

TIDEWATER COMMUNITY COLLEGE BOARD

MARCH 8, 2016

4:00 P.M.

BAYSIDE BUILDING (TOUR)/STUDENT CENTER (BOARD MEETING)
VIRGINIA BEACH CAMPUS

JOHN D. PADGETT, CHAIR
PRESIDING

AGENDA

Tour the Bayside Building – (4:00 p.m.)

1. **Welcome and Call Meeting to Order – (4:45 p.m.)**
2. **Program Highlight – (25 min.)**

“Bayside Building Tour”

Michael D. Summers
Provost, Virginia Beach Campus

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 #289 for January 14, 2016
 - b. Proposed Increase in Institutional Auxiliary Fee

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

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

- a. The Honor Foundation—East Coast Operations

Finance & Facilities Committee – Mr. John Murray, Chair

- a. Routine Financial Statements for Month Ending January 31, 2016
- b. Mid-Year Report on 2015-16 State Operating Budget
- c. 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. Proposed 2015-16 Emeritus Appointment Resolutions

- Franklin T. Dunn, Executive Vice President – Administrative Faculty Emeritus
- Doris O. Jellig, Associate Professor of English – Professor Emeritus
- William S. Rodner, Professor of History – Professor Emeritus
- Reginald L. Osby, General Administration Manager I – Classified Staff Emeritus

b. General Assembly Update

c. TCC Real Estate Foundation Update w/Matthew Baumgarten

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

a. Appointment of Board Nominating Committee

b. Initiation of President’s Evaluation Process

9. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 289

JANUARY 14, 2016

Meeting number two hundred and eighty-nine of the Tidewater Community College Board was held on Thursday, January 14, 2016, in the TCC Regional Automotive Center in Chesapeake.

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

Members Absent: Connie A. Meyer John M. Murray
Laura L. Suggs Jared U. Turner

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness
Matthew J. Baumgarten, Executive Director for Real Estate
Development/Chief Operating Officer of Facilities
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
LaVonne P. Ellis, SBCC Liaison
Susan M. James, Special Assistant to the President & Chief of Staff
Beth Lunde, Associate Vice President for Human Resources
Christine Damrose-Mahlmann, Chair of President's Advisory & Planning
Council
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

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 LaVonne Ellis, SBCC liaison, and thanked her for attending.

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2. **Program Highlight**

Dr. Baehre-Kolovani thanked Dr. Rhine for hosting the meeting. She subsequently invited Dr. Beno Rubin, Director of the TCC Regional Automotive Center (RAC), to present the program highlight featuring “The Future of Transportation: Auto, Diesel, Collision Repair and Marine.”

The RAC opened for classes in August 2008 and continues to expand both its student body and its programs. The 30,000 square-foot facility is a pioneer in the industry and students earn both degree and certificate programs in various automotive platforms to support industry demands. With emphasis on automotive, collision repair, diesel, and marine technology, students can earn industry credentials and licenses in many fields and Manufacturer Credentials through TCC courses. Looking forward, the RAC projects a growth of 21,968 credits over the next five years and to sustain that growth, expansion of the programs and the facility are at the forefront of the business plan. As such, the technology programs will incorporate expansions modeled after other benchmark institutions to include expanded dual enrollment programs, interface with new enterprise, and new and expanded career studies certificates in related fields. Use of other facilities such as the Chesapeake Center for Science and Technology supports the expansion efforts. While discussions with vehicle and equipment manufacturers continue, the college is working with the TCC Real Estate Foundation to find suitable locations to house the expanded collision, diesel, and marine programs. Instructors at the RAC are engaging in additional training in preparation for the projected expansion.

The board engaged in lively discussion about the program and thanked Dr. Rubin for the presentation. A tour of the facility was offered to interested board members.

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 Mr. Parker, seconded by Dr. Armistead, the board approved the consent agenda as proposed.

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

Referring to Tabs 4a-d of the meeting packet, the board approved Meeting Minutes #288 for November 17, 2015; Proposed Program Discontinuances—Career Studies Certificates in Customer Service and Sales and Supervision in Ship Repair; Proposed Specializations Stackable to the A.A.S. Degree in Criminal Justice—Specializations in Forensic Science, Homeland Security, and Public Law; Proposed Certificates Stackable to the A.A.S. Degree in Criminal Justice—Career Studies Certificates in Law Enforcement, Forensic Science, Homeland Security, and Public Law.

5. **Information Item(s)**

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

a. **Guided Pathways.** At the invitation of Mr. Piscitelli, Dr. DeMarte noted that research showed that only half of full-time students graduate within 6 years and that most incur

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unnecessary debt. To facilitate a smoother process, TCC employed *Guided Pathways an uncomplicated path through college; a step-by-step roadmap with intrusive guidance to on-time completion-saving time and money-and significantly enhancing student success*. This approach is directly aligned with the college's Strategic Enrollment Management Phase III process, the Quality Enhancement Plan, the VCCS Student Success Institute, and the Stackable Program approach.

