

TIDEWATER COMMUNITY COLLEGE BOARD

MAY 10, 2016

4:00 P.M.

REGIONAL WORKFORCE SOLUTIONS CENTER
SUFFOLK

JOHN D. PADGETT, CHAIR
PRESIDING

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.)**

“Preparing the 21st Century Workforce”

Corey L. McCray
Vice President for Workforce Solutions
&
Michael S. Ireland
Executive Vice President, Acoustical Sheetmetal Inc.

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 #290 for March 8, 2016
 - b. Proposed Program Discontinuance of Career Studies Certificate in Infant and Toddler Care
 - c. Proposed Career Studies Certificate in Pipefitting
 - d. Proposed Specialization in Professional Communication Stackable to the AS General Studies
 - e. Proposed 2016-17 Business and Industry Advisory Committees
 - f. Proposed 2016-17 Local Fund Accounts Budgets
 - g. Resolutions Honoring Lee B. Armistead and the Late James R. Jackson
 - h. Proposed 2016-17 Board Meeting Schedule

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

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

- a. None

Finance & Facilities Committee – Mr. John Murray, Chair

- a. Routine Financial Statements for Month Ending March 31, 2016
- b. Performance Based Funding Model for FY17
- 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. Enrollment Update w/Mr. Aasen
- b. Update on Data Breach
- c. Approved Grants
- d. TCC Major Gifts Campaign

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

- a. Report of Board Nominating Committee
- b. Executive Committee Report
- c. Joint Board Recognition Program—June 16th @ 6:00 PM in the Planetarium
(Reception & Show) & 6:45 PM in the Advanced Technology Center Atrium
(Dinner) on the Virginia Beach Campus

9. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 290

MARCH 8, 2016

Meeting number two hundred and ninety of the Tidewater Community College Board was held on Tuesday, March 8, 2016, in the Bayside Building (tour)/Student Center (meeting) on the Virginia Beach Campus.

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

Members Absent: Dwight M. Parker Jared U. Turner

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness
Felicia W. Blow, Vice President for Institutional Advancement & Executive
Director of Educational Foundation
Jeffrey S. Boyd, Provost of Norfolk Campus
Susan M. James, Special Assistant to the President & Chief of Staff
Beth Lunde, Associate Vice President for Human Resources
Corey L. McCray, Vice President for Workforce Solutions
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
Robin L. P. Ying, Vice President for Information Systems

1. Welcome and Call to Order

At the completion of the 4:00 p.m. tour of the Bayside Building, Mr. Padgett, chair, determined the presence of a quorum and called the meeting to order at 4:42 p.m. He welcomed the board's newest appointee, Mr. James N. Lucado, City of Chesapeake, who briefly introduced himself.

2. Program Highlight

The College Board met on the Virginia Beach Campus and toured the newly renovated Bayside Building also featured as the program highlight for the board meeting.

D R A F T

The Bayside Building was constructed in 1974, renovated in the 1980's, but could no longer sustain the growing academic needs of the campus. The building formerly housed the Virginia Beach Campus library and with the later construction of the 120,000 square-foot Joint-Use Library, coupled with the antiquated look of the facility, and the college's intent to transform the image of the campus, a redesign and repurposing was warranted. Preliminary design of the Bayside Building renovation was authorized in the 2012-2014 Appropriations Act and subsequently approved in the 2013 General Assembly Session. The funding was approved at a projected cost of \$16,819,000.

The college received the Certification of Occupancy for the Bayside Building in September 2015 and the building opened to students in mid-October of the same year. The design is intended to make the building an inviting, attractive destination for returning students and more importantly, potential new students and their families. The building now flows more smoothly with the rest of the campus and is more energy efficient. It serves as a one-stop student services center that facilitates locating various functions previously housed in various buildings around the campus into a single facility that is organized to achieve efficiencies and functional adjacencies appropriate to the admissions and enrollment processes. Some of those functions include:

- Admissions
- Enrollment & Domicile
- Business Office
- Educational Accessibility
- Financial Aid
- Academic Advising & Counseling
- Testing Center and testing rooms for students with special needs
- Welcome/Information Center
- Accommodations for the Existing Campus Network & Telecommunications Infrastructure and the College's Network Operations Center among other changes

The Bayside Building is fully equipped to meet the needs of TCC students, faculty, and staff. After completion of the tour, the board was guided to the Student Center to continue its board meeting.

3. Adoption of Consent Agenda

Mr. Padgett inquired if there were 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. Piscitelli, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to Tabs 4a and 4b of the meeting packet, the board approved Meeting Minutes #289 for January 16, 2016 and the Proposed Increase in Institutional Auxiliary Fee attached.

D R A F T

5. Information Item(s)

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

a. The Honor Foundation—East Coast Operations. At the invitation of Mr. Piscitelli, Dr. Summers remarked that the collaboration between The Honor Foundation and TCC is significant to its veterans, especially for those transitioning from the Naval Special Warfare and U.S. Special Operations Forces. The Foundation was established three years ago and with a \$2 million grant and shared interests with TCC and its Center for Military and Veterans Education, the objectives of the program will materialize in April 2016.

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

a. Routine Financial Statements for Month Ending January 31, 2016. At the invitation of Mr. Murray and referring to Tab 5a of the meeting packet, Ms. Milloy noted that the contributions received in FY15-16 for Local Board support were: City of Chesapeake – \$6,000; City of Norfolk - \$6,000; City of Portsmouth - \$5,400, and the City of Virginia Beach - \$5,100. The average yield on investments of \$41.9 million yielded \$10,376 in interest for January 2016.

b. Mid-Year Report on 2015-16 State Operating Budget. Referring to 5b of the meeting packet, Mr. Murray asked Ms. Milloy to review the 2015-16 mid-year operating budget attached. Ms. Milloy noted that the adjustments reflect decreased revenue by \$6.3 million based on projected FTE decrease for the year and an increased vacancy savings of \$2 million. The year-end reserve is projected at \$.5 to \$1 million.

c. Capital Projects Update. In the absence of Mr. Baumgarten and at the invitation of Mr. Murray, Ms. Milloy gave the capital projects update. Using a PowerPoint to frame her discussion, Ms. Milloy noted that the 1,200 parking space Chesapeake Campus Parking Garage is expected to be completed in fall 2016.

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

a. Committee Report. Ms. Thompson applauded her board colleagues for joining her at the VCCS Legislative Reception and for their deliberate discussions with legislators at the General Assembly on matters of importance to TCC and its students. She extended her appreciation to Mr. Toscano for coordinating and chaperoning the event.

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

Nothing to report.

7. President's Report

D R A F T

- a. Proposed 2015-16 Emeritus Appointment Resolutions. Directing the board's attention to Tab 7a of the meeting packet, Dr. Baehre-Kolovani reviewed the college's established policy and procedures for recognizing those retired or retiring faculty and classified staff whose service and contributions to TCC have been particularly meritorious and significant. She advanced the appointment of the following individuals to the following status: Franklin T. Dunn, Administrative Emeriti; Doris O. Jellig and William S. Rodner, Professor Emeriti, and Reginal L. Osby, Classified Staff Emeriti. On a motion by Dr. Armistead, seconded by Mr. Piscitelli, the board approved the appointments attached.
- b. General Assembly Update. Dr. Baehre-Kolovani stated that the VCCS requested \$25.4 million incentive funds for non-credit high demand workforce training over a two-year period. Subsequent to "the ask," the *Pay-for-Performance Workforce Law* was signed into law. The VCCS reports that "*Governor McAuliffe's two-year budget contains \$20 million in new resources for workforce, including \$12.5 million for credential incentives, \$6 million for equipment needed by career and technical training programs, and \$1.5 million for a veterans' portal to strengthen outreach to the population.*" Through the credentials plan, students will pay one-third of the cost, the commonwealth will pay the college one-third of the cost when the student completes the program, and the college will receive the final one-third when the student earns the credential.

None of TCC's capital projects that were in the Governor's proposed budget for design funding were included in the bond bills that were approved to move to construction.
- c. TCC Real Estate Foundation Update (w/Matthew Baumgarten). In the absence of Mr. Baumgarten, the update was deferred for a future meeting.

8. Chair's Report & Announcements

- a. Appointment of Board Nominating Committee. Per Article II Section 2.2 of the *Tidewater Community College Board Policies & Procedures Manual College Board By-Laws*, Mr. Padgett named Ms. Thompson, Mr. Murray, Mr. Piscitelli, and Dr. Armistead to serve as chair, to the Nominating Committee to develop a slate of officers for 2014-16. Per board policy, board officers typically serve "two-year terms," and the Nominating Committee "shall be sensitive to locality representation and board rotation." The committee will present its report to the board at the May meeting.
- b. Initiation of President's Evaluation Process. Mr. Padgett noted that the president's evaluation will be conducted per the Evaluation Plan detailed in *Section 2.16.4 of the Tidewater Community College Board Policies & Procedures Manual College Board By-Laws*. Part of the process requires the president to submit her self-evaluation to the board chair by March 15, 2016.

9. Adjournment

There being no further business to come before the board, Mr. Padgett adjourned the meeting at 5:27 p.m.

D R A F T

Respectfully submitted,



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

APPROVAL

John D. Padgett
Chair

DRAFT

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: 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



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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 10, 2016

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Discontinuance of the Career Studies Certificate in Early Childhood Development: Infant and Toddler Care

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 Early Childhood Development: Infant and Toddler Care. 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 this program.

<u>Program</u>	<u>Headcount</u>	<u>FTEs</u>	<u>Graduates</u>
Early Childhood Development: Infant and Toddler Care	4	1.97	0

Furthermore, this Career Studies Certificate program does not completely align with the Early Childhood Development AAS degree.

STAFF RECOMMENDATION:

That the College Board approves the discontinuance of the Career Studies Certificate programs in Early Childhood Development: Infant and Toddler Care.

STAFF LIAISON:

Daniel T. DeMarte

Vice President for Academic Affairs & Chief Academic Officer

DDeMarte@tcc.edu

757-822-1061

**CAREER STUDIES CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT
(INFANT AND TODDLER CARE)**

The Career Studies Certificate in Infant and Toddler Care is designed to prepare individuals to create developmentally appropriate learning environments for infants and toddlers. Occupational opportunities include employment in child development programs and childcare agencies/centers that include infants and toddlers.

SEMESTER 1

Course No.	Course Title	Credits	Prerequisites
CHD 120	Introduction to Early Childhood Education	3	Placement into ENF 1
CHD 166	Infant and Toddler Programs	3	Placement into ENF 1
HLT 135	Child Health and Nutrition	3	None
SDV 100	College Success Skills	1	None
Semester Total		10	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites
CHD 164	Working with Infants and Toddlers in Inclusive Settings	3	None
CHD 165	Observation and Participation in Early Childhood/Primary Settings	3	Placement into ENF 1
CHD 167	CDA Theories and Applications: Resource File (or approved CHD Elective)	3	None
Semester Total		9	
Total Credits		19	

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 10, 2016
COMMITTEE: Curriculum and Student Development Committee
AGENDA ITEM: Proposed Career Studies Certificate in Pipefitter

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 Pipefitter. The Pipefitter certificate is designed to stack 100% to the A.A.S. degree in Maritime Technologies.

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 program in Pipefitter.

STAFF LIAISON:

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

CAREER STUDIES CERTIFICATE: PIPEFITTER

The Career Studies Certificate in Pipefitter prepares students for careers in the installation, maintenance and repair of commercial, industrial and maritime piping systems. Following completion of this program, individuals may seek employment as pipefitters and steamfitters.

SEMESTER 1

Course No.	Course Title	Credits	Prerequisites
CAD 160	Machine Blueprint Reading	3	None
MEC 148	Industrial Pipefitting	3	None
SDV 101	Orientation to Maritime Careers	1	None
WEL 126	Pipe Welding I	3	None
	Semester Total	10	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites
MEC 205	Piping and Auxiliary Systems	3	None
WEL 127	Pipe Welding II	3	None
WEL 129	Pipefitting and Fabrication	3	None
	Semester Total	9	
	Total Credits	19	

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 10, 2016
COMMITTEE: Curriculum and Student Development Committee
AGENDA ITEM: Proposal for Specialization in Professional Communication

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 a new specialization in Professional Communication for the AS degree in General Studies.

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 Specialization in Professional Communication.

STAFF LIAISON:

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

SPECIALIZATION: PROFESSIONAL COMMUNICATION

The Associate of Science curriculum in General Studies with a specialization in Professional Communication is designed for students who plan to transfer to four-year colleges or universities and seek a bachelor's level degree in Communication Studies. This program is intended to provide students with a general course of study that parallels the freshman and sophomore years at most colleges and universities. Following the prescribed coursework in this program will result in graduation with the Associate of Science degree (A.S.) General Studies. Students should consult with their advisors to ensure that they select general electives that best prepare them for the specific requirements of their intended transfer college or university programs of study.

Course No.	Course Title	Credits	Prerequisites
CST 110	Introduction to Communication	3	None
CST 126	Interpersonal Communication	3	None
CST 227	Business and Professional Communication	3	None
CST 229	Intercultural Communication	3	None
CST 290	Coordinated Internship in Professional Communication	3	None
	Semester Total	15	

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 10, 2016

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Proposed 2016-17 Business and Industry Advisory Committees

BACKGROUND:

In accordance with Section 5.2.4 of the *VCCS Policy Manual*, Business and Industry Advisory Committees must be consulted in the establishment and review of all career and technical degree and standalone certificate programs. Further, these committees must be appointed by the College President with the approval of the local College Board.

Business and Industry Advisory Committees provide assurance that the curricula of the college's career and technical programs meet the needs of business, industry, labor, the professions, technical trades, and/or the community they are designed to serve. They also ensure that the graduates of these programs are capable of performing entry-level skills in the career pathways in which they are trained.

The committees serve in an advisory capacity to program faculty and their deans on programmatic design, development, implementation, evaluation, maintenance, and revision. Their membership is drawn largely from employers and employees outside of the field of education. Committee members serve for one year and are eligible for reappointment without limitation on the recommendation of the Program Head, Supervising Dean, Provost, and Vice President for Academic Affairs & Chief Academic Officer.

STAFF RECOMMENDATION:

That the College Board approves the 2016-17 Business and Industry Advisory Committees.

