

TIDEWATER COMMUNITY COLLEGE BOARD

MARCH 23, 2017

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** – (15 min.)

“Cyber Security Articulation Use Agreement”

Daniel T. DeMarte

Vice President for Academic Affairs & Chief Academic Officer

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). (**Attachment(s)**) – (5 min.)
 - a. Previous Meeting Minutes #294 for November 15, 2016 (**Attached**)
 - b. Proposed Increase in Institutional Auxiliary Fee (**Attached**)
 - c. Proposed Career Studies Certificate in Computed Tomography (**Attached**)
 - d. Proposed Specialization in Small Business Management and Entrepreneurship (**Attached**)
 - e. Proposed Discontinuance of the Career Studies Certificate in Geospatial Intelligence (**Attached**)
 - f. Proposed Associate in Applied Science Degree in Veterinary Technology (**Attached**)
5. **Curriculum & Student Development Committee Report** – Mr. Dwight M. Parker, Chair (10 min.)
 - a. Update on Workforce Development Initiatives
6. **Finance & Facilities Committee Report** – Mr. John M. Murray, Chair (10 min.)
 - a. Routine Financial Statements for Month Ending November 30, 2016 (**Attached**)

- b. Routine Financial Statements for Month Ending January 31, 2017 (**Attached**)
 - c. Mid-Year Report on 2016-17 State Operating Budget (**Attached**)
 - d. Audit Report for Year Ended June 30, 2015 (**Attached**)
7. **Advocacy Committee Report** – Ms. Linda D. Ridenour, Chair (**10 min.**)
- a. General Assembly Visit Feedback
8. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – (**10 min.**)
9. **President’s Report** – (**15 min.**)
- a. Proposed 2016-17 Emeritus Appointment Resolutions (**Attached, for action**)
 - Ann P. Ambrose, Dean of Business, Public Services, and Technology – Administrative Faculty Emeritus
 - Carolyn E. McLellan, Dean of Information Technology and Business – Administrative Faculty Emeritus
 - Marilyn L. Peacock, Professor of Mathematics – Professor Emeritus
 - b. Major Gifts Campaign Feasibility Study Update
 - c. Fall/Spring Enrollment Update (w/Mr. Aasen)
10. **Chair’s Report & Announcements** – (**10 min.**)
- a. Report of Executive and Finance & Facilities Committees Actions (**Attached**)
 - b. Appointment of Board Nominating Committee
 - c. Initiation of President’s Evaluation Process
 - d. Board Communication
11. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 294

NOVEMBER 15, 2016

Meeting number two hundred and ninety-four of the Tidewater Community College Board was held on Tuesday, November 15, 2016, in the Student Center on the Norfolk Campus.

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

Members Absent: John D. Padgett

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice
President for Information Systems
Marian Anderfuren, Associate Vice President & Public Information Officer
Joe April, Executive Vice President & Partner Armistead Group
Matthew J. Baumgarten, Executive Director for Real Estate
Development/Chief Operating Officer of Facilities
Jeffrey S. Boyd, Provost of Norfolk Campus
Susan M. James, Special Assistant to the President & Chief of Staff
Corey L. McCray, Vice President for Workforce Solutions
Bruce Meyer, TCC Alumni
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 &
Acting Vice President for Institutional Advancement

1. **Welcome and Call to Order**

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

2. **Program Highlight**

Dr. Baehre-Kolovani invited James Toscano to present on the program highlight entitled, Status of Feasibility Study. Dr. Toscano introduced Joe April, Executive Vice President & Partner with the Armistead Group, who expanded on the status of the study.

D R A F T

The Armistead Group was commissioned by the college through the TCC Educational Foundation to serve as the consultant in the feasibility study of a \$19.5 million major gifts campaign. The planning started in early 2016 with the Executive Staff identifying targeted campaign priorities to include: (1) *Student Access and Success*—scholarship endowments, dual enrollment and child care; (2) *Academic Excellence*—professional development and new academic programs; (3) *Campus Enhancement Fund*—new/upgraded equipment, culinary and hospitality expansion, automotive expansion, refurbishment of a research vessel, maintenance of the Roper Center, and more equipment and space for the welding and trucking programs. They further collaborated and identified key community and business leaders/partners, and TCC Alumnus who are committed to the work that TCC does for its students, and the Hampton Roads community. Subsequently, Mr. April will use that information to strategize with the identified group to garner support for the campaign. A proposal is expected in 2017 to assist in a strategic approach to the campaign and to further expand the college's mission.

