

# TIDEWATER COMMUNITY COLLEGE BOARD

JANUARY 14, 2016  
4:00 P.M.  
REGIONAL AUTOMOTIVE CENTER  
CHESAPEAKE

JOHN D. PADGETT, CHAIR  
PRESIDING

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## AGENDA

**Social Gathering & Dining – (4:00 – 4:30 p.m.)**

1. **Welcome and Call Meeting to Order – (4.30 p.m.)**
2. **Program Highlight – (15 min.)**

*“The Future of Transportation:  
Auto, Diesel, Collision Repair and Marine” w/Tour*

Beno Rubin  
Director of the TCC Regional Automotive Center

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).
  - a.  Previous Meeting Minutes #288 for November 17, 2015
  - b.  Proposed Program Discontinuances:
    - Career Studies Certificate in Customer Service and Sales
    - Career Studies Certificate in Supervision in Ship Repair
  - c.  Proposed Specializations Stackable to the A.A.S. Degree in Criminal Justice:
    - Specialization in Forensic Science
    - Specialization in Homeland Security
    - Specialization in Public Law
  - d.  Proposed Certificates Stackable to the A.A.S. Degree in Criminal Justice:
    - Career Studies Certificate in Law Enforcement
    - Career Studies Certificate in Forensic Science

Career Studies Certificate in Homeland Security  
Career Studies Certificate in Public Law

**5. Report on Information Item(s) – (20 min.)**

Curriculum & Student Development Committee – Mr. John A. Piscitelli, Chair

- a. Guided Pathways
- b. Accelerated General Studies Degree

Finance & Facilities Committee – Mr. John Murray, Chair

- a.  Routine Financial Statements for Month Ending November 30, 2015
- b. Capital Projects Update

Advocacy Committee – Ms. Terri Thompson, Chair

- a. Committee Report

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

**7. President's Report – (15 min.)**

- a. 2016 Legislative Update
- b. Spring Semester Enrollment Status w/Mr. Aasen
- c. The Honor Foundation

**8. Chair's Report & Announcements – (5 min.)**

- a. None

**9. Adjournment**

# TIDEWATER COMMUNITY COLLEGE BOARD

## MEETING NO. 288

NOVEMBER 17, 2015

Meeting number two hundred and eighty-eight of the Tidewater Community College Board was held on Tuesday, November 17, 2015, in the Portsmouth Campus Student Center.

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

**Members Absent:** James R. Jackson (passed 11/14/15) John M. Murray  
Jared U. Turner Laura L. Suggs

**Others Present:** Curtis K. Aasen, Director of Institutional Effectiveness  
Marian Anderfuren, Associate Vice President of Interactive Communications  
Felicia W. Blow, Vice President for Institutional Advancement & Executive  
Director of Educational Foundation  
Jeffrey S. Boyd, Provost of Norfolk Campus  
Karen Campbell, AVP for Admissions, Recruitment, & Enrollment  
Daniel T. DeMarte, Vice President for Academic Affairs & CAO  
LaVonne P. Ellis, SBCC Liaison  
Dave Iwans, President of DIA & Associates, Inc.  
Susan M. James, Special Assistant to the President & Chief of Staff  
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  
Curt Wynn, Director of Marketing  
Robin L. P. Ying, Vice President for Information Systems

### 1. **Welcome and Call to Order**

**D R A F T**

Mr. Padgett, chair, determined the presence of a quorum and called the meeting to order at 4:30 p.m. He welcomed the board's newest member, Cynthia S. Free, appointed by the Virginia Beach City Council, and thanked LaVonne Ellis, the SBCC liaison, for attending the meeting. With the recent passing of board member, Dr. James Jackson, the board and all attendees paused for a moment of silence to honor his memory.

## **2. Program Highlight**

Dr. Baehre-Kolovani remarked about the extensive presentation that the board will receive relative to the college's "Enrollment Strategies." At her invitation, several TCC staff and the President of DIA, Dave Iwans, tag-teamed the program highlight.

Between 2012 and 2015, 19 of 23 institutions within the VCCS had experienced substantial enrollment declines similar to other institutions in various localities as a consequence of a wavering economy. To combat the shortfall, TCC heightened its enrollment strategies and implemented an "all-hands" approach to facilitate ownership by all employees. In early 2013, the college conducted an assessment of its student base to include military related and high school graduates among other populations that impacts its FTE. It was noted that factors such as a decreased high school population, changes to Federal Financial Aid, military downsizing, and an increase in competition as well as online learning were external contributors to the enrollment decline.

Subsequent to the assessment, Strategic Enrollment Management Phases 1-3 were implemented. Through those processes, more strategic initiatives were initiated to include: (1) the tracking of student prospects from awareness to retention with many steps in between; (2) the college's advertisement mediums were revised to reflect more strategic and targeted approaches to reach wider audiences; (3) digital marketing increased; (4) behavioral targeting was employed with heightened career focus; (5) social media messaging was activated; (6) the Career Coaches were more prominent in the high schools; (7) the TCC CareerFocus magazine that highlights programs and careers was instituted and disseminated to over 170,000 households. Furthermore, a 75-member college-wide recruitment team was established and they standardized processes to include an overhaul of the admissions application process, renovation of the TCC website making it more student-friendly, they facilitated open-houses, and disseminated recruitment materials. The enrollment strategies that were instituted and are currently at-play, have been pivotal counteractive measures to the enrollment decline.

The magnitude of the work involved was realized by the board and they offered positive comments and asked questions throughout the presentation. They thanked the staff for the information.

## **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. Hearing none, he asked for a motion to accept the consent agenda. On a motion by Dr. Armistead, seconded by Mr. Parker, the board approved the consent agenda as proposed.

**D R A F T**

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

Referring to Tabs 4a-c of the meeting packet, the board approved Meeting Minutes #287 for September 10, 2015; Norfolk Campus Master Plan (attached), and Acquisition of Leased Space for Norfolk Campus Library (attached).

**5. Information Item(s)**

➤ **Mr. Padgett invited Mr. Piscitelli, Curriculum & Student Development Committee Chair, to give the report of the committee.**

a. None.

➤ **In the absence of Mr. Murray, Finance & Facilities Committee Chair, Mr. Padgett invited Ms. Milloy to give the report of the committee.**

a. Routine Financial Statements for Month Ending September 30, 2015. Referring to Tab 5a of the meeting packet, Ms. Milloy noted that the budgets reflect activity for three months of the fiscal year. Local contributions for FY15-16 are as expected and the average yield on a \$40.3 million investment yielded \$14,244 interest in September.

b. Student Financial Aid Cohort Default Rate. Referring to Tab 5b of the meeting packet, Ms. Milloy stated that, based on FY 12 data, the college's default rate (13.2%) continues to be below the national cohort rate (19.1%) for two-year colleges.

c. Audit Report for Year Ended June 30, 2014. Directing the board's attention to Tab 5c of the meeting packet, Ms. Milloy remarked that the Commonwealth of Virginia Auditor of Public Accounts, reported zero audit findings for FY2014. The board applauded Ms. Milloy and her staff.

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

a. Committee Report. Ms. Thompson encouraged her board colleagues to participate in the visit to Richmond during the General Assembly Session in support of TCC and its legislative priorities. The board will have the opportunity to meet with the legislative delegation and subsequently attend the Legislative Reception hosted by the VCCS at the Jefferson Hotel. The events will begin on Wednesday, February 17<sup>th</sup> and conclude on Thursday, February 18<sup>th</sup>.

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

Nothing to report.

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

Nothing to report.

**8. President's Report**

**D R A F T**

- a. 2016 Legislative Priorities. The State Board Capital Projects Priority for the 2016-18 Biennium has six projects on its re-prioritization schedule to support the college's needs. Of note, the construction of the Science and Engineering Building (CN6) on the Chesapeake Campus is priority number one followed by five other similar projects.
- b. Update on Grants Received/Closed. Dr. Kolovani highlighted the grants received/closed in FY 14-15 for the college. Most notably, she remarked on the awarding of \$2.9 million for The SMART Center and the \$1.5 million for the SNAP ET Project. Grants for FY 15-16 are ongoing and some are pending.
- c. Functional Assignments. With the recent retirement of Executive Vice President Dunn, his duties and responsibilities were disseminated among various executive and college staff to maintain continuity. With plans for some structural realignment in that regard, Matthew Baumgarten was hired as the Executive Director for Real Estate Development and Chief Operating Officer of Facilities.

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

- a. VCCS Legislative Reception – Wednesday, February 17<sup>th</sup> @ 2:30 p.m. the Jefferson Hotel, Richmond. Mr. Padgett encouraged the board to participate in the Legislative Reception noting that the start time will be 5:30 p.m.

#### **10. Adjournment**

There being no further business to come before the board, Mr. Padgett adjourned the meeting at 6:37 p.m.

Respectfully submitted,



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

APPROVAL

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John D. Padgett  
Chair

**D R A F T**

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: November 17, 2015

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Norfolk Campus Master Plan

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### BACKGROUND:

This item requests College Board endorsement of the Norfolk Campus Master Plan for approval by the State Board for Community Colleges.

The Norfolk Campus was developed as a partnership with the City of Norfolk through the Norfolk Redevelopment and Housing Authority (NRHA). A capital lease is in place for the first four buildings of the campus – the Andrews, Martin, and Walker buildings and the Roper Performing Arts Center – the lease term expires June 30, 2020 at which time the buildings and associated land will convey to the State Board for Community Colleges. The Norfolk Campus Student Center was funded with TCC student fees and constructed by the state on land provided by NRHA.

The Norfolk Campus has not previously had a master plan.

### DISCUSSION:

The purpose of the Norfolk Campus Master Plan is to create a roadmap for growth into the foreseeable future. It will inform development of the college's 6-year capital outlay plan consistent with the TCC strategic plan. The plan is substantively as presented to the College Board at its September 2015 meeting.

The plan substantiates a space deficit for the campus based on current enrollments that generates a requirement for an additional building in the near term. Another building is anticipated to be needed based on projected enrollment growth over the next ten years. The plan recommends addressing the near-term need with a four-story addition to the Andrews Building that will accommodate expanded student services space on the ground floor and will provide additional science classrooms and labs on the upper floors.

The plan further recommends relocating the Norfolk Campus library into larger, more efficient space. The architects identified several alternative locations within a five-minute walk of the campus. Such a relocation would facilitate other relocation and reorganization of certain functions and spaces within the campus, making space available in the Walker Building to expand the Culinary Arts Program and to establish a Cyber Security Center for the college.

The plan also provides suggestions for enhancing accessibility for those with physical challenges on the Norfolk Campus. It recommends several initiatives to improve the

campus's identity. And the plan identifies approaches that can be employed to meet stormwater goals for urbanized areas.