STAFF LIAISON:

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

TCC BUSINESS AND INDUSTRY ADVISORY COMMITTEES

Proposed 2016-2017 Membership

ACCOUNTING**

Robert Albertson
Virginia Wesleyan College

Barbara Carraway
City of Chesapeake

Leland Jordan
Christopher Newport University

Douglas Mann
Mann & Associates

Lyndon Remias*
City of Virginia Beach

Theresa Rohm
Corbin and Company

R. Paul Speece
McPhillips, Roberts & Deans, PLC

Douglas Ziegenfuss
Old Dominion University

ADMINISTRATIVE SUPPORT TECHNOLOGY**

I. Marie Booth
Tidewater Chiropractic

Cornelius Carwile
Tidewater Chiropractic

Terrie Fritts
Office Choice Medical Billing Service

Geraldine Gilliam*
The Murray Center

Michelle Gonzales
Office Team Administrative Staffing

Stephen Jones*
Bills R Us

Crystal Jones*
Bills R Us

Carla Perry
Kingdom Accounting Service

AMERICAN SIGN LANGUAGE

Marissa Barone
Independent Contractor

Rebecca Hillegass
Virginia Beach City Public Schools

Erin James
Sorenson Communications

Mary Nunnally
Department of Aging and Rehabilitative
Services

Joshua Pennise (Chair)
Sorenson Communications

Deborah Pfeiffer
Virginia School for the Deaf and Blind

Jen Schweizer
Tidewater ASL Club

Sabrina Smith
STS Interpreting

Sally Thompson
Hampton Roads Chapter of VAD

Deandra Wood
Hampton City Schools

AUTOMOTIVE

David Aldridge
Priority Toyota

* Proposed New Members

** Chair to be selected at first meeting

AUTOMOTIVE – continued

Brian Atkenson*
Ford Motor Company

Bob Barton*
Barton Ford

Joe Bonney
Starr Motors

Bobby Bowen
POMOCO Chrysler of Newport News

Keith Bradshaw
Hall Chrysler/Jeep/Dodge/Ram

D. Sean Brickell
Hampton Roads Automobile Dealers
Association

Dan Bruner
Hall Acura

Wayne Champigny
Virginia Beach Technical and Career
Education Center

Jay Craig
RK Chevrolet

Laura Darwin*
Cavalier Ford Chesapeake Square

Eric Dauphin
Bridgestone/Firestone

Phil Dawson
Central Atlantic Toyota Distributors

John Deuso
Southern Chrysler/Jeep Greenbrier

C. Tom Ellmer (Chair)
Priority Toyota Greenbrier

Ernie Fornie
GTO Owners Association of Tidewater

Fred Griemsman*
Williamsburg Ford

Butch Hora
Tidewater Mopar Club

Pierre Howard
Norfolk Technical Center

Evan Jones
Fiat Chrysler Automobile

Mel Jordan
Greenbrier Dodge

Kim Kelly
Tysinger Motor Company

O. William Kuehrmann
Fiat Chrysler Automobile

Kent Mathews
First Team Honda

Neil McClanan
First Team Toyota

Debbie McHugh
New Horizons

Steve Moore
POMOCO Chrysler/Jeep of Hampton

Bobby Moro
AAA of Tidewater

Jeff Osakowicz
Fiat Chrysler Automobile

Bob Owen
Virginia Auto Dealers Association

Mike Owen
Southern Auto Group

Chris Peterson
Central Atlantic Toyota Distributors

Jeff Peterson
Priority Acura

Fred Phillips
Charles Barker Toyota

* Proposed New Members

** Chair to be selected at first meeting

AUTOMOTIVE – continued

David Pickett
Hall Automotive Group

Robert Phippen
Bridgestone/Firestone

Jim Ribero*
Haley Ford

Bob Rodriguez
Fiat Chrysler Automobile

Jim Rose
Priority Honda

Paul Saltarelli*
Cavalier Ford Lincoln

Greg Shank
Charles Barker Automotive

Steve Spinks*
Priority Ford

Mark Stevens
Checkered Flag Honda

Ken Strain*
Beach Ford

Jim Todd*
Ford Motor Company

Devin West*
Ford Motor Company

Robert West
West Service Center, Inc.

Bryan Wynne*
Wynne Ford

Clinton Yanulavich
Southern GMC/Kia

Teeia Young
Checkered Flag Toyota

CIVIL ENGINEERING TECHNOLOGY

William B. Denison, Jr.
ESC Mid-Atlantic, LLC

Brian Dresen LS
Clark Nexsen

Nester Escobales
Old Dominion University

Frederic C. Gryckiewicz, Jr.
CalCas Homes, Inc.

Daniel B. Horne
Virginia Department of Health

Richard Nettleton
City of Virginia Beach, Public Utilities

Chad Oxtan (Chair)
City of Virginia Beach

Walter (Steve) Stephenson, Jr.
MSA, PC (Retired)

COLLISION REPAIR

Todd Babb
Beamon and Johnson

Lance Carson
Hall Automotive

Julia Chapman
Geico

Sharon Corey
First Team Collision Center

Bill Moison
Southern Collision Repair Center

John Rial
Freedom Automotive

John Shoemaker (Chair)
Bowditch Ford

Carmen Stockard
PPG Industries

* Proposed New Members

** Chair to be selected at first meeting

COLLISION REPAIR – continued

Jeff Stewart
Tape Inc.

Roy Taylor
I-CAR

COMPUTER-AIDED DRAFTING AND DESIGN

Edward Abete
General Dynamics Information Technology

Todd Bobak
Sumitomo Drive Technologies

Thad A. Broom
Architects and Designers, PC

Chris Brown
Newport News Shipbuilding

Jean-Claud Guilbaud
Guilbaud Enterprises and Construction

Tony Jones
The Apprentice School

Ronald Kloster
Hampton University

Ronald J. Lauster, Jr.
W. M. Jordan Company, Inc.

Phil Peek
Liebherr Mining Equipment Company

Errol F. Plata, Jr.
Hampton Roads Green Building Council

Michael Ross (Chair)
HBA Architecture and Interior Design

Jeenson Sheen
Norfolk State University

Johan Stadler
Clark Nexsen

Alok Verma
Old Dominion University

CRIMINAL JUSTICE

Jason Armstrong*
Norfolk Police Department

John Bell
Virginia Beach Police Department

Kellie J. Blount
Chesapeake Police Department

Sadie R. Boone
Department of Motor Vehicles

Scott C. Burke
Portsmouth Police Department

James Cervera
Virginia Beach Police Department

Sharon Chamberlin
Norfolk Police Department

Tonya Chapman*
Portsmouth Police Department

John Gandy (Chair)
Virginia Beach Police Department

David A. Hackworth
Chesapeake Sheriff's Office

Robert McCabe
Norfolk Sheriff's Office

John Meston*
Suffolk Police Department

Kimberly Wilson*
Portsmouth Police Department

CULINARY ARTS

Omar Boukhriss (Chair)
Omar's Carriage House

William S. Cabell
Distinctive Event Rentals

* Proposed New Members

** Chair to be selected at first meeting

CULINARY ARTS – continued

Matt Green
Sysco Hampton Roads

Ron Haughton
Kate's Catering Service

Johanna Heidler
Gold Key Resorts and Professional
Hospitality

Michael Hendricks
Aramark

Alan Lindauer
Waterside Fish and Produce

John Mannino
Mannino's Italian Bistro

John McLure
Virginia Beach Resort Hotel

Anthony Mowery*
Westneck Signature Grille

Erika Nestler
Christopher Newport University

Patrick Reed
Virginia Beach Technical and Career
Education Center

Rob Reper
Sysco of Hampton Roads

Lailani Rockholt
Norfolk Health Department

DIESEL

Jack Bell
Cummins Atlantic

David W. Boyce
Liebherr

Patrick Carroll
TFC Recycling

Ernie Fritz
Virginia Truck Center of Tidewater

Michael Glaeser
Hampton Roads Transit

Thomas Harrington
Naval Facilities Engineering Command

George Hrichak
City of Chesapeake

Mike McColgan (Chair)
City of Chesapeake

Bob Perry
Coastal Equipment

Bill Reinholtz
Carter Machinery Company

Rob Robins
Bay Diesel

Jeff Stalnaker
Volvo-Penta

EARLY CHILDHOOD DEVELOPMENT

Toni Cacace-Beshears
Places and Programs for Children, Inc.

Joetta Camp (Chair)
Virginia Star Quality Improvement Initiative

Theresa Cole
Virginia Beach Technical and Career
Education Center

April Cook
Parish Day School at Eastern Shore Chapel

Ronnica Edmonds
Oceana Naval Air Command

Jane E. Glasgow
Old Dominion University

Sarah Gunnell*
Tidewater Community College

* Proposed New Members
** Chair to be selected at first meeting

**EARLY CHILDHOOD DEVELOPMENT –
continued**

Bythella Hickman
Norfolk Public Schools

Courtney Hundley
Portsmouth Public Schools

Kathryn Jessee
Chesapeake RU Ready

Christine John
Eastern Region Infant & Toddler Specialist
Network

Karen Kehoe
Virginia Beach Grow Smart

Carrol Rhodes-Nelson
Norfolk State University

Lauren Small
Hampton Roads Small Business
Development

Priscilla Spencer
Norfolk Technical Center

Virginia Staylor
City of Norfolk

Ipek Taffe
The Planning Council

Kristen Whalen*
Parish Day School at Eastern Shore Chapel

Cindy Zerr
Western Branch Academy

ELECTRONICS

John Hackworth
Old Dominion University

Darrell Riddick
Old Point National Bank

Michael Royal
Landstown High School

Richard Seriani
Arinc, LLC

Suzanne Steffensen
Bauer Compressor

Munir Sulaiman
Norfolk State University

Charles Thomas
First Colonial High School

Richard Walker
Thomas Jefferson National Accelerator
Facility

Russell White (Chair)
SUPSHIP, U.S. Navy

George Wood
Dominion Power

EMERGENCY MEDICAL SERVICES**

Michael Barakey
Virginia Beach Fire Department

John Bianco
Virginia Beach EMS

Russell (Rusty) Blow
Sentara Medical Transport, Inc.

Robert Craft
Newport News Fire Department

Brandon Dommel*
Norfolk Fire-Rescue

Robert W. Hundley
Emergency Physicians of Tidewater

John Keyes*
Virginia Beach Fire Department

Stewart Martin
Virginia Beach EMS

Jeffrey Meyer
Department of Fire, Rescue and Emergency
Services

* Proposed New Members

** Chair to be selected at first meeting

**EMERGENCY MEDICAL SERVICES -
Continued**

Michael B. Player
Peninsulas EMS Council, Inc.

Jay Porter
Tidewater EMS Council, Inc.

Thomas Schawlenberg*
City of Chesapeake

Warren Short, Jr.
Office of Emergency Medical Service

Brian Spicer
Suffolk Department of Fire & Rescue

FIRE SCIENCE

Robert G. Burton
Norfolk Fire-Rescue

Robert Craft
Newport News Fire Department

Pat Dent
Williamsburg Fire Department

Edmund Elliott (Chair)
Chesapeake Fire Department

Travis Halstead
Virginia Beach Fire Department (Retired)

John Keyes
Virginia Beach Fire Department

Terrence McAndrews
Virginia Beach Fire Department

Mike Stockton
Portsmouth Fire Department

Joshua Tomon
Navy Regional Fire Rescue

FUNERAL SERVICE

Donna B. Alexander
Metropolitan Funeral Service

K. Carter Bell
Funeral Consultant

Everard A. Hughes
Chatman/E.A. Hughes Funeral Home

Michael J. Leonard
H.D. Oliver Funeral Apartments

Steven V. Johnson
Family Choice Funerals and Cremations

Sabrina Newby
Poole's Funeral Home

Theresa Norrell
LifeNet Health

Robert Oman
Oman Funeral Home

Daniel Reukauf
Batesville Casket Company

Thomas Roland, Esq.
Roland Vaults, LTD

Leslie Schrembs-Rose
Lions Medical Eye Bank and Research
Center of Eastern Virginia

Robert H. Smith
R. Hayden Smith Funeral Home

Billie Watson-Hughes
Branch Funeral Home

Christopher Wilson (Chair)
Hale Funeral Home

GRAPHIC DESIGN

Germaine Clair (Chair)
GC Designs

Josh Fischer
Artsmith Media LLC

Jaydee Jana
Davis Advertising

* Proposed New Members

** Chair to be selected at first meeting

GRAPHIC DESIGN - continued

Benjamin J. Mace
Design Consultant

Christine Morgan
Christine Morgan Advertising & Design

Barton W. Morris
Morris Design, Inc.

Mary Lee Shumate
M*Lee Designs

Walter E. Taylor, III
Jase Group

Andrew P. Ungvarsky
Grow Interactive

Dana Washington
Akima Company

Fern Wharton
Akima Company

HEALTH INFORMATION MANAGEMENT

Mary Ann Clark
Virginia Beach Psychiatric Center

Mary Beth Dunlap
Hampton Roads Specialty Hospital

Christy L. McMurray
Chesapeake Regional Medical Center

Chris Pogue
Sentara Healthcare

Tina Stevens
Norfolk Community Services Board

Susan M. Tarkenton
Sentara Health Systems

Margaret Theodorakis
Optima Healthcare

Leslie Twine
GE Healthcare

Christina Upton
Old Dominion University

Ann Marie Wisner (Chair)
Health Information Strategies, Inc.

**HEATING, VENTILATION, AND AIR
CONDITIONING****

Scott A. Enos, Sr.
Thermo-Trol

William Etzler
R.S. Andrews of Tidewater

Thomas Harrington
Naval Facilities Engineering Command

Michael Kerr
Virginia Pipe Trades Association

Matthew Miller
Colonial Webb Contractors

Andy Styron
R.A. Styron Heating & Air Conditioning

Ralph Styron
R.A. Styron Heating & Air Conditioning

Paul Thurston
Cox-Powell Corporation

Stanley Yeskolski
Investigative Inspection Services

HORTICULTURE

Billy Almond
WPL

Mike Andruczyk
Cooperative Extension – Chesapeake Unit

Laura Ballengee
McDonald's Garden Center

Harry Delyannis
HLD Landscaping, Inc.

