for the year, and approximately \$5 million is contingency reserve funds for potential under-enrollment. The tracking of enrollment, adjunct faculty spending, and employee vacancy funds will continue throughout the year.
- e. Capital Projects Update. At the invitation of Mr. Murray, Mr. Dunn noted that the Certification of Occupancy was received on September 10<sup>th</sup> for the Bayside Building Renovation on the Virginia Beach Campus. With that said, the building will be fully operational in mid-October 2015 and the project is considered complete. Expected completion of the Chesapeake Campus Parking Garage and the associated pedestrian bridge is anticipated for summer/fall 2016.

➤ **Mr. Padgett invited Ms. Thompson, Advocacy Committee Chair, to give the report of the committee.**

- a. Legislative Priority Update. The college's legislative priorities are complete and are scheduled for adoption—more to follow! Legislative visits to the General Assembly are not scheduled for 2016. In the interim, a board visit to the General Assembly will be considered and additional information will be provided.

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

Referring to Tab 4b on the “Proposed Discontinuance of the Career Studies Certificates in Ceramics, Financial Services, Inspections/Lab Technology, Performance Theater, Retail Management, Special Education/Developmental Disabilities, and Technical Theater,” the board requested background for the discontinuance. At the invitation of Mr. Piscitelli, Dr. DeMarte explained that the certificates are no longer viable, student headcount is low, and the program does not produce sufficient graduates. Subsequently, the supervising deans, the provosts, the curriculum committee, and the chief academic officer, endorsed their discontinuance.

**7. Approval of Tabled Action Items(s)**

Hearing no further discussion on the proposed discontinuance of the career studies certificates removed from the Consent Agenda, Mr. Piscitelli stated that the proposed certificates have been thoroughly reviewed by his committee, with the recommendation to discontinue them as proposed. 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. President's Report**

- a. Final Summer TCC & VCCS Enrollment (w/Mr. Aasen). Mr. Aasen stated that TCC was in the top 50 percent of the VCCS institutions that had growth in summer enrollment. Of note, the college had the largest FTE increase in the VCCS (+54 FTE).
- b. Preliminary Fall TCC & VCCS Enrollment (w/Mr. Aasen). With the exception of one institution within the VCCS, the fall 2015 FTE enrollment is projected to decrease. With a projected enrollment decline of -8.5% in the fall, the college is still enrolling 12-week and 2<sup>nd</sup> eight-week session students before a final determination is made. In spite of the enrollment decline, discipline/program growth in Information Technology Networking and Information Technology Programming has reached +11%. Interior Design, Trucking Horticulture, Computer-Aided Drafting and Design, and Emergency Medical Services are all on the rise.
- c. VCCS Chancellor's Goals. TCC has strategically aligned its objectives with the Chancellor's *VCCS Complete 2021 Goal of tripling the number of credentials awarded annually by 2021*. Under the framework of connection, entry, progression, completion, and affordability and sustainability, respectively, over the next two years the college will:

- Increase fall applications 18.5% to 20,000, up from 16,880 in Fall 2014.
- Increase the yield of fall applications to 60% from a Fall 2014 yield of 44%.
- Increase fall-to-spring retention to 71% from 67% and increase the fall-to-fall retention to 60% from 41%.
- Increase its total awards by 19%, to 5,065 in 2016-17, up from 4,250 in 2014-15.
- Conduct college-wide audit of the number of students currently earning industry certifications or licenses.
- Work with the VCCS performance based funding to aggressively market workforce credentials to business and industry.

Furthermore, the college will work with the System Office on system-wide shared services.

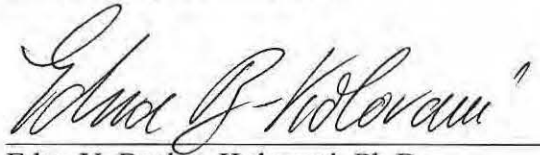
**9. Chair's Report & Announcements**

- a. VCCS State Board Annual Meeting—October 13-14, 2015 @ Holiday Inn Tanglewood, Roanoke. Mr. Padgett reminded the board about the upcoming annual meeting and encouraged participation.