3. Adoption of Consent Agenda

Ms. Thompson inquired if there were requests to remove any item(s) from the consent agenda to the full agenda. Hearing none, she asked for a motion to accept the consent agenda. On a motion by Mr. Murray, seconded by Mr. Parker, the board approved the consent agenda as proposed.

4. Approval of Action Items on Consent Agenda

Referring to Tab 4a of the meeting packet, the board approved Meeting Minutes #293 for September 13, 2016.

5. Information Item(s)

➤ **Ms. Thompson invited Mr. Parker, Curriculum & Student Development Committee Chair, to give the report of the committee.**

a. None.

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

a. Routine Financial Statements for Month Ending September 30, 2016. At the invitation of Mr. Murray, Ms. Milloy provided the routine financial statements reflecting activity for three months of the fiscal year. Referring to Tab 5a of the meeting packet, she highlighted significant expenditures with the Institutional Auxiliary Budget (72%), Student Center Budget (51%), and the Auxiliary Services Budget (36%), noting that bond payments for parking garage and lot, and certain encumbrances charged on an annual basis, respectively, impacted those budgets. Local investments and contributions from the municipalities remained as expected. The average yield on investments of \$41 million was 0.77%.

D R A F T

- b. Student Financial Aid Cohort Default Rate. Directing the board to Tab 5b of the meeting packet, Ms. Milloy noted that TCC's three-year (2011, 2012, and 2013) default rates continue to fall below the 30% maximum. Within the Virginia Community Colleges, TCC's default rate is in the lower percentile at 15%.
- c. Audit Report for Year Ended June 30, 2015. Referring to Tab 5c of the meeting packet, Ms. Milloy remarked that the Comprehensive State Audit results have not yet been finalized.
- d. Update Report on Master Plan for Suffolk Property & Capital Projects. Mr. Murray invited Mr. Baumgarten to provide an update on the college's projects. Mr. Baumgarten noted that planning for the Suffolk property started with the development of a business plan that will emerge into a master strategic plan with eventual marketing to support it. The Beazley building is being assessed for eventual demolition and the timber on the site is being evaluated. The Army Corps of Engineers will work with TCC to stabilize the Suffolk property's shoreline free of charge, which will in-turn, increase the land value.

The City of Suffolk approached the college with a design plan to improve where the Suffolk property and Harborview Boulevard intersects. The City plans to create a round-about on the northern gateway and asked the college to deed over ½ acre of land in support of the initiative. The partnership will benefit the college and the citizens of Suffolk.

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

- a. Committee Work Plan. Referring to Tab 5a of the meeting packet under the Advocacy Committee report, Ms. Ridenour briefly addressed her committee's 2016/17 Work Plan. She noted that their primary areas of focus will include: (1) Strengthening relationships with the municipalities; (2) Collaboration with the president on General Assembly advocacy matters; (3) Strengthening relationships in the community by offering board members the opportunity to bring influential guests to TCC events, and (4) Increasing effectiveness of board member advocacy by increasing awareness of available advocacy tools.

Ms. Thompson accepted the committee's recommendation as a motion which requires no second. After some discussion, she called for a vote. The board unanimously approved the motion.

Dr. Toscano remarked that the Legislative Reception and organized student lobbying are not scheduled for 2017.

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

Nothing to report.

7. President's Report

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- a. Update on SACSCOC Visit (w/Mr. Aasen). Mr. Aasen shared the findings of the SACSCOC Committee when they visited for the Accreditation Reaccreditation review on October 17-20, 2016. The college was cited on three standards with the appropriate recommendations as follows:
- CS 3.3.1.5 (Institutional Effectiveness – community/public service) – one recommendation. *Recommendation 1:* The Committee recommends that the Community/Public Service function of the institution provide a complete cycle of evidence recorded in the revised template to ensure that it identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of results.
 - CS 3.7.1 (Faculty Competence) – one recommendation. *Recommendation 6:* The Committee recommends the institution employ competent faculty members qualified to accomplish the mission and goals of the institution
 - CS 3.3.2 (Quality Enhancement Plan) - four recommendations. *Recommendation 2:* The Committee recommends that the institution develop implementation strategies with the requisite specificity and detail to ensure that the initiation and execution of this plan can be effectively managed (meet the intended goals of this effort) and measured (allow for continuous improvement initiatives to be adopted).
 - *Recommendation 3:* The Committee recommends that the institution develop a budget which accurately and completely accounts for all the investments and costs associated with the Quality Enhancement Plan.
 - *Recommendation 4:* The Committee recommends that the institution develop a comprehensive plan to include broad-based involvement of pertinent institutional constituencies in the implementation of the Quality Enhancement Plan.
 - *Recommendation 5:* The Committee recommends that a comprehensive assessment plan be developed for the goals, strategies, and student performance outcomes articulated in the Quality Enhancement Plan.