* Proposed New Members

** Chair to be selected at first meeting

HORTICULTURE – continued

Laurie Fox
Hampton Roads Agricultural Research &
Extension Center

Jason Heizer
Bartlett Tree Company

Rich Jarrett (Chair)
London Bridge Greenhouse and Nursery

William (Bill) Maxwell
Maxwell Landscaping

Brian O’Neil
Norfolk Botanical Garden

Chad Peevy
Old Dominion University

Mark Ross
Virginia Beach National Golf Course

Roxanne Stonecypher
City of Chesapeake

Andrea Tomlin
Virginia Beach Technical and Career
Education Center

HOSPITALITY MANAGEMENT

Brenda Bedwell
Hilton Virginia Beach Oceanfront

William S. Cabell
Distinctive Event Rentals

James C. Corprew
Norfolk State University

Lawrence E. Epplien
Norfolk State University

Duane Gauthier
Commonwealth Lodging

Edwin Gomez
Old Dominion University

Rachel Lenn
Virginia Beach Convention and Visitors
Bureau

Louie Marcelo-Glenn
Landmark Hotel Group

Linda Markert
Residence Inn Downtown Norfolk

Cliff Myers (Chair)
Virginia Beach Convention Center and
Visitors Bureau

Anthony J. Parrow
LTD Hospitality

Stacey S. Shiflet
Virginia Beach Resort Hotel & Conference
Center

Christopher Thiele
Courtyard Virginia Beach Oceanfront South

John M. Ulp
Catlee Incorporated / dba McDonalds

Lynne Williams
Virginia Beach City Public Schools

HUMAN SERVICES**

Brian Bean
The Focus Center

Kathleen Blanchard
Aid and Information for the Elderly

Jocquelyn Chapman
City of Chesapeake – Human Services
(Retired)

Kathy Dial
Kin and Kids Consulting

Brenda Exum
Norfolk State University

Barbara Fletcher
Aid and Information for the Elderly

* Proposed New Members

** Chair to be selected at first meeting

HUMAN SERVICES - continued

Earl Ford Jr.
City of Virginia Beach – Human Services

Katherine Goldberg
City of Chesapeake – Human Services

Roneiko Henderson-Beasley
Self-Actualization Counseling &
Development Services

Sharon Houston
Garden of Hope, Inc.

Shelby Powell-Johnson
VA Medical Center

Suzanne Puryear
The Planning Council

Carrie Waites*
Norfolk State University

Nathan Woodard
VA Dept. of Behavioral Health and
Development Services

INDUSTRIAL TECHNOLOGY

Lyle Bagley
Bauer Compressors, Inc.

Erika Berry (Chair)
Naval Station Norfolk

William W. Fleming
Network Interfaces Corporation

James P. Healy
Society of Manufacturing Engineers (SME)

Jeff Jaycox
Tabet Manufacturing Company, Inc.

Ronald Jerasa
Computer Science Corporation (CSC)

Lou Ruggeri
Standard Calibrations, Inc.

Joseph M. Sabol
Newport News Shipbuilding

K. George Skena
Norfolk Public Schools

Robert Twine
Collins Machine Works

Alok Verma
Old Dominion University

INFORMATION SYSTEMS TECHNOLOGY

Gayle Burton*
Honeywell Technology Solutions, Inc.

R. Mark Crowe
Sentara Healthcare

Shawn Fagan
Marathon Consulting

Linda Garratt*
Dollar Tree

Kevin Griffin
Griffin Consulting

Rich Hamady (Chair)
GEICO

Annette Harris
City of Portsmouth

Stephen Troy Hollowell
Microsoft Corporation

Scott Howell
Christopher Consultants

Terry Knight
Novonics Corporation, Atlantic Division

Andy Paisley
Dollar Tree Stores, Inc.

Joseph Quinn*
SAIC

* Proposed New Members

** Chair to be selected at first meeting

INFORMATION SYSTEMS TECHNOLOGY-
continued

Deborah Rhodes
Sentara Healthcare

Robert Rychlicki
City of Norfolk

Gene Starr
Electronic Systems, Inc.

Ken York
Optima Health Plans, Inc.

INTERIOR DESIGN

Ron Austin
Design First

Frank Brannon
CBN Scenic Design

Sarah Butler
Rodriguez Ripley Maddox & Motley

Garland Hall
Garland Hall Interiors

Teresa L. Harrington (Chair)
Virginia Beach City Public Schools

Dan Hickok
Rodriguez Ripley Maddox & Motley

Matt Keane
AEKB

David Klemt
Klemt and Associates

Matt Lee
Hanbury, Evans, Wright, Vlattas + Company

Robert D. Pappas
NRHA

Alex Reichardt
Architectural Design and Rendering

Lana Sapozhnikov
LS Designs

Melodi E. Terhune
Clark Nexsen

MANAGEMENT**

Laurel Bishop
U.S. Department of Transportation

Mark Lumer
Mark Lumer and Associates, Inc.

Joseph J. McGrenra
Naval Facilities Engineering Command Mid-Atlantic

Pamela McVay-Fifer
U.S. Army, Training and Doctrine Command

George Melnyk, Jr.
Premier Millwork and Lumber Company

Lynn Moon
Virginia Department of Transportation

John Murdock
Epsilon Systems Solutions, Incorporated

Roxanne M. Potts
Hampton Roads Sanitation District

Stephen E. Smith
Norfolk Ship Support Activity (NSSA)

Dave Storey
Quality Technical Services, Inc.

Belinda D. Traber
Knowledge Information Solutions, Inc.

MARINE TECHNOLOGIES**

Peter Babilonia*
Centerville Marina

Brian Baker*
Suntex Marinas

* Proposed New Members

** Chair to be selected at first meeting

MARINE TECHNOLOGIES- continued

John Cobb*
Cobb's Marina

Jason Gray*
Tidewater Yacht Marina

Joe Maniscalco*
Yamaha Motor Corporation, USA

Jon Nichols*
Norfolk Marine

Bill Noell*
Bill's Marine Inc.

Wes Ripley*
Virginia Dept. of Transportation

Ed Sherman*
American Boat & Yacht Council

Dallas Wilson*
Cummins Atlantic

MARITIME TECHNOLOGIES

Jim Bento
Ocean Marine

William Goodwin
Norfolk Naval Shipyard

Thomas Harrington
Naval Facilities Engineering Command

Katie Hedges
Oceaneering International, Inc.

Steve Jackson
MARAD

Vukica Jovanovic
Old Dominion University

Brad Mason (Chair)
AMSEC

Sarah McCoy
Virginia Port Authority

Regina McLean*
Newport News Shipbuilding

Eileen Pietila
Portsmouth Public Schools

Guy St. John*
Oceaneerin International, Inc.

Alan Walker
BAE Systems Norfolk Ship Repair

Kira Wong*
Colonna's Shipyard, Inc.

MECHATRONICS

Carray Banks
Norfolk State University

Kevin Davis*
Dominion Power

Dan Disharoon
Hampton Roads Sanitation District

Ken Donahue*
R.E.W. Corporation

Mark Dorsch*
Bauer Compressors

John Dwyer*
Bauer Compressors

Von Gilbreath*
City of Chesapeake

Darrell O. Flythe*
Target Distribution Center

John Girard (Chair)
BASF Corporation

Richard Good
Solar Services, Inc.

Thomas Harrington
Naval Facilities Engineering Command

* Proposed New Members
** Chair to be selected at first meeting

MECHATRONICS-continued

Drexel Harris*
Dominion Power

M. Craig Hill
Portsmouth Public Schools

Steve Hsiung
Old Dominion University

William (Skip) Johnson
STIHL, Inc.

Vukica Jovanovic
Old Dominion University

Linda Kaiser
Hermes Abrasives, Ltd.

Matt Kellam*
Dominion Power

Terri Leitner*
R.E.W. Corporation

Dacia Marxrieser
Manufacturing & Design Technologies, Inc.

Zach Mazur
Flow Serve Corp., Chesapeake Operation

Chris Montalvo*
Target Distribution Center

Lisa Norskog*
Target Distribution Center

Matthew Oliver*
Dominion Power

Rick Raike
Hampton Roads Sanitation District

Charles Ritinski
Sumitomo Machinery Corporation of America

James Rivoir
Mitsubishi Kagaku Imaging Corporation

Bob Shanks
Virginia Beach City Public Schools

Bradley Stoker*
Target Distribution Center

Munir Sulaiman
Norfolk State University

Clifton Thompson
Dominion Virginia Power

Mileta M. Tomovic
Old Dominion University

Donnie Ward
Hampton Roads Sanitation District

MEDICAL LABORATORY TECHNOLOGY

Karen Bray
Sentara Williamsburg Regional Medical
Center

Faye Coleman (Chair)
Old Dominion University

Beth Ellington
Riverside Regional Medical Center

Erin Fortier
Bon Secours Maryview Medical Center

Margaret Goodman*
Riverside Doctors Hospital

Nora Leonard
Sentara College of Health Sciences

Linda McClenney
Bon Secours Mary Immaculate Hospital

Lynn Onesty*
Riverside Regional Medical Center

Deitra Phillips
VA Medical Center

Barbara Shields
Chesapeake Regional Medical Center

* Proposed New Members

** Chair to be selected at first meeting

**MEDICAL LABORATORY TECHNOLOGY-
continued**

Lisa Shook
LabCorp of America

Linda Weiss
LifeNet Health

NURSING

Terri Anderson
Our Lady of Perpetual Help

Peggy Braun (Chair)
Sentara Virginia Beach General Hospital

Myra Burton
Norfolk Technical Center

Darren Clark
Sentara Home Care

Linda Grasmick
Children's Hospital of the King's Daughters

Frances Gray
Portsmouth Public Schools

Hannah Harris
Veterans Administration Medical Center

Jennifer Herbert*
Chesapeake Regional Medical Center

Lynette Kirkbride*
Maryview Medical Center

Patty MacDougall
Riverside Shore Memorial Hospital

Beverly Misuna
Riverside Shore Memorial Hospital

Phyllis Stoneburner
Sentara Obici Hospital

OCCUPATIONAL THERAPY ASSISTANT

Caroline Alexander
Maryview Medical Center

Anne Moody Ashe
RehabCare Group

Lynn Chatfield
Genesis Rehab

Leanne Dextrateur
RehabCare Group

Louise Lerner
Legacy Healthcare

Paula Naudziunas (Chair)
The Therapy Center

Ynez Peterson
St. Mary's Home for Disabled Children

Jackie Tallon
American Senior Care

Evelyn Zirkle
Southeastern Cooperative Educational
Programs

PARALEGAL STUDIES

Thomas Ammons,
General District Court Judge (Retired)

Denise Camper-Williams
Cooper, Spong & Davis, P.C.

Maria Grise*
GEICO Staff Counsel

Valarie Herman
David, Kamp and Frank, LLC

William Joshua Holder
Chesapeake Public Defender's Office

Stephanie Hunter
Crenshaw, Ware & Martin

Jaye Koch
Virginia Beach Office of the
Commonwealth's Attorney

Donald Shenenberger, MD
Virginia Dermatology and Skin Cancer

* Proposed New Members

** Chair to be selected at first meeting

PARALEGAL STUDIES – continued

Elizabeth Summers (Chair)
Sykes, Bourdon, Ahern, & Levy, P.C.

Jean Tancredi
Wahab Law Library

PHYSICAL THERAPIST ASSISTANT

Dianna (Tory) L. Bishop
Tidewater Physical Therapy

Lori M. Boone
Consultant

Mark S. Casto
Sentara Leigh Hospital

Lisa Koperna
Old Dominion University

Kimberly Kranz (Chair)
CHKD Health and Surgery Center at
Princess Anne

Christiana N. Marshall
Envoy of Thornton Hall

Renee Stendel
Sentara Home Care

Ann Vokonas
Chesapeake Regional Medical Center

Alan Wilson
Battlefield Therapy Center

**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY**

Mary Balonek
Sentara Virginia Beach General Hospital

Cathy Bowman
Chesapeake Regional Medical Center

Helen Busby*
Sentara Norfolk General Hospital

Don Byars*
Sentara Norfolk General

Louis Caron
Sentara Virginia Beach General Hospital

Benita D. Carson
Sentara CarePlex Hospital

Suzanne Dickinson*
Sentara Virginia Beach General Hospital

Jason Drane*
Sentara Leigh Hospital

Marcus Foster *
Chesapeake Regional Medical Center

Simeon Fuller
Medical X-Ray Staffing Solutions

Elizabeth Jacob
Sentara Bayside Hospital

Laura Kippes
Bon Secours HSO

Paula McPeak*
Riverside Regional Medical Center

Mark Nehlen*
Chesapeake Regional Medical Center

David Peterson
Bon Secours DePaul Medical Center

Christopher Pierson
Sentara Leigh Hospital

Brandy Rheuark*
Bon Secours Maryview Medical Center

Felicia Toreno*
Eastern Virginia Medical School

Jodi Warren*
Sentara Independence AIC

Rita Winfield (Chair)
Sentara Princess Anne Hospital

* Proposed New Members

** Chair to be selected at first meeting

RESPIRATORY THERAPY

Felisa Aycud

Sentara CarePlex Hospital

Heather Chessick*

Sentara Princess Anne Hospital

Whitney Coleman*

TCC Respiratory Therapy Program

Tonya Ford

Sentara CarePlex Hospital

David Grooms

Sentara Norfolk General Hospital

Lorenzo Hinton

Naval Medical Center Portsmouth

Aileen Holgado*

Hampton Roads Specialty Hospital

Joanna Hudak (Chair)

Sentara Leigh Hospital

Richard K. Jackson

Bon Secours Maryview Medical Center

Kathy McCabe

Southampton Memorial Hospital

Shelley Mishoe*

Old Dominion University

Janet Moffett

Sentara Norfolk General Hospital

David Newcomer

Riverside Regional Medical Center

Rob Owens

Lincare Home Care

Shawn Price

Sentara Virginia Beach General Hospital

Shirley Rich*

Sentara Virginia Beach General Hospital

Ignacio Ripoll, MD

Sleep Specialists of Tidewater

LaVese Russell*

Bon Secours DePaul Medical Center

Betsy Ryland

Sentara Leigh Hospital

Dolly Saunders

Chesapeake Regional Medical Center

Stephen Sibole

Sentara Norfolk General Hospital

Andy Smith

Children's Hospital of the King's Daughters

Susan Swedish

Sentara Princess Anne Hospital

Jessica Terry

Program Graduate

Courtney Von Tersch*

Community Representative

Bridget Wallace

Student Representative, First Year

Walter (Lee) Williford*

Children's Hospital of the King's Daughters

Millicent Zanders

Laker Taylor Transitional Care Hospital

STUDIO ARTS

Mark Atkinson

Otto Design and Marketing

Gary E. Baker

Decorative Arts Appraisals

C. Alex Burrows

The Virginian-Pilot (Retired)

Sam Hughes

Norfolk State University

* Proposed New Members

** Chair to be selected at first meeting

STUDIO ARTS - continued

Pamela Lassiter
Art Teacher/Norfolk Public Schools

Craig McClure
The Virginian Pilot

Ali Rogan
Cristallo Art Center

John Roth
Old Dominion University

Robert Sites
Norfolk State University

Sharon Swift (Chair)
Virginia Wesleyan College

Chuck Thomas
Old Dominion University

TRUCKING**

Otho Babbs
BBC Trucking, Inc.