**STAFF RECOMMENDATION:**

That the College Board approve the master plan for the Norfolk Campus, as previously presented, for subsequent approval by the State Board for Community Colleges.

**STAFF LIAISON:**

Phyllis F. Milloy  
Vice President for Finance  
[PMilloy@tcc.edu](mailto:PMilloy@tcc.edu)  
757-822-1063





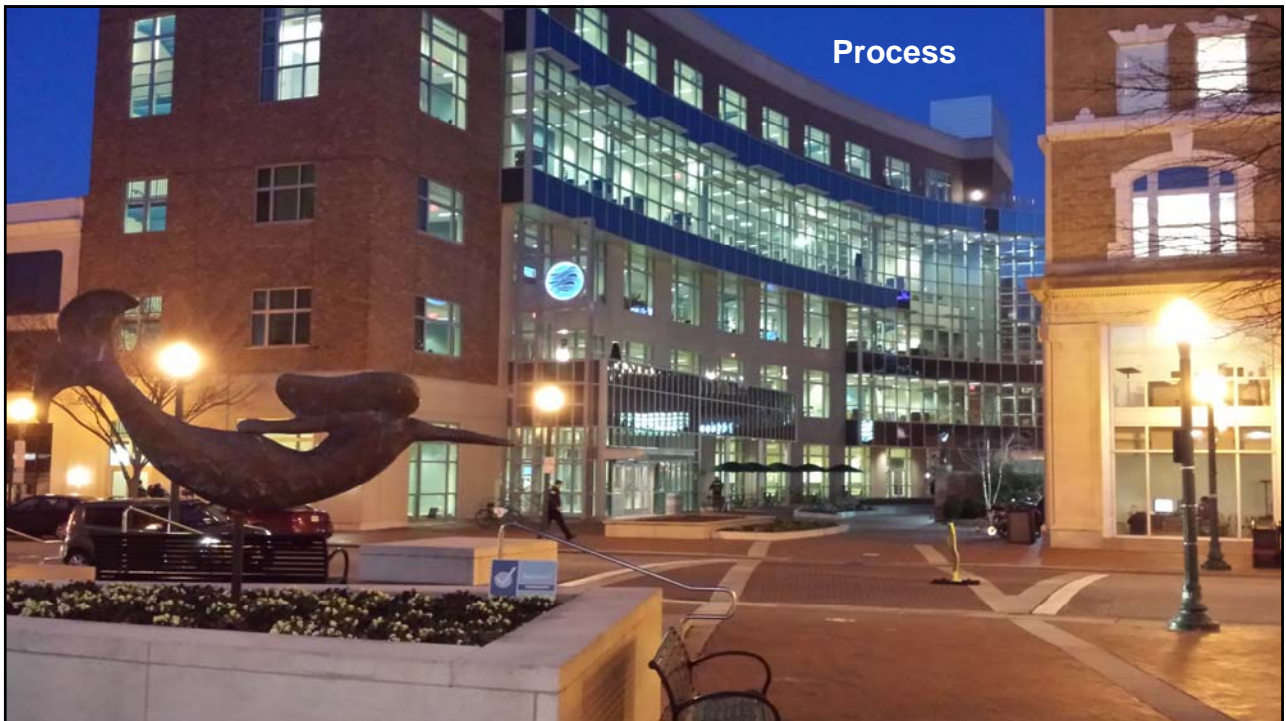
**Tidewater Community College**  
**Norfolk Campus**  
2015 Campus Master Plan

**Process**

**Analysis**

**Recommendations**

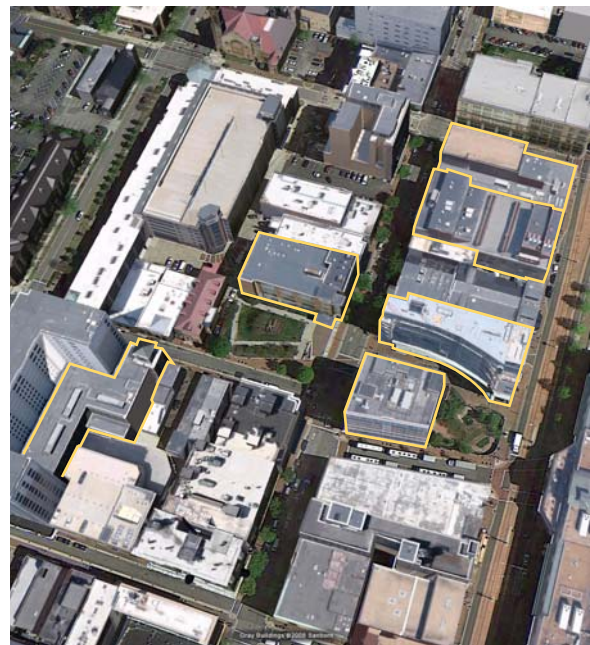
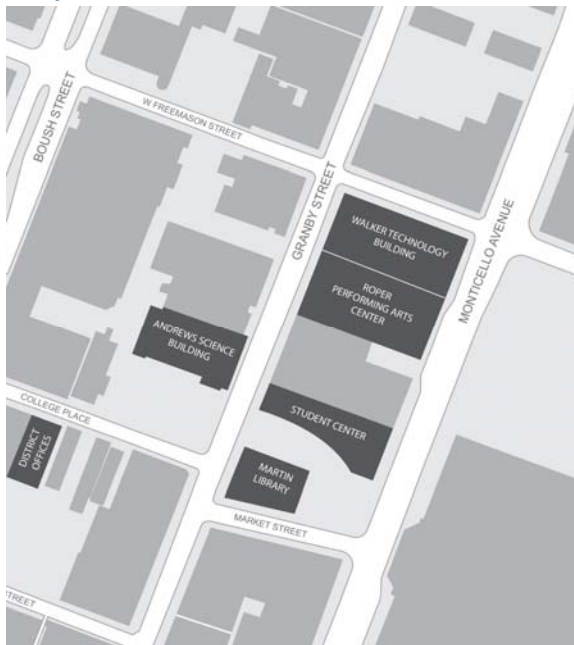
**Identity**



## Master Plan Project Schedule

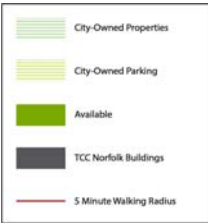
<u>WORKSHOP 1</u> PROJECT KICKOFF	<u>WORKSHOP 2</u> EXISTING PROGRAM + SPACE ANALYSIS	<u>WORKSHOP 3</u> USER GROUP + STAKEHOLDER INTERVIEWS	<u>WORKSHOP 4</u> PLANNING CONCEPTS	<u>WORKSHOP 5</u> INTEGRATED PLAN	PRESENTATION + PUBLICATION
Visioning	Space Utilization	Focus Groups			
Data Collection	Space Needs	Establish Planning Drivers	Campus Growth Concepts	Preferred Campus Plan	
Site Observations + Facility Tours	Urban Analysis	Expansion Opportunities	Open Space Enhancements	Building Floor Plans	Present to TCC President + City of Norfolk
	Stormwater Analysis		Program Realignment	TCC Identity	Draft and Final Documentation
				Stormwater Plan	
				Accessibility Recommendations	

## Campus Overview

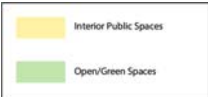




**Acquisition Plan**



**Public Spaces Plan**





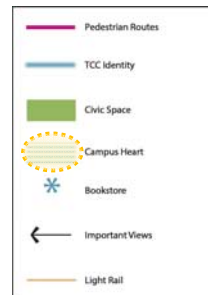
### Movement Patterns Plan



Movement patterns reinforce the perceived heart of campus in relation to civic and green open spaces, commonly shared student services and offerings, and Granby Street as the prime campus pedestrian pathway.

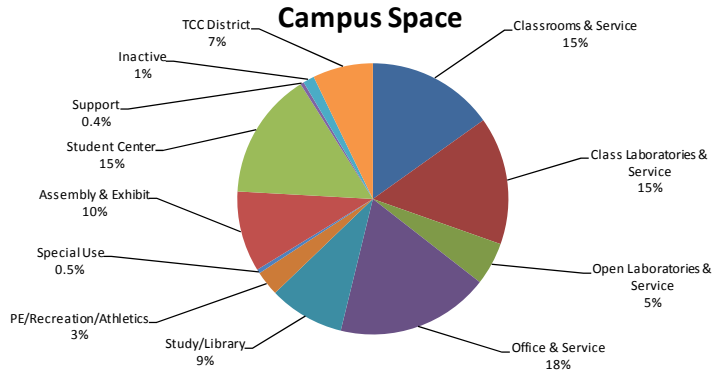


### Urban Design Plan



## Utilization and Space Needs Analysis

Current Space Use



### Norfolk Campus

CAMPUS SPACE	PERCENT	ASF
Classrooms & Service	15.1%	23,504
Class Laboratories & Service	15.3%	23,686
Open Laboratories & Service	5.1%	7,929
Office & Service	18.3%	28,355
Study/Library	9.0%	13,994
PE/Recreation/Athletics	2.9%	4,559
Special Use	0.5%	783
Assembly & Exhibit	9.6%	14,916
Student Center	15.2%	23,557
Support	0.4%	653
Inactive	1.3%	2,089
TCC District Space	7.2%	11,132
<b>TOTAL</b>		<b>155,157</b>

#### Data Collected

Facilities file  
Staff file  
Course file  
Enrollment projections  
Library collections  
Divisional space assignments  
Science lab sections

#### Interviews

Michelle Woodhouse, Provost  
Frank Dunn, Executive Vice President  
Daniel DeMarte, Vice President Academic Affairs  
Kerry Ragno, Dean of LMS  
Johnna Harrell, Dean of BSSPS  
Emanuel Chestnut, Dean Student Services

## Utilization and Space Needs Analysis

SCHEV Guidelines

Space Use Category	Calculated			
	Current ASF	Space Requirement	ASF Difference	Percent Difference
Instruction	56,993	137,403	(67,104)	(118%)
Academic Support	13,306			
Library	13,994	13,994	0	0%
Public Service	14,916	14,916	0	0%
Student Services	9,347	22,631	(6,099)	(65%)
Institutional Support	7,185			
Physical Plant	653	12,932	(12,279)	(1880%)
<b>TOTAL</b>	<b>116,394</b>	<b>201,876</b>	<b>(85,482)</b>	<b>(73%)</b>
Auxiliary	29,678			
Inactive	2,089			
TCC District Space	6,996			
	<b>155,157</b>			

