

TIDEWATER COMMUNITY COLLEGE BOARD

SEPTEMBER 13, 2016

4:00 P.M.

GREEN DISTRICT ADMINISTRATION BUILDING
NORFOLK

TERRI N. THOMPSON, 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 – (20 min.)**

“Accreditation Quality Enhancement Plan (QEP)”

Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice President for
Information Systems

&

Lisa B. Rhine, Provost, Chesapeake Campus

3. **Adoption of Consent Agenda** (Board Member(s) may make request(s) to move item(s) from the Consent Agenda that requires further discussion later in the meeting). (Board approves motion to adopt the consent agenda).
4. **Approval of Action Item(s) on Consent Agenda** (All item(s) under the Consent Agenda are enacted by one motion).
 - a. Previous Meeting Minutes #291 for May 10, 2016 and #292 for August 11, 2016
 - b. Proposed Associate of Applied Science Degree in Mechanical Engineering Technology
 - c. Proposed Associate of Fine Arts Degree in Music
 - d. Proposed Career Studies Certificate in Inside Machinist
 - e. Re-write of the Crisis and Emergency Management Plan (CEMP)
5. **Report on Information Item(s) – (15 min.)**

Curriculum & Student Development Committee – Dwight M. Parker, Chair

- a. Workforce Programming

Finance & Facilities Committee – Mr. John Murray, Chair

- a. Routine Financial Statements for Month Ending July 31, 2016
- b. Audit Report for Year Ended June 30, 2015
- c. Final Budget Report for 2015-16
- d. 2016-17 State Operating Budget
- e. Auxiliary Services Update
- f. Capital Projects Update

Advocacy Committee – Ms. Linda D. Ridenour, Chair

- a. None

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

7. President's Report – *(15 min.)*

- a. New Marketing Campaign
- b. Preliminary Analysis of Fall Enrollment (w/Mr. Aasen)
- c. SACSCOC Accreditation Update
- d. Opportunity Inc. Youth Council
- e. Sanyal Biotechnology

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

- a. Annual Meeting of the State Board

9. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 291

MAY 10, 2016

Meeting number two hundred and ninety-one of the Tidewater Community College Board was held on Tuesday, May 10, 2016, in the TCC Regional Workforce Solutions Center in Suffolk.

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

Members Absent: Connie A. Meyer Dwight M. Parker
Jared U. Turner

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness
Matthew J. Baumgarten, Executive Director for Real Estate
Development/Chief Operating Officer of Facilities
Felicia W. Blow, Vice President for Institutional Advancement & Executive
Director of Educational Foundation
Jeffrey S. Boyd, Provost of Norfolk Campus
Christine Damrose-Mahlmann, Chair of President's Advisory & Planning
Council
Daniel T. DeMarte, Vice President for Student Learning & CAO
Latesha D. Johnson, Senior Administrative Assistant
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

1. Welcome and Call to Order

Mr. Padgett, chair, determined the presence of a quorum and called the meeting to order at 4:30 p.m.

D R A F T

2. Program Highlight

Dr. Baehre-Kolovani invited Vice President McCray and Dr. Michael Ireland, Executive Vice President of Acoustical Sheetmetal Incorporated & Workforce Solutions Business Advisory Council Chairman, to present the program highlight which focused on “Preparing the 21st Century Workforce.”

With an influx of nearly 21 percent of the Virginia workforce expected to retire within the next 10 years, industries are projecting major shortfalls in qualified applicants to fill in-demand jobs. TCC is strategically poised to prepare the workforce by developing partnership and seeking grants and other funding solutions to provide requisite training and credential attainment. Funding sources such as the Workforce Credentials Fund (\$19 million), Incumbent Worker Fund (\$1 million), SNAP – ET (\$3.4 million), and FANTIC (\$135,000) coupled with internal/external partnerships, and relevant, innovative training, fosters an environment of proactive planning to support the Commonwealth. As ambassadors, the Workforce Solutions (WFS) Business Advisory Council actively engages business/industry leaders to ensure relevancy and provide independent assessment of the WFS programs and needs to set measurable and responsive goals. Employees’ entering/re-entering the workforce are provided training through various delivery methods that are relevant to their success and employability in support of the labor market. Mr. Padgett thanked the presenters for the insight.

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 Mr. Murray, seconded by Mr. Piscitelli, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to Tabs 4a through 4h of the meeting packet, the board approved Meeting Minutes #290 for March 8, 2016; Proposed Program Discontinuance of Career Studies Certificate in Infant and Toddler Care; Proposed Career Studies Certificate in Pipefitting; Proposed Specialization in Professional Communication Stackable to the AS General Studies; Proposed 2016-17 Business and Industry Advisory Committees; Proposed 2016-17 Local Fund Accounts Budgets; Resolutions Honoring Lee B. Armistead and the late James R. Jackson (attached), and the Proposed 2016-17 Board Meeting Schedule (attached).

5. Information Item(s)

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

a. Mr. Piscitelli indicated that his committee had no action or information items to report.

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

- a. Routine Financial Statements for Month Ending March 31, 2016. At the invitation of Mr. Murray and referring to Tab 5a of the meeting packet, Ms. Milloy noted that the financial reports are as projected. The average yield on investments of \$45 million was 0.55%, yielding \$20,523 in interest for the month of March.
- b. Performance Based Funding Model for FY17. Ms. Milloy noted that the VCCS will transition to a Performance Based Funding Model in FY17. As such, the 23 institutions will receive their respective share of funding based on the outcome of 15 performance measures of student success. Using the categories of “Entry, Retention & Progression, and Completion,” the colleges will earn points based on weighted number of successful students. The greater number of successful students will result in more points earned and the colleges will compete against each other based on the total points earned. The “Completion” category has a higher point value (1.0-1.5) of all the categories.
- c. Capital Projects Update. At the invitation of Mr. Murray, Mr. Baumgarten gave a report of the remaining capital project. The Chesapeake Campus Parking Garage is on schedule for completion in fall 2016.

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

- a. Committee Report. Ms. Thompson stated that her committee has completed its action items for the year and that they are working on talking points for the City Council that will be shared at a later date.

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

Nothing to report.

7. President’s Report

- a. Enrollment Update w/Mr. Aasen. Using a PowerPoint to frame his discussion, Mr. Aasen provided an update on the spring 2016 enrollment. While FTE enrollment was near 15,000, headcount was -7.8%. The trend continues to show slight fluctuations between 2014-15 and 2015-16. The summer and fall 2016 enrollments are projected to be -6.6% FTE enrollment with a headcount of -7.8% and -2.2% FTE enrollment and a +0.1% headcount, respectively.
- b. Update on Data Breach. Dr. Baehre-Kolovani described the steps taken subsequent to the data breach. Of note, she immediately conducted campus meetings and included a live-stream to facilitate greater awareness of the situation, steps taken, and plans for improvement. The college community was provided with resources to assist them seamlessly through the process and an incident management team established sites, contacted outside resources, and communicated time-sensitive information and directions to TCC employees to facilitate ease in the aftermath.

D R A F T

- c. Approved Grants. TCC was awarded \$661,137 in FY16, and has been allocated \$669,799 for FY17 through the Department of Education's Carl D. Perkins Grant. This funding has been used to launch new programs such as Mechatronics, and new initiatives such as: the Apprenticeship Institute, expansion of existing programs in Diesel Technology, Welding, and to fund program activities in the Women's Center.

Since FY14, the college has received the Commercial Motor Vehicle Safety Training Grant from the Department of Transportation in the amount of \$307,150. To support the partnership between with the CSC Truck Driving program, the Suffolk Commercial Driving Range, and with the support of the Commercial Motor Vehicle Operator Safety Training (CMVOST) program, TCC provided \$76,788 in required non-federal matching funds. As a result, 49 military-related students have enrolled in the CSC Truck Driving program and received employment assistance upon completion. The graduation rate for the program participants is 80% and the job placement rate is 70%. Bank of American has made a verbal commitment to support the required match for the CMVOST grant.

- d. TCC Major Gifts Campaign. To support unmet needs ranging from capital projects to scholarships totaling about \$18.5 to \$19.5 million, the staff plans to embark on a major gifts campaign starting in 2016 through January 2017. They will work with a feasibility consultant to assess and prioritize the list of activities and work collaboratively as a unit that includes an Executive Cabinet, the development team, and the Office of Grants and Sponsored Programs to execute the plan.

8. Chair's Report & Announcements

- a. Report of Board Nominating Committee. Directing the board's attention to Tab 8a of the meeting packet, Mr. Padgett invited Dr. Armistead to give the report of the Nominating Committee. The committee, comprised of Ms. Thompson, Mr. Murray, Mr. Piscitelli, and Dr. Armistead as chair, met on April 11, 2016 to develop a slate of officers for 2016-18.

The Committee voted unanimously to advance Terri Thompson to a two-year term as Board Chair and John Piscitelli to a one-year term as Board Vice Chair as his term on the board expires in 2017; both terms will commence on July 1, 2016. Dr. Armistead invited discussions, of which, there were none. On a motion by Mr. Murray, seconded by, Ms. Ridenour, the board elected the slate of officers.

- b. Executive Committee Report. Referring to Tab 8b of the meeting packet, Mr. Padgett noted that the Executive Committee met on April 22, 2016 to discuss the President's Self-Evaluation; review the College Board's Assessment of the President's Performance, and discuss Continuation of the Presidential Housing Supplement. Considering the components noted on the president's performance, Mr. Padgett will submit a signed evaluation letter to the Chancellor for consideration.
- 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

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Beach Campus. Mr. Padgett encouraged his board colleagues to attend the Joint Board Program—it's the one time of year when all the boards get together for fellowship and to welcome and bid farewell to each other appropriately.

9. Adjournment

There being no further business to come before the board, Mr. Padgett adjourned the meeting at 6:27 p.m.

Respectfully submitted,



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

APPROVAL

Terri N. Thompson
Chair

D R A F T



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

MEETING NO. 292

AUGUST 11, 2016

Meeting number two hundred and ninety-two of the Tidewater Community College Board was held on Thursday, August 11, 2016, in the Portsmouth Campus Student Center. The meeting constituted the board's 2016-17 work session. Terri N. Thompson, Board Chair, presided.