The college has taken the appropriate steps for corrective actions in order to meet the March 2017 deadline and subsequent reaffirmation in June 2017.

- b. VCCA Excellence in Communications Awards. Ms. Anderfuren provided the board with a quick overview of the college's performance in the VCCA Excellence in Communications Awards program. Of note, first place was awarded to Learning Technologies for their "Planned Giving Program" video. New and social media as well as website redesign was also awarded first place. The staff further garnered second and third place awards in brochures, special video production, feature stories, advertising/PR campaign, and recruitment pop-up displays.

Dr. Baehre-Kolovani stated that, per the Chancellor, "the Governor has asked all state agencies and public institutions of higher education, including the VCCS, to plan for a 7.5%

D R A F T

cut in state funding for the fiscal year that begins on July 1, 2017.” This is in addition to the frozen and eliminated positions already instituted by the college.

TCC is one of 7 community colleges selected to receive \$157,123 under the Veterans Education Resource Initiative for Transitioning, Advising, and Success program. The funding was awarded to two-year institutions identified as most active and high supporters of veterans.

8. Chair’s Report & Announcements

- a. None. Ms. Thompson encouraged participation in the college’s Commencement Exercises on Monday, December 19th at 6:00 p.m. in the Ted Constant Convocation Center. She noted that the board’s first board meeting in the New Year is scheduled for Thursday, January 19, 2017, in the Regional Health Professions Center on the Virginia Beach Campus.

9. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 5:40 p.m.

Respectfully submitted,



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

APPROVAL

Terri N. Thompson
Chair

D R A F T

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 23, 2017
COMMITTEE: Finance and Facilities Committee
AGENDA ITEM: Increase in Institutional Auxiliary Fee

BACKGROUND:

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

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

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

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

The college's Capital Outlay Plan includes a parking garage facility at Virginia Beach - 1,200 spaces at an estimated cost of \$31 million. The Virginia Beach Campus project is anticipated in the 2022-24 biennium.

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

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

STAFF RECOMMENDATION:

That the TCC Local College Board recommend to the State Board for Community Colleges an increase of \$.50 per credit hour in its Institutional Auxiliary Fee, effective Fall Semester 2017.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD AGENDA ITEM

MEETING: March 23, 2017

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposed Career Studies Certificate in Computed Tomography

BACKGROUND:

Based on requests from students and input from the Radiology program advisory committee, the college proposes to offer a Career Studies Certificate in Computed Tomography beginning in the fall 2017 semester. The Career Studies Certificate in Computed Tomography is an advanced certificate not designed to stack into any TCC degree. Students enrolled in this curriculum are not eligible for federal financial assistance.

PROGRAM LEARNING OUTCOMES:

- Students will be clinically competent.
- Students will perform appropriate CT protocols.
- Students will practice radiation protection practices.
- Students will problem solve and think critically.
- Students will be able to adjust patient protocols based on patient variables.
- Students will be able to perform advanced CT procedures.
- Students will communicate effectively.
- Students will obtain and document comprehensive patient history.
- Students will practice safe and empathetic patient care skills.
- Students will demonstrate professional development and growth.
- Students will be able to earn ARRT CT certification.

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: Computed Tomography

Computed Tomography is an advanced practice area of Radiography. The Career Studies Certificate in Computed Tomography (CT) provides the opportunity for registered radiographers, radiation therapists, and nuclear medicine technologists to acquire the competencies and skills necessary in preparation for certification in CT through the American Registry of Radiologic Technologists (ARRT). Admission to the program is limited to the number of available clinical sites, with preference given based on Virginia domicile, Veteran status, and previous TCC Radiography student status.