- b. Accelerated General Studies Degree. Mr. Piscitelli invited Drs. DeMarte and Boyd to discuss the Accelerated General Studies Degree. The college will pilot an accelerated degree program where students can complete a two-year associate degree in general studies in one year. Eligible students will receive personalized attention, start the bachelor's program immediately after completing the associate degree, and be on-track to complete the bachelor's degree in two years. Thousands of dollars will be saved and the students will graduate on time. The initial pilot will enroll 24 students from all TCC service areas and they will attend classes in 11 and 12-week sessions from July 2016 to June 2017.
- **In the absence of Mr. Murray, Finance & Facilities Committee Chair, Mr. Padgett invited Ms. Milloy and Mr. Baumgarten to give the report of the committee.**
- a. Routine Financial Statements for Month Ending November 30, 2015. Referring to Tab 5a of the meeting packet, Ms. Milloy noted that the budgets reflect activity for five months of the fiscal year and contributions were as expected. The average yield on investments of \$43.3 million yielded \$16,472 in interest.
 - b. Capital Projects Update. Mr. Baumgarten noted that the Chesapeake Campus Parking Garage consisting of 1,200 parking spaces at an estimated cost of \$25.9 million, is scheduled for completion in August 2016.
- **Mr. Padgett invited Ms. Thompson, Advocacy Committee Chair, to give the report of the committee.**
- a. Committee Report. Ms. Thompson briefly addressed the itinerary for the General Assembly Session and the Legislative Reception on February 17-18 in Richmond. She noted that detailed information will be provided to the attendees.

6. Discussion & Approval of Action Items(s) Removed from the Consent Agenda

Nothing to report.

7. President's Report

- a. 2016 Legislative Update. The Governor has a heightened focus on community colleges and its abilities to strengthen Virginia's economy. His budget provides increased state investment in non-credential Workforce Credential Plan—\$24.6 million over two years toward certifications in high-demand fields. Credit Programs will be allotted \$5.3 million each year to educate and graduate more Virginians; \$1.1 million each year to establish a

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veterans' advising program; \$1.58 million over two years to expand cyber security training; \$300K in planning funds each year to support post-secondary transition programs, and \$250K each year for the Rural Virginia Horseshoe Initiative. Student financial aid will receive a 9.7% increase. TCC has three capital projects in the detailed planning phase of the budget.

- b. Spring Semester Enrollment Status w/Mr. Aasen. At Dr. Baehre-Kolovani's invitation and using a PowerPoint to frame his discussion, Mr. Aasen provided an update on enrollment. In summer 2015, the college achieved a 1.1% increase in FTE. While more part-time students are enrolled, the overall nation-wide headcount for public two-year enrollments for fall 2015 was down -2.4%.
- c. The Honor Foundation. TCC's Virginia Beach Campus was selected as the launch site for The Honor Foundation's East Coast Institute on January 28, 2016. The Institute will provide transition support to include professional development and career transition to the US Navy SEAL and Special Operations Forces. The collaborative event will engage business and political leaders, higher education, community patrons, and stakeholders in dialogue on how best to support the military population. TCC is honored to host the event as it is directly aligned with the Center for Military and Veterans Education's mission.

8. Chair's Report & Announcements

- a. The Board Chair had no actionable items or report on the agenda. However, he reminded the board that the next board meeting is scheduled for Tuesday, March 8th in the Virginia Beach Student Center, but will begin with a tour of the Bayside Building.

9. Adjournment

There being no further business to come before the board, Mr. Padgett adjourned the meeting at 6:20 p.m.

Respectfully submitted,



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

APPROVAL

John D. Padgett
Chair

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TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 8, 2016
COMMITTEE: Finance and Facilities Committee
AGENDA ITEM: Increase in Institutional Auxiliary Fee

BACKGROUND:

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

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

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

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

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

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

Staff proposes a \$.50 per credit hour increase in the college's Institutional Auxiliary Fee. This fee increase will allow the college to build a fund that will be used to meet the increased demands for parking. Once the Virginia Beach Campus parking garage is appropriated, the fee will be increased to the level required to support bond payments for twenty years.