Members Present: Edna V. Baehre-Kolovani Cynthia (Cindy) S. Free
Connie A. Meyer John M. Murray
John D. Padgett Dwight M. Parker
John A. Piscitelli Linda D. Ridenour
Terri N. Thompson

Members Absent: James (Jay) N. Lucado

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice
President for information Systems
Matthew J. Baumgarten, Executive Director for Real Estate
Development/COO of Facilities
Jeffrey S. Boyd, Provost of Norfolk Campus
Christine Damrose-Mahlmann, Former Chair of President's Advisory &
Planning Council
Daniel T. DeMarte, Vice President for Academic Affairs & CAO
Jeannetta Hollins, Chair of College Administrative Association
Susan M. James, Special Assistant to the President & Chief of Staff
Sarah Elizabeth (Beth) Lunde, Associate Vice President for Human
Resources
Corey L. McCray, Vice President for Workforce Solutions
Monica McFerrin, Chair of College Faculty Senate
Bruce J. Meyer, TCC Alumni
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 and Communications
Michelle W. Woodhouse, Provost of Portsmouth Campus

1. **Welcome and Call to Order**

Ms. Thompson, chair, determined the presence of a quorum and called the meeting to order at 4:05 p.m.

D R A F T

2. Discuss Purpose of Work Session

Ms. Thompson stated that the purpose of the work session was to focus on the board's role and effective communication as advisory board members representing the respective municipalities, and to reach consensus on the board goals for 2016-17 within the context of the college's strategic plan.

- a. Discuss Proposed 2016-17 College Board Working Priorities. Directing the board's attention to Tab 2a of the meeting packet, Ms. Thompson provided an overview of the board's working priorities and addressed its importance relative to the college's priorities.
- b. Adopt 2016-17 College Board Working Priorities—As Discussed. After some discussion on enrollment and student success, on a motion by Mr. Parker, seconded by Mr. Padgett, the board approved the 2016-17 College Board Working Priorities attached.

3. 2016-17 Committee Assignments

- a. Review 2016-17 Standing Committees. Ms. Thompson referred to Tab 3a of the meeting packet and addressed the compilation of the 2016-17 Standing Committees attached. She noted that the committee assignments were developed with consideration given to board members and what was in the best interest of the board.

4. Highlight Contents of Information Packet

Referring to items 4a and 4b, namely, the 2015-16 Meeting Schedule and the 2015-16 Board Membership in the information packet, Ms. Thompson asked the board to make note of the contents and to contact Ms. James if changes were required.

Ms. Thompson invited Mr. Aasen to provide updates on the accreditation visit noted in item 4c in the information packet. Planning for the SACSCOC Ten-Year Accreditation Reaffirmation started in early 2014 with the development of a Quality Enhancement Plan (QEP) Steering Committee charged to develop a comprehensive plan to advance the quality of the college's educational programming. Other components of the reaffirmation timeline mandated the ten-year Compliance Certification Report that was due in February 2016; a QEP and Focused Compliance Certification Report for August 2016; the SACSCOC on-site visit in October 2016; response to the on-site visit report in December 2016, and ultimately, reaffirmation of accreditation in July 2017. The on-site committee visit is scheduled for October 17-20 with visits to the four TCC campuses and some of its Centers.

5. President's Report

- a. Updates on Temporary Organizational Assignments. Dr. Baehre-Kolovani addressed some strategic changes among her Executive Staff. Notably, Dr. Summers continuing in his interim role as Vice President for Student Affairs; Mr. Aasen serving as Interim Vice President for Information Systems, and Dr. Toscano as the Acting Vice President of Advancement in Ms. Blow's departure to the VCCS.

D R A F T

- b. Update on 2016-17 Institutional Priorities w/Mr. Aasen. At the invitation of Dr. Baehre-Kolovani, Mr. Aasen outlined the 2016-17 Institutional Priorities. With Student Success as goal one on TCC's institutional priorities, Mr. Aasen highlighted how the Strategic Enrollment Management Plan and the VCCS Strategic Plan: *Complete 2021* intersect to support both initiatives. Work on the college's institutional priorities are supported by central themes tied to advising, Strategic Enrollment Management, guided pathways, the Quality Enhancement Plan, and co-curricular competencies. The collective collaboration helped to launch the redesign initiative for FY 2017.
- c. Changes to Role of State Board Liaison. Dr. Baehre-Kolovani announced that the VCCS decided to abandon the board liaison roles for its 23 community colleges due to various conflicts in the past. The change became effective on July 1, 2016.
- d. College Convocation. Dr. Baehre-Kolovani invited the board to join her at the college convocation on Friday, August 19th at 9:00 a.m. in the Roper Performing Arts Center.
- e. Update on TCC's Major Gifts Campaign. The college contracted with the Armistead Group to conduct a feasibility study on raising \$20 million for the TCC Major Gifts Campaign. As such, portions of the funds will support the hotel management program in Virginia Beach, the Regional Automotive Center and the Culinary Arts program expansions in addition to other initiatives.

6. Chair's Report & Announcements

Ms. Thompson reminded the board of its next regularly scheduled meeting on September 13th at 4:00 p.m. in the Green District Administration Building.

7. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 5:00 p.m. and the board and college staff assembled for dinner and fellowship.

Respectfully submitted,



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

APPROVAL

Terri N. Thompson
Chair of the Board

D R A F T

TIDEWATER COMMUNITY COLLEGE BOARD

2016-17 WORKING PRIORITIES

1. Improve communication and strategic engagement among board members and the college leadership.
2. Support the TCC Educational Foundation in the 2016-17 Major Gifts Campaign as champions for the cause. Through your connections and personal giving, help to build the TCC network of individuals and businesses with philanthropic aspirations toward TCC's interests. Continue Board Member philanthropic engagement in support of contributions to the Educational Foundation.
3. Support the college's heightened focus on Student Success and the VCCS's commitment to *Complete 2021, to lead the Commonwealth in the education of its people by tripling the number of credentials awarded for economic vitality and individual prosperity*, the larger strategic direction for Virginia's Community Colleges.
4. Support the 2016-17 Institutional Priorities of the College's 2013-2018 Strategic Plan.

TIDEWATER COMMUNITY COLLEGE BOARD

2016-17 STANDING COMMITTEES

Executive Committee

Terri N. Thompson, Board Chair
John A. Piscitelli - Board Vice Chair
John M. Murray, Chair – Finance & Facilities Committee
Dwight M. Parker, Chair – Curriculum & Student Development Committee
Linda D. Ridenour, Chair – Advocacy Committee
Edna V. Baehre-Kolovani, President (*ex officio*)
Susan M. James, Special Assistant to the President & Chief of Staff (*board liaison & staff support*)

Finance & Facilities Committee

John M. Murray, Chair
John D. Padgett
James (Jay) N. Lucado
Terri N. Thompson, Board Chair (*ex officio*)
Edna V. Baehre-Kolovani, President (*ex officio*)
Phyllis F. Milloy, Vice President for Finance (*staff liaison*)
Matthew J. Baumgarten, Executive Director for Real Estate Development & COO of Facilities (*staff liaison*)

Curriculum & Student Development Committee

Dwight M. Parker, Chair
John A. Piscitelli
Connie A. Meyer
Terri N. Thompson, Board Chair (*ex officio*)
Edna V. Baehre-Kolovani, President (*ex officio*)
Daniel T. DeMarte, Vice President for Academic Affairs & CAO (*staff liaison*)
Michael D. Summers, Interim Vice President for Student Affairs (*staff liaison*)
Corey L. McCray, Vice President for Workforce Solutions (*staff liaison*)

Advocacy Committee

Linda D. Ridenour, Chair
Cynthia (Cindy) S. Free
Terri N. Thompson, Board Chair (*ex officio*)
Edna V. Baehre-Kolovani, President (*ex officio*)
James P. Toscano, Vice President for Public Affairs and Communications (*staff liaison*)

Educational and Real Estate Foundation Board Representatives

Terri N. Thompson, TCCEF & John D. Padgett, TCCREF

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 13, 2016

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Proposed Associate of Applied Science Degree in
Mechanical Engineering Technology

BACKGROUND:

At the request of Tidewater Community College (TCC) Business and Industry Advisory Committee for the Industrial Technology program, TCC proposes to offer the following new Associate of Applied Science (A.A.S.) Degree beginning fall semester 2017, pending VCCS and SCHEV approval:

- Mechanical Engineering Technology

The proposed A.A.S. in Mechanical Engineering Technology prepares graduates for immediate entry to the workforce in the fields of mechanical engineering technology, mechanical design, manufacturing, and ship repair in settings such as industrial laboratories, shipyards and maintenance organizations in the public or private sector, governmental and military commands, or in bureaus that support mechanical engineers, superintendents of maintenance, and program managers.

In addition, graduates wishing to pursue a bachelor's degree in MET will be well-positioned to transfer to a four-year college or university. College faculty from TCC and Old Dominion University (ODU), the primary transfer destination of TCC graduates, have collaborated on the proposed curriculum to ensure graduates of TCC will be considered juniors upon transfer to ODU.

STAFF RECOMMENDATION:

That the College Board approves the A.A.S. in Mechanical Engineering Technology.

STAFF LIASON:

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

PROPOSED ASSOCIATE OF APPLIED SCIENCE DEGREE:

Mechanical Engineering Technology

At the request of the Tidewater Community College (TCC) Business and Industry Advisory Committee for the Industrial Technology program, TCC proposes an Associate of Applied Science (A.A.S.) Degree in Mechanical Engineering Technology (MET) beginning fall semester 2017.

The proposed A.A.S. in MET prepares graduates for immediate entry to the workforce in the fields of mechanical engineering technology, mechanical design, manufacturing, and ship repair in settings such as industrial laboratories, shipyards and maintenance organizations in the public or private sector, governmental and military commands, or in bureaus that support mechanical engineers, superintendents of maintenance, and program managers.

In addition, graduates wishing to pursue a bachelor's degree in MET will be well-positioned to transfer to a four-year college or university. College faculty from TCC and Old Dominion University (ODU), the primary transfer destination of TCC graduates, have collaborated on the proposed curriculum to ensure graduates of TCC would be considered juniors upon transfer to ODU.

The proposed program is four semesters in length and assumes a fall semester start, allowing students attending full-time to complete the program at the end of the spring semester less than two calendar years later. Students attending under a part-time status may take up to six years to complete the program, depending upon the number of credit hours they enroll in during each semester. All courses in the proposed program are in the VCCS Master Course File and all, except for one, are currently offered at TCC.

Labor Market Outlook

According to the United States Bureau of Labor Statistics (2016)¹, the Mechanical Engineering Technicians occupation generated 48,400 jobs in 2014 with a median pay in 2015 of \$53,910 (or \$25.92 per hour). Per the Bureau, the need for mechanical engineering technicians nationally is expected to grow by 2% between 2014 and 2024. EMSI (2016)² projects that, between 2016 and 2026, the need for Mechanical Engineering Technicians will grow by 11.2% in TCC's service region. This growth is 35% greater than the predicted national average.