Tia Bethea*
Capital Concrete

Larry Battle
Consolidated Logistics, CLC

Patrick E. Carroll
TFC Recycling

Howard Davis
NDV Nash Finch, Inc.

Danny Glover
GTL Transport Company

Derek Grant*
Virginia Division of Motor Vehicles

Tina Harvey
Capital Concrete, Inc.

Adam Lake*
Southeastern Freight Lines

Edward O'Callaghan
Century Express, Inc.

Scott Wooten*
Capital Concrete

VETERINARY ASSISTANT

Layne B. Brett, DVM*
Courthouse Veterinary Clinic

Heather Brookshire*
Animal Vision Center of VA

Bryan Brown*
MWI Veterinary Supply

Geoff Campbell*
Edinburgh Animal Hospital

Adam Henderson*
Banfield Pet Hospital

Kate Henderson*
Banfield Pet Hospital

Herbert Maissenbacher*
Veterinary Heart Care

Emily Peck* (Chair)
Virginia Beach SPCA

Danielle Russ
Center of Veterinary Expertise

L. Allison Rye*
Bay Beach Veterinary Hospital

WELDING**

Ronnie Allen
International Longshoremen Association

Jenord Alston
Jefferson Lab

Luther Bundy
Norfolk Naval Shipyard

* Proposed New Members
** Chair to be selected at first meeting

WELDING – continued

Brian Burroughs
Huntington Ingalls Newport News
Shipbuilding

Eric V. Clary
Q.E.D. Systems, Inc.

Michael Conroy
ARCET Welding Equipment and Supplies

Troi Croswell
Tecnico Corporation

William C. Goodwin
Norfolk Naval Shipyard

Stephanie J. Irvine
Miller Electric Manufacturing Company

James Jones
Virginia Beach Technical and Career
Education Center

Michael Kerr
Virginia Pipe Trades Association

Scott McLeod
Oceaneering International, Inc.

Charles L. Spear
Chesapeake Machine Works, Inc.

Andre' H. Sullivan
Norfolk Technical Center

Alan Walker
BAE Systems, Norfolk Ship Repair

John Williamson
AMSEC, LLC

* Proposed New Members

** Chair to be selected at first meeting

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 10, 2016
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Proposed 2016-17 Local Fund Accounts Budgets

BACKGROUND:

The Commonwealth of Virginia operates on a July 1st fiscal year.

The college's "Local Fund Accounts Budgets" consists of four parts—the Student Activities Budget, which draws its revenue predominantly from the Student Activity Fee; the Institutional Auxiliary Budget, which draws its revenue from the Institutional Auxiliary Fee and solely supports transportation/parking-related expenditures; the Student Center Budget, which draws its revenue predominantly from the Auxiliary Capital Fee; and the Auxiliary Services Budget, which draws its revenue predominantly from Commissions and includes Municipal Support.

The board acts on these budgets annually at its May meeting.

STAFF RECOMMENDATION:

That the College Board approve the FY2016-17 Local Fund Accounts Budgets as presented.

STAFF LIAISON:

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

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
FY2017**

	Budget 2016	Anticipated 2016	Proposed Budget 2017	Increase/ Decrease
Projected Fund Balance 7/1/2016		\$ 1,528,225	\$ 1,097,748	
I. Revenues				
A. Student Activity Fee	\$ 1,369,729	\$ 1,270,916	\$ 1,268,125	\$ (101,604)
B. ID Card Replacements	20,000	20,000	20,000	
Total Revenues	\$ 1,389,729	\$ 1,290,916	\$ 1,288,125	\$ (101,604)
Total Resources (Revenue & Fund Bal.)				
		\$ 2,819,141	\$ 2,385,873	
II. Expenditures				
A. Chesapeake Campus				
1. Student Government Association	\$ 4,000	\$ 4,000	\$ 4,000	
2. Programming	57,904	57,904	53,870	(4,034)
3. Student Organizations	1,000	1,000	1,000	
4. Recreational Sports	2,300	2,300	2,300	
5. Operating Expenses	1,000	1,000	1,000	
6. Contingency Fund	8,500	8,500	8,500	
Subtotal--Chesapeake Campus	\$ 74,704	\$ 74,704	\$ 70,670	\$ (4,034)
B. Norfolk Campus				
1. Student Government Association	\$ 3,300	\$ 3,300	\$ 3,300	
2. Programming	50,857	50,857	50,857	
3. Student Organizations	3,000	3,000	3,000	
4. Recreational Sports	5,000	5,000	5,000	
5. Operating Expenses	2,957	2,957	2,957	
6. Contingency Fund	4,957	4,957	4,957	
Subtotal--Norfolk Campus	\$ 70,071	\$ 70,071	\$ 70,071	\$ -
C. Portsmouth Campus				
1. Student Government Association	\$ 4,000	\$ 4,000	\$ 4,000	
2. Programming	62,021	62,021	62,021	
3. Student Organizations	5,000	5,000	5,000	
4. Recreational Sports	500	500	500	
5. Operating Expenses	2,100	2,100	2,100	
6. Contingency Fund	2,190	2,190	2,190	
Subtotal--Portsmouth Campus	\$ 75,811	\$ 75,811	\$ 75,811	\$ -
D. Virginia Beach Campus				
1. Student Government Association	\$ 4,000	\$ 4,000	\$ 4,000	
2. Programming	105,445	105,445	80,909	(24,536)
3. Student Organizations	18,000	18,000	18,000	
4. Recreational Sports	100	100	100	
5. Operating Expenses	100	100	100	
6. Contingency Fund	1,000	1,000	1,000	
Subtotal--Virginia Beach Campus	\$ 128,645	\$ 128,645	\$ 104,109	\$ (24,536)

	Budget 2016	Anticipated 2016	Proposed Budget 2017	Increase/ Decrease
E. Student Activities--College-wide				
1. College-wide Programs & Events	\$ 20,000	\$ 20,000	\$ 20,000	
2. Student Life Personnel	163,770	105,630	108,800	(54,970)
3. Visual Arts Center	11,000	11,000	9,000	(2,000)
4. Women's Center	12,000	12,000	10,000	(2,000)
5. Intramurals, Recreational & Club Sports	88,000	88,000	10,000	(78,000)
6. College-wide Contingency	3,500	3,500	3,500	
7. Student Federation Council	5,000	5,000	5,000	
8. Student Leadership & Community Engagement	30,000	30,000	30,000	
9. College-wide Clubs & Committees	60,000	60,000	60,000	
10. Intercultural Learning	62,000	62,000	50,000	(12,000)
Subtotal--Student Activities--College-wide	\$ 455,270	\$ 397,130	\$ 306,300	\$ (148,970)
F. Learning Assistance Fund				
1. Chesapeake	\$ 53,942	\$ 53,942	\$ 40,110	\$ (13,832)
2. Norfolk	48,519	48,519	30,370	(18,149)
3. Portsmouth	51,745	51,745	33,692	(18,053)
4. Virginia Beach	115,006	115,006	113,306	(1,700)
Subtotal--Learning Assistance Fund	\$ 269,212	\$ 269,212	\$ 217,478	\$ (51,734)
G. Provosts' Contingency Fund				
1. Chesapeake	\$ 11,368	\$ 11,368	\$ 11,368	
2. Norfolk	12,841	12,841	12,841	
3. Portsmouth	10,176	10,176	10,176	
4. Virginia Beach	19,000	10,000	10,000	(9,000)
Subtotal--Provosts' Contingency Fund	\$ 53,385	\$ 44,385	\$ 44,385	\$ (9,000)
H. Deans' Contingency Fund				
1. Chesapeake	\$ 7,289	\$ 7,289	\$ 7,289	
2. Norfolk	8,949	8,949	8,949	
3. Portsmouth	6,111	6,111	6,111	
4. Virginia Beach	10,000	10,000	15,000	5,000
Subtotal--Deans' Contingency Fund	\$ 32,349	\$ 32,349	\$ 37,349	\$ 5,000
I. Student Activities Identification System				
Equipment, Software, and Supplies	50,000	15,000	15,000	(35,000)
Subtotal--Student Activities Identification System	\$ 50,000	\$ 15,000	\$ 15,000	\$ (35,000)
Total Expenditures	\$ 1,209,447	\$ 1,107,307	\$ 941,173	\$ (268,274)
III. Transfers				
A. Transfer to Student Center Budget	614,086	614,086	632,508	18,422
Subtotal--Transfers	\$ 614,086	\$ 614,086	\$ 632,508	\$ 18,422
Projected Fund Balance 06/30/2017		\$ 1,097,748	\$ 812,192	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2017**

I. REVENUE

The revenue for the Student Activities Budget is based on a projection of 17,268 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 distributed as follows: Virginia Beach – 40%, Chesapeake – 20%, Norfolk, 20%, and Portsmouth – 20%. 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 2016-17 fiscal year.

E. College-wide Student Activities

1. College-wide Programs & Events – 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 a college-wide full-time Coordinator for Student Leadership and Development. The reduction for this line item is due to elimination of funding for a full-time employee 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 – Funding is reduced as the college is not prepared to pursue organized intramural sports teams at this point due to limited student interest and available funding.
6. College-wide Contingency – Provides capability to fund special initiatives that emerge during the 2016-17 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). A reduction in college-wide intercultural activities still allows for event support but keeps the programming within budget goals.
- 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. Funds can be reduced due to hiring lag and use of services by students.
- 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 supplies and a maintenance agreement for the college-wide student identification system. Funding is reduced as no new equipment is anticipated for the FY2017 fiscal year.
- 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
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
FY2017**

	Budget 2016	Anticipated 2016	Proposed Budget 2017	Variance
Projected Fund Balance 7/1/2016		\$ 10,553,246	\$ 10,756,430	
I. Revenues				
A. Institutional Fee	\$ 3,344,854	\$ 2,854,164	\$ 3,345,235	\$ 381
B. Student Parking Sales	85,000	95,000	99,600	14,600
C. Student HRT Pass Sales	250,000	141,370	140,000	(110,000)
Total Revenues	\$ 3,679,854	\$ 3,090,534	\$ 3,584,835	\$ (95,019)
Total Resources (Revenue & Fund Bal.)				
		\$ 13,643,780	\$ 14,341,265	
II. Expenditures				
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,724,150	\$ 1,722,800	\$ 1,722,800	\$ (1,350)
B. Chesapeake Campus Parking Lot - Debt Service	336,250	336,250	335,500	(750)
C. Chesapeake Parking Garage Operating Expenses				
1. Personnel			68,033	68,033
2. Utilities			50,000	50,000
3. Security			117,000	117,000
4. General Maintenance			48,500	48,500
D. College-wide Parking Lot Improvements	250,000	250,000	250,000	
E. Hampton Roads Transit (HRT) Passes	411,400	341,500	280,000	(131,400)
F. Student Parking	140,000	154,000	154,200	14,200
G. Visual Arts Center Parking Lease	82,800	82,800	82,800	
Total Expenditures	\$ 2,944,600	\$ 2,887,350	\$ 3,108,833	\$ 164,233
Projected Fund Balance 6/30/17				
		10,756,430	11,232,432	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2017**

I. REVENUE

The revenue for the Institutional Auxiliary Budget is based on a projection of 17,268 annual FTEs.

- A. **Institutional Fee** – A fee assessed to all students up to a maximum of 15 credit hours. The fee is \$6.30 per credit hour for Summer Semester 2016 and increases to \$6.80 per credit hour for Fall Semester 2016.
- 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 fourth 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 seventh year of a 15-year annual debt service payment.
- C. **Chesapeake Parking Garage Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, sweeping, custodial, and the utilities associated with the garage. Provides security staffing Monday through Friday and related security equipment and supervision expenses.
- D. **College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- E. **Hampton Roads Transit (HRT) Passes** – Cost to purchase the GoPass365 from HRT to provide transportation services to students at a discounted rate, including light rail, bus, and ferry.
- F. **Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- G. **Visual Arts Center Parking Lease** – Parking lease for Visual Arts Center students.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
FY2017**

	Budget 2016	Anticipated 2016	Proposed Budget 2017	Variance
Projected Fund Balance 7/1/2016		\$ 19,723,319	\$ 16,992,436	
I. Revenues				
A. Auxiliary Capital Fee	\$ 10,205,827	\$ 9,469,570	\$ 9,448,776	\$ (757,051)
B. Transfer-In from Student Activities Budget	614,086	614,086	632,508	18,422
C. Miscellaneous Revenue			85,000	85,000
Total Revenues	\$ 10,819,913	\$ 10,083,656	\$ 10,166,284	\$ (653,629)
Total Resources (Revenue & Fund Balance)				
		\$ 29,806,975	\$ 27,158,720	
II. Expenditures				
A. Bond Debt Service				
1. Student Center - Norfolk Campus	\$ 1,129,138	\$ 1,129,138	\$ 1,127,469	\$ (1,669)
2. Student Center - Chesapeake Campus	1,164,728	1,164,728	1,168,603	3,875
3. Student Center - Portsmouth Campus	1,085,011	1,085,011	1,083,011	(2,000)
4. Student Center - Virginia Beach Campus	1,661,671	1,661,671	1,657,421	(4,250)
Subtotal--Bond Debt Service	\$ 5,040,548	\$ 5,040,548	\$ 5,036,504	\$ (4,044)
B. Norfolk Student Center				
1. General Operations				
a. Personnel	\$ 579,827	\$ 579,827	\$ 597,222	\$ 17,395
b. Operating Expenses	70,000	70,000	85,000	15,000
Subtotal--General Operations	\$ 649,827	\$ 649,827	\$ 682,222	\$ 32,395
2. Facility Operations				
a. Personnel	\$ 238,236	\$ 220,598	\$ 236,900	\$ (1,336)
b. Utilities	116,698	90,000	112,000	(4,698)
c. Security	184,733	184,733	177,017	(7,716)
1. Access Control			50,000	50,000
d. Custodial	44,880	17,119	40,000	(4,880)
e. General Maintenance	92,815	92,815	92,815	
f. Insurance	10,000	10,000	10,000	
g. Network & Telecommunications	78,459	78,459	78,459	
Subtotal--Facility Operations	\$ 765,821	\$ 693,724	\$ 797,191	\$ 31,370
3. Food Services				
a. Operating Subsidy	\$ 110,000	\$ 150,000	\$ 131,719	\$ 21,719
b. Equipment Mtce. & Replacement	14,425	11,000	9,000	(5,425)
Subtotal--Food Services	\$ 124,425	\$ 161,000	\$ 140,719	\$ 16,294
Subtotal--Norfolk Student Center	\$ 1,540,073	\$ 1,504,551	\$ 1,620,132	\$ 80,059
C. Chesapeake Student Center				
1. General Operations				
a. Personnel	\$ 580,618	\$ 580,618	\$ 598,037	\$ 17,419
b. Operating Expenses	60,000	60,000	110,000	50,000
Subtotal--General Operations	\$ 640,618	\$ 640,618	\$ 708,037	\$ 67,419