STAFF RECOMMENDATION:

That the TCC Local College Board recommend to the State Board for Community Colleges an increase of \$.50 per credit hour in its Institutional Auxiliary Fee, effective Fall Semester 2016.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: March 8, 2016

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending January 31, 2016

BACKGROUND:

The routine Local Fund Financial Statements for the month ending January 31, 2016 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
757-822-1064

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2015 - January 31, 2016

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 1,528,225			
I. Revenues					
A. Student Activity Fee	\$ 1,369,729	\$ 964,984		\$ 404,745	70%
B. ID Card Replacements	20,000	12,180		7,820	61%
Total Revenues	\$ 1,389,729	\$ 977,164		\$ 412,565	70%
Total Resources (Revenue & Fund Bal.)					
		\$ 2,505,389			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	57,904	29,990	18,956	8,958	85%
3. Student Organizations	1,000	462	308	230	77%
4. Recreational Sports	2,300	322	431	1,547	33%
5. Operating Expenses	1,000	237	374	389	61%
6. Contingency Fund	8,500	5,224	725	2,551	70%
Subtotal--Chesapeake Campus	\$ 74,704	\$ 36,235	\$ 20,794	\$ 17,675	76%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300	\$ 67	\$ 1,376	\$ 1,857	44%
2. Programming	50,857	35,110	8,189	7,558	85%
3. Student Organizations	3,000	1,443		1,557	48%
4. Recreational Sports	5,000	3,039	385	1,576	68%
5. Operating Expenses	2,957	2,876		81	97%
6. Contingency Fund	4,957	3,394		1,563	68%
Subtotal--Norfolk Campus	\$ 70,071	\$ 45,929	\$ 9,950	\$ 14,192	80%
C. Portsmouth Campus					
1. Student Government Association	\$ 4,000	\$ 1,633		\$ 2,367	41%
2. Programming	62,021	37,562	13,803	10,656	83%
3. Student Organizations	5,000	1,895		3,105	38%
4. Recreational Sports	500	215		285	43%
5. Operating Expenses	2,100	1,376		724	66%
6. Contingency Fund	2,190	2,022	120	48	98%
Subtotal--Portsmouth Campus	\$ 75,811	\$ 44,703	\$ 13,923	\$ 17,185	77%
D. Virginia Beach Campus					
1. Student Government Association	\$ 4,000	\$ 21		\$ 3,979	1%
2. Programming	105,445	37,996	16,213	51,236	51%
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%
Subtotal--Virginia Beach Campus	\$ 128,645	\$ 54,017	\$ 16,213	\$ 58,415	55%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
E. College-wide Student Activities					
1. College-wide Programs & Events	\$ 20,000	\$ 13,458		\$ 6,542	67%
2. Student Life Personnel	163,770	84,837		78,933	52%
3. Visual Arts Center	11,000	4,156	845	5,999	45%
4. Women's Center	12,000	3,397	401	8,202	32%
5. Intramurals, Recreational, & Club Sports	88,000	8,971	6,393	72,636	17%
6. College-wide Contingency	3,500	2,266	25	1,209	65%
7. Student Federation Council	5,000	4,619	1,762	(1,381)	128%
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	24,840	24,522	12,638	80%
Subtotal--College-wide Student Activities	\$ 455,270	\$ 182,590	\$ 34,488	\$ 238,192	48%
F. Learning Assistance Fund					
1. Chesapeake	\$ 53,942	\$ 36,506		\$ 17,436	68%
2. Norfolk	48,519	36,253		12,266	75%
3. Portsmouth	51,745	24,769		26,976	48%
4. Virginia Beach	115,006	33,750		81,256	29%
Subtotal--Learning Assistance Fund	\$ 269,212	\$ 131,278		\$ 137,934	49%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368	\$ 505	\$ 474	\$ 10,389	9%
2. Norfolk	12,841	1,000		11,841	8%
3. Portsmouth	10,176	2,106		8,070	21%
4. Virginia Beach	19,000		2,446	16,554	13%
Subtotal--Provosts' Contingency Fund	\$ 53,385	\$ 3,611	\$ 2,920	\$ 46,854	12%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 4,290	\$ 1,390	\$ 1,609	78%
2. Norfolk	8,949	990	864	7,095	21%
3. Portsmouth	6,111	914	657	4,540	26%
4. Virginia Beach	10,000	2,286	795	6,919	31%
Subtotal--Deans' Contingency Fund	\$ 32,349	\$ 8,480	\$ 3,706	\$ 20,163	38%
I. Student Activities Identification					
Equipment, Software, and Supplies	50,000	11,980	820	37,200	26%
Subtotal--Student Activities Identification	\$ 50,000	\$ 11,980	\$ 820	\$ 37,200	26%
Total Expenditures	\$ 1,209,447	\$ 518,823	\$ 102,814	\$ 587,810	51%
III. Transfers					
Transfer to Student Center Budget	\$ 614,086	\$ 358,217		\$ 255,869	58%
Subtotal--Transfers	\$ 614,086	\$ 358,217		\$ 255,869	58%
Fund Balance 01/31/16		\$ 1,628,349			