The Virginia Employment Commission (2016)³ reported that there were 44 job openings advertised online in Virginia for Mechanical Engineering Technicians in April 2016. Half of these positions (50%) required the minimum of an associate's degree. The same source (VEC) also reported that there were 20,280 job openings for Architecture and Engineering Occupations, a related occupational group, in April 2016. Further, according to the VEC,

¹ Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Employment and Wages, 2014-15 Edition*, Mechanical Engineering Technicians, on the Internet at <http://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm> (visited June 2, 2016).

² EMSI (report generated on 6/28/2016).

³ Virginia Labor Market Information, Virginia Employment Commission, on the Internet at <https://data.virginialmi.com/vosnet/analyzer/results.aspx?session=jobocc> (visited June 2, 2016).

the May 2014 estimated median annual wage for Mechanical Engineering Technicians in Virginia was \$56,569.

The Virginia Employment Commission (2016)⁴ found that there were 19 job openings advertised online in Virginia for Mechanical Drafters on June 1, 2016. The April 2016 monthly job count was 44. Further, the mean annual wage for drafters in Virginia was \$53,538 in 2014. The second most common educational and training need (33 percent) for these drafters was an associate's degree.

In June 2016, a popular online job search engine (indeed.com) listed 374 job openings for Mechanical Engineering Technicians in the Commonwealth of Virginia with salaries ranging from \$40,000 to \$130,000 annually. Of those, 121 were in the Hampton Roads area. The high ratio of local jobs available to that of the entire Commonwealth, particularly in the local ship building and ship repair industry, supports the opinion of the advisory committees that the demand for educated mechanical engineering technicians in Hampton Roads is high.

Curriculum

This degree proposal has been developed in close consultation with TCC's Business and Industry Advisory Committee for the Industrial Technology program. Input from the Advisory Committees for the Maritime Technologies program was sought in the development of this proposal. These committees, comprised of business and industry leaders, Hampton Roads employers, and educators identified the skills necessary for individuals to be successful in the industry. Many of the members from these advisory committees worked on the development of the proposed curriculum and strongly support this proposal and its curriculum design.

This curriculum addresses the current content, knowledge, and skills that entry-level supervisors, managers, technologists, and technicians will need through the combination of general education courses, theory courses, and hands-on laboratory experiences. Students entering this field could work under the supervision of senior leaders and managers who will be retiring within the next five years. This degree will also enable individuals already employed in the industry to adapt to the needs of their changing workplace and become leaders in their chosen field.

Except for one course, MEC 135 – Mechanics Laboratory, the proposed program consists of courses that are offered at the college in other curricula from the following technical disciplines: engineering, drafting, and industrial and mechanical engineering technology. However, it is not an extension of an existing program.

The following core requirements are taught currently at TCC: CAD 241 - Parametric Solid Modeling I, CHM 111 - College Chemistry I, CST 100 - Principles of Public Speaking, EGR 110 - Engineering Graphics, IND 115 - Materials and Processes of Industry, MEC 131 - Mechanics I - Statics for Engineering Technology, MEC 132 - Mechanics II - Strength of

⁴ Virginia Labor Market Information, Virginia Employment Commission, on the internet at <https://data.virginialmi.com/vosnet/lmi/occ/occsunmary.aspx?enc=e7AKr7bjUGRBEdrMte14UV2Fvgm6l2Rul4blyZdPd4DNbKzDxS0a7l+tYJ+jEXkOLVtloFs46FCyQ1G3y81UmUnolb0aLNXM7cUsYwJ8g9EopMjCaw22k2ogl+6V9spgmpOy99bH1//5KbaajK8N/A> (visited June 2, 2016).

Materials for Engineering Technology, MTH 164 - Precalculus II, MTH 173 - Calculus with Analytic Geometry I, PHY 201 - General College Physics I, PHY 202 - General College Physics II, and SDV 101 - Orientation to Engineering and Technologies.

The following general education course requirements are taught currently at TCC: ENG 111 - College Composition I, ENG 112 - College Composition II, MTH 163 - Precalculus I, Humanities Elective, and Social Science Elective.

The following approved electives from which 9 credits are required are taught currently at TCC: BUS 204 - Project Management, IND 106 - Industrial Engineering Technology, IND 146 - Statistical Quality Control, IND 150 - Industrial Management, and MEC 111 - Materials for Industry.

Program Outcomes

Upon completion of the Mechanical Engineering Technology program, successful graduates will be able to:

- Identify, formulate, and solve mechanical and technical engineering problems.
- Conduct experiments, record events, and analyze and interpret the resulting data sets.
- Apply core mechanical engineering technology concepts using current techniques, skill sets and tools as necessary, and in compliance with standard engineering practices.
- Research and communicate, both orally and in writing, on technical topics and subject matter.
- Demonstrate knowledge of current contemporary issues in science, engineering, and technology, both in the U.S. and globally.
- Demonstrate an understanding of the need for life-long learning, in support of ever-changing technologies and discoveries.
- Demonstrate an understanding of ethical responsibilities, both from professional and individual perspectives, and the cost of ethical failure to individuals, companies, and society.

Delivery Modalities

All program core courses in the proposed curriculum are taught face-to-face. While some of the general education courses are offered in an online and/or hybrid format, none of the program core courses will be offered in a distance learning format at the program's inception. However, once a strategic plan has been developed to identify appropriate courses to offer in this format and selected faculty have been identified and have completed TCC's required training, selected courses may be offered in an online format.

Program Location

The proposed MET program will be directed by a program head, with overall oversight and coordination provided by the Dean of the Mathematics and Industrial Technologies Division at the Virginia Beach Campus. The program will be housed at the college's Advanced Technology Center located on the TCC Virginia Beach Campus. While all courses required as part of the curriculum will be offered on the Virginia Beach Campus, many of them will be offered at other TCC campuses as well.

Implementation Costs

All but one of the courses in the proposed program are offered at the college, and there is sufficient capacity in these courses to support additional students. The college currently employs 18 full-time and seven adjunct faculty members designated for the courses that support the proposed curriculum. The need for additional faculty are anticipated at this time. The program will be led by the current program head of the college's Industrial Technology program. General oversight and coordination will be provided by the Mathematics and Industrial Technologies Dean at the Virginia Beach Campus.

Current resources, to include classroom and laboratory space, equipment, and materials and programs such as library support, telecommunications, and financial aid, are available to implement the proposed A.A.S. in MET in fall 2017. As such, the program will require no new college resources.

Impact on Accreditation

The addition of the Associate of Applied Science degree in Mechanical Engineering Technology requires neither a modified prospectus nor prior approval for implementation by the SACSCOC.

Associate of Applied Science Degree: Mechanical Engineering Technology

The Associate of Applied Science degree in Mechanical Engineering Technology prepares graduates for careers in the fields of mechanical engineering technology, mechanical design, manufacturing, and ship repair. Graduates are prepared for employment in many settings such as industrial laboratories, shipyards and maintenance organizations including public, private, governmental and military commands, organizations, and bureaus.

Semester 1 (Based on a Fall semester start)

Course No.	Course Title	Credits
CHM 111	College Chemistry I	4
ENG 111	College Composition I	3
IND 115	Materials and Processes of Industry	4
MTH 163	Precalculus I	3
SDV 101	Orientation to Engineering and Technologies	1

SEMESTER TOTAL	15
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Semester 2

Course No.	Course Title	Credits
ENG 112	College Composition II	3
MTH 164	Precalculus II	3
PHY 201	General College Physics I	4
	Approved Program Elective ¹	3
	Social Science Elective ²	3

SEMESTER TOTAL	16
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Semester 3

Course No.	Course Title	Credits
EGR 110	Engineering Graphics	3
MEC 131	Mechanics I: Statics for Engineering Technology	3
MTH 173	Calculus with Analytic Geometry I	5
CST 100	Principles of Public Speaking	3
	Approved Program Elective ¹	3

SEMESTER TOTAL	17
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Semester 4

Course No.	Course Title	Credits
CAD 241	Parametric Solid Modeling I	3
MEC 132	Mechanics II: Strengths of Materials for Engineering Technology	3
MEC 135	Mechanics Laboratory	1
PHY 202	General College Physics II	4
	Approved Program Elective ¹	3
	Humanities Elective ²	3

SEMESTER TOTAL	17
Total Minimum Credits	65

¹ Approved Program Electives: Choose 9 credits from the following courses.

BUS 204	Project Management
IND 106	Industrial Engineering Technology
IND 146	Statistical Quality Control
IND 150	Industrial Management
MEC 111	Materials for Industry

² Eligible courses are listed on page XX in the 2017-2018 catalog. See your academic advisor or counselor to choose the appropriate course(s).

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 13, 2016
COMMITTEE: Curriculum and Student Development
AGENDA ITEM: Proposed Associate of Fine Arts Degree in Music

BACKGROUND:

With input from current Tidewater Community College (TCC) students, the statewide faculty committee that proposed the Associate of Fine Arts (AFA) degree, and a number of four-year institutions, TCC proposes an AFA degree with a Music major beginning fall semester 2017 pending VCCS and SCHEV approval.

The proposed AFA with a Music major prepares graduates for transfer to a college or university program where they can complete a Bachelor of Music, a Bachelor of Arts in Music, a Bachelor of Fine Arts in Music or Music Education, or a Bachelor of Science in Music Education.

STAFF RECOMMENDATION:

That the College Board approves the AFA degree with a Music major.

STAFF LIASON:

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

PROPOSED ASSOCIATE OF FINE ARTS DEGREE: MUSIC MAJOR

With input from current Tidewater Community College (TCC) students, the statewide faculty committee that proposed the Associate in Fine Arts degree (AFA), and a number of four-year institutions, TCC proposes an AFA with a Music major beginning fall semester 2017.

The proposed AFA with a Music major prepares graduates for transfer to a college or university program where they can complete a Bachelor of Music, a Bachelor of Arts in Music, a Bachelor of Fine Arts in Music or Music Education, or a Bachelor of Science in Music Education.

The proposed program is four semesters in length and assumes a fall semester start, allowing students attending full-time to complete the program at the end of the spring semester less than two calendar years later. Students attending part-time (at 6 credits per semester) may take up to five years to complete the program.