Students enrolled in this curriculum are not eligible for federal financial assistance.

SEMESTER 1

Course No.	Course Title Prerequisites	Credits	Prerequisites	Co-Requisites
RAD 196	On-Site Training	2	Divisional approval	None
RAD 247	Cross-Sectional Anatomy	<u>3</u>	Divisional approval: ARRT or eligible	None
Semester Credits		5		

SEMESTER 2

Course No.	Course Title Prerequisites	Credits	Prerequisites	Co-Requisites
RAD 196	On-Site Training	2	Divisional approval	None
RAD 242	Computed Tomography Procedures and Instrumentation ¹	<u>2</u>	Divisional approval: ARRT or eligible	None
Semester Credits		4		
Total Minimum Credits		9		

¹ RAD 242 satisfies the American Registry of Radiologic Technologists' Structured Education Requirements for post-primary certification and registration (<https://www.arrt.org/Education/Structured-Education-Requirements>).

TIDEWATER COMMUNITY COLLEGE BOARD AGENDA ITEM

MEETING: March 23, 2017

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposed Specialization in Small Business Management and Entrepreneurship

BACKGROUND:

Based on requests from students and to support a growing economic trend in Hampton Roads, the college proposes to offer a Specialization in Small Business and Entrepreneurship as part of the current AAS in Management degree beginning in the fall 2017 semester.

PROGRAM LEARNING OUTCOMES:

- Students will identify the risk-tolerance and personal attribution necessary to expand or create a new business venture.
- Students will create business and marketing plans for the proposed business venture.
- Students will create and analyze a financial plan for the proposed business venture.
- Students will identify industry and economic trends that affect a new business ideal.

STAFF RECOMMENDATION:

That the College Board approves the specialization noted above.

STAFF LIAISON:

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

SPECIALIZATION

A.A.S. Management - Specialization in Small Business Management and Entrepreneurship

The Associate of Applied Science (A.A.S.) in Management with a Specialization in Small Business Management and Entrepreneurship is designed for students who plan to start, expand or manage a small business. Students may choose a cooperative education option in which they earn academic credit while gaining work experience in a small business setting. Students should consult with their advisor to ensure they select electives that will best prepare them for their intended goals.

SEMESTER 1

Course No.	Course Title Prerequisites	Credits	Prerequisites	Co-Requisites
ACC 220	Accounting for Small Business ³ (or ACC 211)	3	None	None
BUS 100	Introduction to Business	3	None	None
ENG 111	College Composition I	3	Qualifying Placement Test score, ENF 1, ENF 2 or equivalent	None
ITE 115	Introduction to Computer Applications and Concepts	4	None	None
MTH 121	Fundamentals of Mathematics I	3	Qualifying Placement Test score, MTE 1-3 or equivalent	None
SDV 100	College Success Skills	1	None	None
Semester Credits		17		

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
ACC 212	Principles of Accounting II	3	ACC 211 (or ACC 220 ³)	None
AST 205	Business Communications	3	ENG 111	None
BUS 125	Applied Business Mathematics	3	MTH 121 or higher	None
BUS 165	Small Business Management	3	None	None
ECO 201	Principles of Macroeconomics	3	None	None
	Approved BUS, FIN, or MKT Elective ²	3	None	None
Semester Credits		18		

SEMESTER 3

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
BUS 220	Introduction to Business Statistics	3	MTH 121 or higher	None
BUS 241	Business Law I	3	None	None
BUS 265	Ethical Issues in Management	3	None	None
MKT 160	Marketing for Small Business (or MKT Elective ⁴)	3	None	None

SEMESTER 3 (cont.)

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
_____	Approved BUS, FIN, or MKT Elective ²	3	None	None
_____	Humanities Elective ¹	3	None	None
Semester Credits		18		

SEMESTER 4

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
BUS 111	Principles of Supervision I	3	NONE	None
BUS 242	Business Law II	3	BUS 241	None
BUS 297	Cooperative Education (or Approved BUS/FIN/MKT Elective ²)	3	Instructor permission	None
FIN 260	Financial Management for Small Business	2	ACC 220 or ACC 211 and BUS 165	None
_____	Social Science Elective ¹	3	None	None
Semester Credits		14		
Total Minimum Credits		67		

¹ Eligible courses are listed on page XX in the 2017-2018 catalog. See your academic advisor or counselor to choose the appropriate course(s).