**10. Adjournment**

There being no further business to come before the board, Mr. Padgett adjourned the meeting at 5:53 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: September 10, 2015  
COMMITTEE: Finance and Facilities  
AGENDA ITEM: Chesapeake Campus Parking Garage – Electrical Power Easement

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**BACKGROUND:**

This item requests College Board endorsement of an easement to Dominion Virginia Power (DVP) for the purpose of providing an underground power line to serve the new Chesapeake Campus Parking Garage. The easement will run from the southeast corner of the site to the east side of the parking garage, an approximate length of 250 feet.

The Chesapeake Campus Parking Garage is under construction with completion anticipated in late summer/early fall 2016.

A Right of Entry letter was issued to DVP in May 2015 for the installation of the new underground power line to serve the parking garage.

**STAFF RECOMMENDATION:**

That the College Board endorse and recommend to the State Board for Community Colleges conveyance of an easement approximately 30 feet wide by 250 feet long to provide an underground power line to serve the Chesapeake Campus Parking Garage.

**STAFF LIAISON:**

Frank Dunn  
Executive Vice President  
[FDunn@tcc.edu](mailto:FDunn@tcc.edu)  
757-822-1780



## Resolution

**Whereas**, Rebecca K. Chalmers was appointed by the Virginia Beach City Council as a member of the Tidewater Community College Board on August 13, 2013, to fill an unexpired term through June 30, 2015; and

**Whereas**, Rebecca K. Chalmers brought her considerable abilities and experience as an educator, a business person, and a community servant to her duties as a member of the Tidewater Community College Board; and

**Whereas**, Rebecca K. Chalmers served with distinction on the College Board's Curriculum and Student Development Committee from 2013 to 2015, providing counsel in matters of curriculum and program development to the enduring benefit of Tidewater Community College students; and

**Whereas**, Rebecca K. Chalmers provided exemplary service to Tidewater Community College by giving of her time to biannual Commencement Exercises, community outreach initiatives, and other college-related events and business:

**Now, Therefore, Be It Resolved** that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, thank and commend Rebecca K. Chalmers for her dedication and service to Tidewater Community College and those it serves; and

**Be It Further Resolved** that a copy of this resolution be given to Rebecca K. Chalmers with our warmest wishes on this, the 18<sup>th</sup> day of June in the year 2015, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board.



/s/

John D. Padgett  
*Chair, College Board*

/s/

Edna V. Baehre-Kolovani, Ph.D.  
*President*



## Resolution

**Whereas**, George Wisham Roper II, a great and devoted friend of Tidewater Community College, founded the Hampton Roads Maritime Training Center in 1993 and subsequently donated the Center to the College in 1998; and

**Whereas**, George Wisham Roper II further advanced Tidewater Community College's ability to educate the region's workforce through his purchase and donation of equipment for the Center in 1999; and

**Whereas**, George Wisham Roper II benefitted Tidewater Community College and the region through his considerable donation to the Tidewater Community College Educational Foundation for the restoration of the former Loews State Theater in Norfolk; and

**Whereas**, the generosity of George Wisham Roper II enabled a sad and neglected architectural treasure to be given new life as an elegant and vital cornerstone for the arts and education in a revitalized Downtown Norfolk; and

**Whereas**, in deep appreciation for his support of the restoration of the Loews State Theater, the Tidewater Community College Board in 2001 honored George Wisham Roper II by naming the theater the Jeanne and George Roper Performing Arts Center; and

**Whereas**, George Wisham Roper II was appointed to the Tidewater Community College Educational Foundation Board in 2000 and continued his exemplary service to the Board until 2006, serving on the Educational Foundation Development Committee, among other duties; and