### Space Needs Analysis - CURRENT

Enrollment  
3,233 FTES

Key Findings – Current Needs  
All types of space

#### Notes:

##### Auxiliary

- Student Center including fitness center

##### Inactive Space

- Fifth Floor of Martin

##### TCC District Space

- Center for eLearning
- Workforce Solutions/Job Skills Training Program



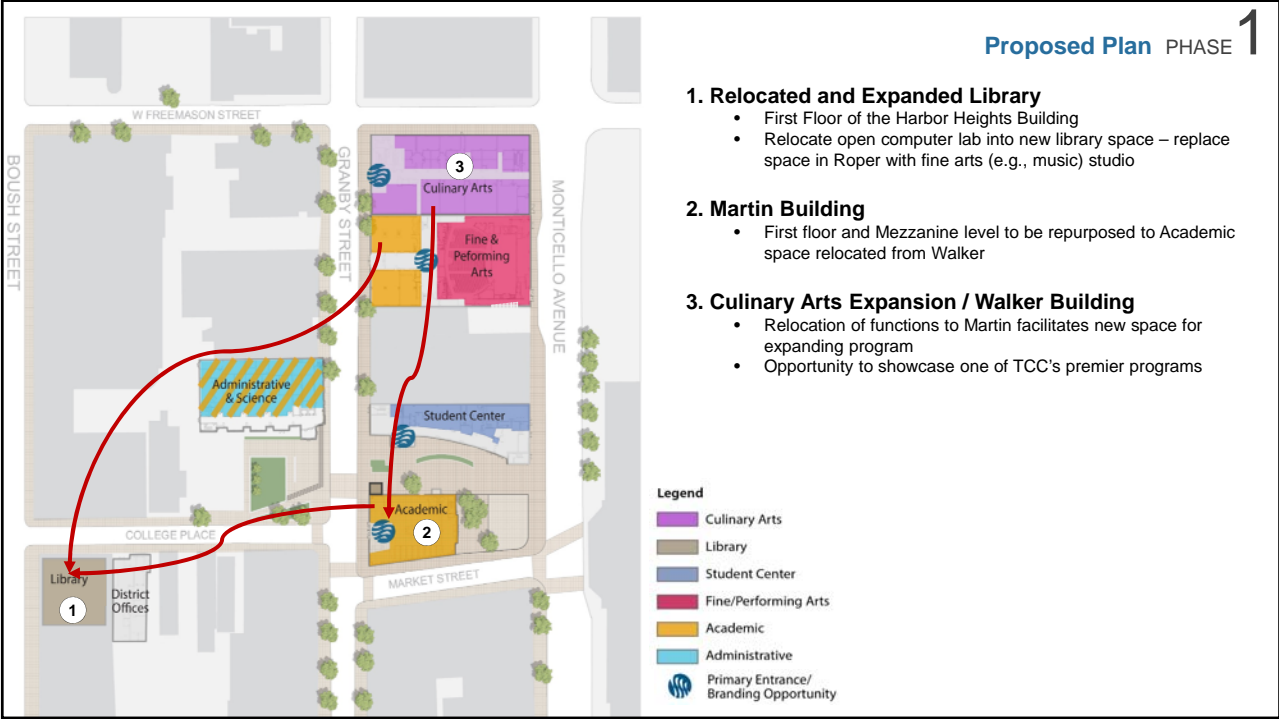
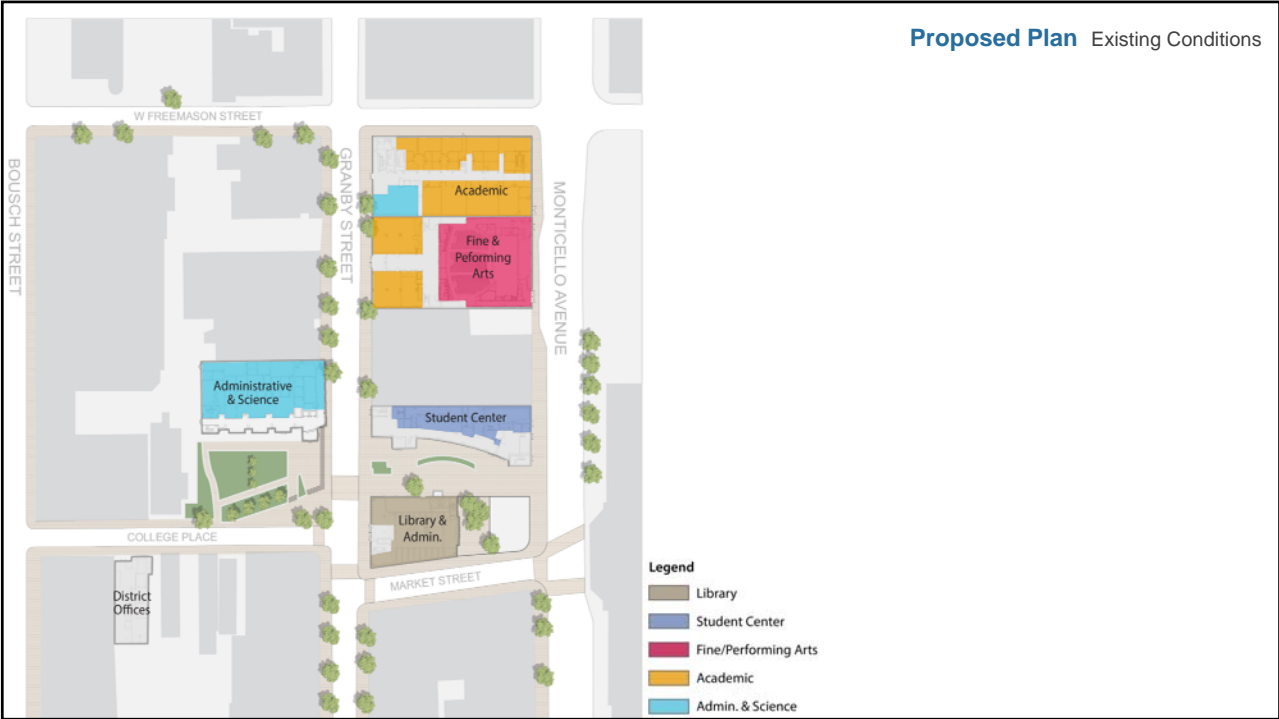
### Master Plan Drivers

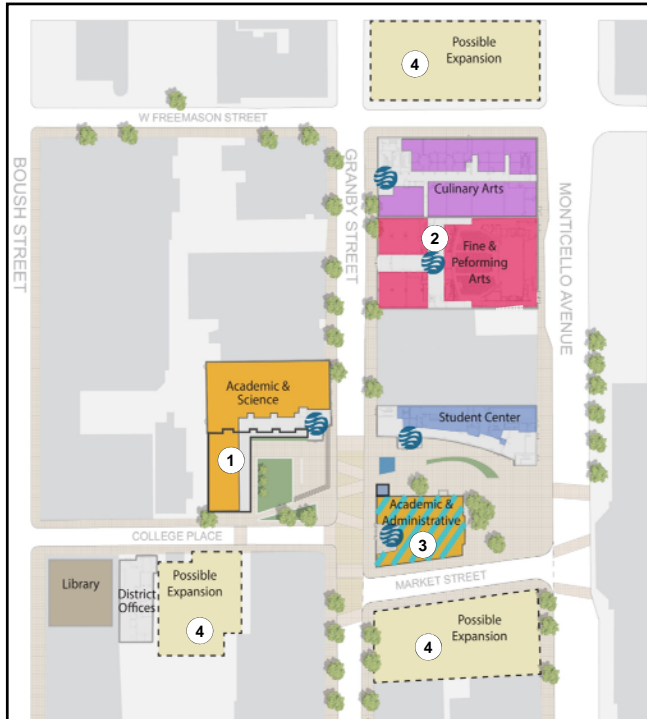
- Consolidate/Expand Student Services
- Feature Culinary Arts Program
- Dedicate Roper Theater Building to Performing Arts Program
- Need for more Science Labs
- Expand/Improve Library Space
- Need for more Student Center Space
- Need for more Assembly Space

PHASE I

PHASE II







- 1. Andrews Building** renovation and expansion
  - 18,500 gross square feet of new space
  - Ground Floor: Expanded Student Services
  - Upper Levels: Additional Science Labs
- 2. Roper Theater**
  - Relocates tutoring services to Martin
  - Replaces with flexible studio, rehearsal and gathering spaces
- 3. Relocate Student Services to Martin**
- 4. Future Expansion Opportunities**

- Legend**
- Culinary Arts
  - Library
  - Student Center
  - Fine/Performing Arts
  - Academic
  - Administrative
  - Potential Relocation
  - Primary Entrance/Branding Opportunity









**View Northeast – Existing Conditions**



**View Northeast – Phase 1**



**View West to Andrews Addition from Student Center Plaza**

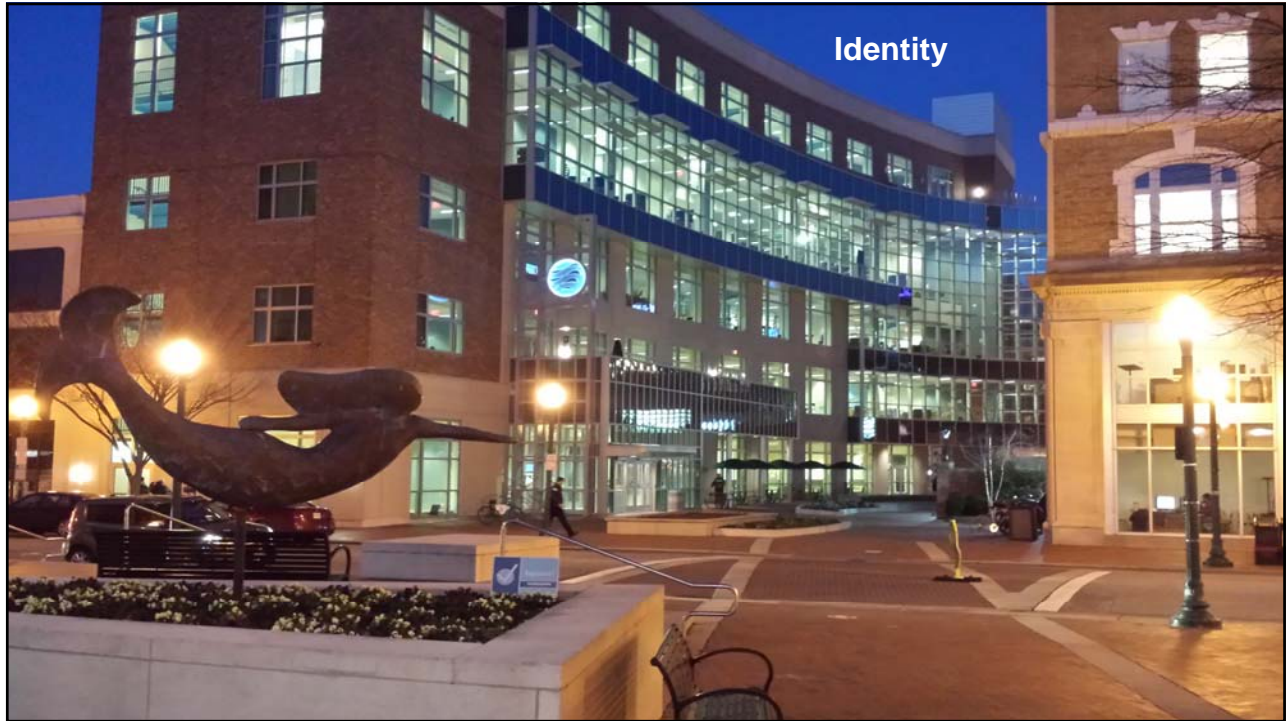


View North on Granby Street



View North on Granby Street





**Branding Opportunities**

The collage includes: a chef in a white uniform working at a counter; a dance troupe in white tutus performing on stage; a building facade with large glass windows at night; a building entrance with a large archway; a building facade with a sign; and a building entrance with a large sculpture in front.