²Students may select any of the following courses to meet this requirement: BUS 116, BUS 260, FIN 215, MKT 110, MKT 220, MKT 271, MKT 276, MKT 282, and MKT 284.

³ACC 220 may only be used as a prerequisite for ACC 212 for students completing the Small Business Management Career Studies Certificate and pursuing the AAS in Management with a Specialization in Small Business Management and Entrepreneurship.

⁴ May used any MKT course not already required in the program.

**TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM**

MEETING: March 23, 2017
COMMITTEE: Curriculum and Student Development Committee
AGENDA ITEM: Proposed Discontinuance of the Career Studies Certificate in Geospatial Intelligence

BACKGROUND:

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

Within this context, the academic staff proposes the discontinuance of the Career Studies Certificate in Geospatial Intelligence. The proposal has been reviewed and recommended by the program faculty and their supervising dean, the Curriculum Committee, and the Chief Academic Officer.

A review of the program data from 2011 to 2015 supports the proposal to discontinue this program.

Program	Headcount (5-year average)	FTEs (5-year average)	Graduates (5-year average)
Geospatial Intelligence	1	0.62	0.4

Furthermore, this Career Studies Certificate program does not completely align with the Information Systems Technology AAS degree.

STAFF RECOMMENDATION:

That the College Board approves the discontinuance of the Career Studies Certificate in Geospatial Intelligence.

STAFF LIAISON:

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



Official Curriculum Guide

Name: _____

Date Entered TCC: _____

SIS Empl ID: _____

Counselor: _____

Career Studies Certificate: Geospatial Intelligence(221-719-72)
Gainful Employment

The Geospatial Intelligence (GEOINT) Career Studies Certificate program provides students with skills to work as analysts in the geospatial field of intelligence in positions such as cartographic analyst, geospatial intelligence analyst, marine analyst, nautical cartographic analyst, program management execution officer, system engineer, geodetic surveyor, geospatial data steward, imagery intelligence analyst, orbit analyst, regional source analyst, research analyst, and source strategist.

SEMESTER 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
GIS 101	Introduction to Geospatial Technology I	3	None	None	_____	()
GIS 200	Geographical Information Systems I	4	None	None	_____	()
Semester Total		7				

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
GIS 201	Geographical Information Systems II	4	GIS 200	None	_____	()
GIS 205	GIS 3-Dimensional Analysis	4	GIS 201	None	_____	()
Semester Total		8				

SEMESTER 3

Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
GIS 255	Exploring Our Earth: Introduction to Remote Sensing	4	GIS 200	None	_____	()
GIS 298	Seminar and Project in Geospatial Intelligence	3	GIS 205 and GIS 255	None	_____	()
Semester Total		7				

Total Minimum Credits 22

TIDEWATER COMMUNITY COLLEGE BOARD AGENDA ITEM

MEETING: March 23, 2017

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposed Associate of Applied Science Degree in Veterinary Technology

BACKGROUND:

Tidewater Community College (TCC) proposes an Associate of Applied Science (A.A.S.) Degree in Veterinary Technology beginning fall semester 2018, pending VCCS and SCHEV approval.

The Associate of Applied Science degree in Veterinary Technology will prepare graduates for careers in the field of veterinary medicine. Graduates will be prepared for employment in a variety of settings such as companion animal, equine, and food animal practices, biomedical research facilities, pharmaceutical companies, diagnostic laboratories, zoos, wildlife rehabilitation centers, state and federal agencies, veterinary teaching hospitals, and specialty and emergency practices. Upon passing the Veterinary Technician National Examination, an examination that students will be prepared for via the proposed program, students will be eligible to enter the workforce immediately as licensed veterinary technicians.

STAFF RECOMMENDATION:

That the College Board approves the A.A.S. in Veterinary Technology.

STAFF LIASON:

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

PROPOSED ASSOCIATE OF APPLIED SCIENCE DEGREE: VETERINARY TECHNOLOGY

Tidewater Community College (TCC) proposes an Associate of Applied Science (A.A.S.) Degree in Veterinary Technology beginning fall semester 2018.