	Budget 2016	Anticipated 2016	Proposed Budget 2017	Variance
2. Facility Operations				
a. Personnel	\$ 238,236	\$ 221,625	\$ 236,900	\$ (1,336)
b. Utilities	125,485	112,000	115,000	(10,485)
c. Security	155,281	155,281	143,040	(12,241)
1. Access Control			100,000	100,000
d. Custodial	48,108	33,358	40,000	(8,108)
e. General Maintenance	92,815	92,815	92,815	
f. Insurance	7,000	7,000	7,000	
g. Network & Telecommunications	68,396	68,396	68,396	
Subtotal--Facility Operations	\$ 735,321	\$ 690,475	\$ 803,151	\$ 67,830
3. Food Services				
a. Operating Subsidy	\$ 120,000	\$ 135,000	\$ 116,827	\$ (3,173)
b. Equipment Mtce. & Replacement	4,600	6,500	8,000	3,400
Subtotal--Food Services	\$ 124,600	\$ 141,500	\$ 124,827	\$ 227
Subtotal--Chesapeake Student Center	\$ 1,500,539	\$ 1,472,593	\$ 1,636,015	\$ 135,476
D. Portsmouth Student Center				
1. General Operations				
a. Personnel	\$ 580,435	\$ 580,435	\$ 597,848	\$ 17,413
b. Operating Expenses	60,000	60,000	75,000	15,000
Subtotal--General Operations	\$ 640,435	\$ 640,435	\$ 672,848	\$ 32,413
2. Facility Operations				
a. Personnel	\$ 238,236	\$ 226,640	\$ 242,050	\$ 3,814
b. Utilities	125,485	105,000	112,000	(13,485)
c. Security	224,145	224,145	224,000	(145)
d. Custodial	48,108	19,250	40,000	(8,108)
e. General Maintenance	92,815	92,815	92,815	
f. Insurance	7,000	7,000	7,000	
g. Network & Telecommunications	81,626	81,626	81,626	
Subtotal--Facility Operations	\$ 817,415	\$ 756,476	\$ 799,491	\$ (17,924)
3. Food Services				
a. Operating Subsidy	\$ 96,000	\$ 121,000	\$ 104,584	\$ 8,584
b. Equipment Mtce. & Replacement	4,600	9,700	10,100	5,500
Subtotal--Food Services	\$ 100,600	\$ 130,700	\$ 114,684	\$ 14,084
Subtotal--Portsmouth Student Center	\$ 1,558,450	\$ 1,527,611	\$ 1,587,023	\$ 28,573
E. Virginia Beach Student Center				
1. General Operations				
a. Personnel	\$ 704,605	\$ 704,605	\$ 725,743	\$ 21,138
b. Operating Expenses	85,000	85,000	90,000	5,000
Subtotal--General Operations	\$ 789,605	\$ 789,605	\$ 815,743	\$ 26,138

	Budget 2016	Anticipated 2016	Proposed Budget 2017	Variance
2. Facility Operations				
a. Personnel	\$ 383,113	\$ 327,069	\$ 350,200	\$ (32,913)
b. Utilities	188,357	140,000	160,000	(28,357)
c. Security	182,355	182,355	164,148	(18,207)
d. Custodial	73,120	50,813	60,000	(13,120)
e. General Maintenance	149,810	149,810	149,810	
f. Insurance	6,500	6,500	6,500	
g. Network & Telecommunications	84,659	84,659	84,659	
Subtotal--Facility Operations	\$ 1,067,914	\$ 941,206	\$ 975,317	\$ (92,597)
3. Food Services				
a. Operating Subsidy	\$ 235,597	\$ 148,000	\$ 46,870	\$ (188,727)
b. Equipment Mtce. & Replacement	6,700	15,425	16,000	9,300
Subtotal--Food Services	\$ 242,297	\$ 163,425	\$ 62,870	\$ (179,427)
Subtotal--Virginia Beach Student Center	\$ 2,099,816	\$ 1,894,236	\$ 1,853,930	\$ (245,886)
Total Expenditures	\$ 11,739,426	\$ 11,439,539	\$ 11,733,604	\$ (5,822)
III. Capital Maintenance Reserve	\$ 1,375,000	\$ 1,375,000	\$ 1,375,000	\$ -
Projected Fund Balance 6/30/2017		\$ 16,992,436	\$ 14,050,116	

OFS 3/29/16

Capital Maintenance Reserve Fund	
FY14-FY16	\$ 4,125,000

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
Narrative Justification
FY2017**

I. REVENUES

The revenue for the Student Center Budget is based on a projection of 17,268 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 funding of positions from the Student Activities budget.
- C. **Miscellaneous Revenue** – Revenue generated from rental of student center facilities and other activities at the student centers. The General Operations Operating Expenses for each campus have been increased based on the estimated miscellaneous revenue for the respective campuses.

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.

For the Norfolk Student Center, in addition to the security staffing request of \$177,017, there is unfinished work to be done on the card access system in order to obtain a final occupancy permit from the state. Estimates for architectural and installation are \$50,000.

For the Chesapeake Student Center, in addition to the security staffing request of \$143,040, there is unfinished work to be done on the card access system in order to complete the project. Estimates for architectural and installation are \$100,000.

- 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
PROPOSED AUXILIARY SERVICES BUDGET
FY2017**

	Budget 2016	Anticipated 2016	Proposed Budget 2017	Variance
Projected Fund Balance 7/1/2016		\$ 7,010,357	\$ 7,514,444	
I. Revenues				
A. Bookstore	\$ 1,800,000	\$ 1,580,000	\$ 1,555,000	\$ (245,000)
B. Vending				
1. Exclusive Beverage Contract	92,000	83,000	82,000	(10,000)
2. Vending - CRH	40,000	41,000	41,000	1,000
C. Food Service - Joint-Use Library	2,000	8,300	8,300	6,300
D. Municipal Support	24,000	22,500	24,000	
E. Interest Earnings	70,000	130,000	130,000	60,000
F. Miscellaneous	3,000	1,500	2,000	(1,000)
Total Revenues	\$ 2,031,000	\$ 1,866,300	\$ 1,842,300	\$ (188,700)
Total Resources (Revenue & Fund Bal.)				
		\$ 8,876,657	\$ 9,356,744	
II. Expenditures				
A. Operating Expenses				
1. Banking Costs	\$ 4,000	\$ 4,050	\$ 5,000	\$ 1,000
2. Miscellaneous Expenses	3,000	1,000	1,000	(2,000)
Subtotal - Operating Expenses	\$ 7,000	\$ 5,050	\$ 6,000	\$ (1,000)
B. Faculty/Staff Parking	\$ 392,230	\$ 402,000	\$ 402,000	\$ 9,770
C. College Community Events	\$ 75,000	\$ 75,000	\$ 75,000	\$ -
D. Financial Aid Adjustments	\$ 14,000	\$ 14,000	\$ 14,000	\$ -
E. Auxiliary Service Operations				
1. Personnel	\$ 298,000	\$ 305,288	\$ 317,500	\$ 19,500
2. General Operating Costs	20,500	10,000	20,500	
3. Equipment/Software/Installation	20,000	16,000	20,000	
4. StormCard Marketing	23,000	9,000	20,000	(3,000)
Subtotal - Auxiliary Service Operations	\$ 361,500	\$ 340,288	\$ 378,000	\$ 16,500
F. Community Support				
1. College Board	\$ 2,500	\$ 2,500	\$ 2,500	
2. President	27,000	27,000	27,000	
3. Vice Presidents and Directors				
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	6,000	6,000	
b. Vice President for Finance	6,000	6,000	6,000	
c. Vice President for Information Systems	6,000	6,000	6,000	
d. Vice President of Institutional Advancement/ Executive Director of TCC Educational Foundation	6,000	6,000	6,000	
e. Vice President of Public Affairs & Communications	6,000	6,000	6,000	
f. Vice President for Student Affairs	6,000	6,000	6,000	
g. Vice President for Workforce Services	6,000	6,000	6,000	
h. Executive Director for TCC Real Estate Foundation/ Chief Operating Officer of Facilities	6,000	6,000	6,000	
i. Director of Institutional Effectiveness	6,000	6,000	6,000	

	Budget 2016	Anticipated 2016	Proposed Budget 2017	Variance
4. Campus Provosts				
a. Chesapeake	6,000	6,000	6,000	
b. Norfolk	6,000	6,000	6,000	
c. Portsmouth	6,000	6,000	6,000	
d. Virginia Beach	12,000	12,000	12,000	
5. Community Outreach	37,000	37,000	27,000	(10,000)
6. Contingencies	3,500	3,500	3,500	
Subtotal - Community Support	\$ 154,000	\$ 160,000	\$ 144,000	\$ (10,000)
G. Deans' Discretionary Aid Fund				
1. Chesapeake	\$ 5,000	\$ 5,000	\$ 5,000	
2. Norfolk	5,000	5,000	5,000	
3. Portsmouth	5,000	5,000	5,000	
4. Virginia Beach	10,000	10,000	10,000	
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Subtotal- Expenditures	\$ 1,028,730	\$ 1,021,338	\$ 1,044,000	\$ 15,270
III. Student Financial Assistance				
A. TCC Scholarships & Awards				
1. Art Scholarships	\$ 15,000	\$ 15,000	\$ 15,000	
2. Honors Mentorship Scholarships	6,000		6,000	
3. Student Study Abroad Scholarships	15,500	15,500	15,500	
4. Culinary Match Program	3,000	1,500	3,000	
5. Martin Luther King Scholarship	5,177	5,177	5,349	172
6. Military Scholarships	25,885	25,855	26,745	860
7. ROTC Scholarships	12,424	12,424	12,837	413
8. High School Scholarships				
a. Chesapeake	72,478	68,150	74,886	2,408
1. LaVonne P. Ellis Scholarship	10,354	4,700	10,698	344
b. Norfolk	51,770	23,551	53,490	1,720
1. John T. Kavanaugh Scholarship	10,354		10,698	344
c. Portsmouth	31,062	20,528	32,094	1,032
d. Suffolk (Northern)	10,354	7,676	10,698	344
e. Virginia Beach	93,186	115,965	96,282	3,096
1. Stanley Waranch Scholarship	10,354	8,283	10,698	344
2. Dorcas T. Helfant-Browning Scholarship	10,354	8,283	10,698	344
3. Thomas H. Wilson Scholarship	10,354	8,283	10,698	344
9. All-Virginia Academic First Team Award	4,000		4,000	
Subtotal - TCC Scholarships & Awards	\$ 397,606	\$ 340,875	\$ 409,371	\$ 11,765
Total Expenditures & Student Financial Assistance	\$ 1,426,336	\$ 1,362,213	\$ 1,453,371	\$ 27,035
Projected Fund Balance 6/30/2017		\$ 7,514,444	\$ 7,903,373	

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
Narrative Justification
FY2017**

I. REVENUE

- A. **Bookstore** – Anticipated sales commissions from the Barnes & Noble bookstores operated at MacArthur Mall and the Virginia Beach Campus.
- 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 and other miscellaneous receipts.

II. EXPENDITURES

- A. **Operating Expenses** – Cost of bank fees, check stock, credit card fees, miscellaneous service fees, etc.
- B. **Faculty/Staff Parking** – Cost of faculty/staff parking in Norfolk including parking for adjunct faculty and visitors.
- C. **College Community Events** – Funds to sponsor events to enhance the spirit of community among the college's faculty and staff.
- D. **Financial Aid Adjustments** – Funding for financial aid adjustments resulting from administrative errors or similar circumstances.
- E. **Auxiliary Service Operations**
 - 1. **Personnel** – Salaries and benefits for the college's Auxiliary Services personnel. The increase is for a planned salary increase for FY2017.
 - 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, 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. The one-time FY2016 funding of \$10,000 for alumni off-campus events is removed since the TCC Educational Foundation has included 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.



Resolution

Whereas, Dr. Lee B. Armistead was appointed by the Portsmouth City Council as a member of the Tidewater Community College Board in June 2008 and was subsequently reappointed to the Board in July 2012; and,

Whereas, Dr. Lee B. Armistead served with distinction as Chair of the Tidewater Community College Board from July 2009 to June 2011; and,

Whereas, Dr. Lee B. Armistead provided exemplary service as Vice Chair of the Tidewater Community College Board from July 2008 to June 2009, and from July 2015 to June 2016; and,

Whereas, Dr. Lee B. Armistead greatly assisted the College Board through his service on the Advocacy Committee, the Curriculum and Student Development Committee, and the Finance and Facilities Committee; and,

Whereas, Dr. Lee B. Armistead was recognized for his outstanding work on the Tidewater Community College Board by his nomination in 2012 for the State Board for Community Colleges Chairman's Award for College Board Member Exemplary Service; and

Whereas, Dr. Lee B. Armistead served ably and diligently on the Tidewater Community College Real Estate Foundation Board as Vice Chair and Chair/Treasurer from January 2012 to January 2016; and

Whereas, Dr. Lee B. Armistead demonstrated exemplary devotion to his duties in all his service to Tidewater Community College, including participation at College Commencements, Joint-Board Dinners, Dedications, Groundbreakings, and other College events; and,

Whereas, upon serving two full terms, Dr. Lee B. Armistead has completed his appointment to the Tidewater Community College Board as a representative of the City of Portsmouth:

Now, Therefore, Be It Resolved that the Tidewater Community College Board shall establish the Dr. Lee B. Armistead Scholarship, which shall be awarded annually to a Portsmouth high school graduate; and

Be It Further Resolved that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, thank and commend Dr. Lee B. Armistead for his dedication and exemplary service to Tidewater Community College and those it serves; and,

Be It Further Resolved that a copy of this resolution be given to Dr. Lee B. Armistead with our warmest wished, 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, Dr. James R. Jackson was appointed by the Chesapeake City Council as a member of the Tidewater Community College Board in July 2009 and was subsequently reappointed to the Board in July 2013; and,

Whereas, Dr. James R. Jackson served with deep commitment as a member of the Curriculum and Student Development Committee from 2009 to 2011, and as Chair of the Committee from 2011 to 2014; and,