The street map shows the following streets: EEMASON STREET, GRANBY STREET, MONTICELLO AVENUE, MARKET STREET, and GE PLACE. Several building footprints are highlighted in yellow, indicating branding opportunities.



**Preliminary Recommendations**  
Brand Enhancements

Complementing the Wayfinding Signage Master Plan



**Preliminary Recommendations**  
Brand Enhancements

Complementing the Wayfinding Signage Master Plan

**Preliminary  
Recommendations**  
Brand Enhancements



Complementing the Wayfinding Signage Master Plan



**Tidewater Community College**  
**Norfolk Campus**  
2015 Campus Master Plan



# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: November 17, 2015

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Acquisition of Leased Space for Norfolk Campus Library

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### BACKGROUND:

This item requests College Board endorsement of the acquisition of leased space to provide a larger library for the Norfolk Campus for approval by the State Board for Community Colleges.

Tidewater Community College's Norfolk Campus opened in January 1997. The campus was developed as a partnership between the Commonwealth and the City of Norfolk through the Norfolk Redevelopment and Housing Authority (NRHA). The State Board and NRHA entered into a capital lease for the campus that runs through June 2020.

The library for the Norfolk Campus is located in 13,994 square feet of space on two floors in the Martin Building. The space is inefficient and insufficient for a campus serving some 7,300 students each semester. The campus master plan, which was presented to the College Board at its September 2015 meeting, recommends relocating the library into larger space, preferably on a single floor for operational efficiency.

The college has been pursuing an opportunity to acquire leased space in Norfolk to facilitate expansion of its Culinary Arts program to meet enrollment demands. Working with the City of Norfolk, a regional supermarket firm, and TCC's Real Estate Foundation, the college had identified space that could be shared – providing opportunity for expanding the Culinary Arts program as well as for an urban grocery store in downtown Norfolk. However, as the college developed plans for this expansion, it became apparent that the cost of the infrastructure improvements necessary to support the Culinary Arts program in the leased space would be excessive.

### DISCUSSION:

Relocating the Norfolk Campus library into leased space will provide the opportunity to expand the Culinary Arts program in existing campus space. Since the space already supports the Culinary Arts infrastructure, expanding it will be much less costly than building that capability into a facility that is not suitable for it. Ultimately, the result will be a larger campus library and an expanded Culinary Arts program.

The space previously identified for expansion of the Culinary Arts program would provide some 19,000 square feet in a more efficient single floor arrangement for the Norfolk Campus library. Other options that could provide similar amounts of space are available



within a block of the Norfolk Campus. Build-out costs associated with a library are expected to be about one-third the cost of the build-out for Culinary Arts. The build-out costs would be amortized over the term of the lease. Specific details of the business arrangement will be subject to negotiation. Rent in the first year, including amortized tenant improvements, is expected to be in the range of \$500,000 to \$550,000.

VCCS policy requires approval by the State Board for Community Colleges for any lease acquisition of space greater than 10,000 square feet.

**STAFF RECOMMENDATION:**

That the College Board endorse the acquisition of leased space to accommodate an expanded library for the Norfolk Campus for subsequent approval by the State Board for Community Colleges.

**STAFF LIAISON:**

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

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: January 14, 2016

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Discontinuance of the Career Studies Certificates in Customer Service and Sales and Supervision in Ship Repair

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### BACKGROUND:

The design, integrity, quality, and viability of the college's curricula are fundamental academic responsibilities. To fulfill these responsibilities requires the steadfast commitment of faculty (via the curriculum committee), program advisory committees, academic deans, provosts, and the chief academic officer.

Within this context, the academic staff proposes the discontinuance of the Career Studies Certificate programs in Customer Service and Sales and Supervision in Ship Repair. This proposal has been reviewed and recommended by the program faculty and their supervising deans, the provosts, the curriculum committee, and the chief academic officer.

A review of the program data from 2010 to 2014 supports the proposal to discontinue these programs.

<u>Program</u>	<u>Headcount</u>	<u>FTES</u>	<u>Graduates</u>
Customer Service and Sales	2	.87	0
Supervision in Ship Repair	1.8	.65	0

Neither of the Career Studies Certificate programs feeds into an existing associate degree program.

### STAFF RECOMMENDATION:

That the College Board approves the discontinuance of the Career Studies Certificate programs in Customer Service and Sales and Supervision in Ship Repair.

### STAFF LIAISON:

Daniel T. DeMarte  
Vice President for Academic Affairs  
& Chief Academic Officer  
[DDeMarte@tcc.edu](mailto:DDeMarte@tcc.edu)  
757-822-1061

## CAREER STUDIES CERTIFICATE: CUSTOMER SERVICE AND SALES

The Career Studies Certificate in Customer Service and Sales is designed for those interested in customer service and sales positions within the retail industry. Students gain a broad perspective on customer service and sales techniques. The program encompasses a strong theoretical base combined with practical applications such as intense field study, role-plays, case studies, and portfolio development. Graduates from this program who successfully complete the NRF Certification exams will demonstrate that they have the knowledge and skills in the primary disciplines of customer service and sales in the retail industry and are prepared to pursue related careers.

### Semester 1

Course No.	Course Title	Credits	Prerequisites
CST 110	Introduction to Communication	3	None
MKT 110	Principles of Selling <sup>1</sup>	3	None
MKT 170	Customer Service <sup>2</sup>	2	None
MKT 271	Consumer Behavior	3	None
SDV 101	Orientation to Business Technology	1	None
	<b>Total</b>	<b>12</b>	

## CAREER STUDIES CERTIFICATE: SUPERVISION IN SHIP REPAIR

The Supervision in Ship Repair Career Studies Certificate program will enhance the knowledge and skills of those in the ship repair industry who are already functioning at the supervisory level. It will also prepare ship repair workers to move into a supervisory position upon completion of the program.

The program is designed to stress the overall importance of safety regulations and accident prevention in the workplace. It includes content to develop skills in improving product quality and productivity and provides instruction to develop team building and problem solving skills.

### Semester 1

Course No.	Course Title	Credits	Prerequisites
IND 101	Quality Assurance Technology I	3	None
IND 121	Industrial Supervision I	3	None
IND 137	Team Concepts and Problem Solving	3	None
MEC 297	Cooperative Education	6	Instructor Permission
SAF 120	Safety and Health Standards: Regulations and Codes	3	None
SAF 125	Computer Applications for Technicians	4	None
SAF 126	Principles of Industrial Safety	3	None
	<b>Total</b>	<b>25</b>	

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: January 14, 2016

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Proposed Specializations in Forensic Science, Homeland Security, and Public Law

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### BACKGROUND:

The design, integrity, quality, and viability of the college's curricula are fundamental academic responsibilities. To fulfill these responsibilities requires the steadfast commitment of faculty (via the curriculum committee), program advisory committees, academic deans, provosts, and the chief academic officer.

Within this context, the academic staff proposes three new specializations in Forensic Science, Homeland Security, and Public Law for the AAS degree in Criminal Justice.

This proposal has been reviewed and recommended by the program faculty and their supervising deans, the provosts, the curriculum committee, and the chief academic officer.

### STAFF RECOMMENDATION:

That the College Board approves the proposed Specializations in Forensic Science, Homeland Security, and Public Law.

### STAFF LIAISON:

Daniel T. DeMarte  
Vice President for Academic Affairs  
& Chief Academic Officer  
[DDeMarte@tcc.edu](mailto:DDeMarte@tcc.edu)  
757-822-1061

## **SPECIALIZATION: FORENSIC SCIENCE**

The Criminal Justice Specialization in Forensic Science is designed to prepare graduates for entry-level opportunities as a local, state, or federal law enforcement officer; commercial and industrial security officer; police officer; or private or government investigator. It provides an overview of forensic evidence, investigation methods, and procedures suitable for persons who wish to enter the law enforcement field and have a career goal of becoming an investigator as a career option or in need of training for promotion.

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>
ADJ 171	Forensic Science I	3	None
ADJ 172	Forensic Science II	3	None
ADJ 173	Forensic Photography I	3	None
ADJ 275	Forensic Pathology	3	None
	<b>Total</b>	<b>12</b>	

## **SPECIALIZATION: HOMELAND SECURITY**

The Criminal Justice Specialization in Homeland Security is designed to prepare graduates for entry-level opportunities as a local, state, or federal law enforcement officer; private security, commercial and industrial security officer; airport security, police officer; or private or government investigator, particularly in the areas of homeland security.

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>
ADJ 234	Terrorism and Counter-Terrorism	3	None
ADJ 160	Police Response to Critical Incidents	3	None
ADJ 169	Transportation and Border Security	3	None
ADJ 243	Homeland Security and Law	3	ADJ 111
	<b>Total</b>	<b>12</b>	

## **SPECIALIZATION: PUBLIC LAW**

The Criminal Justice Specialization in Public Law is designed to prepare graduates for entry-level positions in law firms of all sizes, state and federal courthouses, corporations and other business associations, banks and trust companies, educational institutions and local, state and federal government agencies. Individuals currently in the field may enter the program to upgrade their skills, knowledge, and certifications.

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>
LGL 110	Introduction to Law and the Legal Assistant	3	None
LGL 117	Family Law	3	Prerequisite or Co-requisite: LGL 110
LGL 216	Trial Preparation and Discovery Practice	3	LGL 110
ADJ 232	Domestic Violence	3	None
	<b>Total</b>	<b>12</b>	



# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: January 14, 2016

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Proposed Career Studies Certificates in Law Enforcement, Forensic Science, Homeland Security, and Public Law

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### BACKGROUND:

The design, integrity, quality, and viability of the college's curricula are fundamental academic responsibilities. To fulfill these responsibilities requires the steadfast commitment of faculty (via the curriculum committee), program advisory committees, academic deans, provosts, and the chief academic officer.