The Associate of Applied Science degree in Veterinary Technology will prepare graduates for careers in the field of veterinary medicine. Graduates will be prepared for employment in a variety of settings such as companion animal, equine, and food animal practices, biomedical research facilities, pharmaceutical companies, diagnostic laboratories, zoos, wildlife rehabilitation centers, state and federal agencies, veterinary teaching hospitals, and specialty and emergency practices. Upon passing the Veterinary Technician National Examination, an examination that students will be prepared for via the proposed program, they will be eligible to enter the workforce immediately as licensed veterinary technicians.

The proposed program is seven semesters in length. The program, which will be cohort-based, assumes a fall semester start, allowing students to complete the program at the end of the summer session 2.5 years later. This program requires that students work a minimum of 20 hours a week at a local veterinary clinic to receive sufficient hands-on animal training in a veterinary hospital. Due to the high number of externship hours required, students take only 6-11 credit hours per semester. All of the courses in the proposed program are in the VCCS Master Course File and, except for one course, are not currently offered at TCC.

Labor Market Outlook

Per the United States Bureau of Labor Statistics (2016)¹, the Veterinary Technician occupation generated 95,600 jobs in 2014 with a median pay in 2015 of \$31,800 (or \$15.29 per hour). Per the Bureau, the need for veterinary technicians nationally is expected to grow by 19% between 2014 and 2024. EMSI (2016)² projects that, between 2016 and 2026, the need for Veterinary Technicians will grow by 60.4% in TCC's service region. This growth is 36% greater than the predicted national average.

The Virginia Employment Commission (2016)³ reported that there were 103 job openings advertised online in the Commonwealth of Virginia for Veterinary Technicians in October 2016. These positions (100%) required the minimum of an associate's degree. Further, according to the VEC, the May 2015 estimated median annual wage for Veterinary Technicians in Virginia was \$31,800.00.

In November 2016, a popular online job search engine (indeed.com) listed 133 job openings for Veterinary Technicians in the Commonwealth of Virginia with salaries ranging from \$25,000 to \$57,000 annually. Of those, 44 were in the Hampton Roads area.

¹ Bureau of Labor Statistics, U.S. Department of Labor, on the Internet at <http://www.bls.gov/ooh/healthcare/veterinary-technologists-and-technicians.htm> *Occupational Outlook Handbook, 2016-17 Edition*, Veterinary Technologists and Technicians, (visited November 23, 2016).

² Economic Modeling Specialists, Inc. (EMSI), 2016.1; Veterinary Technologists and Technicians (report generated on 09/30/2016).

³ Virginia Labor Market Information, Virginia Employment Commission, on the Internet at <https://data.virginialmi.com/vosnet/analyzer/results.aspx?session=jobocc> (visited November 23, 2016).

Curriculum

This degree proposal has been developed in close consultation with TCC's Ad Hoc Veterinary Technician Advisory Committee. This committee, comprised of local veterinarians, veterinary technicians, and industry representatives, identified the skill sets necessary for individuals to be successful in the industry. Many of the members from this advisory committee worked on the development of the proposed curriculum and strongly support this proposal and its curriculum design.

This proposal addresses the current content, knowledge, and skill sets that entry-level veterinary technicians will need through the combination of general education courses, specific veterinary courses, hands-on laboratories, and clinical internships. This degree will also enable individuals already employed in the industry as veterinary assistants to continue their education and advance in their chosen field.

Presently, TCC offers a career studies certificate in Veterinary Assistant. It is anticipated that some graduates from the Veterinary Assistant program will apply for the Veterinary Technology program. However, the Veterinary Assistant certificate program does not stack into the Veterinary Technology degree program; this a limitation of the veterinary field and beyond the college's control.

While veterinary assistants and veterinary technicians are both trained to assist veterinarians in the care and treatment of animals, only graduates of a veterinary technology program are eligible to take their state's licensing exam. State regulations dictate that only licensed veterinary technicians may perform certain medical and surgical procedures in a veterinary setting, such as induction and maintenance of anesthesia.

Tidewater Community College will seek accreditation of the veterinary technology program through the American Veterinary Medical Association (AVMA). Programs may apply for accreditation once their first cohort of students has completed three-quarters of the curriculum. Program accreditation allows veterinary technology graduates to take their state's licensing exam.