**Whereas**, George Wisham Roper II also greatly benefitted the College through his continuing bequests, as well as his service as a speaker at College events and his chairing of the College's OpSail Hampton Roads event; and

**Whereas**, George Wisham Roper II was formally recognized for his dedicated support of the College when he was selected as Benefactor of the Year by the Council for Resource Development in 2000, an honor given yearly to one individual from the United States and Canada; and

**Whereas**, George Wisham Roper II received the Chancellor's Award for Leadership in Philanthropy in 2008 from the Virginia Foundation for Community College Education in recognition of his leadership, generosity, and vision:

**Now, Therefore, Be It Resolved**, that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, recognize the dedication and outstanding contributions and service of George Wisham Roper II to the College and those it serves; and

**Be It Further Resolved** that a copy of this resolution be given to Rejeanne Julien Roper with our deepest gratitude and warmest wishes on this, the 6<sup>th</sup> day of June 2015, and that this resolution be recorded in the minutes of the Tidewater Community College Board.



/s/

John D. Padgett  
Chair, College Board

/s/

Edna V. Baehre-Kolovani, Ph.D.  
President





## Resolution

**Whereas**, Dorcas T. Helfant-Browning has served the interests of Virginia's Community Colleges and students and employers across the Commonwealth with great dedication and commitment as a member of the Virginia State Board for Community Colleges from 2009 to the present, serving as its Chair from July 2014 through June 2015; and

**Whereas**, Dorcas T. Helfant-Browning has greatly assisted Tidewater Community College in her position as the College's Liaison to the Virginia State Board for Community Colleges from 2009 to the present; and

**Whereas**, Dorcas T. Helfant-Browning, a Realtor of considerable experience and ability, served as Chair of the Tidewater Community College Real Estate Board of Directors from August 2007 through December 2010; and

**Whereas**, Dorcas T. Helfant-Browning also ably and diligently served Tidewater Community College as a member of the College Board from October 1997 to June 2009, and as Chair of the College Board from July 2006 to June 2009; and

**Whereas**, Dorcas T. Helfant-Browning's contributions to Tidewater Community College and the community it serves were recognized in 2009 with the establishment of the Dorcas T. Helfant-Browning Scholarship, which is awarded annually to a Virginia Beach high school graduate who attends TCC:

**Now, Therefore, Be It Resolved** that the Tidewater Community College Board, the Tidewater Community College Real Estate Board of Directors, and the College President, on behalf of the faculty, staff, and students, thank and commend Dorcas T. Helfant-Browning for her dedication and outstanding service to Tidewater Community College and those it serves; and

**Be It Further Resolved** that a copy of this resolution be given to Dorcas T. Helfant-Browning with our warmest wishes on this, the 18<sup>th</sup> day of June in the year 2015, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board and the Tidewater Community College Real Estate Foundation Board.



John D. Padgett  
Chair, College Board

Edna V. Baehre-Kolovani, Ph.D.  
President

Dr. Lee B. Armistead  
Chair, Real Estate Foundation Board

# TIDEWATER COMMUNITY COLLEGE BOARD

## 2015-16 MEETING SCHEDULE (Revised)

Thursday	August 13, 2015	Student Center Virginia Beach Campus (Work Session)
Thursday	September 10, 2015	Green District Administration Norfolk
<b>Tuesday</b>	<b>November 17, 2015</b>	<b>Forum, Portsmouth Campus</b>
Thursday	January 14, 2016	TCC Regional Automotive Center Chesapeake
Tuesday	March 8, 2016	Student Center Norfolk Campus
Tuesday	May 10, 2016	TCC Regional Workforce Solutions Center, Suffolk
Thursday	August 11, 2016	Student Center Portsmouth Campus (Work Session)

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### Notes

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

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: September 10, 2015  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: Final Budget Report for 2014-15

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### BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is the college's final budget report for FY15.