Within this context, the academic staff proposes four new career studies certificates in Law Enforcement, Forensic Science, Homeland Security, and Public Law. All four new certificates are designed to stack 100% to the A.A.S. degree in Criminal Justice.

This proposal has been reviewed and recommended by the program faculty and their supervising deans, the provosts, the curriculum committee, and the chief academic officer.

### STAFF RECOMMENDATION:

That the College Board approves the proposed Career Studies Certificate programs in Law Enforcement, Forensic Science, Homeland Security, and Public Law.

### STAFF LIAISON:

Daniel T. DeMarte  
Vice President for Academic Affairs  
& Chief Academic Officer  
[DDeMarte@tcc.edu](mailto:DDeMarte@tcc.edu)  
757-822-1061

## CAREER STUDIES CERTIFICATE: LAW ENFORCEMENT

The Career Studies Certificate in Law Enforcement is designed for those students who wish to take only those courses that relate directly to the law enforcement field. The certificate is designed to provide a basic foundation for individuals entering a particular area of the criminal justice field that does not require an A.A.S. or higher degree in criminal justice, or for persons already in the criminal justice field who wish to extend their knowledge/skill, or for those persons exploring the criminal justice field as a career alternative. All courses taken in the certificate program can be applied to the A.A.S. degree in Criminal Justice.

### Semester 1

Course No.	Course Title	Credits	Prerequisites
ADJ 110	Introduction to Law Enforcement	3	None
ADJ 133	Ethics and the Criminal Justice Professional	3	None
ADJ 211	Criminal Law, Evidence & Procedures I	3	None
	<b>Semester Total</b>	<b>9</b>	None

### Semester 2

Course No.	Course Title	Credits	Prerequisites
ADJ 111	Law Enforcement Organization and Administration I	3	None
ADJ 212	Criminal Law, Evidence & Procedures II	3	None
ADJ 236	Principles of Criminal Investigation	3	None
	<b>Semester Total</b>	<b>9</b>	

**Total Credits: 18**

## CAREER STUDIES CERTIFICATE: FORENSIC SCIENCE

The Career Studies Certificate in Forensic Science is designed to provide an introduction to the forensic investigation aspect of law enforcement and investigation. It provides an overview of forensic evidence, investigation methods, and procedures suitable for persons exploring the field as a career option or in need of training for promotion. All courses taken in the certificate program can be applied to the A.A.S. degree in Criminal Justice.

### Semester 1

Course No.	Course Title	Credits	Prerequisites
ADJ 100	Survey of Criminal Justice	3	None
ADJ 171	Forensic Science I	3	None
ADJ 236	Principles of Criminal Investigation	3	None
	<b>Semester Total</b>	<b>9</b>	

### Semester 2

Course No.	Course Title	Credits	Prerequisites
ADJ 172	Forensic Science II	3	None
ADJ 173	Forensic Photography I	3	None
ADJ 275	Forensic Pathology	3	None
	<b>Semester Total</b>	<b>9</b>	

**Total Credits: 18**

## **CAREER STUDIES CERTIFICATE: HOMELAND SECURITY**

The Career Studies Certificate in Homeland Security may lead to entry-level positions in the law enforcement or homeland security field. Individuals currently in the field may enter the program to upgrade their skills, knowledge, and certifications. All courses taken in the certificate program can be applied to the A.A.S. degree in Criminal Justice.

### **Semester 1**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>
ADJ 100	Survey of Criminal Justice	3	None
ADJ 160	Police Response to Critical Incidents	3	None
ADJ 169	Transportation and Border Security	3	None
	<b>Semester Total</b>	<b>9</b>	

### **Semester 2**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>
ADJ 234	Terrorism and Counter-Terrorism	3	None
ADJ 236	Principles of Criminal Investigation	3	None
ADJ 243	Homeland Security and Law	3	ADJ 111
	<b>Semester Total</b>	<b>9</b>	

**Total Credits: 18**

## **CAREER STUDIES CERTIFICATE: PUBLIC LAW**

The Career Studies Certificate in Public Law may lead to entry-level positions in law offices or the law enforcement field. Those currently in the field may enter the program to upgrade their skills, knowledge, and certifications. All courses taken in the certificate program can be applied to the A.A.S. degree in Criminal Justice.

### **Semester 1**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>
LGL 110	Introduction to Law and the Legal Assistant	3	Placement into ENG 111
LGL 117	Family Law	3	Prerequisite or Co-requisite: LGL 110
LGL 216	Trial Preparation and Discovery Practice	3	LGL 110
<b>Semester Total</b>		<b>9</b>	

### **Semester 2**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>	<b>Prerequisites</b>
ADJ 100	Survey of Criminal Justice	3	None
ADJ 232	Domestic Violence	3	None
ADJ 236	Principles of Criminal Investigation	3	None
<b>Semester Total</b>		<b>9</b>	

**Total Credits: 18**

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

MEETING: January 14, 2016

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending November 30, 2015

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**BACKGROUND:**

The routine Local Fund Financial Statements for the month ending November 30, 2015 are presented for review.

**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**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2015 - November 30, 2015

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/01/2015</b>		\$ 1,528,225			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 1,369,729	\$ 766,025		\$ 603,704	56%
B. ID Card Replacements	20,000	8,680		11,320	43%
<b>Total Revenues</b>	<b>\$ 1,389,729</b>	<b>\$ 774,705</b>		<b>\$ 615,024</b>	<b>56%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		\$ 2,302,930			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	57,904	26,047	18,354	13,503	77%
3. Student Organizations	1,000	212	308	480	52%
4. Recreational Sports	2,300	322	431	1,547	33%
5. Operating Expenses	1,000	237	374	389	61%
6. Contingency Fund	8,500	3,976	1,435	3,089	64%
<b>Subtotal--Chesapeake Campus</b>	<b>\$ 74,704</b>	<b>\$ 30,794</b>	<b>\$ 20,902</b>	<b>\$ 23,008</b>	<b>69%</b>
<b>B. Norfolk Campus</b>					
1. Student Government Association	\$ 3,300	\$ 67	\$ 98	\$ 3,135	5%
2. Programming	50,857	33,680	9,113	8,064	84%
3. Student Organizations	3,000	1,192		1,808	40%
4. Recreational Sports	5,000	4,463	579	(42)	101%
5. Operating Expenses	2,957	2,876		81	97%
6. Contingency Fund	4,957	2,765	629	1,563	68%
<b>Subtotal--Norfolk Campus</b>	<b>\$ 70,071</b>	<b>\$ 45,043</b>	<b>\$ 10,419</b>	<b>\$ 14,609</b>	<b>79%</b>
<b>C. Portsmouth Campus</b>					
1. Student Government Association	\$ 4,000	\$ 1,535		\$ 2,465	38%
2. Programming	62,021	21,413	12,816	27,792	55%
3. Student Organizations	5,000	672	1,017	3,311	34%
4. Recreational Sports	500		215	285	43%
5. Operating Expenses	2,100	933	443	724	66%
6. Contingency Fund	2,190	2,201	345	(356)	116%
<b>Subtotal--Portsmouth Campus</b>	<b>\$ 75,811</b>	<b>\$ 26,754</b>	<b>\$ 14,836</b>	<b>\$ 34,221</b>	<b>55%</b>
<b>D. Virginia Beach Campus</b>					
1. Student Government Association	\$ 4,000	\$ 21		\$ 3,979	1%
2. Programming	105,445	30,710	11,285	63,450	40%
3. Student Organizations	18,000	16,000		2,000	89%
4. Recreational Sports	100			100	0%
5. Operating Expenses	100			100	0%
6. Contingency Fund	1,000			1,000	0%
<b>Subtotal--Virginia Beach Campus</b>	<b>\$ 128,645</b>	<b>\$ 46,731</b>	<b>\$ 11,285</b>	<b>\$ 70,629</b>	<b>45%</b>

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>E. College-wide Student Activities</b>					
1. College-wide Programs & Events	\$ 20,000	\$ 13,458		\$ 6,542	67%
2. Student Life Personnel	163,770	72,717		91,053	44%
3. Visual Arts Center	11,000	3,063	1,025	6,912	37%
4. Women's Center	12,000	2,835	505	8,660	28%
5. Intramurals, Recreational, & Club Sports	88,000	8,971	2,092	76,937	13%
6. College-wide Contingency	3,500	2,166	25	1,309	63%
7. Student Federation Council	5,000	5,042		(42)	101%
8. Student Leadership & Community Engagement	30,000	15,299	340	14,361	52%
9. College-wide Clubs & Committees	60,000	20,747	200	39,053	35%
10. Intercultural Learning	62,000	25,671	21,903	14,426	77%
<b>Subtotal--College-wide Student Activities</b>	<b>\$ 455,270</b>	<b>\$ 169,969</b>	<b>\$ 26,090</b>	<b>\$ 259,211</b>	<b>43%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 53,942	\$ 24,612		\$ 29,330	46%
2. Norfolk	48,519	25,937		22,582	53%
3. Portsmouth	51,745	17,344		34,401	34%
4. Virginia Beach	115,006	24,938		90,068	22%
<b>Subtotal--Learning Assistance Fund</b>	<b>\$ 269,212</b>	<b>\$ 92,831</b>		<b>\$ 176,381</b>	<b>34%</b>
<b>G. Provosts' Contingency Fund</b>					
1. Chesapeake	\$ 11,368	\$ 1,900	\$ 474	\$ 8,994	21%
2. Norfolk	12,841	1,000		11,841	8%
3. Portsmouth	10,176	2,667		7,509	26%
4. Virginia Beach	19,000	2,446	2,446	14,108	26%
<b>Subtotal--Provosts' Contingency Fund</b>	<b>\$ 53,385</b>	<b>\$ 8,013</b>	<b>\$ 2,920</b>	<b>\$ 42,452</b>	<b>20%</b>
<b>H. Deans' Contingency Fund</b>					
1. Chesapeake	\$ 7,289	\$ 3,888	\$ 678	\$ 2,723	63%
2. Norfolk	8,949	561	633	7,755	13%
3. Portsmouth	6,111	780	114	5,217	15%
4. Virginia Beach	10,000	1,056	1,558	7,386	26%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 32,349</b>	<b>\$ 6,285</b>	<b>\$ 2,983</b>	<b>\$ 23,081</b>	<b>29%</b>
<b>I. Student Activities Identification</b>					
Equipment, Software, and Supplies	50,000	8,900	820	40,280	19%
<b>Subtotal--Student Activities Identification</b>	<b>\$ 50,000</b>	<b>\$ 8,900</b>	<b>\$ 820</b>	<b>\$ 40,280</b>	<b>19%</b>
<b>Total Expenditures</b>	<b>\$ 1,209,447</b>	<b>\$ 435,320</b>	<b>\$ 90,255</b>	<b>\$ 683,872</b>	<b>43%</b>
<b>III. Transfers</b>					
Transfer to Auxiliary Capital Budget	\$ 614,086	255,869		\$ 358,217	42%
<b>Subtotal--Transfers</b>	<b>\$ 614,086</b>	<b>\$ 255,869</b>		<b>\$ 358,217</b>	<b>42%</b>
<b>Fund Balance 11/30/2015</b>		<b>\$ 1,611,741</b>			



**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
**Narrative Justification**  
**FY 2016**

**I. REVENUE**

The revenue for the Student Activities Budget is based on a projection of 18,651 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**

The funding allocated to each campus is based on an 80/20 formula in which 20% of the funds are distributed evenly among the campuses, and the remaining 80% is based on the campus' percentage of total FTES. This budget is based on the 2013-2014 academic year, resulting in a campus distribution as follows: Chesapeake (3,999; 19.99%); Norfolk (3,749; 18.7%); Portsmouth (3,871; 19.30%); and, Virginia Beach (8,440; 42.10%). This formula is applied to all categories of expenditures except Student Activities--College-wide (E) and Student Activities Identification System (I).