Labor Market Outlook

Students not planning to transfer may be prepared for opportunities in related areas that do not necessarily require additional education beyond the associate degree, such as Music Directors and Composers and Musicians and Singers. In TCC's service area, the Bureau of Labor Statistics (May 2015)¹ reports that Music Directors and Composers have an hourly mean wage of \$28.70, and that Musicians and Singers have an hourly mean wage of \$22.01. In Virginia, according to the Bureau of Labor Statistics, positions for Music Directors and Composers have an annual mean wage of \$57,760 and employment for this occupation is projected to increase by 14.8% between 2015 and 2025². Per this same source, employment for Musicians and Singers is projected to increase by 14.6% from 2015 to 2025.

Curriculum

The curriculum includes the current content, knowledge, and skill-sets that graduates need for successful transfer and matriculation to a baccalaureate Music program through a combination of academic content courses (music theory and music history), applied instruction courses (private lessons), group performance courses (ensembles), and general education courses. Critically important, the students enrolled in this program will study under the personal mentorship of an applied music instructor, accessing private tutelage on their chosen major instrument or voice. Thus, the curriculum is one that is tailored to the specific needs and goals of each student.

¹ Bureau of Labor Statistics (May 2015), Occupational Employment Statistics: Retrieved May 19, 2016, at <http://data.bls.gov/oes/msa.do>.

² Bureau of Labor Statistics (May 2015), State Occupational Employment and Wage Statistics for Virginia. Retrieved May 19, 2016, at http://www.bls.gov/oes/current/oes_va.htm#27-0000.

The proposed AFA with Music major curriculum aligns with TCC's existing Career Studies Certificate (CSC) in Music. Students may enroll directly into the AFA or enroll in the Music CSC, with all credits taken as part of the CSC applying to the AFA should students decide to continue their educations.

All courses in the proposed program are in the VCCS Master Course File. Of these, the following are taught at TCC in the CSC in Music: MUS 111 - Music Theory I, MUS 112 - Music Theory II, MUS 1XX Ensemble (MUS 135 - Jazz Ensemble, MUS 137 - Chorus Ensemble, and MUS 146 - Percussion Ensemble), MUS 1XX - Applied Instruction on Major instrument: (MUS 136 - Applied Music Voice, MUS 145 - Applied Music Keyboard, MUS 155 - Applied Music Woodwinds, MUS 165 - Applied Music Strings, MUS 175 - Applied Music Brass, and MUS 185 - Applied Music Percussion), MUS 211 - Advanced Music Theory I, MUS 212 - Advanced Music Theory II, MUS 2XX Advanced Ensemble (MUS 237 – Advanced Chorus Ensemble and MUS 239 - Advanced Jazz Ensemble), and MUS 2XX - Advanced Applied Instruction on Major instrument (MUS 236 - Advanced Applied Music Voice, MUS 245 - Advanced Applied Music Keyboard, MUS 255 - Advanced Applied Music Woodwinds, MUS 265 – Advanced Applied Music Strings, MUS 275 - Advanced Applied Music Brass, and MUS 285 - Advanced Applied Music Percussion.) The following are taught at TCC but not as part of the CSC in Music requirements: MUS 141 - Class Piano I and MUS 142 - Class Piano II. The following are not taught currently at TCC: MUS 148 - Orchestra Ensemble, MUS 241 - Advanced Class Piano I, MUS 242 - Advanced Class Piano II, MUS 248 – Orchestra, and MUS 298 - Seminar and Project: Capstone Recital. None of the program core courses will be offered online at the program's inception due to the significant applied and lab components. If the faculty later determine there is a need and means for online and/or hybrid courses, faculty members teaching those classes must complete TCC's Online Course Development Program.

All the general education course requirements proposed for this program are taught currently at TCC. These are ENG 111 – College Composition I, ENG 112 – College Composition II, MTH 152 – Mathematics for the Liberal Arts II, MUS 221 – History of Music I, MUS 222 – History of Music II, SDV 100 – College Success Skills, and English Literature Elective, Science with Lab Elective, and Social Science Elective for a total of ten credits. All of the general education requirements are taught face-to-face, and all except MUS 221, MUS 222, two English Literature Electives (ENG 243 and ENG 244), ten Science with Lab Electives (CHM 111, CHM 112, GOL 106, NAS 131, NAS 132, PHY 100, PHY 201, PHY 202, PHY 241, and PHY 242), and two Social Science Electives (PSY 215 and SSC 210) are available online.

Program Outcomes

Upon completion of the AFA degree (Music major), successful graduates will demonstrate competency in the following areas:

- Musicianship and Analysis: Students will be able to demonstrate an understanding of musical theory.

- Applied Music: Students will be able to perform at least two samples of the repertoire from their semester of study on their “major” instrument or voice in a Student Music Recital at the end of each semester.
- Piano Proficiency: Students will be able to demonstrate proficiency on the piano as a “minor” instrument.
- Music Ensembles: Students will be able to perform repertoire in one or more public performances with an ensemble (including large group ensembles and chamber ensembles).
- History of Music: Students will be able to demonstrate a variety and depth of music understanding by being able to: identify contrasting elements of music from different periods and different cultures; explain selected technical components; explain selected aesthetic components; and, describe and recognize musical variances.

Delivery Modalities

All of the program core courses will be offered face-to-face at the program’s inception due to the applied and lab components. Most of the general education and support courses may be taken in either face-to-face or online format. Any course considered for hybrid or online in the future will be subject to the college’s online course approval process.

Program Location

TCC’s downtown Norfolk Campus, which will host the Music program if approved, is located in a vibrant performing arts district. It is the goal of the Music program to strategically utilize the close proximity to the arts district to form partnerships with educational and community organizations which have a vested interest in the performing arts. These partnerships will enhance the experiences of the students enrolled in the program, allowing them to have ample extracurricular learning and performing opportunities.

Implementation Costs

TCC already offers a related CSC in Music at the Norfolk Campus. The Norfolk Campus facilities include a piano laboratory, two large music classrooms, one small music classroom, and the Roper Performing Arts Center. These resources, as well as library support, telecommunications, and financial aid, are available to implement the proposed AFA degree in fall 2017.

The existing classrooms and laboratory will initially accommodate the proposed program at the Norfolk Campus. The program will fall under the supervision of the Music Program Head and the Dean of the Division of Languages, Math, and Sciences. As the program grows, additional TCC campuses will be incorporated to run music major courses. These locations will be determined in collaboration with the faculty and administration of the other campuses, and course offerings will be based on available facilities.

Currently, there is one full-time faculty member assigned to oversee the Music program. There will be a need to hire one additional adjunct faculty member for the fall 2017

implementation. If enrollment continues to increase as anticipated, one additional full-time teaching position and three additional adjunct faculty members may be needed by year three. The full-time faculty position would be reallocated from another discipline at the college. The additional adjunct faculty will be reallocated using the general adjunct faculty fund for the Norfolk Campus. The funding for anticipated additional equipment needs will be drawn from the college's Equipment Trust Funds (ETF) account.

Impact on Accreditation

The submission of a prospectus on this proposed program to SACSCOC is required because the new Associate of Fine Arts degree represents a substantive change. TCC plans to submit the prospectus by September 1, 2016.

Associate of Fine Arts Music Major

The Associate of Fine Arts (AFA) degree with a major in Music is designed to provide students with the foundational knowledge and skills to make them competitive for admission and transfer to a four-year college or university to pursue a baccalaureate degree in Music. As part of the curriculum, students will study and receive training in performance on a major instrument or voice, and take courses that cover topics such as musicianship skills and analysis, music composition and improvisation, and music history and repertory.

Entering students should possess a basic understanding of reading sheet music notation, as determined in Music Theory I through a content review examination. Students who pursue the Music major must successfully complete a number of performances to meet program learning objectives. During the second semester of the first year, students will perform two musical selections of contrasting style (applied instruction jury). In the second year as students near graduation, they must successfully perform in a recital (capstone recital). Applied Music courses will require additional fees/studio charges. Additional information about the program is available online at www.tcc.edu (search keyword "Music").

Courses required for the Music major are available on the Norfolk Campus.

Semester 1		
Course No.	Course Title	Credits
MUS 111	Music Theory I ¹	4
MUS 141	Class Piano I	2
MUS 1XX	Ensemble ²	1
MUS 1XX	Applied Instruction on Major Instrument ³	2
SDV 100	College Success Skills	1
ENG 111	College Composition I	3
MTH 152	Mathematics for the Liberal Arts II	3
SEMESTER TOTAL		16

Semester 2		
Course No.	Course Title	Credits
MUS 112	Music Theory II	4
MUS 142	Class Piano II	2
MUS 1XX	Ensemble ²	1
MUS 1XX	Applied Instruction on Major Instrument ³	2
ENG 112	College Composition II	3
	Science w/Lab Elective	4
SEMESTER TOTAL		16

Semester 3		
Course No.	Course Title	Credits
MUS 211	Advanced Music Theory I	4
MUS 241	Advanced Class Piano I	2
MUS 221	History of Music I	3
MUS 2XX	Advanced Ensemble ²	1
MUS 2XX	Advanced Applied Instruction on Major instrument ³	2
	Social Science Elective	3
SEMESTER TOTAL		15

Semester 4		
Course No.	Course Title	Credits
MUS 212	Advanced Music Theory II	4
MUS 242	Advanced Class Piano II	2
MUS 222	History of Music II	3
MUS 2XX	Advanced Ensemble ²	1
MUS 2XX	Advanced Applied Instruction on Major instrument ³	2
MUS 298	Seminar and Project: Capstone Recital	1
	English Literature Elective (ENG 125, 241, 242, 243, 244, 251, 252, 253, or 254)	3
SEMESTER TOTAL		16

TOTAL MINIMUM CREDITS 63

¹ Music Theory students are expected to have a basic understanding of reading sheet music notation. Students will take a content review exam during the first week of classes in Music 111. Contact the Music Department for details.