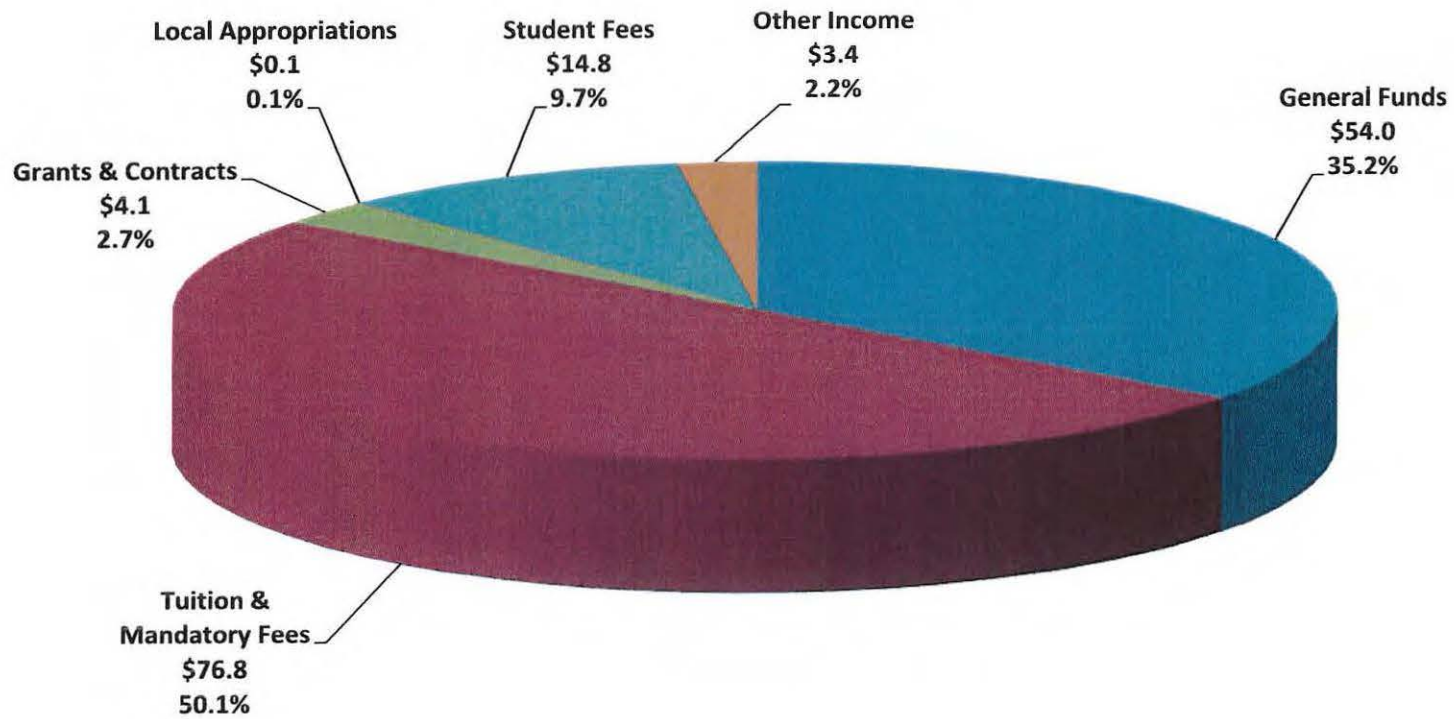
### STAFF RECOMMENDATION:

None. This item is for information only.