Whereas, Dr. James R. Jackson served ably and diligently as a member of the Finance and Facilities Committee from 2014 to 2015; and,

Whereas, Dr. James R. Jackson demonstrated outstanding devotion to all of his duties as a College Board member, including attendance at College Commencement, Joint-Board Dinners, Dedications, Groundbreakings, and other momentous College events until his passing in November 2015:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, recognize the outstanding contributions, dedication, and exemplary service of Dr. James R. Jackson to the mission of Tidewater Community College and those it serves; and

Be It Further Resolved that a copy of this resolution be given to the family of Dr. James R. Jackson, 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

TIDEWATER COMMUNITY COLLEGE BOARD

2016-17 MEETING SCHEDULE

Thursday	August 11, 2016	Student Center Portsmouth Campus (Work Session)
Tuesday	September 13, 2016	Green District Administration Building Norfolk
Tuesday	November 15, 2016	Student Center Norfolk Campus
Thursday	January 19, 2017	Regional Health Professions Center Virginia Beach Campus
Tuesday	March 14, 2017	Green District Administration Building Norfolk
Thursday	May 11, 2017	TCC Regional Workforce Solutions Center, Suffolk
Thursday	August 10, 2017	Student Center Chesapeake Campus (Work Session)

Notes

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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 10, 2016

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

The routine Local Fund Financial Statements for the month ending March 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 - March 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	\$ 1,260,210		\$ 109,519	92%
B. ID Card Replacements	20,000	14,730		5,270	74%
Total Revenues	\$ 1,389,729	\$ 1,274,940		\$ 114,789	92%
Total Resources (Revenue & Fund Bal.)		\$ 2,803,165			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	57,904	47,943	6,127	3,834	93%
3. Student Organizations	1,000	462	308	230	77%
4. Recreational Sports	2,300	402	1,088	810	65%
5. Operating Expenses	1,000	237	374	389	61%
6. Contingency Fund	8,500	6,343	1,888	269	97%
Subtotal--Chesapeake Campus	\$ 74,704	\$ 55,387	\$ 9,785	\$ 9,532	87%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300	\$ 1,220	\$ 568	\$ 1,512	54%
2. Programming	50,857	37,945	8,048	4,864	90%
3. Student Organizations	3,000	1,443		1,557	48%
4. Recreational Sports	5,000	3,224	200	1,576	68%
5. Operating Expenses	2,957	2,876		81	97%
6. Contingency Fund	4,957	3,735	841	381	92%
Subtotal--Norfolk Campus	\$ 70,071	\$ 50,443	\$ 9,657	\$ 9,971	86%
C. Portsmouth Campus					
1. Student Government Association	\$ 4,000	\$ 1,633		\$ 2,367	41%
2. Programming	62,021	52,139	5,401	4,481	93%
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	\$ 59,280	\$ 5,521	\$ 11,010	85%
D. Virginia Beach Campus					
1. Student Government Association	\$ 4,000	\$ 471		\$ 3,529	12%
2. Programming	105,445	45,765	25,504	34,176	68%
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	\$ 62,236	\$ 25,504	\$ 40,905	68%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
E. College-wide Student Activities					
1. College-wide Programs & Events	\$ 20,000	\$ 14,568	\$ 326	\$ 5,106	74%
2. Student Life Personnel	163,770	79,132		84,638	48%
3. Visual Arts Center	11,000	5,321	3,296	2,383	78%
4. Women's Center	12,000	4,329	5,649	2,022	83%
5. Intramurals, Recreational, & Club Sports	88,000	21,520	20,993	45,487	48%
6. College-wide Contingency	3,500	2,416	25	1,059	70%
7. Student Federation Council	5,000	4,783	1,598	(1,381)	128%
8. Student Leadership & Community Engagement	30,000	20,452	394	9,154	69%
9. College-wide Clubs & Committees	60,000	20,747	200	39,053	35%
10. Intercultural Learning	62,000	52,962	7,660	1,378	98%
Subtotal--College-wide Student Activities	\$ 455,270	\$ 226,230	\$ 40,141	\$ 188,899	59%
F. Learning Assistance Fund					
1. Chesapeake	\$ 53,942	\$ 45,926		\$ 8,016	85%
2. Norfolk	48,519	42,340		6,179	87%
3. Portsmouth	51,745	31,835		19,910	62%
4. Virginia Beach	115,006	45,891		69,115	40%
Subtotal--Learning Assistance Fund	\$ 269,212	\$ 165,992		\$ 103,220	62%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368	\$ 2,559	\$ 5,226	\$ 3,583	68%
2. Norfolk	12,841	1,000		11,841	8%
3. Portsmouth	10,176	2,506	1,056	6,614	35%
4. Virginia Beach	19,000	2,446	2,380	14,174	25%
Subtotal--Provosts' Contingency Fund	\$ 53,385	\$ 8,511	\$ 8,662	\$ 36,212	32%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 4,825	\$ 981	\$ 1,483	80%
2. Norfolk	8,949	4,242	571	4,136	54%
3. Portsmouth	6,111	1,500	2,899	1,712	72%
4. Virginia Beach	10,000	2,710	5,289	2,001	80%
Subtotal--Deans' Contingency Fund	\$ 32,349	\$ 13,277	\$ 9,740	\$ 9,332	71%
I. Student Activities Identification					
Equipment, Software, and Supplies	50,000	12,650	3,990	33,360	33%
Subtotal--Student Activities Identification	\$ 50,000	\$ 12,650	\$ 3,990	\$ 33,360	33%
Total Expenditures	\$ 1,209,447	\$ 654,006	\$ 113,000	\$ 442,441	63%
III. Transfers					
Transfer to Auxiliary Capital Budget	\$ 614,086	460,565		\$ 153,522	75%
Subtotal--Transfers	\$ 614,086	\$ 460,565		\$ 153,522	75%
Fund Balance 03/31/16		\$ 1,688,595			

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 - March 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	\$ 2,991,578		\$ 353,276	89%
B. Student Parking Sales	85,000	89,209		(4,209)	105%
C. Student HRT Pass Sales	250,000	140,008		109,992	56%
Total Revenues	\$ 3,679,854	\$ 3,220,795		\$ 459,059	88%
Total Resources (Revenue & Fund Bal.)		\$ 13,754,041			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,724,150	\$ 1,644,720		\$ 79,430	95%
B. Chesapeake Campus Parking Lot - Debt Service	336,250	336,249		1	100%
C. College-wide Parking Lot Improvements	250,000	93,686	11,320	144,994	42%
D. Hampton Roads Transit (HRT)	411,400	359,000	52,400		100%
E. Student Parking	140,000	110,450	20,320	9,230	93%
F. Visual Arts Center Parking Lease	82,800	64,590	18,210		100%
Total Expenditures	\$ 2,944,600	\$ 2,608,695	\$ 102,250	\$ 233,655	92%
Fund Balance 03/31/16		\$ 11,145,346			

Approved by the Local College Board on May 12, 2015

OFS 4/15/16

**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 - March 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	\$ 9,383,048		\$ 822,779	92%
B. Transfer-In from Student Activities Budget	614,086	460,565		153,522	75%
C. Miscellaneous Revenue		3,131		(3,131)	
Total Revenues	\$ 10,819,913	\$ 9,846,744		\$ 973,170	91%
Total Resources (Revenue & Fund Balance)					
		\$ 29,570,063			
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	\$ 379,380		\$ 200,447	65%
b. Operating Expenses	70,000	35,561	12,353	22,086	68%
Subtotal--General Operations	\$ 649,827	\$ 414,941	\$ 12,353	\$ 222,533	66%
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 115,997		\$ 122,239	49%
b. Utilities	116,698	55,915		60,783	48%
c. Security	184,733	119,545		65,188	65%
d. Custodial	44,880	5,016	6,447	33,417	26%
e. General Maintenance	92,815	54,014	29,116	9,685	90%
f. Insurance	10,000	5,684		4,316	57%
g. Network & Telecommunications	78,459	58,844	19,615		100%
Subtotal--Facility Operations	\$ 765,821	\$ 415,015	\$ 55,178	\$ 295,628	61%
3. Food Services					
a. Operating Subsidy	\$ 110,000	\$ 122,844	\$ 4,103	\$ (16,947)	115%
b. Equipment Maint. & Replacement	14,425	16,109	538	(2,222)	115%
Subtotal--Food Services	\$ 124,425	\$ 138,953	\$ 4,641	\$ (19,169)	115%
Total--Norfolk Student Center	\$ 1,540,073	\$ 968,909	\$ 72,172	\$ 498,992	68%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 580,618	\$ 350,478		\$ 230,140	60%
b. Operating Expenses	60,000	39,731	15,037	5,232	91%
Subtotal--General Operations	\$ 640,618	\$ 390,209	\$ 15,037	\$ 235,372	63%
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 134,443		\$ 103,793	56%
b. Utilities	125,485	73,680		51,805	59%
c. Security	155,281	87,447	67,834		100%
d. Custodial	48,108	6,337	16,684	25,087	48%
e. General Maintenance	92,815	68,892	16,300	7,623	92%
f. Insurance	7,000	6,239		761	89%
g. Network & Telecommunications	68,396	51,297	17,099		100%
Subtotal--Facility Operations	\$ 735,321	\$ 428,335	\$ 117,917	\$ 189,069	74%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Operating Subsidy	\$ 120,000	\$ 84,523	\$ 7,319	\$ 28,158	77%
b. Equipment Maint. & Replacement	4,600	3,240	281	1,079	77%
Subtotal--Food Services	\$ 124,600	\$ 87,763	\$ 7,600	\$ 29,237	77%
Total--Chesapeake Student Center	\$ 1,500,539	\$ 906,307	\$ 140,554	\$ 453,678	70%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 580,435	\$ 349,221		\$ 231,214	60%
b. Operating Expenses	60,000	14,502	11,477	34,021	43%
Subtotal--General Operations	\$ 640,435	\$ 363,723	\$ 11,477	\$ 265,235	59%
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 222,491		\$ 15,745	93%
b. Utilities	125,485	80,119		45,366	64%
c. Security	224,145	150,960	73,185		100%
d. Custodial	48,108	3,300	14,130	30,678	36%
e. General Maintenance	92,815	45,941	17,953	28,921	69%
f. Insurance	7,000	6,112		888	87%
g. Network & Telecommunications	81,626	61,220	20,407		100%
Subtotal--Facility Operations	\$ 817,415	\$ 570,143	\$ 125,675	\$ 121,598	85%
3. Food Services					
a. Operating Subsidy	\$ 96,000	\$ 89,127	\$ 5,747	\$ 1,126	99%
b. Equipment Maint. & Replacement	4,600	4,271	275	54	99%
Subtotal--Food Services	\$ 100,600	\$ 93,398	\$ 6,022	\$ 1,180	99%
Total--Portsmouth Student Center	\$ 1,558,450	\$ 1,027,264	\$ 143,174	\$ 388,013	75%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 704,605	\$ 366,577		\$ 338,028	52%
b. Operating Expenses	85,000	51,638	24,691	8,671	90%
Subtotal--General Operations	\$ 789,605	\$ 418,215	\$ 24,691	\$ 346,699	56%
2. Facility Operations					
a. Personnel	\$ 383,113	\$ 187,479		\$ 195,634	49%
b. Utilities	188,357	112,358		75,999	60%
c. Security	182,355	106,548	75,807		100%
d. Custodial	73,120	11,390	10,253	51,477	30%
e. General Maintenance	149,810	62,147	4,580	83,083	45%
f. Insurance	6,500	9,174		(2,674)	141%
g. Network & Telecommunications	84,659	63,494	21,164.75		100%
Subtotal--Facility Operations	\$ 1,067,914	\$ 552,590	\$ 111,805	\$ 403,519	62%
3. Food Services					
a. Operating Subsidy	\$ 235,597	\$ 149,193	\$ 10,109	\$ 76,295	68%
b. Equipment Maint. & Replacement	6,700	4,240	287	2,173	68%
Subtotal--Food Services	\$ 242,297	\$ 153,433	\$ 10,396	\$ 78,468	68%
Subtotal--Virginia Beach Student Center	\$ 2,099,816	\$ 1,124,238	\$ 146,892	\$ 828,686	61%
Total Expenditures	\$ 11,739,426	\$ 8,890,659	\$ 502,791	\$ 2,345,976	80%
III. Capital Maintenance Reserve	\$ 1,375,000	\$ 1,375,000		\$ -	100%
Fund Balance 03/31/16		\$ 19,304,404			

Approved by the TCC College Board on May 12, 2015

OFS 4/15/16

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

**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.
- C. **Miscellaneous Revenue** – Revenue generated from rental of student center facilities and other activities at the student centers.