² Approved Music Ensemble must be taken from the following:

- MUS 135 - Jazz Ensemble
- MUS 137 - Chorus Ensemble
- MUS 146 - Percussion Ensemble
- MUS 148 - Orchestra Ensemble
- MUS 237 - Advanced Chorus Ensemble
- MUS 239 - Advanced Jazz Ensemble
- MUS 248 - Orchestra

³ Applied Music Electives must be taken from the following:

- MUS 136 - Applied Music - Voice
- MUS 145 - Applied Music - Keyboard
- MUS 155 - Applied Music - Woodwinds
- MUS 165 - Applied Music - Strings
- MUS 175 - Applied Music - Brass
- MUS 185 - Applied Music - Percussion
- MUS 236 - Advanced Applied Music - Voice
- MUS 245 - Advanced Applied Music - Keyboard
- MUS 255 - Advanced Applied Music - Woodwinds
- MUS 265 - Advanced Applied Music - Strings
- MUS 275 - Advanced Applied Music - Brass
- MUS 285 - Advanced Applied Music - Percussion

**TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM**

MEETING: September 13, 2016

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposed Career Studies Certificate in Inside Machinist

BACKGROUND:

Based on requests from students and input from the Maritime Technologies program advisory committee, which consists of local manufacturers, the college proposes to offer a Career Studies Certificate in Inside Machinist beginning in the fall 2017 semester.

STAFF RECOMMENDATION:

That the College Board approves the Career Studies Certificate noted above.

STAFF LIAISON:

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

CAREER STUDIES CERTIFICATE

Inside Machinist

The Career Studies Certificate in Inside Machinist prepares students for a career in the manufacturing or maritime industry operating manual machine tools. Following completion of this program, students may seek employment as an inside machinist. Students are prepared to obtain the National Institute for Metalworking Skills (NIMS) industry certifications.

SEMESTER 1

Course No.	Course Title	Credits	Prerequisites/ Co-requisites
CAD 160	Machine Blueprint Reading	3	None
MAC 161	Machine Shop Practices I	3	None
MAC 162	Machine Shop Practices II	<u>3</u>	MAC 161
Semester Credits		9	

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites/ Co-requisites
MAC 209	Standards, Measurements and Calculations	3	None
MAC 163	Machine Shop Practices III	3	None
MAC 164	Machine Shop Practices IV	<u>3</u>	None
Semester Credits		9	

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 13, 2016

COMMITTEE: N/A

AGENDA ITEM: 4th Year Revision of the Crisis and Emergency Management Plan (CEMP), 2016

BACKGROUND:

§23-9.2:9 of the Code of Virginia requires the College to conduct a comprehensive review of its Crisis and Emergency Management Plan (CEMP) and make revisions to it. Further, the law requires the updated plan be formally adopted by the “board of visitors or other governing body.” The VCCS System Office has interpreted this provision to mean the local college boards for the purposes of this requirement.

TCC’s Director of Emergency Preparedness has led a college-wide committee in the comprehensive review and update of the CEMP. The revisions to the plan are mostly technical and also include a new annex on cyber security and data breach. The plan is promulgated by the President.

STAFF RECOMMENDATION:

That the College Board formally adopt the updated Crisis and Emergency Management Plan, 2016.

STAFF LIAISON:

James Toscano
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757-822-1015



TIDEWATER COMMUNITY COLLEGE
From here, go anywhere.™

Crisis and Emergency Management Plan (CEMP)

July 2016

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TCC Crisis and Emergency Management Plan

BASIC PLAN

PROMULGATION DOCUMENT

Promulgation of the Tidewater Community College Crisis and Emergency Management Plan

By virtue of the authority vested in me by the State Board for Community Colleges as President of Tidewater Community College (TCC) and as the administrator ultimately responsible for emergency management across the college, I hereby promulgate and issue the Tidewater Community College Crisis and Emergency Management Plan (“CEMP” or “Plan”) dated July 2016. The Plan provides for TCC’s response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with the *Code of Virginia* Title 23 and Title 44 and with Commonwealth of Virginia Executive Orders 41(2011) and complies with the National Incident Management System as implemented in the National Response Framework.

The Director of Emergency Preparedness is hereby designated as the TCC Emergency Management Coordinator, and, on behalf of the College President, is hereby authorized to implement the Plan as needed, including activating the TCC Emergency Operations Center (TCC EOC) and the campus command(s) in order to direct and control TCC emergency operations.

Furthermore, the TCC Emergency Management Coordinator is hereby authorized, in coordination with the campus provosts and other college vice presidents, to amend the Plan as necessary to ensure the continued health and safety of the students, faculty, staff, visitors, and property of the college. The Emergency Management Coordinator shall ensure that the Plan is coordinated with the college’s host localities’ emergency management agencies.

In accordance with the duties and responsibilities assigned in the Plan, each campus provost and vice president shall ensure the following responsibilities are completed within their area of responsibility:

- coordinate with the TCC Emergency Management Coordinator on emergency preparedness, response, and recovery matters;
- prepare and maintain designated parts of the Plan for which the campus or college division is responsible;
- maintain a roster of campus or division faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and activation of the Plan;
- coordinate appropriate training for campus or college division personnel assigned to disaster operations; and
- prepare and maintain internal emergency preparedness, response, and recovery plans for the campus or college division’s resources (i.e., facilities, personnel, and physical assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances.

TCC Crisis and Emergency Management Plan
BASIC PLAN

The Director of Emergency Preparedness is hereby designated as the TCC Emergency Coordination Officer (ECO) in the context of Commonwealth of Virginia Executive Order 41 (2011). The Director of Facilities is designated as the Alternate Emergency Coordination Officer. The ECO and Alternate ECO, on behalf of TCC, shall be responsible for the applicable duties and responsibilities of this position as delineated in Executive Order 41 (2011).

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of Tidewater Community College, this 22nd day of July, 2016.

Signature and Sealed Original on File

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

TCC Crisis and Emergency Management Plan

BASIC PLAN

RECORD OF DISTRIBUTION

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Vice President for Academic Affairs & Chief Academic Officer	Daniel DeMarte	3
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Vice President for Finance	Phyllis Milloy	5
Interim Vice President for Information Services	Curt Aasen	6
Vice President for Public Affairs & Communications	James Toscano	7
Vice President for Workforce Solutions	Corey McCray	8
Interim Vice President for Advancement	James Toscano	9
Executive Director Real Estate Development / Chief Operating Officer Facilities	Matthew Baumgarten	10
Provost – Chesapeake Campus	Lisa B. Rhine	11
Provost – Norfolk Campus	Jeffery S. Boyd	12
Provost – Portsmouth Campus	Michelle Woodhouse	13
Provost – Virginia Beach Campus	Michael Summers	14
Director of Institutional Effectiveness	Curt Aasen	15
Interim Director of Visual Arts Center	Corinne Lilyard-Mitchell	16
Director of Regional Automotive Center	Beno Rubin	17
Director of Emergency Preparedness	Pete Sommer	18
Director of Facilities	David Guglielmo	19
Director of Safety & Security	George Okaty	20
AVP for Interactive Communications/PIO	Marian Anderfuren	21
Virginia Department of Emergency Management	Local Planning	N/A*
Virginia Community College System	Mary Savage	N/A*
Chesapeake Emergency Management	EOC	N/A*
Norfolk Emergency Management	EOC	N/A*
Portsmouth Emergency Management	EOC	N/A*
Suffolk Emergency Management	EOC	N/A*
Virginia Beach Emergency Management	EOC	N/A*

* Electronic copies provided.

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**TCC Crisis and Emergency Management Plan
BASIC PLAN**

RECORD OF CHANGES

Change Number	Date Of Change	Description of Change	Change Made By (Signature Or Initials)
N/A	July 2016	Complete Revision	N/A

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TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 13, 2016

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

The routine Local Fund Financial Statements for the month ending July 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
FY2017**

	Budget 2017	Revenues/ Expenditures	Encumbrances	Increase/ Decrease	% Realized
Fund Balance 7/1/2016		\$ 1,209,133			
I. Revenues					
A. Student Activity Fee	\$ 1,268,125	\$ 249,083		\$ 1,019,042	20%
B. ID Card Replacements	20,000	620		19,380	3%
Total Revenues	\$ 1,288,125	\$ 249,703	\$ -	\$ 1,038,422	19%
Total Resources (Revenue & Fund Bal.)		\$ 1,458,836			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	53,870		1,531	52,339	3%
3. Student Organizations	1,000			1,000	0%
4. Recreational Sports	2,300		268	2,032	12%
5. Operating Expenses	1,000			1,000	0%
6. Contingency Fund	8,500			8,500	0%
Subtotal--Chesapeake Campus	\$ 70,670	\$ -	\$ 1,799	\$ 68,871	3%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300		\$ 207	\$ 3,093	6%
2. Programming	50,857	239	6,031	44,587	12%
3. Student Organizations	3,000		1,553	1,447	52%
4. Recreational Sports	5,000			5,000	0%
5. Operating Expenses	2,957			2,957	0%
6. Contingency Fund	4,957		635	4,322	13%
Subtotal--Norfolk Campus	\$ 70,071	\$ 239	\$ 8,426	\$ 61,406	12%
C. Portsmouth Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	62,021	89	6,349	55,583	10%
3. Student Organizations	5,000		20	4,980	0%
4. Recreational Sports	500			500	0%
5. Operating Expenses	2,100		436	1,664	21%
6. Contingency Fund	2,190			2,190	0%
Subtotal--Portsmouth Campus	\$ 75,811	\$ 89	\$ 6,805	\$ 68,917	9%
D. Virginia Beach Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	80,909		5,683	75,226	7%
3. Student Organizations	18,000			18,000	0%
4. Recreational Sports	100			100	0%
5. Operating Expenses	100			100	0%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Virginia Beach Campus	\$ 104,109	\$ -	\$ 5,683	\$ 98,426	5%
E. Student Activities--College-wide					
1. College-wide Programs & Events	\$ 20,000			\$ 20,000	0%
2. Student Life Personnel	108,800	9,067		99,733	8%
3. Visual Arts Center	9,000			9,000	0%
4. Women's Center	10,000			10,000	0%
5. Intramurals, Recreational & Club Sports	10,000		5,480	4,520	55%
6. College-wide Contingency	3,500			3,500	0%
7. Student Federation Council	5,000	394	1,528	3,078	38%
8. Student Leadership & Community Engagement	30,000		340	29,660	1%
9. College-wide Clubs & Committees	60,000		100	59,900	0%
10. Intercultural Learning	50,000	28		49,972	0%
Subtotal--Student Activities--College-wide	\$ 306,300	\$ 9,489	\$ 7,448	\$ 289,363	6%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Increase/ Decrease	% Realized
F. Learning Assistance Fund					
1. Chesapeake	\$ 40,110	\$ 4,422		\$ 35,688	11%
2. Norfolk	30,370	3,726		26,644	12%
3. Portsmouth	33,692	3,545		30,147	11%
4. Virginia Beach	113,306	5,708		107,598	5%
Subtotal--Learning Assistance Fund	\$ 217,478	\$ 17,401	\$ -	\$ 200,077	8%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368		\$ 2,265	\$ 9,103	20%
2. Norfolk	12,841			12,841	0%
3. Portsmouth	10,176		2,017	8,159	20%
4. Virginia Beach	10,000			10,000	0%
Subtotal--Provosts' Contingency Fund	\$ 44,385	\$ -	\$ 4,282	\$ 40,103	10%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 481	\$ 494	\$ 6,314	13%
2. Norfolk	8,949	(397)	1,528	7,818	13%
3. Portsmouth	6,111		39	6,072	1%
4. Virginia Beach	15,000	332	3,130	11,538	23%
Subtotal--Deans' Contingency Fund	\$ 37,349	\$ 416	\$ 5,191	\$ 31,742	15%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 15,000		\$ 4,954	\$ 10,046	33%
Subtotal--Student Activities Identification System	\$ 15,000	\$ -	\$ 4,954	\$ 10,046	33%
Total Expenditures	\$ 941,173	\$ 27,634	\$ 44,588	\$ 868,951	8%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 52,709		\$ 579,799	8%
Subtotal--Transfers	\$ 632,508	\$ 52,709	\$ -	\$ 579,799	8%
Fund Balance 7/31/2016		\$ 1,378,493			