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 - January 31, 2016**

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 10,533,246			
I. Revenues					
A. Institutional Fee	\$ 3,344,854	\$ 2,448,991		\$ 895,863	73%
B. Student Parking Sales	85,000	81,564		3,436	96%
C. Student HRT Pass Sales	250,000	96,381		153,619	39%
Total Revenues	\$ 3,679,854	\$ 2,626,936		\$ 1,052,918	71%
Total Resources (Revenue & Fund Bal.)		\$ 13,160,182			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,724,150	\$ 1,644,220		\$ 79,930	95%
B. Chesapeake Campus Parking Lot - Debt Service	336,250	336,249		1	100%
C. College-wide Parking Lot Improvements	250,000	69,861	11,320	168,819	32%
D. Hampton Roads Transit (HRT)	411,400	359,000	52,400		100%
E. Student Parking	140,000	61,075	20,320	58,605	58%
F. Visual Arts Center Parking Lease	82,800	51,870	30,930		100%
Total Expenditures	\$ 2,944,600	\$ 2,522,275	\$ 114,970	\$ 307,355	90%
Fund Balance 01/31/16		\$ 10,637,907			

Approved by the Local College Board on May 12, 2015

OFS 2/22/16

**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 - January 31, 2016**

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 19,723,319			
I. Revenues					
A. Auxiliary Capital Fee	\$ 10,205,827	\$ 7,177,596		\$ 3,028,231	70%
B. Transfer-In from Student Activities Budget	614,086	358,217		255,869	58%
Total Revenues	\$ 10,819,913	\$ 7,535,813		\$ 3,284,100	70%
Total Resources (Revenue & Fund Balance)		\$ 27,259,132			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,129,138	\$ 926,612		\$ 202,526	82%
2. Student Center - Chesapeake Campus	1,164,728	1,169,919		(5,191)	100%
3. Student Center - Portsmouth Campus	1,085,011	1,098,395		(13,384)	101%
4. Student Center - Virginia Beach Campus	1,661,671	1,669,015		(7,344)	100%
Subtotal--Bond Debt Service	\$ 5,040,548	\$ 4,863,941		\$ 176,607	96%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 579,827	\$ 334,960		\$ 244,867	58%
b. Operating Expenses	70,000	33,642	2,529	33,829	52%
Subtotal--General Operations	\$ 649,827	\$ 368,602	\$ 2,529	\$ 278,696	57%
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 92,637		\$ 145,599	39%
b. Utilities	116,698	45,604		71,094	39%
c. Security	184,733	93,562	91,171		100%
d. Custodial	44,880	4,686	10,447	29,747	34%
e. General Maintenance	92,815	47,547	39,116	6,152	93%
f. Insurance	10,000	5,684		4,316	57%
g. Network & Telecommunications	78,459	45,768	40,968		100%
Subtotal--Facility Operations	\$ 765,821	\$ 335,488	\$ 181,702	\$ 256,908	66%
3. Food Services					
a. Operating Subsidy	\$ 110,000	\$ 74,413	\$ 4,103	\$ 31,484	71%
b. Equipment Maint. & Replacement	14,425	9,758	538	4,129	71%
Subtotal--Food Services	\$ 124,425	\$ 84,171	\$ 4,641	\$ 35,613	71%
Total--Norfolk Student Center	\$ 1,540,073	\$ 788,261	\$ 188,872	\$ 571,217	63%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 580,618	\$ 302,554		\$ 278,064	52%
b. Operating Expenses	60,000	32,632	14,423	12,945	78%
Subtotal--General Operations	\$ 640,618	\$ 335,186	\$ 14,423	\$ 291,009	55%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 112,595		\$ 125,641	47%
b. Utilities	125,485	57,745		67,740	46%
c. Security	155,281	65,898	89,383		100%
d. Custodial	48,108	6,237	21,684	20,187	58%
e. General Maintenance	92,815	47,552	25,300	19,963	78%
f. Insurance	7,000	6,239		761	89%
g. Network & Telecommunications	68,396	39,898	26,997		100%
Subtotal--Facility Operations	\$ 735,321	\$ 336,164	\$ 163,364	\$ 234,292	68%
3. Food Services					
a. Operating Subsidy	\$ 120,000	\$ 52,868	\$ 7,319	\$ 59,813	50%
b. Equipment Maint. & Replacement	4,600	2,027	281	2,292	50%
Subtotal--Food Services	\$ 124,600	\$ 54,895	\$ 7,600	\$ 62,105	50%
Total--Chesapeake Student Center	\$ 1,500,539	\$ 726,245	\$ 185,387	\$ 587,406	61%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 580,435	\$ 319,561		\$ 260,874	55%
b. Operating Expenses	60,000	8,860	11,477	39,663	34%
Subtotal--General Operations	\$ 640,435	\$ 328,421	\$ 11,477	\$ 300,537	53%
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 187,262		\$ 50,974	79%
b. Utilities	125,485	67,370		58,115	54%
c. Security	224,145	117,159	106,986		100%
d. Custodial	48,108	3,100	14,130	30,878	36%
e. General Maintenance	92,815	41,065	28,953	22,797	75%
f. Insurance	7,000	6,112		888	87%
g. Network & Telecommunications	81,626	47,615	30,256		100%
Subtotal--Facility Operations	\$ 817,415	\$ 469,683	\$ 180,325	\$ 163,652	80%
3. Food Services					
a. Operating Subsidy	\$ 96,000	\$ 58,104	\$ 5,747	\$ 32,149	67%
b. Equipment Maint. & Replacement	4,600	2,784	275	1,541	67%
Subtotal--Food Services	\$ 100,600	\$ 60,888	\$ 6,022	\$ 33,690	67%
Total--Portsmouth Student Center	\$ 1,558,450	\$ 858,992	\$ 197,824	\$ 497,879	68%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 704,605	\$ 311,084		\$ 393,521	44%
b. Operating Expenses	85,000	40,579	9,313	35,108	59%
Subtotal--General Operations	\$ 789,605	\$ 351,663	\$ 9,313	\$ 428,629	46%
2. Facility Operations					
a. Personnel	\$ 383,113	\$ 161,489		\$ 221,624	42%
b. Utilities	188,357	90,574		97,783	48%
c. Security	182,355	82,920	99,435		100%
d. Custodial	73,120	11,390	30,253	31,477	57%
e. General Maintenance	149,810	33,965	37,370	78,475	48%
f. Insurance	6,500	9,174		(2,674)	141%
g. Network & Telecommunications	84,659	49,384	63,494		100%
Subtotal--Facility Operations	\$ 1,067,914	\$ 438,896	\$ 230,552	\$ 426,685	60%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Operating Subsidy	\$ 235,597	\$ 106,433	\$ 10,109	\$ 119,055	49%
b. Equipment Maint. & Replacement	6,700	3,027	287	3,386	49%
Subtotal--Food Services	\$ 242,297	\$ 109,460	\$ 10,396	\$ 122,441	49%
Subtotal--Virginia Beach Student Center	\$ 2,099,816	\$ 900,019	\$ 250,261	\$ 977,755	53%
Total Expenditures	\$ 11,739,426	\$ 8,137,458	\$ 822,344	\$ 2,810,864	76%
III. Capital Maintenance Reserve	\$ 1,375,000	\$ 1,375,000		\$ -	100%
Fund Balance 01/31/16		\$ 17,746,674			