**A-D. Campus-based Student Activities**

The campus-based student life office provides holistic programming to include, but not limited to, student government association and campus based student organizations, engagement, volunteerism, leadership development, publications, recreation, and cultural inclusion that has been approved by student life or appropriate college authorities. Student life professionals are required to use funds to support the needs of the campus student population to promote the future development and vision of student life. The operating expense budget for each campus office is to pay for office supplies, travel, and other miscellaneous expenses.

- 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 Office of Student Life.
- 2. **Programming** – Funding is provided for planned student life programming which includes, but is not limited to, social and cultural events, engagement, enrichment, volunteerism, leadership development, speakers, presenters, entertainment, marketing, promotional materials, event support, and apparel.

3. Student Organizations – Funding is used for leadership development, organization support, conferences, training, speakers, enrichment, honor societies, campus initiatives, community outreach, engagement, honorariums, and recognitions.
4. Recreational Sports – Funds are used for equipment, recreational upkeep, recreational programming, technology, vendors, training, and other needed items to support recreational sports.
5. Operating Expenses – Funding is used for office supplies, publications, equipment, equipment upkeep, technology, travel, training, certification, and other miscellaneous expenses.
6. Contingency Fund – Funding is provided to fund special initiatives that may emerge during the 2015-16 fiscal year.

#### **E. College-wide Student Activities**

1. College-wide Programs & Events – Additional funds made available to support multi-campus-based programming. Funds are to be used to encourage collaboration across campuses and provide greater social, cultural, and learning for TCC students.
2. Student Life Personnel – Staffing for college-wide positions which include a full-time Coordinator for Student Leadership and Development and a full-time staff member to coordinate college recreational, intramural, and club sports. Funding is included for a planned salary increase.
3. Visual Arts Center – Funds are provided for special art shows, honoraria, publication of student art work magazine “340 High Street,” refreshments for openings, and other college-wide activities of the Visual Arts Center.
4. Women’s Center – Funds support college-wide events focused on women’s issues. Such topics include health, parenting, career planning for women, leadership skills, domestic violence, self-esteem, Women’s History Month events, etc.
5. Intramurals, Recreational, & Club Sports – Funds are provided to support intramural, recreational, and club sports at the campuses and across the college. Expenses include equipment, supplies, payment of officials, and associated expenses. Funding to support special pay and payments to coaches and referees as deemed appropriate is also included.
6. College-wide Contingency – Provides capability to fund special initiatives that emerge during the 2015-16 fiscal year.
7. Student Federation Council – Provides funds for supporting the activities and development of the college-wide Student Federation Council. Expenditures are

approved by the Coordinator of Student Leadership Development and Community Engagement and campus student life coordinators.

8. Student Leadership & Community Engagement – Provides for a college-wide leadership training program, an annual student organizational leadership retreat for professional development of student organizational leaders on policies and procedures, budgeting, running effective meetings, etc., and provides year-end awards for the Student Government presidents and vice presidents. Presidents and vice presidents of each campus are paid a stipend at the end of each semester if specific stipulations are fulfilled. If the SGA officers do not meet all of the requirements, funding is prorated. The Coordinator of Leadership Development and Community Engagement, with the assistance of the campus Student Life Offices, distribute the awards at the end of the fall and spring semesters. Provides funding for students to participate in the annual VCCS Student Leadership, American Student Government Association, or other leadership conferences.
  9. College-wide Clubs & Committees – Funding is provided to support the endeavors of college-wide clubs and committees. Funding requests of this nature are reviewed for approval by the Student Federation and the Coordinator of Student Leadership Development and Community Engagement.
  10. Intercultural Learning – Provides funds to support intercultural activities across all campuses (e.g. Hispanic Heritage Month and Black History Month).
- F. Learning Assistance Fund** – Provides salaries for administrative support, tutors, and supplemental instructors to assist students experiencing academic difficulties and operating funds for tutoring centers on each campus.
- G. Provosts' Contingency Fund** – Provides the provosts with funding to support specific campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.
- H. Deans' Contingency Fund** – Provides funding for the campus Deans of Student Services to support student success activities. These include welcoming receptions for various student groups, student and staff recognitions, professional development, travel and other related expenses, campus improvements, meetings with students, staff and student workshops and retreats, and various student retention efforts.
- I. Student Activities Identification System** – These funds are used for the purchase of equipment, supplies, and a maintenance agreement for the college-wide student identification system. Beginning in FY2016, funding for personnel costs associated with the student identification system will be transferred to the Student Center budget.
- III. TRANSFERS** – Funds are being transferred to the Student Center budget to cover the costs of campus Student Life and Student ID personnel.

**TIDEWATER COMMUNITY COLLEGE  
INSTITUTIONAL AUXILIARY BUDGET  
July 1, 2015 - November 30, 2015**

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/01/2015</b>		<b>\$ 10,533,246</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 3,344,854	\$ 1,771,740		\$ 1,573,114	53%
B. Student Parking Sales	85,000	69,966		15,034	82%
C. Student HRT Pass Sales	250,000	87,100		162,900	35%
<b>Total Revenues</b>	<b>\$ 3,679,854</b>	<b>\$ 1,928,806</b>		<b>\$ 1,751,048</b>	<b>52%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 12,462,052</b>			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,724,150	\$ 1,510,673		\$ 213,477	88%
B. Chesapeake Campus Parking Lot - Debt Service	336,250	275,749		60,501	82%
C. College-wide Parking Lot Improvements	250,000	127,288	11,320	111,392	55%
D. Hampton Roads Transit (HRT)	411,400	308,770	102,630		100%
E. Student Parking	140,000	47,155	34,240	58,605	58%
F. Visual Arts Center Parking Lease	82,800	33,360	49,440		100%
<b>Total Expenditures</b>	<b>\$ 2,944,600</b>	<b>\$ 2,302,995</b>	<b>\$ 197,630</b>	<b>\$ 443,975</b>	<b>85%</b>
<b>Fund Balance 11/30/2015</b>		<b>\$ 10,159,057</b>			

Approved by the Local College Board on May 12, 2015

OFS 12/15/15

**TIDEWATER COMMUNITY COLLEGE  
INSTITUTIONAL AUXILIARY BUDGET  
Narrative Justification  
FY2016**

**I. REVENUES**

**The revenue for the Institutional Auxiliary Budget is based on a projection of 18,651 annualized FTEs.**

- A. Institutional Fee** – A fee assessed to all students up to a maximum of 15 credit hours. The fee is \$5.80 per credit hour for Summer Semester 2015 and increases to \$6.30 per credit hour for Fall Semester 2015.
- B. Student Parking Sales** – Revenue from the sale of City of Norfolk parking garage spaces to students on the Norfolk Campus. Student cost is at a reduced rate because the institutional fee subsidizes 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 total cost.

**II. EXPENDITURES**

- A. Chesapeake Campus Parking Garage – Debt Service** – Funds for the debt service for the Chesapeake Campus Parking Garage. This reflects the third year of a 20-year annual debt service payment.
- B. Chesapeake Campus Parking Lot – Debt Service** – Funds for the debt service for the Chesapeake Campus parking lot. This reflects the sixth year of a 15-year annual debt service payment.
- C. College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- D. Hampton Roads Transit (HRT) Passes** – Cost to purchase the GoPass365 from HRT to provide transportation services to students at a discounted rate, including light rail, bus, and ferry.
- E. Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- F. Visual Arts Center Parking Lease** – Parking lease for Visual Arts Center students.

**TIDEWATER COMMUNITY COLLEGE  
STUDENT CENTER BUDGET  
July 1, 2015 - November 30, 2015**

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/01/2015</b>		<b>\$ 19,723,319</b>			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 10,205,827	\$ 5,702,547		\$ 4,503,280	56%
B. Transfer-In from Student Activities Budget	614,086	255,869		358,217	42%
<b>Total Revenues</b>	<b>\$ 10,819,913</b>	<b>\$ 5,958,416</b>		<b>\$ 4,861,497</b>	<b>55%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>		<b>\$ 25,681,735</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 1,129,138	\$ 869,596		\$ 259,542	77%
2. Student Center - Chesapeake Campus	1,164,728	895,607		269,121	77%
3. Student Center - Portsmouth Campus	1,085,011	869,846		215,165	80%
4. Student Center - Virginia Beach Campus	1,661,671	1,278,405		383,266	77%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 5,040,548</b>	<b>\$ 3,913,454</b>		<b>\$ 1,127,094</b>	<b>78%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 579,827	\$ 244,694		\$ 335,133	42%
b. Operating Expenses	70,000	45,146	8,855	15,999	77%
<b>Subtotal--General Operations</b>	<b>\$ 649,827</b>	<b>\$ 289,840</b>	<b>\$ 8,855</b>	<b>\$ 351,132</b>	<b>46%</b>
<b>2. Facility Operations</b>					
a. Personnel	\$ 238,236	\$ 68,994		\$ 169,242	29%
b. Utilities	116,698	36,303		80,395	31%
c. Security	184,733	71,199	113,534		100%
d. Custodial	44,880	3,096	10,447	31,337	30%
e. General Maintenance	92,815	37,394	39,109	16,312	82%
f. Insurance	10,000	5,684		4,316	57%
g. Network & Telecommunications	78,459	32,691	40,968		100%
<b>Subtotal--Facility Operations</b>	<b>\$ 765,821</b>	<b>\$ 255,361</b>	<b>\$ 204,058</b>	<b>\$ 301,602</b>	<b>61%</b>
<b>3. Food Services</b>					
a. Operating Subsidy	\$ 110,000	\$ 32,748	\$ 4,067	\$ 73,185	33%
b. Equipment Maint. & Replacement	14,425	4,295	1,725	8,405	42%
<b>Subtotal--Food Services</b>	<b>\$ 124,425</b>	<b>\$ 37,043</b>	<b>\$ 5,792</b>	<b>\$ 81,590</b>	<b>34%</b>
<b>Total--Norfolk Student Center</b>	<b>\$ 1,540,073</b>	<b>\$ 582,244</b>	<b>\$ 218,705</b>	<b>\$ 734,324</b>	<b>52%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 580,618	\$ 219,856		\$ 360,762	38%
b. Operating Expenses	60,000	40,813	10,994	8,193	86%
<b>Subtotal--General Operations</b>	<b>\$ 640,618</b>	<b>\$ 260,669</b>	<b>\$ 10,994</b>	<b>\$ 368,955</b>	<b>42%</b>