Approved by the Local College Board on May 10, 2016

OFS 8/8/16

TIDEWATER COMMUNITY COLLEGE
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.
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 – Provides funding for college wide intramural, recreational, and club sports.
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).
- 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 supplies and a maintenance agreement for the college-wide student identification system.
- 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
FY2017**

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 11,051,860			
I. Revenues					
A. Institutional Fee	\$ 3,345,235	\$ 633,774		\$ 2,711,461	19%
B. Student Parking Sales	99,600	1,153		98,447	1%
C. Student HRT Pass Sales	140,000	1,480		138,520	1%
Total Revenues	\$ 3,584,835	\$ 636,407	\$ -	\$ 2,948,428	18%
Total Resources (Revenue & Fund Bal.)					
		\$ 11,688,267			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,722,800	\$ 1,254,275		\$ 468,525	73%
B. Chesapeake Campus Parking Lot - Debt Service	335,500	252,911		82,589	75%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	68,033			68,033	0%
2. Utilities	50,000			50,000	0%
3. Security	117,000		117,000		100%
4. General Maintenance	48,500		628	47,872	1%
D. College-wide Parking Lot Improvements	250,000	5,376	105,131	139,493	44%
E. Hampton Roads Transit (HRT) Passes	280,000	250,000		30,000	89%
F. Student Parking	154,200		1,095	153,105	1%
G. Visual Arts Center Parking Lease	82,800	6,360	76,440		100%
Total Expenditures	\$ 3,108,833	\$ 1,768,922	\$ 300,294	\$ 1,039,617	67%
Fund Balance 7/31/16					
		9,919,345			

Approved by the Local College Board on May 10, 2016

OFS 8/8/16

**TIDEWATER COMMUNITY COLLEGE
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 GoSemester Passes 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
STUDENT CENTER BUDGET
FY2017**

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 24,483,550			
I. Revenues					
A. Auxiliary Capital Fee	\$ 9,448,776	\$ 1,848,383		\$ 7,600,393	20%
B. Transfer-In from Student Activities Budget	632,508	52,709		579,799	8%
C. Miscellaneous Revenue	85,000			85,000	0%
Total Revenues	\$ 10,166,284	\$ 1,901,092		\$ 8,265,192	19%
Total Resources (Revenue & Fund Balance)					
		\$ 26,384,642			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,127,469	\$ 875,690		\$ 251,779	78%
2. Student Center - Chesapeake Campus	1,168,603	805,087		363,516	69%
3. Student Center - Portsmouth Campus	1,083,011	883,338		199,673	82%
4. Student Center - Virginia Beach Campus	1,657,421	1,142,464		514,957	69%
Subtotal--Bond Debt Service	\$ 5,036,504	\$ 3,706,579	\$ -	\$ 1,329,925	74%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 597,222	\$ 54,946		\$ 542,276	9%
b. Operating Expenses	85,000		7,425	77,575	9%
Subtotal--General Operations	\$ 682,222	\$ 54,946	\$ 7,425	\$ 619,851	9%
2. Facility Operations					
a. Personnel	\$ 236,900	\$ 25,947		\$ 210,953	11%
b. Utilities	112,000			112,000	0%
c. Security	177,017		177,017		100%
1. Access Control	50,000			50,000	0%
d. Custodial	40,000		17,943	22,057	45%
e. General Maintenance	92,815	15,478	67,324	10,013	89%
f. Insurance	10,000			10,000	0%
g. Network & Telecommunications	78,459			78,459	0%
Subtotal--Facility Operations	\$ 797,191	\$ 41,425	\$ 262,284	\$ 493,482	38%
3. Food Services					
a. Operating Subsidy	\$ 131,719	\$ 19,877		\$ 111,842	15%
b. Equipment Mtce. & Replacement	9,000	905	4,613	3,482	61%
Subtotal--Food Services	\$ 140,719	\$ 20,782	\$ 4,613	\$ 115,324	18%
Subtotal--Norfolk Student Center	\$ 1,620,132	\$ 117,153	\$ 274,322	\$ 1,228,657	24%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 598,037	\$ 67,482		\$ 530,555	11%
b. Operating Expenses	110,000		2,677	107,323	2%
Subtotal--General Operations	\$ 708,037	\$ 67,482	2,677	\$ 637,878	10%
2. Facility Operations					
a. Personnel	\$ 236,900	\$ 21,666		\$ 215,234	9%
b. Utilities	115,000			115,000	0%
c. Security	143,040		143,040		100%
1. Access Control	100,000			100,000	0%
d. Custodial	40,000		9,224	30,776	23%
e. General Maintenance	92,815	14,306	65,007	13,502	85%
f. Insurance	7,000			7,000	0%
g. Network & Telecommunications	68,396			68,396	0%
Subtotal--Facility Operations	\$ 803,151	\$ 35,972	\$ 217,271	\$ 549,908	32%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Operating Subsidy	\$ 116,827	\$ 9,726		\$ 107,101	8%
b. Equipment Mtce. & Replacement	8,000	2,264	6,248		100%
Subtotal--Food Services	\$ 124,827	\$ 11,990	\$ 6,248	\$ 107,101	14%
Subtotal--Chesapeake Student Center	\$ 1,636,015	\$ 115,444	\$ 226,196	\$ 1,294,887	21%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 597,848	\$ 67,916		\$ 529,932	11%
b. Operating Expenses	75,000	2,053	8,411	64,536	14%
Subtotal--General Operations	\$ 672,848	\$ 69,969	\$ 8,411	\$ 594,468	12%
2. Facility Operations					
a. Personnel	\$ 242,050	\$ 40,784		\$ 201,266	17%
b. Utilities	112,000			112,000	0%
c. Security	224,000		224,000		100%
d. Custodial	40,000		10,590	29,410	26%
e. General Maintenance	92,815	15,944	41,149	35,722	62%
f. Insurance	7,000			7,000	0%
g. Network & Telecommunications	81,626			81,626	0%
Subtotal--Facility Operations	\$ 799,491	\$ 56,728	\$ 275,739	\$ 467,024	42%
3. Food Services					
a. Operating Subsidy	\$ 104,584	\$ 10,605		\$ 93,979	10%
b. Equipment Mtce. & Replacement	10,100	1,661	5,483	2,956	71%
Subtotal--Food Services	\$ 114,684	\$ 12,266	\$ 5,483	\$ 96,935	15%
Subtotal--Portsmouth Student Center	\$ 1,587,023	\$ 138,963	\$ 289,633	\$ 1,158,427	27%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 725,743	\$ 68,748		\$ 656,995	9%
b. Operating Expenses	90,000			90,000	0%
Subtotal--General Operations	\$ 815,743	\$ 68,748	\$ -	\$ 746,995	8%
2. Facility Operations					
a. Personnel	\$ 350,200	\$ 45,513		\$ 304,687	13%
b. Utilities	160,000			160,000	0%
c. Security	164,148		164,148		100%
d. Custodial	60,000		14,950	45,050	25%
e. General Maintenance	149,810	18,499	86,251	45,060	70%
f. Insurance	6,500			6,500	0%
g. Network & Telecommunications	84,659			84,659	0%
Subtotal--Facility Operations	\$ 975,317	\$ 64,012	\$ 265,349	\$ 645,956	34%
3. Food Services					
a. Operating Subsidy	\$ 46,870	\$ 14,685		\$ 32,185	31%
b. Equipment Mtce. & Replacement	16,000	600	11,104	4,296	73%
Subtotal--Food Services	\$ 62,870	\$ 15,285	\$ 11,104	\$ 36,481	42%
Subtotal--Virginia Beach Student Center	\$ 1,853,930	\$ 148,045	\$ 276,453	\$ 1,429,432	23%
Total Expenditures	\$ 11,733,604	\$ 4,226,184	\$ 1,066,604	\$ 6,441,328	45%
III. Capital Maintenance Reserve	\$ 1,375,000	\$ 1,375,000		\$ -	100%
Fund Balance 7/31/2016		\$ 20,783,458			

Approved by the Local College Board on May 10, 2016

OFS 8/8/16

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

**TIDEWATER COMMUNITY COLLEGE
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.
- 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.
- 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
AUXILIARY SERVICES BUDGET
FY2017**