OFS 2/18/16

Capital Maintenance Reserve Fund FY 14-15	\$ 2,750,000
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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- January 31, 2016

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 7,010,357			
I. Revenues					
A. Bookstore	\$ 1,800,000	\$ 812,233		\$ 987,767	45%
B. Vending					
1. Exclusive Beverage Contract	92,000	50,258		41,742	55%
2. Vending - CRH	40,000	15,791		24,209	39%
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	92,406		(22,406)	132%
F. Miscellaneous	3,000	19,370		(16,370)	646%
Total Revenues	\$ 2,031,000	\$ 1,019,602		\$ 1,011,398	50%
Total Resources (Revenue & Fund Bal.)					
		\$ 8,029,959			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 4,000	\$ 1,553	\$ 2,427	\$ 20	100%
2. Miscellaneous Expenses	3,000	134	880	1,986	34%
Subtotal - Operating Expenses	\$ 7,000	\$ 1,687	\$ 3,307	\$ 2,006	71%
B. Faculty & Staff Parking					
	\$ 392,230	\$ 261,613	\$ 130,353	\$ 264	100%
C. College Community Events					
	\$ 75,000	\$ 28,833	\$ 7,853	\$ 38,314	49%
D. Financial Aid Adjustments					
	\$ 14,000	\$ (16,156)		\$ 30,156	-115%
E. Auxiliary Service Operations					
1. Personnel	\$ 298,000	\$ 206,006		\$ 91,994	69%
2. General Operating Costs	20,500	1,480	465	18,555	9%
3. Equipment/Software/Installation	20,000			20,000	0%
4. StormCard Marketing	23,000	3,755	14	19,231	16%
Subtotal - Auxiliary Service Operations	\$ 361,500	\$ 211,241	\$ 479	\$ 149,780	59%
F. Community Support					
1. College Board	\$ 2,500	\$ 553		\$ 1,947	22%
2. President	27,000	4,221	597	22,182	18%
3. Executive Vice President, Vice Presidents, and Directors					
a. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities	6,000	467	133	5,400	10%
b. Vice President for Academic Affairs & Chief Academic Officer	6,000	4,756	182	1,062	82%
c. Vice President for Finance	6,000	3,954	108	1,938	68%
d. Vice President for Information Systems	6,000	2,608	985	2,407	60%
e. Vice President of Public Affairs & Communications	6,000	601	90	5,309	12%
f. Vice President for Student Affairs	6,000	671	116	5,213	13%
g. Vice President for Workforce Development	6,000	1,084	1,521	3,395	43%
h. Vice President for Institutional Advancement	6,000	60	17	5,923	1%
i. Director of Institutional Effectiveness	6,000	326	133	5,541	8%
4. Campus Provosts					
a. Chesapeake	6,000	\$ 3,652	\$ 945	1,403	77%
b. Norfolk	6,000	2,477	1,169	2,354	61%
c. Portsmouth	6,000	1,050	1,882	3,068	49%
d. Virginia Beach	12,000	5,381	357	6,262	48%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
5. Community Outreach	37,000	12,496	974	23,530	36%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 154,000	\$ 44,357	\$ 9,209	\$ 100,434	35%
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 518	\$ 169	\$ 4,313	14%
2. Norfolk	5,000	3,800		1,200	76%
3. Portsmouth	5,000	2,637	149	2,214	56%
4. Virginia Beach	10,000	789	499	8,712	13%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 7,744	\$ 817	\$ 16,439	34%
Subtotal- Expenditures	\$ 1,028,730	\$ 539,319	\$ 152,018	\$ 337,393	67%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 15,000			100%
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	750		2,250	25%
5. Martin Luther King Scholarship	5,177	2,589		2,588	50%
6. Military Scholarships	25,885			25,885	0%