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Personnel	\$ 238,236	\$ 78,100		\$ 160,136	33%
b. Utilities	125,485	42,402		83,083	34%
c. Security	155,281	55,325	99,956		100%
d. Custodial	48,108	5,726	22,684	19,698	59%
e. General Maintenance	92,815	38,091	25,400	29,324	68%
f. Insurance	7,000	6,239		761	89%
g. Network & Telecommunications	68,396	28,498	26,997		100%
<b>Subtotal--Facility Operations</b>	<b>\$ 735,321</b>	<b>\$ 254,381</b>	<b>\$ 175,037</b>	<b>\$ 293,002</b>	<b>60%</b>
<b>3. Food Services</b>					
a. Operating Subsidy	\$ 120,000	\$ 25,879	\$ 4,430	\$ 89,691	25%
b. Equipment Maint. & Replacement	4,600	992	170	3,438	25%
<b>Subtotal--Food Services</b>	<b>\$ 124,600</b>	<b>\$ 26,871</b>	<b>\$ 4,600</b>	<b>\$ 93,129</b>	<b>25%</b>
<b>Total--Chesapeake Student Center</b>	<b>\$ 1,500,539</b>	<b>\$ 541,921</b>	<b>\$ 190,631</b>	<b>\$ 755,086</b>	<b>50%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 580,435	\$ 207,862		\$ 372,573	36%
b. Operating Expenses	60,000	7,003	8,878	44,119	26%
<b>Subtotal--General Operations</b>	<b>\$ 640,435</b>	<b>\$ 214,865</b>	<b>\$ 8,878</b>	<b>\$ 416,692</b>	<b>35%</b>
<b>2. Facility Operations</b>					
a. Personnel	\$ 238,236	\$ 137,288		\$ 100,948	58%
b. Utilities	125,485	45,773		79,712	36%
c. Security	224,145	87,312	136,833		100%
d. Custodial	48,108	2,360	14,630	31,118	35%
e. General Maintenance	92,815	19,460	28,953	44,402	52%
f. Insurance	7,000	6,112		888	87%
g. Network & Telecommunications	81,626	34,011	47,615		100%
<b>Subtotal--Facility Operations</b>	<b>\$ 817,415</b>	<b>\$ 332,316</b>	<b>\$ 228,031</b>	<b>\$ 257,068</b>	<b>69%</b>
<b>3. Food Services</b>					
a. Operating Subsidy	\$ 96,000	\$ 28,757	\$ 4,079	\$ 63,164	34%
b. Equipment Maint. & Replacement	4,600	1,378	195	3,027	34%
<b>Subtotal--Food Services</b>	<b>\$ 100,600</b>	<b>\$ 30,135</b>	<b>\$ 4,274</b>	<b>\$ 66,191</b>	<b>34%</b>
<b>Total--Portsmouth Student Center</b>	<b>\$ 1,558,450</b>	<b>\$ 577,316</b>	<b>\$ 241,183</b>	<b>\$ 739,951</b>	<b>53%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 704,605	\$ 230,167		\$ 474,438	33%
b. Operating Expenses	85,000	23,301	21,101	40,598	52%
<b>Subtotal--General Operations</b>	<b>\$ 789,605</b>	<b>\$ 253,468</b>	<b>\$ 21,101</b>	<b>\$ 515,036</b>	<b>35%</b>
<b>2. Facility Operations</b>					
a. Personnel	\$ 383,113	\$ 115,862		\$ 267,251	30%
b. Utilities	188,357	58,179		130,178	31%
c. Security	182,355	61,820	120,535		100%
d. Custodial	73,120	9,910	34,253	28,957	60%
e. General Maintenance	149,810	25,650	37,370	86,790	42%
f. Insurance	6,500	9,174		(2,674)	141%
g. Network & Telecommunications	84,659	35,275	49,384		100%
<b>Subtotal--Facility Operations</b>	<b>\$ 1,067,914</b>	<b>\$ 315,870</b>	<b>\$ 241,542</b>	<b>\$ 510,502</b>	<b>52%</b>

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>3. Food Services</b>					
a. Operating Subsidy	\$ 235,597	\$ 98,493	\$ 13,909	\$ 123,195	48%
b. Equipment Maint. & Replacement	6,700	2,801	396	3,503	48%
<b>Subtotal--Food Services</b>	<b>\$ 242,297</b>	<b>\$ 101,294</b>	<b>\$ 14,305</b>	<b>\$ 126,698</b>	<b>48%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 2,099,816</b>	<b>\$ 670,632</b>	<b>\$ 276,948</b>	<b>\$ 1,152,236</b>	<b>45%</b>
<b>Total Expenditures</b>	<b>\$ 11,739,426</b>	<b>\$ 6,285,567</b>	<b>\$ 927,468</b>	<b>\$ 4,508,691</b>	<b>62%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,375,000</b>	<b>\$ 1,375,000</b>		<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 11/30/2015</b>		<b>\$ 18,021,168</b>			

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<b>Capital Maintenance Reserve Fund FY 14-15</b>	<b>\$ 2,750,000</b>
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Approved by the TCC College Board on May 12, 2015



**TIDEWATER COMMUNITY COLLEGE  
STUDENT CENTER BUDGET  
Narrative Justification  
FY 2016**

**I. REVENUES**

The revenue for the Student Center Budget is based on a projection of 18,651 annualized FTEs.

- A. **Auxiliary Capital Fee** – A fee of \$19 per credit hour is assessed to all students up to a maximum of 15 credit hours.
- B. **Transfer-In from Student Activities Budget** – This transfer reflects the movement of positions from the Student Activities budget.

**II. EXPENDITURES**

- A. **Bond Debt Service** – Principal and interest payments due on VCBA Pooled Bonds used to finance the student centers.

**B-E. Norfolk, Chesapeake, Portsmouth, & Virginia Beach Student Centers –**

**1. General Operations**

- a. **Personnel** – Staffing costs for Norfolk, Portsmouth, Chesapeake, and Virginia Beach Student Centers, including costs for Student Life personnel and student identification personnel. This budget has been increased to account for a planned salary increase.
- b. **Operating Expenses** – Funding for general operating expenses such as office supplies, travel, professional development, equipment repairs, etc.

**2. Facility Operations**

- a. **Personnel** – Staffing costs for the facilities maintenance and custodial areas. This budget has been increased to account for a planned salary increase.
- b. **Utilities** – Utilities services for the student centers. Utilities include electrical, natural gas, water, and sewer.
- c. **Security** – Unarmed security services for the student centers. The services are provided under the college's security contract. Security cost is based on the following routine posture: Norfolk – 2 officers assigned; Chesapeake – 1 officer assigned plus a second officer between 9:00 AM and 5:00 PM; Portsmouth – 2 officers assigned plus a third officer between 10:00 AM and 6:00 PM; and Virginia Beach – 2 officers assigned. Additional coverage is provided for special events,

and officers assigned elsewhere on campus are available to respond to situations, if necessary.

- d. **Custodial** – Consumable materials for housecleaning and trash and garbage disposal services for the student centers.
  - e. **General Maintenance** – Consumable materials and contract services to maintain the student centers' mechanical, electrical, and other building systems.
  - f. **Insurance** – Estimated cost of insurance for the student centers.
  - g. **Network & Telecommunications** – Estimated cost of ongoing network and telecommunications support for the student centers.
3. **Food Services** – Estimated costs of food service operations at the college's four student centers and funding for maintenance, repair, and replacement of food service equipment.

**III. Capital Maintenance Reserve** – Funds approximating 2% of the cost of the student center buildings will be transferred to a maintenance reserve account to fund future costs.

**TIDEWATER COMMUNITY COLLEGE**  
**AUXILIARY SERVICES BUDGET**  
July 1, 2015- November 30, 2015

	Budget 2016	Revenues/ Expenditures	Encumbrance	Variance	% Realized
<b>Fund Balance 7/01/2015</b>		<b>\$ 7,010,357</b>			
<b>I. Revenues</b>					
A. Bookstore	\$ 1,800,000	\$ 752,050		\$ 1,047,950	42%
B. Vending					
1. Exclusive Beverage Contract	92,000	30,868		61,132	34%
2. Vending - CRH	40,000	4,609		35,391	12%
C. Food Service - Joint Use Library	2,000	7,044		(5,044)	352%
D. Municipal Support	24,000	22,500		1,500	94%
E. Interest Earnings	70,000	52,211		17,789	75%
F. Miscellaneous	3,000	15,940		(12,940)	531%
<b>Total Revenues</b>	<b>\$ 2,031,000</b>	<b>\$ 885,222</b>		<b>\$ 1,145,778</b>	<b>44%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 7,895,579</b>			
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 4,000	\$ 1,391	\$ 2,359	\$ 250	94%
2. Miscellaneous Expenses	3,000	149	880	1,971	34%
<b>Subtotal - Operating Expenses</b>	<b>\$ 7,000</b>	<b>\$ 1,540</b>	<b>\$ 3,239</b>	<b>\$ 2,221</b>	<b>68%</b>
<b>B. Faculty &amp; Staff Parking</b>	<b>\$ 392,230</b>	<b>\$ 197,236</b>	<b>\$ 194,730</b>	<b>\$ 264</b>	<b>100%</b>
<b>C. College Community Events</b>	<b>\$ 75,000</b>	<b>\$ 29,932</b>	<b>\$ 7,949</b>	<b>\$ 37,119</b>	<b>51%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 14,000</b>	<b>\$ (5,165)</b>		<b>\$ 19,165</b>	<b>-37%</b>
<b>E. Auxiliary Service Operations</b>					
1. Personnel	\$ 298,000	\$ 150,731		\$ 147,269	51%
2. General Operating Costs	20,500	443	465	19,592	4%
3. Equipment/Software/Installation	20,000			20,000	0%
4. StormCard Marketing	23,000	3,130	14	19,856	14%
<b>Subtotal - Auxiliary Service Operations</b>	<b>\$ 361,500</b>	<b>\$ 154,304</b>	<b>\$ 479</b>	<b>\$ 206,717</b>	<b>43%</b>
<b>F. Community Support</b>					
1. College Board	\$ 2,500	\$ 553		\$ 1,947	22%
2. President	27,000	3,090	819	23,091	14%
3. Executive Vice President, Vice Presidents, and Directors					
a. Executive Vice President	6,000	467		5,533	8%
b. Vice President for Academic Affairs & Chief Academic Officer	6,000	3,344	2,221	435	93%
c. Vice President for Finance	6,000	2,770	473	2,757	54%
d. Vice President for Information Systems	6,000	2,407	1,074	2,519	58%
e. Vice President of Public Affairs & Comr	6,000	516	38	5,446	9%
f. Vice President for Student Affairs	6,000	625	21	5,354	11%
g. Vice President for Workforce Developm	6,000	617	1,521	3,862	36%
h. Vice President for Institutional Advance	6,000	60		5,940	1%
i. Director of Institutional Effectiveness	6,000	326	90	5,584	7%
4. Campus Provosts					
a. Chesapeake	6,000	\$ 2,351	\$ 1,297	2,352	61%
b. Norfolk	6,000	1,670	811	3,519	41%
c. Portsmouth	6,000	727	1,259	4,014	33%
d. Virginia Beach	12,000	5,278	114	6,608	45%
5. Community Outreach	37,000	12,055	948	23,997	35%
6. Contingencies	3,500			3,500	0%
<b>Subtotal - Community Support</b>	<b>\$ 154,000</b>	<b>\$ 36,856</b>	<b>\$ 10,686</b>	<b>\$ 106,458</b>	<b>31%</b>