### STAFF LIAISON:

Phyllis F. Milloy  
Vice President for Finance  
[PMilloy@tcc.edu](mailto:PMilloy@tcc.edu)  
757-822-1064

**TIDEWATER COMMUNITY COLLEGE**  
**Revenues**  
**2014-15<sup>1</sup>**  
**\$153.2 Million**

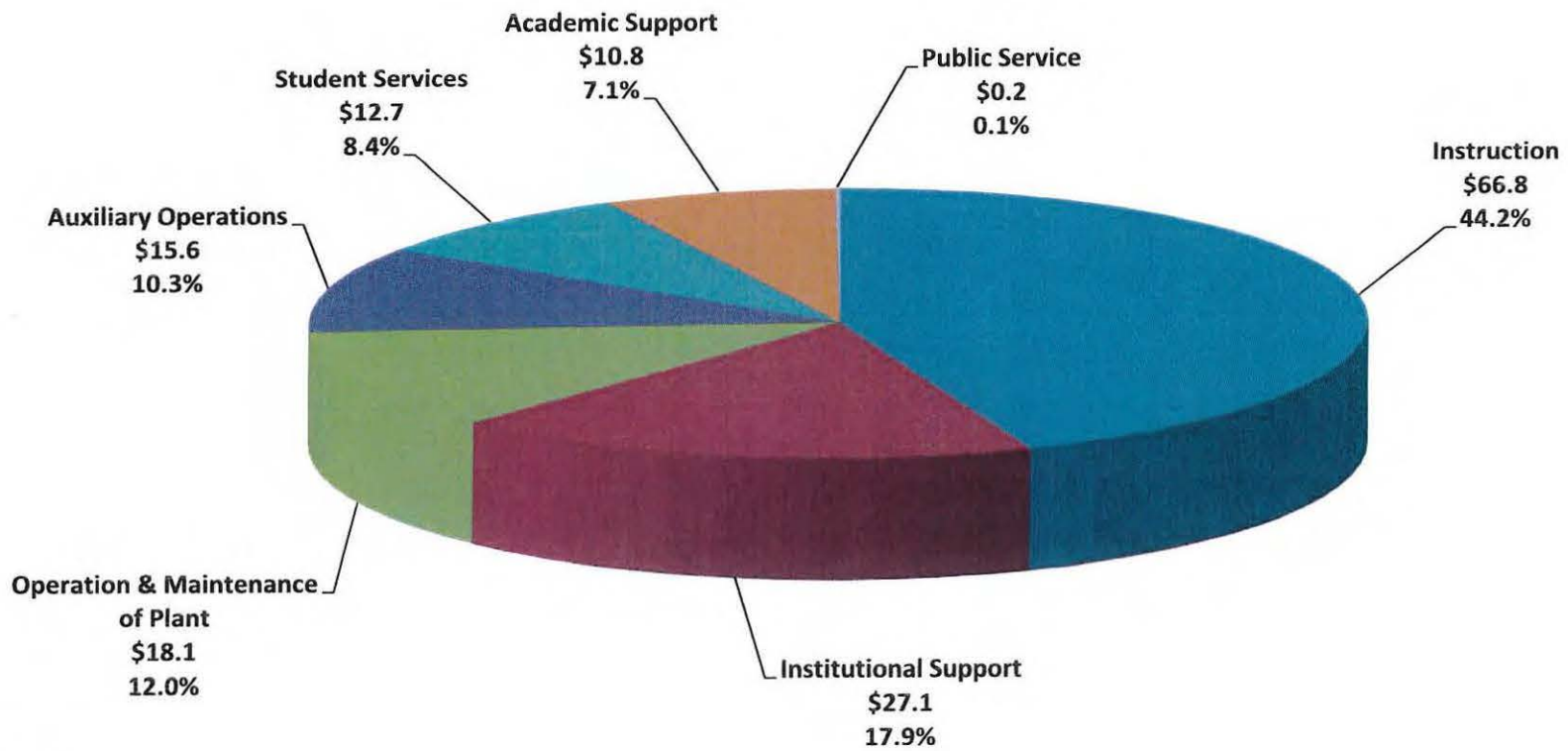


*In Millions*

<sup>1</sup>As of June 30, 2015

VPF 8/25/15

**TIDEWATER COMMUNITY COLLEGE**  
**Expenditures**  
**2014-15<sup>1</sup>**  
**\$151.3 Million**

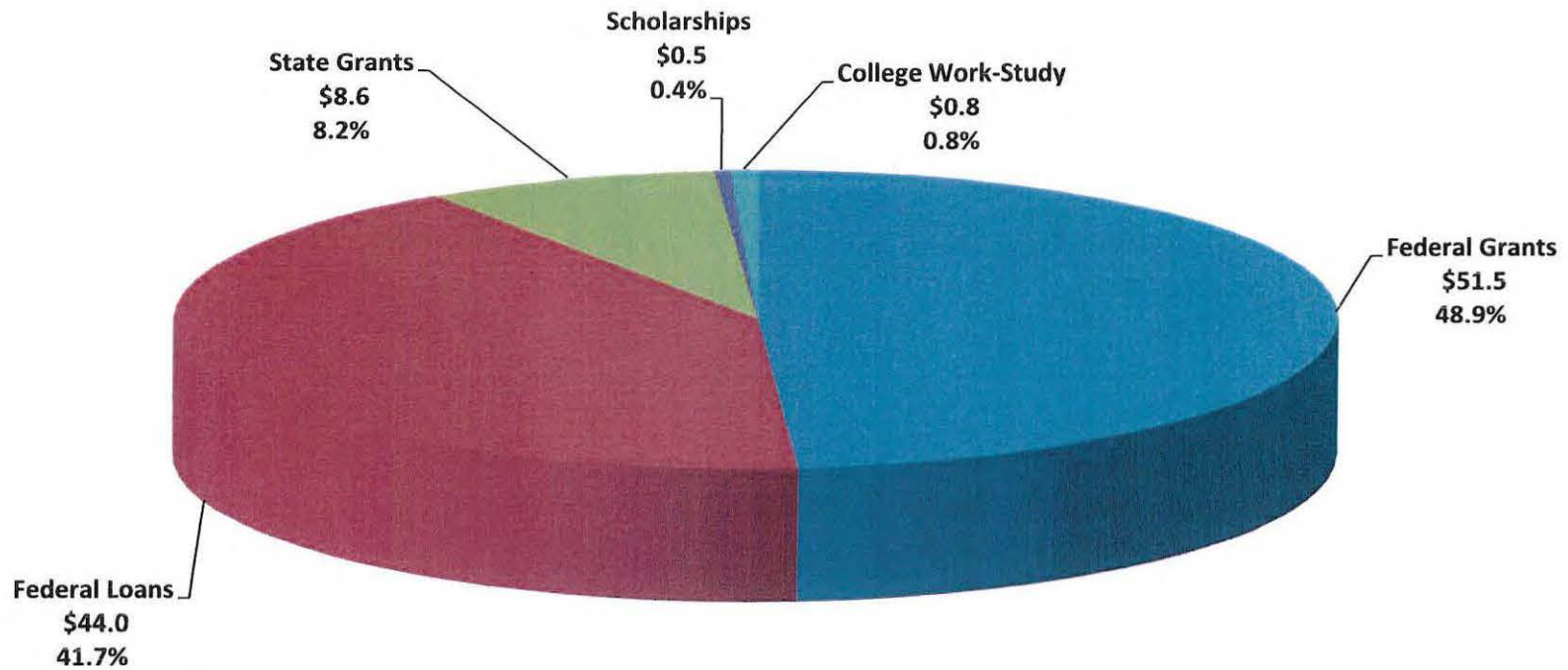


*In Millions*

<sup>1</sup>As of June 30, 2015

VPF 8/25/15

**TIDEWATER COMMUNITY COLLEGE**  
**Financial Aid**  
**2014-15<sup>1</sup>**  
**\$105.4 Million**



*In Millions*

<sup>1</sup>As of June 30, 2015

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: September 10, 2015  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: 2015-16 State Operating Budget

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### BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is an overview of the college's state operating budget for FY16 as of July 1, 2015.