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 7,947,042			
I. Revenues					
A. Bookstore	\$ 1,555,000			\$ 1,555,000	0%
B. Vending					
1. Exclusive Beverage Contract	82,000			82,000	0%
2. Vending - CRH	41,000	1,090		39,910	3%
C. Food Service - Joint-Use Library	8,300			8,300	0%
D. Municipal Support	24,000			24,000	0%
E. Interest Earnings	130,000	4,142		125,858	3%
F. Miscellaneous	2,000			2,000	0%
Total Revenues	\$ 1,842,300	\$ 5,232	\$ -	\$ 1,837,068	0%
Total Resources (Revenue & Fund Bal.)		\$ 7,952,274			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 5,000		\$ 4,100	900	82%
2. Miscellaneous Expenses	1,000	65	900	35	97%
Subtotal - Operating Expenses	\$ 6,000	\$ 65	\$ 5,000	\$ 935	84%
B. Faculty/Staff Parking	\$ 402,000	\$ 9,266	\$ 44,094	\$ 348,640	13%
C. College Community Events	\$ 75,000		\$ 10,143	\$ 64,857	14%
D. Financial Aid Adjustments	\$ 14,000	\$ (3,760)	\$ -	\$ 17,760	-27%
E. Auxiliary Service Operations					
1. Personnel	\$ 317,500	\$ 41,961		\$ 275,539	13%
2. General Operating Costs	20,500		225	20,275	1%
3. Equipment/Software/Installation	20,000			20,000	0%
4. StormCard Marketing	20,000			20,000	0%
Subtotal - Auxiliary Service Operations	\$ 378,000	\$ 41,961	\$ 225	\$ 335,814	11%
F. Community Support					
1. College Board	\$ 2,500			\$ 2,500	0%
2. President	27,000	443	98	26,459	2%
3. Vice Presidents and Directors					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000			6,000	0%
b. Vice President for Finance	6,000	582	787	4,631	23%
c. Vice President for Information Systems	6,000		65	5,935	1%
d. Vice President of Institutional Advancement/ Executive Director of TCC Educational Foundation	6,000		314	5,686	0%
e. Vice President of Public Affairs & Communications	6,000		46	5,954	1%
f. Vice President for Student Affairs	6,000		25	5,975	0%
g. Vice President for Workforce Services	6,000			6,000	0%
h. Executive Director for TCC Real Estate Foundation/ Chief Operating Officer of Facilities	6,000	17	316	5,667	0%
i. Director of Institutional Effectiveness	6,000			6,000	0%
4. Campus Provosts					
a. Chesapeake	6,000		127	5,873	2%
b. Norfolk	6,000		865	5,135	14%
c. Portsmouth	6,000		1,276	4,724	21%
d. Virginia Beach	12,000		2,457	9,543	20%
5. Community Outreach	27,000	886	1,234	24,880	8%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 144,000	\$ 1,928	\$ 7,610	\$ 134,462	7%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000		\$ 184	\$ 4,816	4%
2. Norfolk	5,000			5,000	0%
3. Portsmouth	5,000		501	4,499	10%
4. Virginia Beach	10,000	(720)	3,629	7,091	29%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ (720)	\$ 4,314	\$ 21,406	14%
Subtotal- Expenditures	\$ 1,044,000	\$ 48,740	\$ 71,386	\$ 923,874	12%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000			\$ 15,000	0%
2. Honors Mentorship Scholarships	6,000			6,000	0%
3. Student Study Abroad Scholarships	15,500			15,500	0%
4. Culinary Match Program	3,000			3,000	0%
5. Martin Luther King Scholarship	5,349			5,349	0%
6. Military Scholarships	26,745			26,745	0%
7. ROTC Scholarships	12,837			12,837	0%
8. High School Scholarships					
a. Chesapeake	72,886			72,886	0%
1. LaVonne P. Ellis Scholarship	10,698			10,698	0%
b. Norfolk	53,490			53,490	0%
1. John T. Kavanaugh Scholarship	10,698			10,698	0%
c. Portsmouth	21,396			21,396	0%
1. Lee B. Armistead Scholarship	10,698			10,698	0%
d. Suffolk (Northern)	10,698			10,698	0%
f. Virginia Beach	96,282			96,282	0%
1. Stanley Waranch Scholarship	10,698			10,698	0%
2. Dorcas T. Helfant-Browning Scholarship	10,698			10,698	0%
3. Thomas H. Wilson Scholarship	10,698			10,698	0%
9. All-Virginia Academic First Team Award	4,000			4,000	0%
Subtotal - TCC Scholarships & Awards	\$ 407,371	\$ -	\$ -	\$ 407,371	0%
Total Expenditures & Student Financial Assistance	\$ 1,451,371	\$ 48,740	\$ 71,386	\$ 1,331,245	8%
Fund Balance 7/31/2016		\$ 7,903,534			

TIDEWATER COMMUNITY COLLEGE
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.
 - 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.
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.

The Lee B. Armistead Scholarship will be awarded annually to a Portsmouth high school graduate. The Local College Board named the scholarship in honor of Dr. Armistead on May 10, 2016 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 JULY 31, 2016**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
PORTSMOUTH:			
LOCAL BOARD (Operating)	6,000		6,000
TOTAL-PORTSMOUTH	\$ 6,000	\$ -	\$ 6,000
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	\$ 83,600	\$ -	\$ 83,600

OFS 8/8/16

**TIDEWATER COMMUNITY COLLEGE
LOCAL INVESTMENTS
2012 - 2017**

LOCALITIES	FY2017	FY2016	FY2015	FY2014	FY2013	FY2012
PORTSMOUTH:						
LOCAL BOARD (Operating)	6,000	5,400	6,000			
TOTAL-PORTSMOUTH	\$ 6,000	\$ 5,400	\$ 6,000	\$ -	\$ -	\$ -
VIRGINIA BEACH:						
VIRGINIA BEACH CAMPUS STUDENT CENTER ¹						\$ 1,578,388
JOINT-USE LIBRARY ²					550,000	
LOCAL BOARD (Operating)	5,100	5,100	5,100	5,100	5,100	5,100
TOTAL-VIRGINIA BEACH	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 555,100	\$ 1,583,488
CHESAPEAKE:						
TECHNOLOGY	60,500	60,500	60,500	60,500	60,500	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	\$ 66,500	\$ 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	\$ 83,600	\$ 83,000	\$ 83,600	\$ 77,600	\$ 627,600	\$ 1,659,488

OFS 8/8/16

Notes:

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

² City of Virginia Beach's share of design, site development, and construction costs of the Joint-Use Library. Does not include the City's share of the cost of furniture and equipment (\$1.2 million).

**TIDEWATER COMMUNITY COLLEGE
INVESTMENTS
2016-17 STATEMENT OF EARNINGS**

	BALANCE INVESTED	AVERAGE YIELD All investments	INTEREST 2016-2017
07/31/16	\$ 40,309,289	0.54%	\$ 18,124
08/31/16			\$ -
09/30/16			\$ -
10/31/16			\$ -
11/30/16			\$ -
12/31/16			\$ -
01/31/17			\$ -
02/28/17			\$ -
03/31/17			\$ -
04/30/17			\$ -
05/31/17			\$ -
06/30/17			\$ -
TOTAL			\$ 18,124

OFS 8/8/16

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	0.54%	\$ 9,195,142
Towne Bank - Raymond James	0.54%	\$ 30,206,242
Commonwealth - LGIP	0.51%	\$ 907,905
Townebank CDARs		\$ -

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 13, 2016

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Audit Report for Year Ended June 30, 2015

BACKGROUND:

The college's operations are audited each year by the Commonwealth of Virginia's Auditor of Public Accounts (APA). Audit reports for the VCCS are posted at http://www.apa.state.va.us/APA_Reports/Reports.aspx.

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 BOARD

AGENDA ITEM

MEETING: September 13, 2016
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Final Budget Report for 2015-16

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is the college's final budget report for FY16.

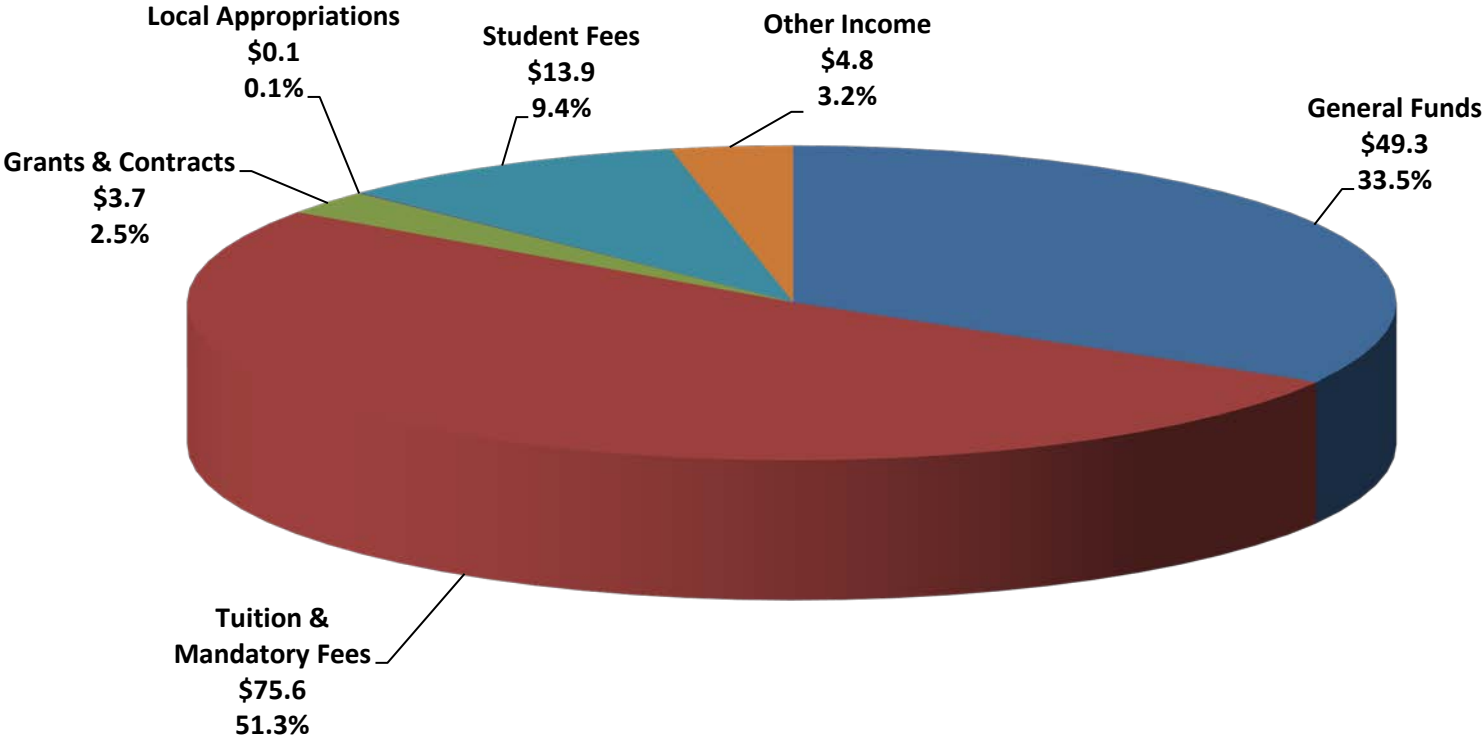
STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