	Budget 2016	Revenues/ Expenditures	Encumbrance	Variance	% Realized
<b>G. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 5,000	\$ 493	\$ 169	\$ 4,338	13%
2. Norfolk	5,000	4,411		589	88%
3. Portsmouth	5,000	2,613	1,480	907	82%
4. Virginia Beach	10,000	1,059	499	8,442	16%
<b>Subtotal - Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ 8,576</b>	<b>\$ 2,148</b>	<b>\$ 14,276</b>	<b>43%</b>
<b>Subtotal- Expenditures</b>					
	<b>\$ 1,028,730</b>	<b>\$ 423,279</b>	<b>\$ 219,231</b>	<b>\$ 386,220</b>	<b>62%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ 2,000		\$ 13,000	13%
2. Honors Mentorship Scholarships	6,000			6,000	0%
3. Student Study Abroad Scholarships	15,500			15,500	0%
4. Culinary Match Program	3,000			3,000	0%
5. Martin Luther King Scholarship	5,177			5,177	0%
6. Military Scholarships	25,885			25,885	0%
7. ROTC Scholarships	12,424	4,096		8,328	33%
8. High School Scholarships					
a. Chesapeake	72,478	1,908		70,570	3%
1. LaVonne P. Ellis Scholarship	10,354			10,354	0%
b. Norfolk	51,770	1,542		50,228	3%
1. John T. Kavanaugh Scholarship	10,354			10,354	0%
c. Portsmouth	31,062	2,732		28,330	9%
d. Suffolk (Northern)	10,354	109		10,245	1%
e. Virginia Beach	93,186	6,525		86,661	7%
1. Stanley Waranch Scholarship	10,354			10,354	0%
2. Dorcas T. Helfant-Browning Scholarship	10,354			10,354	0%
3. Thomas H. Wilson Scholarship	10,354			10,354	0%
9. All-Virginia Academic First Team Award	4,000			4,000	0%
<b>Subtotal - TCC Scholarships &amp; Awards</b>	<b>\$ 397,606</b>	<b>\$ 18,912</b>	<b>\$ -</b>	<b>\$ 378,694</b>	<b>5%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>					
	<b>\$ 1,426,336</b>	<b>\$ 442,191</b>	<b>\$ 219,231</b>	<b>\$ 764,914</b>	<b>46%</b>
<b>Fund Balance 11/30/2015</b>					
		<b>\$ 7,453,388</b>			

**TIDEWATER COMMUNITY COLLEGE**  
**AUXILIARY SERVICES BUDGET**  
**Narrative Justification**  
**FY2016**

**I. REVENUES**

- A. **Bookstore** – Anticipated sales commissions from the Barnes & Noble bookstores operated at MacArthur Mall and the Virginia Beach Campus. The increase is a result of a renegotiation of commission rates.
- B. **Vending** – Commissions from vending sales at all four campuses and the District Office. The college has an exclusive beverage contract with Coke and a food vending contract with CRH Catering. Also includes funds for sponsorship/marketing.
- C. **Food Service – Joint-Use Library** – The college has a food service contract with Aramark which is operational at the Joint-Use Library in Virginia Beach.
- D. **Municipal Support** – Contributions from the cities of Chesapeake, Norfolk, Virginia Beach, and Portsmouth.
- E. **Interest Earnings** – Earnings on investments.
- F. **Miscellaneous** – Miscellaneous income from repayment of old loans, bad check fees, 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. Beginning with the 2013-14 award year, TCC began referring overpayments to the Department of Education for collection which substantially reduced the budget for this line item.
- E. **Auxiliary Service Operations**
  - 1. **Personnel** – Salaries and benefits for the college's Auxiliary Services personnel. The increase is for a planned salary increase for FY2016.
  - 2. **General Operating Costs** – Funds for training, office supplies, travel, and other miscellaneous expenses for the Auxiliary Services personnel.

3. Equipment/Software/Installation – Funds to support the college’s StormCard system. Funds are included for equipment, software, and installation of data lines.
4. StormCard Marketing – The college receives funds each year for promotional use as part of the Coke contract.

**F. Community Support**

1. College Board – Funds for expenses of the Board meetings and other Board related expenses.
- 2., 3., & 4. President, Executive Vice President, Vice Presidents, Campus Provosts, & Directors – 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; special events honoring employees; memberships in local and regional organizations to promote the college; and purchase of flowers for sympathy or congratulations.
5. Community Outreach – Cost of attending functions sponsored by various civic organizations, sponsorships, and other community outreach activities. A one-time increase of \$10,000 is included for alumni off-campus events. It is expected that the TCC Educational Foundation will include funding for these alumni events in their FY2016 budget.
6. Contingencies – Unanticipated obligations of the Board.

- G. Deans’ Discretionary Aid Fund** – Funds to assist students with emergency financial needs to 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. Honors Mentorship Scholarships – Awards to students selected by faculty for special talents in their field of study. Honors Mentorship students are assigned to a division in the college to assist in research and other academic pursuits for faculty. Faculty serve as mentors to students on assigned academic projects and activities in their field of study.
3. Student Study Abroad Scholarships – Awards to foreign language students on a competitive basis.

4. Culinary Match Program – Matching funds for Culinary Scholarships donated to the college.
5. Martin Luther King Scholarship – An award to a student who exemplifies the values of Dr. Martin Luther King. Recognition is given at the college's annual Dr. Martin Luther King Dinner.
6. Military Scholarships – Awards to dependents of servicepersons from each branch of the military.
7. ROTC Scholarships – Awards to TCC students participating in the college's ROTC program through Old Dominion University and Norfolk State University.
8. 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.

9. All-Virginia Academic First Team Award – Awards to a student or students who exemplify the Phi Theta Kappa values of academic achievement and campus and community involvement.

**TIDEWATER COMMUNITY COLLEGE  
LOCAL CONTRIBUTIONS  
AS OF NOVEMBER 30, 2015**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
<b>PORTSMOUTH:</b>			
LOCAL BOARD (Operating)	5,400	5,400	
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ -</b>
<b>VIRGINIA BEACH:</b>			
LOCAL BOARD (Operating)	5,100	5,100	
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ -</b>
<b>CHESAPEAKE:</b>			
TECHNOLOGY	60,500	60,500	
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ -</b>
<b>NORFOLK:</b>			
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 83,000</b>	<b>\$ 83,000</b>	<b>\$ -</b>



**TIDEWATER COMMUNITY COLLEGE  
LOCAL INVESTMENTS  
2011 - 2016**

LOCALITIES	FY2016	FY2015	FY2014	FY2013	FY2012	FY2011
<b>PORTSMOUTH:</b>						
LOCAL BOARD (Operating)	5,400	6,000				
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 5,400</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>VIRGINIA BEACH:</b>						
VIRGINIA BEACH CAMPUS STUDENT CENTER <sup>1</sup>					\$ 1,578,388	
JOINT-USE LIBRARY <sup>2</sup>				550,000		8,377,748
LOCAL BOARD (Operating)	5,100	5,100	5,100	5,100	5,100	5,100
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 555,100</b>	<b>\$ 1,583,488</b>	<b>\$ 8,382,848</b>
<b>CHESAPEAKE:</b>						
TECHNOLOGY	60,500	60,500	60,500	60,500	64,000	64,000
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>NORFOLK:</b>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>TOTAL</b>	<b>\$ 83,000</b>	<b>\$ 83,600</b>	<b>\$ 77,600</b>	<b>\$ 627,600</b>	<b>\$ 1,659,488</b>	<b>\$ 8,458,848</b>

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Notes:

<sup>1</sup> City of Virginia Beach's share of site development cost for the Student Center.

<sup>2</sup> City of Virginia Beach's share of design, site development, and construction costs of the Joint-Use Library. Does not include the City's share of the cost of furniture and equipment (\$1.2 million). In FY2013 the City of Virginia Beach agreed to fund the "Joint-Use Library Pedestrian Connector Walkway".

**TIDEWATER COMMUNITY COLLEGE  
INVESTMENTS  
2015-2016 STATEMENT OF EARNINGS**

	<b>BALANCE INVESTED</b>	<b>AVERAGE YIELD All investments</b>	<b>INTEREST 2015-2016</b>
07/31/15	\$ 36,628,242	0.31%	\$ 9,353
08/31/15	\$ 35,850,401	0.29%	\$ 8,764
09/30/15	\$ 40,378,778	0.42%	\$ 14,244
10/31/15	\$ 43,394,475	0.50%	\$ 17,984
11/30/15	\$ 43,300,194	0.46%	\$ 16,472
12/31/15			
01/31/16			
02/29/16			
03/31/16			
04/30/16			
05/31/16			
06/30/16			
<b>TOTAL</b>			<b>\$ 66,816</b>

OFS  
12/18/2015

**Detail:**

<b>Investment Category</b>	<b>Average Yield</b>	<b>Balance</b>
Towne Bank - Repurchase Agreements	0.12%	\$ 17,381,781
Towne Bank - Raymond James	0.76%	\$ 22,001,174
Commonwealth - LGIP	0.19%	\$ 905,248
Townebank CDARs	0.22%	\$ 3,011,991