7. ROTC Scholarships	12,424	9,094		3,330	73%
8. High School Scholarships					
a. Chesapeake	72,478	38,376		34,102	53%
1. LaVonne P. Ellis Scholarship	10,354			10,354	0%
b. Norfolk	51,770	17,144		34,626	33%
1. John T. Kavanaugh Scholarship	10,354			10,354	0%
c. Portsmouth	31,062	15,704		15,358	51%
d. Suffolk (Northern)	10,354	5,013		5,341	48%
e. Virginia Beach	93,186	58,067		35,119	62%
1. Stanley Waranch Scholarship	10,354	4,142		6,212	40%
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%
Subtotal - TCC Scholarships & Awards	\$ 397,606	\$ 165,879	\$ -	\$ 231,727	42%
Total Expenditures & Student Financial Assistance	\$ 1,426,336	\$ 705,198	\$ 152,018	\$ 569,120	60%
Fund Balance 01/31/2016		\$ 7,324,761			

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 JANUARY 31, 2016**

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

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

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

OFS 2/18/16

Notes:

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

² 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
2015-16 STATEMENT OF EARNINGS**

	BALANCE INVESTED	AVERAGE YIELD All investments	INTEREST 2015-16
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	\$ 42,662,445	0.46%	\$ 16,304
01/31/16	\$ 41,917,706	0.30%	\$ 10,376
02/29/16			
03/31/16			
04/30/16			
05/31/16			
06/30/16			
TOTAL			\$ 93,497

OFS 2/22/16

Detail:

Investment Category	Average Yield	Balance	
Towne Bank - Repurchase Agreements	0.23%	\$ 15,996,088	
Towne Bank - Raymond James	0.35%	\$ 22,003,853	<i>Note 1</i>
Commonwealth - LGIP	0.41%	\$ 905,774	
Townebank CDARS	0.22%	\$ 3,011,991	<i>Note 2</i>

Current earnings ranges for future investments:

Note 1: Raymond James

1 year	0.75% +
2 years	1.1%-1.3%

Note 2: CDARS

Repurchase Agreements	0.38%
6 Month CDARS	0.38%
1 Year CDARS	0.40%

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 8, 2016

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2015-16 State Operating Budget

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2015-16 State Operating Budget was presented at the September 10, 2015 meeting; the Mid-Year report provides an update on the budget.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

**TIDEWATER COMMUNITY COLLEGE
2015-16 STATE OPERATING BUDGET
MID-YEAR REPORT**

REVENUES		2015-16	Adjustments	Adjusted FY15-16
	BASE BUDGET	133,611,839		133,611,839
	TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	2,000,000	(6,289,437)	(4,289,437)
	CITY OF CHESAPEAKE	60,500		60,500
	WORKFORCE DEVELOPMENT	1,998,939		1,998,939
	REIMBURSEMENTS			
	SPECIAL FUNDED SALARIES AND OPERATING COSTS	6,185,000		6,185,000
	TOTAL REVENUES EXPECTED	143,856,278	(6,289,437)	137,566,841
EXPENDITURES - PERSONNEL SERVICES				
	PERSONNEL SERVICES			
	TEACHING FACULTY	22,588,291		22,588,291
	ADMINISTRATIVE & PROFESSIONAL FACULTY	13,073,745		13,073,745
	CLASSIFIED	23,798,903		23,798,903
	ADJUNCT/OVERLOAD/SUMMER PAY	18,500,000		18,500,000
	WAGE EMPLOYEES	7,722,833		7,722,833
	WORKFORCE SOLUTIONS	1,535,012		1,535,012
	REALLOCATION, SICK/ANNUAL LEAVE	400,000		400,000
	FRINGES	24,995,955		24,995,955
	VACANCY	(3,500,000)	(2,001,641)	(5,501,641)
	TOTAL PERSONNEL SERVICES	109,114,739	(2,001,641)	107,113,098