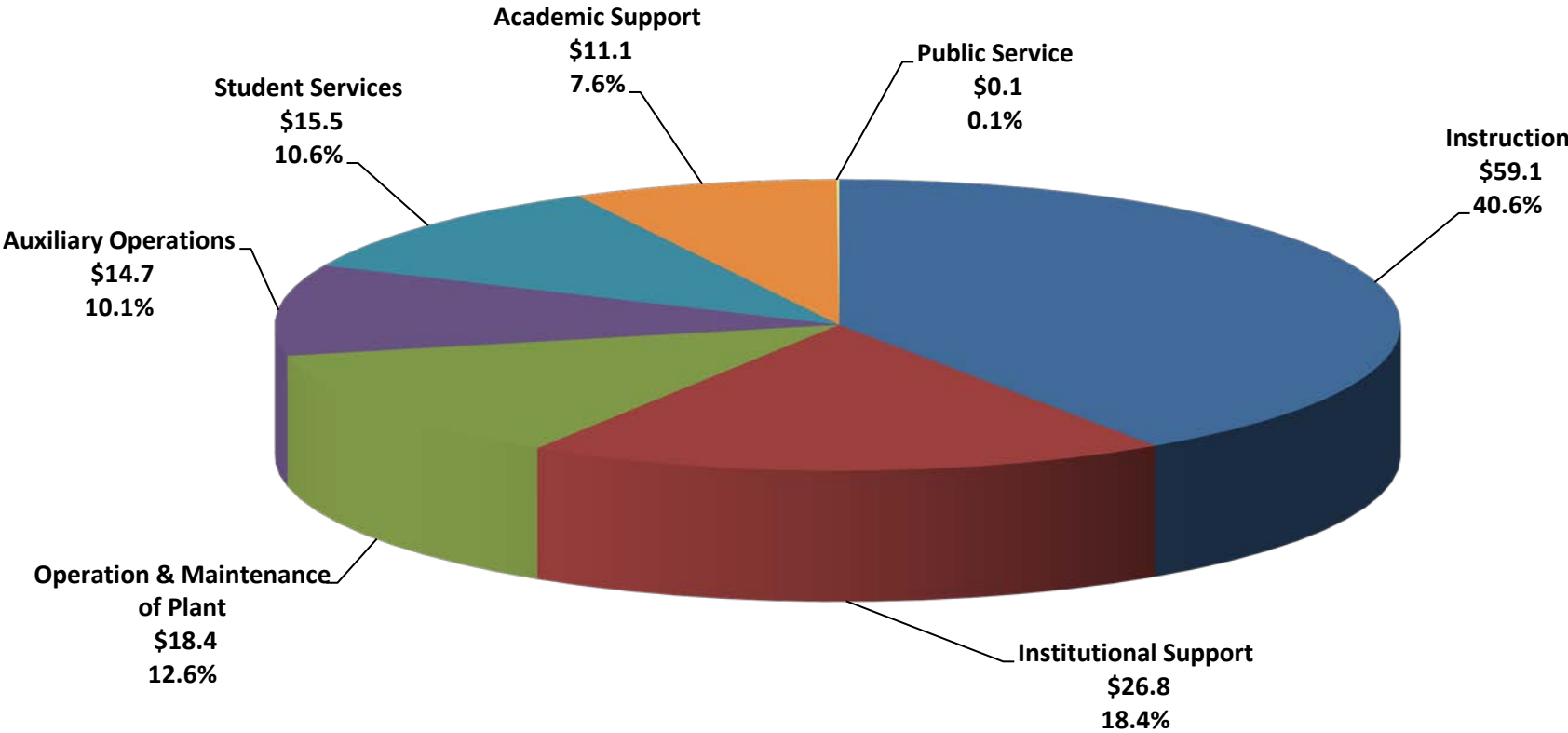
TIDEWATER COMMUNITY COLLEGE
Revenues
2015-16¹
\$147.4 Million



In Millions

¹As of June 30, 2016

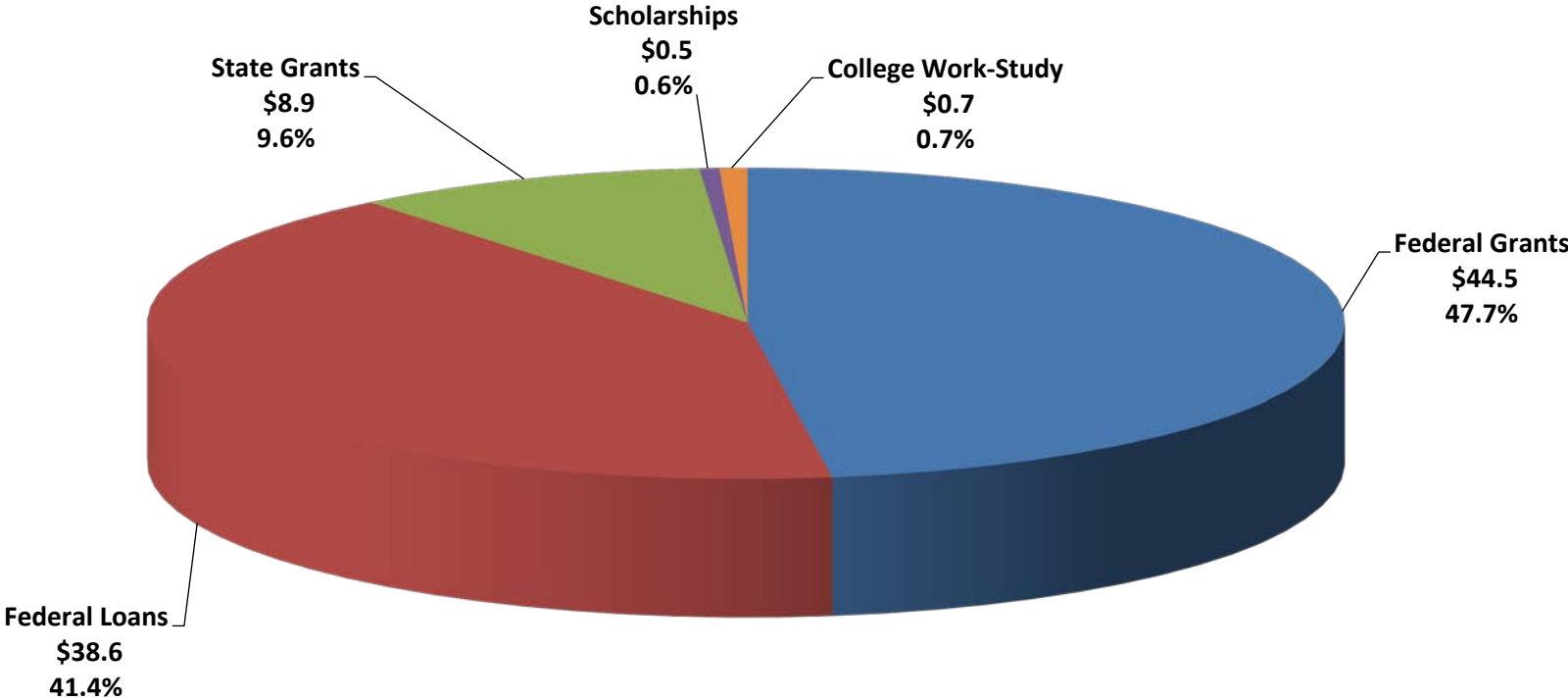
TIDEWATER COMMUNITY COLLEGE Expenditures 2015-16¹ \$145.7 Million



In Millions

¹As of June 30, 2016

TIDEWATER COMMUNITY COLLEGE
Financial Aid
2015-16¹
\$93.2 Million



In Millions

¹As of June 30, 2016

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 13, 2016
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: 2016-17 State Operating Budget

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is an overview of the college's state operating budget for FY17.

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
2016-17 STATE OPERATING BUDGET**

REVENUES	2016-17	
BASE BUDGET	128,665,344	Note 1
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	(3,750,000)	Note 1
WORKFORCE DEVELOPMENT	1,600,000	
TOTAL REVENUES EXPECTED	126,515,344	
EXPENDITURES - PERSONNEL SERVICES		
PERSONNEL SERVICES		
TEACHING FACULTY	21,465,344	Note 2
ADMINISTRATIVE & PROFESSIONAL FACULTY	11,744,841	Note 2
CLASSIFIED	22,368,900	Note 2
ADJUNCT/OVERLOAD/SUMMER PAY	18,500,000	Note 2
WAGE EMPLOYEES	6,900,000	Note 2
WORKFORCE SOLUTIONS	1,152,321	
REALLOCATION, SICK/ANNUAL LEAVE	400,000	
FRINGES	25,000,000	
VACANT POSITION ELIMINATIONS AND HIRING FREEZES	(4,874,501)	Note 2
VACANCY	(3,500,000)	
TOTAL PERSONNEL SERVICES	99,156,905	
EXPENDITURES - OPERATING		
CHESAPEAKE CAMPUS	247,000	
REGIONAL AUTOMOTIVE CENTER	78,000	
NORFOLK CAMPUS	258,000	Note 2
PORTSMOUTH CAMPUS	349,000	
BEAZLEY SCHOOL OF NURSING	83,000	
VISUAL ARTS CENTER	51,000	
VIRGINIA BEACH CAMPUS	456,000	Note 2
ADVANCED TECHNOLOGY CENTER	440,000	
REGIONAL HEALTH PROFESSIONS CENTER	226,000	
CENTER FOR E-LEARNING	20,000	
CENTER FOR MILITARY EDUCATION	163,000	
ROPER CENTER	266,000	
CAMPUS AND CENTER TOTALS	2,637,000	
OTHER OPERATING		
WORKFORCE SOLUTIONS	311,000	
DUAL ENROLLMENT	1,053,000	
FACILITIES MANAGEMENT	7,930,000	
FIXED COSTS	4,317,970	Note 2
GENERAL ADMINISTRATION	987,360	Note 2
INFORMATION SYSTEMS	3,978,030	
INSTITUTIONAL ADVANCEMENT	2,204,000	Note 2
LEARNING RESOURCES	610,535	Note 2
PROFESSIONAL DEVELOPMENT	303,000	Note 2
SAFETY & SECURITY	2,700,000	
OTHER OPERATING TOTAL	24,394,895	
TOTAL BUDGETED EXPENDITURES	126,188,800	
BALANCE - CONTINGENCY RESERVE	326,544	

Notes

1. Reflects an estimated 9% decrease in FTEs from 2015-16.
2. Reflects vacant position eliminations in the administrative faculty and classified areas; hiring freezes in the administrative faculty, teaching faculty, and classified areas; and budget reductions in wage, adjunct, operating, and professional development budgets.