II. EXPENDITURES

- A. **Bond Debt Service** – Principal and interest payments due on VCBA Pooled Bonds used to finance the student centers.
- 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- March 31, 2016

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 7,010,357			
I. Revenues					
A. Bookstore	\$ 1,800,000	\$ 1,440,339		\$ 359,661	80%
B. Vending					
1. Exclusive Beverage Contract	92,000	74,464		17,536	81%
2. Vending - CRH	40,000	30,879		9,121	77%
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	122,184		(52,184)	175%
F. Miscellaneous	3,000	84		2,916	3%
Total Revenues	\$ 2,031,000	\$ 1,697,494		\$ 333,506	84%
Total Resources (Revenue & Fund Bal.)		\$ 8,707,851			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 4,000	\$ 3,600		\$ 400	90%
2. Miscellaneous Expenses	3,000	110	880	2,010	33%
Subtotal - Operating Expenses	\$ 7,000	\$ 3,710	\$ 880	\$ 2,410	66%
B. Faculty & Staff Parking	\$ 392,230	\$ 338,692	\$ 53,538		100%
C. College Community Events	\$ 75,000	\$ 35,502	\$ 1,185	\$ 38,313	49%
D. Financial Aid Adjustments	\$ 14,000	\$ (13,687)		\$ 27,687	-98%
E. Auxiliary Service Operations					
1. Personnel	\$ 298,000	\$ 239,008		\$ 58,992	80%
2. General Operating Costs	20,500	3,051	465	16,984	17%
3. Equipment/Software/Installation	20,000			20,000	0%
4. StormCard Marketing	23,000	3,830	3,500	15,670	32%
Subtotal - Auxiliary Service Operations	\$ 361,500	\$ 245,889	\$ 3,965	\$ 111,646	69%
F. Community Support					
1. College Board	\$ 2,500	\$ 553		\$ 1,947	22%
2. President	27,000	5,664	598	20,738	23%
3. Vice Presidents and Directors					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	4,975	153	872	85%
b. Vice President for Finance	6,000	4,345	85	1,570	74%
c. Vice President for Information Systems	6,000	2,726	985	2,289	62%
d. Vice President of Institutional Advancement/ Executive Director of TCC Educational Foundation	6,000	939	177	4,884	19%
e. Vice President of Public Affairs & Communications	6,000	741	203	5,056	16%
f. Vice President for Student Affairs	6,000	814	261	4,925	18%
g. Vice President for Workforce Services	6,000	1,140	1,568	3,292	45%
h. Executive Director for TCC Real Estate Foundation/ Chief Operating Officer of Facilities	6,000	600	300	5,100	15%
i. Director of Institutional Effectiveness	6,000	369	187	5,444	9%
4. Campus Provosts					
a. Chesapeake	6,000	3,928	1,039	1,033	83%
b. Norfolk	6,000	2,477	1,169	2,354	61%
c. Portsmouth	6,000	1,959	1,241	2,800	53%
d. Virginia Beach	12,000	5,738	2,750	3,512	71%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
5. Community Outreach	37,000	17,948	1,989	17,063	54%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 154,000	\$ 54,916	\$ 12,705	\$ 86,379	44%
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 687	\$ 439	\$ 3,874	23%
2. Norfolk	5,000	4,075		925	82%
3. Portsmouth	5,000	2,989	1,403	608	88%
4. Virginia Beach	10,000	6,822	2,786	392	96%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 14,573	\$ 4,628	\$ 5,799	77%
Subtotal- Expenditures	\$ 1,028,730	\$ 679,595	\$ 76,901	\$ 272,234	74%
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	1,500		1,500	50%
5. Martin Luther King Scholarship	5,177	5,177			100%
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	23,551		28,219	45%
1. John T. Kavanaugh Scholarship	10,354			10,354	0%
c. Portsmouth	31,062	20,528		10,534	66%
d. Suffolk (Northern)	10,354	7,676		2,678	74%
e. Virginia Beach	93,186	93,637		(451)	100%
1. Stanley Waranch Scholarship	10,354	8,283		2,071	80%
2. Dorcas T. Helfant-Browning Scholarship	10,354	10,354			100%
3. Thomas H. Wilson Scholarship	10,354	10,354			100%
9. All-Virginia Academic First Team Award	4,000			4,000	0%
Subtotal - TCC Scholarships & Awards	\$ 397,606	\$ 243,530	\$ -	\$ 154,076	61%
Total Expenditures & Student Financial Assistance	\$ 1,426,336	\$ 923,125	\$ 76,901	\$ 426,310	70%
Fund Balance 03/31/2016		\$ 7,784,726			

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, 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 MARCH 31, 2016**

LOCALITIES	PLEGDED	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 4/15/16

Notes:

¹ City of Virginia Beach's share of site development costs 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	\$ 42,184,240	0.39%	\$ 13,590
03/31/16	\$ 45,022,866	0.55%	\$ 20,523
04/30/16			
05/31/16			
06/30/16			
TOTAL			\$ 127,610

OFS 4/15/16

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	0.35%	\$ 14,034,109
Towne Bank - Raymond James	0.69%	\$ 27,070,330
Commonwealth - LGIP	0.46%	\$ 906,437
Townebank CDARs	0.22%	\$ 3,011,990

TIDEWATER COMMUNITY COLLEGE BOARD

NOMINATING COMMITTEE REPORT

APRIL 11, 2016

The Nominating Committee of the Tidewater Community College Board met on April 11, 2016, in the Green District Administration Building in Norfolk.

Members Present:

Lee B. Armistead
John A. Piscitelli

John M. Murray (phone)
Terri N. Thompson

Members Absent:

None

Others Present:

Edna V. Baehre-Kolovani, President

Susan M. James, Special Assistant to the President & Chief of Staff

1. **Welcome and Call to Order**

Dr. Armistead, chair, determined the presence of a quorum and called the meeting to order at 3:35 p.m.

2. **Nomination of Officers**

Dr. Armistead reviewed the recent history of College Board chairs and vice chairs, noting that the board's *Policies and Procedures Manual w/ByLaws* stipulates that "...the Nominating Committee shall be sensitive to locality representation and board rotation..." in its deliberations to develop a slate of officers for 2016-18. He further noted that recent vacancies in board membership from the City of Portsmouth precluded nominating a member from that locality.

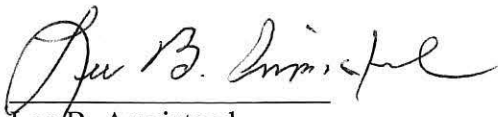
After some discussion, on a motion by John Murray, seconded by Terri Thompson, the committee voted unanimously to nominate John Piscitelli as board vice chair for a one-year term beginning July 1, 2016. Mr. Piscitelli's term on the College Board expires June 30, 2017.

On a motion by John Piscitelli, seconded by John Murray, the committee voted unanimously to nominate Terri Thompson as board chair for a two-year term beginning July 1, 2016.

3. **Adjournment**

There being no further business to come before the committee, Dr. Armistead adjourned the meeting at 3:49 p.m.

APPROVAL:



Lee B. Armistead
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING OF THE EXECUTIVE COMMITTEE

APRIL 22, 2016

The Executive Committee of the Tidewater Community College Board met on April 22, 2016, in the President's Conference Room at 121 College Place in Norfolk.

Members Present:

Lee B. Armistead
John D. Padgett

John A. Piscitelli (phone)
Terri N. Thompson

Members Absent:

John M. Murray

Others Present:

Edna V. Baehre-Kolovani, President & Secretary to the Board
Susan M. James, Special Assistant to the President & Chief of Staff &
Board Liaison

1. **Welcome and Call to Order**

Mr. Padgett, chair, determined the presence of a quorum and called the meeting to order at 3:35 p.m., thanking the members for attending.

2. **Discuss the President's Self-Evaluation**

At the invitation of Mr. Padgett, Dr. Kolovani reviewed her self-assessment attached. She addressed the 16 TCC Goals as they relate to the Chancellor's Objectives for the *Complete 2021* Goals. She provided information on stackable credentials, enrollment and its challenges, marketing strategies, and future plans. After further questions and discussions, the Executive Committee endorsed the assessment as presented.

3. **Review the College Board's Assessment (via Qualtrics) on the President's Performance**

Mr. Padgett referenced the summarized description of the board's assessment of the president's performance conducted via Qualtrics. After some discussion with the president, and, in accordance with section 2.2-3711(A) of the Code of Virginia, the Executive Committee moved to meet in closed session to review in detail the College Board's assessment of the president's performance. Dr. Baehre-Kolovani and Ms. James were excused from the meeting.

4. **Proposed Continuation of Presidential Housing Supplement for 2016.** In June 2013, the Executive Committee met and approved a \$25,000 housing supplement for a period of one-year retroactive from the date of initial eligibility. Subsequently, the Tidewater Community College Educational Foundation Board took action to fund the proposal and upon completion, the action was forwarded to the Chancellor for his final approval. Continuation of the presidential housing supplement for 2016 is due for renewal per Section 3.15.0.4 of the Virginia Community College System Policy Manual. In accordance with section 2.2-3711(A) of the Code of Virginia, the Executive Committee moved to meet in closed session to discuss the continuation of the Presidential Housing Supplement for 2016. Dr. Baehre-Kolovani and Ms. James were excused from the meeting.

The Executive Committee later concluded its closed session and reconvened the open session—only Ms. James returned to the meeting. A roll call vote was taken and all committee members were present certifying that to the best of each member's knowledge (I) only public business matters lawfully exempted from open requirements under the Freedom of Information Act and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Committee.

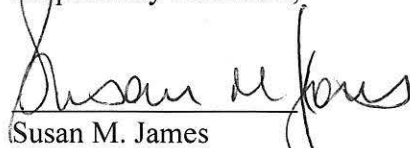
On a motion by Dr. Armistead, seconded by Ms. Thompson, the Executive Committee voted to accept the College Board's Assessment of the President's Performance as written and the Board Chair will provide a final evaluation letter to the Chancellor on the College Board's behalf.

On a motion by Dr. Armistead, seconded by Ms. Thompson, the Executive Committee voted unanimously to approve continuation of the \$25,000 housing supplement for a period of one-year. The Tidewater Community College Educational Foundation Board will formally act to fund the proposal and upon completion, the action will be forwarded to the Chancellor for his final approval. The action was taken with the understanding that it would be presented to the full College Board at its May meeting for information.

5. **Adjournment**

There being no further business to come before the Executive Committee, Mr. Padgett adjourned the meeting at 4:32 p.m.

Respectfully submitted,







Susan M. James
Special Assistant to the President &
Chief of Staff & Board Liaison


APPROVAL:





John D. Padgett
Chair

TIDEWATER COMMUNITY COLLEGE
Chancellor’s Goals Supporting Complete 2021 (AY 2016 – AY 2017)
President’s Self-Assessment
July 2015 through March 2016 (mid-year update)

Status Key:  Progressing as expected/completed  Progressing with issues  No progress  Not applicable



CONNECTION OBJECTIVE																
VCCS System-wide Goal: Increase VCCS fall admissions applications from 110,000 to 130,000 by 2017.																
Item	Status	TCC Goal	TCC Strategy	Assessment												
1a		Student Applications: Increase fall applications by 18.5% to 20,000 in Fall 2016, up from 16,880 in Fall 2014.	Complete Phase I (recruit-to-applicant) implementation of the Strategic Enrollment Management Plan (SEM) plan.	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Semester</th> <th style="width: 25%;">Applications</th> <th style="width: 50%;">Change from Baseline</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Fall 2014</td> <td style="text-align: center;">16,880</td> <td style="text-align: center;">Baseline</td> </tr> <tr> <td style="text-align: center;">Fall 2015</td> <td style="text-align: center;">16,205</td> <td style="text-align: center;">-4.0%</td> </tr> <tr> <td style="text-align: center;">Fall 2016</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Phase I will be completed with the purchase of the Salesforce CRM system together with the integration partnership. The President and Executive Staff approved the purchase of Salesforce in late 2015. Procurement process is underway with expected implementation in April 2016. 15 Action Registry items remain on the list for Phase I. Of those, six are in progress and nine will be initiated during the spring. 	Semester	Applications	Change from Baseline	Fall 2014	16,880	Baseline	Fall 2015	16,205	-4.0%	Fall 2016		
Semester	Applications	Change from Baseline														
Fall 2014	16,880	Baseline														
Fall 2015	16,205	-4.0%														
Fall 2016																


1b		<p>Recent High School Graduates: Increase fall applications by 18% to 4,675 in Fall 2016, up from 3,961 in Fall 2014.</p>	<p>Enhance marketing efforts at each campus and through career coaches.</p> <p>Improve career coach processes.</p>	<table border="1" data-bbox="1224 201 1890 453"> <thead> <tr> <th>Semester</th> <th>Public HS Applications</th> <th>Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>Fall 2014</td> <td>3,961</td> <td>Baseline</td> </tr> <tr> <td>Fall 2015</td> <td>2,999</td> <td>-23.3%</td> </tr> <tr> <td>Fall 2016</td> <td></td> <td></td> </tr> </tbody> </table> <p>Despite a 3.4% decrease this past year in the number of graduates from area public high schools, the conversion rate to enrollment, as shown below in item 2b, has improved by six percentage points.</p> <ul style="list-style-type: none"> Administered the VPT mathematics test to more than 1,000 rising juniors in 11 Virginia Beach Public Schools. Implemented a new, daily applicants and testing report, providing identification of students who need testing. December and June high school graduates visited the Portsmouth Campus and went through the admissions process. Dual Enrollment testing/application dates are currently being established. Advised and recruited First College students to continue pursuing their degree at TCC upon high school graduation. Created career coach webpage allowing parents and students to schedule appointments. 	Semester	Public HS Applications	Change from Baseline	Fall 2014	3,961	Baseline	Fall 2015	2,999	-23.3%	Fall 2016		
Semester	Public HS Applications	Change from Baseline														
Fall 2014	3,961	Baseline														
Fall 2015	2,999	-23.3%														
Fall 2016																
1c		<p>Military dependents and active duty: Increase fall applications by 18% to 4,550 in Fall 2016, up from 3,851 in Fall 2014.</p>	<p>Increase military-focused marketing efforts.</p> <p>Evaluate resources to develop and deliver programs for industry partners and the Navy's SkillBridge program.</p>	<table border="1" data-bbox="1224 1177 1890 1429"> <thead> <tr> <th>Semester</th> <th>Applications</th> <th>Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>Fall 2014</td> <td>3,851</td> <td>Baseline</td> </tr> <tr> <td>Fall 2015</td> <td>3,750</td> <td>-2.6%</td> </tr> <tr> <td>Fall 2016</td> <td></td> <td></td> </tr> </tbody> </table>	Semester	Applications	Change from Baseline	Fall 2014	3,851	Baseline	Fall 2015	3,750	-2.6%	Fall 2016		
Semester	Applications	Change from Baseline														
Fall 2014	3,851	Baseline														
Fall 2015	3,750	-2.6%														
Fall 2016																

			<p>Conduct a gap analysis between military training and industry requirements and collaborate with Workforce Solutions (WS) and Academics to develop non-credit courses leading to employability, certifications, and stackable credentials.</p>	<ul style="list-style-type: none"> • TCC is developing a marketing strategy that Identifies military-related students and industry high demand certifications and degrees that can be delivered through distance learning or hybrid courses. • A military focused TV ad campaign was implemented in 2015, and a digital focused military campaign will start in April for the summer and fall terms. • CMVE has completed the development of process maps for the Veterans National Employability and SkillBridge programs in collaboration with the Department of Energy, Pennsylvania State University, Commander Navy Region Mid-Atlantic, and the Fleet and Family Support Services Norfolk Virginia for the Solar Ready Vets program that has graduated 56 students. CMVE Military Contract Programs (MCP) is working with the Navy and industry partners to provide additional SkillBridge programs. • CMVE has been awarded four grants to conduct gap analysis between military training and industry requirements which include: VA Demonstration Grant for Information Technology, Advanced Manufacturing, Logistics, and Hospitality Industry which are in progress; Office of Naval Research STEM Fleet-forward Initiative to increase the employability of military-related individuals pursuing STEM-related careers; Chancellors Innovation Fund Grant to develop a database repository for completed gap analysis, military training, and industry requirements; and a Commercial Motor Operator Training Grant that conducts gap analyses for military heavy equipment operators to determine if complete commercial driver licensing (CDL) training or refresher training are required for issuance of a DMV Class A CDL.
--	--	--	--	---

ENTRY OBJECTIVE


VCCS System-wide Goal: Increase admissions application enrollment yield to 60% systemwide.