Note 1

Note 2

Notes

1. Reflects revenue based on estimated 17,306 FTE (7.2% decrease from 2014-15). Includes Technology Fee revenue.
2. Reflects increase due to projected vacancy savings through June 30th.

**TIDEWATER COMMUNITY COLLEGE
2015-16 STATE OPERATING BUDGET
MID-YEAR REPORT**

EXPENDITURES - OPERATING COSTS	2015-16	Adjustments	Adjusted FY15-16
CHESAPEAKE CAMPUS	331,321		331,321
REGIONAL AUTOMOTIVE CENTER	54,800		54,800
NORFOLK CAMPUS	335,179		335,179
PORTSMOUTH CAMPUS	351,312		351,312
BEAZLEY SCHOOL OF NURSING	85,700		85,700
VISUAL ARTS CENTER	55,000		55,000
VIRGINIA BEACH CAMPUS	528,786		528,786
ADVANCED TECHNOLOGY CENTER	450,978		450,978
REGIONAL HEALTH PROFESSIONS CENTER	267,900		267,900
CENTER FOR E-LEARNING	83,000		83,000
CENTER FOR MILITARY EDUCATION	150,000		150,000
ROPER CENTER	200,000		200,000
STUDENT SUCCESS	760,843		760,843
WORKFORCE SOLUTIONS	263,927		263,927
DUAL ENROLLMENT	1,050,840		1,050,840
FACILITIES MANAGEMENT	7,847,406		7,847,406
FIXED COSTS	4,651,621		4,651,621
GENERAL ADMINISTRATION	993,284		993,284
INFORMATION SYSTEMS	3,948,799		3,948,799
PUBLIC AFFAIRS & COMMUNICATIONS	2,584,795		2,584,795
LEARNING RESOURCES	1,051,953		1,051,953
PROFESSIONAL DEVELOPMENT	774,419		774,419
SAFETY & SECURITY	3,145,547		3,145,547
TOTAL OPERATING COSTS	29,967,410		29,967,410
TOTAL EXPENDITURES	139,082,149	(2,001,641)	137,080,508
BALANCE - CONTINGENCY RESERVE	4,774,129	(4,287,796)	486,333

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 8, 2016

COMMITTEE: N/A – President’s Report

AGENDA ITEM: Proposed 2016 Emeritus Appointments

BACKGROUND:

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

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

DISCUSSION:

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

STAFF RECOMMENDATION:

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

Administrative Faculty:

Franklin T. Dunn, Executive Vice President

Teaching Faculty:

Doris O. Jellig, Associate Professor of English

William S. Rodner, Professor of History

Classified Staff:

Reginald L. Osby, General Administration Manager I

STAFF LIAISON:

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



Resolution

Whereas, Franklin T. Dunn joined the Executive Staff of Tidewater Community College as Executive Assistant to the President in 2000, was promoted to Vice President for Administration in 2003, and was again promoted to Executive Vice President in 2011; and,

Whereas, Franklin T. Dunn served Tidewater Community College with intelligence, perseverance, and unflagging dedication through a period of unprecedented growth and expansion of services and facilities; and,

Whereas, Franklin T. Dunn's many duties as Executive Assistant included functioning as chief of staff, coordinating the activities of the President's senior staff, including four vice presidents, four campus provosts, and three area directors, as well as other duties; and,

Whereas, Franklin T. Dunn also, as Executive Assistant, was responsible for the planning and execution of high-level college events; served as principal staff support and liaison to the College Board and the Educational Foundation Board of Directors; and coordinated executive level recruitment and processing of initial appointments of teaching and administrative faculty, as well as other duties; and,

Whereas, Franklin T. Dunn's many duties as Vice President for Administration included executive management and leadership for the operational areas of Human Resources, Facilities Planning and Development; Facilities Management and Services; Safety and Security; Emergency Preparedness; threat assessment and management; marketing, publications, and college events; and the management of the Tidewater Community College Real Estate Foundation, as well as other duties; and,

Whereas, Franklin T. Dunn's many duties as Executive Vice President included serving as Chief Executive Officer in the College President's absence; and,

Whereas, Franklin T. Dunn called upon his U.S. Navy background, prior higher education experience and unique administrative abilities to ensure the successful launch of the Center for Military and Veterans Education, the first such center in the nation; and,

Whereas, Franklin T. Dunn's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Franklin T. Dunn retired from college service on February 1, 2016:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Franklin T. Dunn for his more than fifteen years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Franklin T. Dunn the status of Executive Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Franklin T. Dunn with our warmest wishes, on this, the _____ (date) _____, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.