### STAFF RECOMMENDATION:

None. This item is for information only.

### STAFF LIAISON:

Phyllis F. Milloy  
Vice President for Finance  
[PMilloy@tcc.edu](mailto:PMilloy@tcc.edu)  
757-822-1064

**TIDEWATER COMMUNITY COLLEGE  
2015-16 STATE OPERATING BUDGET  
AS OF JULY 1, 2015**

<b>REVENUES</b>	<b>2015-16</b>	
BASE BUDGET	133,611,839	Note 1
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	2,000,000	
CITY OF CHESAPEAKE	60,500	
WORKFORCE DEVELOPMENT	1,998,939	
REIMBURSEMENTS		
SPECIAL FUNDED SALARIES AND OPERATING COSTS	6,185,000	
<b>TOTAL REVENUES EXPECTED</b>	<b>143,856,278</b>	
<b>EXPENDITURES - PERSONNEL SERVICES</b>		
<b>PERSONNEL SERVICES</b>		
TEACHING FACULTY	22,588,291	Note 2,3,5
ADMINISTRATIVE & PROFESSIONAL FACULTY	13,073,745	Note 2,5
CLASSIFIED	23,798,903	Note 2,5
ADJUNCT/OVERLOAD/SUMMER PAY	18,500,000	Note 4
WAGE EMPLOYEES	7,722,833	Note 4,5
WORKFORCE SOLUTIONS	1,535,012	
REALLOCATION, SICK/ANNUAL LEAVE	400,000	
FRINGES	24,995,955	Note 5,6
VACANCY	(3,500,000)	Note 7
<b>TOTAL PERSONNEL SERVICES</b>	<b>109,114,739</b>	



<b>EXPENDITURES - OPERATING</b>	
CHESAPEAKE CAMPUS	331,321
REGIONAL AUTOMOTIVE CENTER	54,800
NORFOLK CAMPUS	335,179
PORTSMOUTH CAMPUS	351,312
BEAZLEY SCHOOL OF NURSING	85,700
VISUAL ARTS CENTER	55,000
VIRGINIA BEACH CAMPUS	528,786
ADVANCED TECHNOLOGY CENTER	450,978
REGIONAL HEALTH PROFESSIONS CENTER	267,900
CENTER FOR E-LEARNING	83,000
CENTER FOR MILITARY EDUCATION	150,000
ROPER CENTER	200,000
<b>CAMPUS AND CENTER TOTALS</b>	<b>2,893,976</b>
<b>OTHER OPERATING</b>	
STUDENT SUCCESS	760,843
WORKFORCE SOLUTIONS	263,927
DUAL ENROLLMENT	1,050,840
FACILITIES MANAGEMENT	7,847,406
FIXED COSTS	4,651,621
GENERAL ADMINISTRATION	993,284
INFORMATION SYSTEMS	3,948,799
PUBLIC AFFAIRS & COMMUNICATIONS	2,584,795
LEARNING RESOURCES	1,051,953
PROFESSIONAL DEVELOPMENT	774,419
SAFETY & SECURITY	3,145,547
<b>OTHER OPERATING TOTAL</b>	<b>27,073,434</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>139,082,149</b>
<b>BALANCE - CONTINGENCY RESERVE</b>	<b>4,774,129</b>

Note 5

Note 5

**Notes**

1. Reflects revenue based on 18,459 FTE (1% decrease from 2014-15). Includes Technology Fee revenue.
2. Reflects salary increases approved by the Commonwealth, generally 60% funded by the Commonwealth and 40% funded by the college.
3. Reflects an additional 1% salary increase, for a total of a 4% increase for Teaching Faculty. The additional increase was funded by a \$1 per credit hour Tuition Differential for 2015-2016.
4. Reflects salary increases funded 100% by the college.
5. Reflects expenditures counted towards the \$5,072,645 Student Success goal for FY16.
6. Reflects fringe benefit increase.
7. Reflects vacancy goal.