Item	Status	TCC Goal	TCC Strategy	Assessment												
2a		Admissions: Increase the fall semester application-to-enrollment yield to 60% in Fall 2016, up from a Fall 2014 yield of 44%.	Complete Phase II (applicant-to-enrollment) implementation of the Strategic Enrollment Management Plan (SEM) plan.	<table border="1" style="margin-bottom: 10px;"> <thead> <tr> <th>Semester</th> <th>Enrollment Yield</th> <th>Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>Fall 2014</td> <td style="text-align: center;">44%</td> <td style="text-align: center;">Baseline</td> </tr> <tr> <td>Fall 2015</td> <td style="text-align: center;">43%</td> <td style="text-align: center;">-1</td> </tr> <tr> <td>Fall 2016</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Three pilot projects to use NROC to prepare students for the VPT math test are targeted to start in spring 2016. Another pilot to use Pi — The Lost Function gaming software— is targeted to begin in April to prepare students for the VPT math exam. • As of January 2016, 167 Action Registry items were resolved and 73 Action Registry items remain In Phase II of the SEM. All remaining items were assigned to an Executive Staff Member. 	Semester	Enrollment Yield	Point Change from Baseline	Fall 2014	44%	Baseline	Fall 2015	43%	-1	Fall 2016		
Semester	Enrollment Yield	Point Change from Baseline														
Fall 2014	44%	Baseline														
Fall 2015	43%	-1														
Fall 2016																
2b		Recent High School Graduates: Increase the fall semester application-to-enrollment yield to 65% in Fall 2016, up from a Fall 2014 yield of 56%.	Improve career coach processes.	<table border="1" style="margin-bottom: 10px;"> <thead> <tr> <th>Semester</th> <th>Enrollment Yield</th> <th>Point Change</th> </tr> </thead> <tbody> <tr> <td>Fall 2014</td> <td style="text-align: center;">56%</td> <td style="text-align: center;">Baseline</td> </tr> <tr> <td>Fall 2015</td> <td style="text-align: center;">62%</td> <td style="text-align: center;">+6</td> </tr> <tr> <td>Fall 2016</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Scheduled HS students for orientation sessions before leaving high school. 	Semester	Enrollment Yield	Point Change	Fall 2014	56%	Baseline	Fall 2015	62%	+6	Fall 2016		
Semester	Enrollment Yield	Point Change														
Fall 2014	56%	Baseline														
Fall 2015	62%	+6														
Fall 2016																

				<ul style="list-style-type: none"> Implemented Summer Call campaign for those applied but not enrolled. 												
2c		<p>Military dependents and active duty: Increase the fall semester application-to-enrollment yield to 60% in Fall 2016, up from a Fall 2014 yield of 46%.</p>	Military-focused marketing and employability programming.	<table border="1"> <thead> <tr> <th>Semester</th> <th>Enrollment Yield</th> <th>Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>Fall 2014</td> <td>46%</td> <td>Baseline</td> </tr> <tr> <td>Fall 2015</td> <td>47%</td> <td>+1</td> </tr> <tr> <td>Fall 2016</td> <td></td> <td></td> </tr> </tbody> </table> <p>Efforts are detailed above in item 1c.</p>	Semester	Enrollment Yield	Point Change from Baseline	Fall 2014	46%	Baseline	Fall 2015	47%	+1	Fall 2016		
Semester	Enrollment Yield	Point Change from Baseline														
Fall 2014	46%	Baseline														
Fall 2015	47%	+1														
Fall 2016																

PROGRESSION OBJECTIVES


VCCS System-wide Goal: Increase overall VCCS Fall-to-spring Retention to 71% systemwide.
 Increase overall VCCS Fall-to-fall Retention to 60% systemwide.

Item	Status	TCC Goal	TCC Strategy	Assessment												
3a		<p>Fall-to-spring Retention: Increase fall-to-spring retention to 71% in AY 2017, up from 67% in AY 2015.</p>	Initiate Phase III (student-to-graduate) of the Strategic Enrollment Management Plan (SEM) plan.	<table border="1"> <thead> <tr> <th>Semester</th> <th>Retention Rate</th> <th>Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>Fall 2014</td> <td>67%</td> <td>Baseline</td> </tr> <tr> <td>Fall 2015</td> <td>68%</td> <td>+1</td> </tr> <tr> <td>Fall 2016</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> As part of SEM Phase III, an assessment of online services was completed in preparing the SACSCOC report. The compliance audit indicated sufficient services. 	Semester	Retention Rate	Point Change from Baseline	Fall 2014	67%	Baseline	Fall 2015	68%	+1	Fall 2016		
Semester	Retention Rate	Point Change from Baseline														
Fall 2014	67%	Baseline														
Fall 2015	68%	+1														
Fall 2016																


				<ul style="list-style-type: none"> • Student center co-curricular programming aligned with general education competencies: Campus inventory of success programming and services completed; co-curricular learning outcomes identified; process for campus programming alignment with outcomes to be completed by May. • Career services topic selected for accreditation quality enhancement plan (QEP); learning outcomes identified; strategies identified; currently working on implementation milestones; institutional capacity and budget. 												
3b		<p>Fall-to-fall Retention: Increase fall-to-fall retention to 60% in AY 2017, up from 41% in AY 2015.</p>	Initiate Phase III (student-to-graduate) of the Strategic Enrollment Management Plan (SEM) plan.	<table border="1" data-bbox="1226 555 1890 808"> <thead> <tr> <th>Base Semester</th> <th>Retention Rate¹</th> <th>Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>Fall 2013</td> <td>41%</td> <td>Baseline</td> </tr> <tr> <td>Fall 2014</td> <td>42%</td> <td>+1</td> </tr> <tr> <td>Fall 2016</td> <td></td> <td></td> </tr> </tbody> </table> <p>¹ This retention rate does not use the IPEDS calculation methodology; TCC's official IPEDS retention rate is 50% (60% for full-time students and 38% for part-time students).</p> <p>Assessment is addressed above in the fall-to-spring retention section.</p>	Base Semester	Retention Rate ¹	Point Change from Baseline	Fall 2013	41%	Baseline	Fall 2014	42%	+1	Fall 2016		
Base Semester	Retention Rate ¹	Point Change from Baseline														
Fall 2013	41%	Baseline														
Fall 2014	42%	+1														
Fall 2016																

COMPLETION OBJECTIVES


VCCS System-wide Goal: Increase the overall annual associate degrees, certificates, and career studies certificates (CSC) by 6,000 over FY 2015.

Item	Status	TCC Goal	TCC Strategy	Assessment												
9		<p>Credit-based Awards: Increase total awards by 19% to 5,065 by AY 2017, up from 4,250 in AY 2015.</p>	<p>TCC will initiate Phase III (student-to-graduate) of the Strategic Enrollment Management Plan (SEM) plan, continue the efforts captured in the Student Success Plan, develop the college’s quality enhancement plan (QEP) which focuses on career pathways, and implement a stackable credential strategy.</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">AY Year</th> <th style="text-align: center;">Awards</th> <th style="text-align: center;">Change from Baseline</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2014-2015</td> <td style="text-align: center;">4,250</td> <td style="text-align: center;">Baseline</td> </tr> <tr> <td style="text-align: center;">2015-2016</td> <td style="text-align: center;">Not yet available</td> <td></td> </tr> <tr> <td style="text-align: center;">2016-2017</td> <td></td> <td></td> </tr> </tbody> </table> <p>Phase III Strategies completed include the following:</p> <ul style="list-style-type: none"> • Guided Pathways concept launched at TCC: 9 Meta-majors identified, programs aligned with meta-majors, and Draft Pathways definitions drafted and being operationalized. • A college-wide Class Scheduling policy and procedure is under review. • Stackable Program definition implemented: completed in 12 mos. or less, financial aid eligible, requires sufficient skills/competencies for employment, content is 100% applicable to a higher credential. • 96% of TCC aligned with Stackable Program definition (up from 50%); review showed 456 students in SIS that have completed all program requirements but did not apply for graduation. 	AY Year	Awards	Change from Baseline	2014-2015	4,250	Baseline	2015-2016	Not yet available		2016-2017		
AY Year	Awards	Change from Baseline														
2014-2015	4,250	Baseline														
2015-2016	Not yet available															
2016-2017																

VCCS System-wide Goal: Collect college-generated baseline information on top business-demanded industry certifications and licenses offered at each college and college-generated evidence of the number of students earning the intended industry certification or license as a numeric value and as a percent of students who complete noncredit training in preparation for the industry certification or license. (Year 1)



Item	Status	TCC Goal	TCC Strategy	Assessment									
10		<p>Baseline Data Collection: Conduct a college-wide audit of the number of students currently earning industry certifications or licenses. In addition, an inventory (credit and non-credit programs) of industry certifications or licenses that have the potential to be incorporated into a program will be conducted.</p>	<p>Conduct a college-wide audit of the number of students currently earning industry certifications or licenses. The college will also conduct an inventory of industry certifications that have the potential to be incorporated into a program.</p>	<table border="1" data-bbox="1226 456 1892 654"> <thead> <tr> <th data-bbox="1226 456 1444 545">Fiscal Year</th> <th data-bbox="1444 456 1667 545">Certifications</th> <th data-bbox="1667 456 1892 545">Change from Baseline</th> </tr> </thead> <tbody> <tr> <td data-bbox="1226 545 1444 597">2015-2016</td> <td data-bbox="1444 545 1667 597">1,099²</td> <td data-bbox="1667 545 1892 597">Baseline</td> </tr> <tr> <td data-bbox="1226 597 1444 654">2016-2017</td> <td data-bbox="1444 597 1667 654"></td> <td data-bbox="1667 597 1892 654"></td> </tr> </tbody> </table> <p>² as of March 29, 2016</p> <ul data-bbox="1161 721 1953 1109" style="list-style-type: none"> • 135 industry credentials have been approved by VCCS for credit and non-credit programs at TCC. Of the 135 currently approved credentials, 107 (79%) are offered for credit. The remaining are offered for credit/non-credit or non-credit. • An additional 206 industry credentials have been submitted to VCCS and are waiting for approval. This completes the inventory review. • 189 students have been verified with credentials and entered into SIS; another 910 students have verified credentials but are not entered into SIS (waiting on credential approval from VCCS and subsequent code assignment in SIS). 	Fiscal Year	Certifications	Change from Baseline	2015-2016	1,099 ²	Baseline	2016-2017		
Fiscal Year	Certifications	Change from Baseline											
2015-2016	1,099 ²	Baseline											
2016-2017													

VCCS System-wide Goal: Increase the number and percent of students for which the college obtains evidence of industry certification or license completion systemwide (Year 2). *To be determined by baseline data collected in year 1.


Item	Status	TCC Goal	TCC Strategy	Assessment
11		Industry Certification or License Completion: To be addressed in AY 2017.	N/A	N/A

AFFORDABILITY AND SUSTAINABILITY OBJECTIVES


VCCS System-wide Goal: Secure resources for an outcomes-based funding formula for workforce credentials.


Item	Status	TCC Goal	TCC Strategy	Assessment
12		Non-credit Performance-based funding: Support VCCS non-credit performance-based funding efforts.	Support the VCCS efforts to secure a funding stream for non-credit workforce credential training. Once funding has been established, TCC will develop a plan for implementing in FY 2017.	The Virginia Workforce Credential Bill (HB66 & SB576) was signed into law. TCC Workforce Services has identified which non-credit programs will be available for the new funding mechanism that will be administered through SCHEV in FY 2017.
13		Resource Development: Increase funding for TCC workforce credential programs.	TCC will develop a plan that coordinates efforts between Workforce Solutions (WS) and Institutional Advancement (IA) to secure resources for expanding workforce credentials.	Both WS and IA have completed and begun implementation of division mission plans, both of which include initiatives to collaborate with each other. IA is currently working with WS to determine unmet needs for the upcoming giving campaign.

VCCS System-wide Goal: Secure funding for philanthropic and other investments for year 2 of the Rural Virginia Horseshoe Initiative (RVHI).

Item	Status	TCC Goal	TCC Strategy	Assessment
14		RVHI: TCC is not in the RVHI.	N/A	N/A

VCCS System-wide Goal: Identify and implement efficiencies in college and system office operations.

Item	Status	TCC Goal	TCC Strategy	Assessment
15		<p>Improve efficiencies in TCC operations: Improve efficiencies in finance, travel and approval reimbursement, financial aid, human resources, and administration.</p>	<p>Through an ongoing process of operation and procedure mapping that parallels the SEM plan, the college will identify where efficiencies in operations can be improved.</p>	<ul style="list-style-type: none"> • A new Student Refund processing schedule has been adopted by Central Financial Aid and the Student Financials department to optimize efficiency in reconciliations and refund processing. • A new nVision report is being moved to Production to enable better, more efficient reporting for the monthly Revenue Report. • The Image Now scanning software has been implemented to track the daily deposits in the Business Offices. This process enables better tracking and supports a paperless process. • With the cooperation of the StormCard and OIS teams, transitioned on-line deposits from NetCardManager to Get Funds. (Check to see if this happened—Bridget) • To implement Financial Aid and Registration integration, proposals have been approved for the next phase (Cost Benefit Analysis). Review of this step will occur in February or March. • The Procurement SMART form is live and published on the website. A demo of the tool was scheduled for Executive Staff on January 21, 2016. Testers have been selected and testing will be conducted. A crosswalk of NIGP Commodity Codes, AIS Account Codes, and Procurement Transaction Type was developed and will be published on the website. These tools will be presented to system office staff and other community college staff attending the Procurement Shared Services Workgroup. • TCC's travel approval and reimbursement system has been developed as a robust and scalable program that can be applied to all VCCS colleges without additional investment. • TCC launched on-boarding tool from VCCS for all new employees in Nov. 2015; to date, 17 new hires have been on-boarded through the new system. All 17 new hires were full-time employees. HR plans to use the system to onboard

				adjunct faculty (targeting the summer session) and wage employees, as well as all full-time employees.
16		VCCS System-wide efficiency improvement: Plan and initiate system-wide shared services.	TCC will work with the System Office to plan and initiate system-wide shared services.	TCC staff have participated in System Office planning for the initial implementation of the system-wide shared services model. In addition, TCC staff presented to the VCCS the college's travel approval and reimbursement system which has been developed in-house as a robust and scalable program that can be applied to all VCCS colleges without additional investment.

OIE 04/01/16