_____/s/
John D. Padgett
Chair, College Board

_____/s/
Edna V. Bachre-Kolovani, Ph.D.
President



Resolution

Whereas, Doris O. Jellig joined the faculty of Tidewater Community College as a member of the Humanities Department in 1988; and,

Whereas, Doris O. Jellig taught English as well as other related coursework for many years, and was deeply committed to the advancement of English scholarship and the academic success of her students; and,

Whereas, Doris O. Jellig, as a member of the Writing Advisory Board, was instrumental in ensuring that the campus Writing Center served students in innovative and expert ways, aligning its services with the changes in course and content design of developmental and college composition courses; and,

Whereas, Doris O. Jellig greatly assisted the college in her appointment as Assistant Division Chair/Lead Faculty for the Humanities Division, in her time on the Faculty Senate, and through her work on numerous committees, including the Assessment Committee, the Developmental Assessment Committee, the Institutional Audit Committee, the Tech Prep Committee, and the International Studies Committee; and,

Whereas, Doris O. Jellig planned, marketed, and personally led eleven study abroad trips to Ireland, greatly enhancing the collegiate experience for Tidewater Community College students; and,

Whereas, Doris O. Jellig's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Doris O. Jellig retired from college service on August 16, 2015:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Doris O. Jellig for her twenty-seven years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Doris O. Jellig the status of Associate Professor Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Doris O. Jellig with our warmest wishes, on this, the _____ (date) _____, and that the 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, Dr. William S. Rodner joined the faculty of Tidewater Community College as a member of the Social Sciences Department in 1988; and,

Whereas, Dr. William S. Rodner taught History as well as other related coursework for many years, and was deeply committed to the advancement of historical and cultural knowledge, as well as the academic success of his students; and,

Whereas, Dr. William S. Rodner was recognized for his exemplary service to the College with the awarding of the Chancellor's Commonwealth Professorship for outstanding teaching and research two times, in 2001-2003 and 2009-2011; and with the Tidewater Community College Recognition for Scholarly Achievement in 2015; and,

Whereas, Dr. William S. Rodner furthered the discipline and scholarly study of History through his publication of numerous books and scholarly articles, most recently *An American in Bolshevik Russia*, published by the University of Wisconsin Press in 2015; and,

Whereas, Dr. William S. Rodner's service and contributions to Tidewater Community College have been particularly meritorious and significant; and,

Whereas, Dr. William S. Rodner retired from college service on January 1, 2016:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Dr. William S. Rodner for his twenty-seven years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Dr. William S. Rodner the status of Professor Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Dr. William S. Rodner with our warmest wishes, on this, the __ (date) ____, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.



/s/

John D. Padgett
Chair, College Board

/s/

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



Resolution

Whereas, Reginald L. Osby joined the classified staff of Tidewater Community College as the Business Manager for the Norfolk Campus in 1993; and,

Whereas, Reginald L. Osby was instrumental in the development of the Norfolk Campus of Tidewater Community College, managing the collection, processing, deposit and reporting of all campus yearly tuition revenue; and,

Whereas, Reginald L. Osby directed campus administrators in developing and monitoring four campus budgets (operating, part-time wage, local funds, and professional development), and ensured that each campus department stayed within yearly budget expenditure requirements; and,

Whereas, Reginald L. Osby reviewed and approved all campus department purchases through the eVa Virginia Electronic Purchasing system, and trained departmental users on the system; and,

Whereas, Reginald L. Osby completed numerous other financial and accounting duties including approval of campus travel for faculty and staff, coordination of parking with the City of Norfolk, and management of processing of campus accounts receivable billing and due diligence processes in accordance with state and college policies and procedures; and

Whereas, Reginald L. Osby successfully completed seven annual audit reviews by the district administrative office with no major discrepancies; and,

Whereas, Reginald L. Osby gave his time and expertise to Tidewater Community College students through service as a mentor for the Open Door Project since 1997, for the Educational Opportunity Center for five years, for the Norfolk Campus “Beating the Odds” program, and for the Norfolk Campus Chapter of the Student African American Brotherhood; and,

Whereas, Reginald L. Osby’s service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Reginald L. Osby retired from college service on November 1, 2015:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Reginald L. Osby for his twenty-two years of commitment and dedication; and

Be It Further Resolved that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Reginald L. Osby the status of Classified Emeritus with all the attendant rights and privileges per the college’s policy for such appointments; and

Be It Further Resolved that a copy of this resolution be given to Reginal L. Osby with our warmest wishes, on this, the _____ (date) _____, and that the 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