Program Outcomes

Upon completion of the A.A.S. Degree in Veterinary Technology, successful graduates will demonstrate competency in the following areas:

- Participate and effectively contribute to the professional and efficient operation of a veterinary facility;
- Demonstrate professional communication skills in a health care setting;
- Demonstrate an understanding of ethical responsibilities and legal requirements in regards to clients, patients, employers, and the veterinary profession;
- Safely and effectively deliver prescribed drugs to patients;
- Obtain subjective and objective patient data in a variety of domestic animal species;
- Demonstrate an understanding of husbandry, nutrition, and therapeutic techniques in a variety of domestic animal species;
- Safely and effectively manage and maintain veterinary patients in anesthesia and maintain and operate anesthetic delivery equipment and monitoring devices;
- Integrate all aspects of patient management for common surgical procedures, provide surgical instruments and supplies, and maintain an appropriate surgical environment;
- Demonstrate appropriate handling and proper analysis of laboratory specimens; and

- Safely and effectively produce diagnostic radiographic images.

Delivery Modalities

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. TCC has a robust training plan for faculty teaching distance learning courses as well as policies and procedures to ensure for academic integrity.

Program Location

The current Veterinary Assistant Program Director will direct the proposed Veterinary Technology Program. The Dean of Natural Sciences at the Virginia Beach Campus will provide overall oversight and coordination. The program will be housed at the college's science building (Building J) located on the Virginia Beach Campus.

Implementation Costs

Since the college currently offers a career studies certificate in Veterinary Assistant, existing space for classrooms will accommodate the proposed program. Students will participate in hands-on career training at local veterinary hospitals. The college will establish a memorandum of understanding with these hospitals to establish the responsibilities of the internship site.

This program will fall under the overall supervision of the current Veterinary Assistant Program Director. Currently, this person also serves as the one full-time faculty member designated for this program. If approved, there would be a need to hire one additional full-time faculty for fall 2018 implementation. The funding for the new position would be provided through a Perkins grant. The two full-time faculty members will be responsible for teaching both the veterinary assistant courses and the veterinary technology courses, and, as such, will be shared between the two programs.

In addition, the costs for program accreditation by the American Veterinary Medical Association is \$3,000. Additional equipment will be funded with division Equipment Trust Funds.

Current resources, to include classroom space, equipment, and materials and programs such as library support, telecommunications, and financial aid, are available to implement the proposed degree in fall 2018.

Impact on Accreditation

The Veterinary Technology program will require accreditation by the American Veterinary Medical Association (AVMA). The AVMA Committee on Veterinary Technician Education and Activities (CVTEA) is charged with the responsibility of providing and monitoring AVMA accreditation of programs in veterinary technology. All accredited programs must meet the Standards of Accreditation of the CVTEA to ensure the quality of the educational experience and the assessment of student knowledge and skills. Primary aspects of the AVMA programmatic accreditation process include (1) the initial application; (2) the self-study process; (3) the site visit; and (4) evaluation and vote by the AVMA CVTEA Committee.

The accreditation process is expected to take up to 16 months once the Veterinary Technology program officially begins. An annual accreditation fee is invoiced to all AVMA CVTEA-accredited programs to cover the costs of maintaining accreditation. This fee is adjusted on an annual basis.

Students admitted to the program will sign a student acknowledgment form indicating awareness of the program's accreditation status. Once accreditation is awarded, students completing the program will be eligible to take the Veterinary Technician National Examination (VTNE) and their state's licensure examination.

The Associate of Applied Science degree in Veterinary Technology represents a substantive change and therefore requires the submission of a prospectus to SACSCOC. TCC plans to submit the prospectus by April 1, 2017.

Associate of Applied Science Degree: Veterinary Technology

The Associate of Applied Science degree in Veterinary Technology is a part-time program that prepares graduates for careers in the field of veterinary technology. Graduates are prepared for employment in many settings such as private veterinary practices, research facilities, pharmaceutical companies, diagnostic laboratories, zoos, wildlife rehabilitation centers, state and federal agencies, veterinary teaching hospitals, and specialty and emergency practices.

Admission to the college does not guarantee admission to the Veterinary Technology program. Entrance requirements for the program include completion of ENG 111, CHM110, and MTH 95 or MTE 4-5 (or equivalent), a completed college and program application, experience working with animals, and letters of recommendation. Detailed selection and admission criteria will be provided in a program information booklet and published on the college website. Qualified candidates will be granted an interview based on the number and quality of applicants. Participation in an orientation session is mandatory. Official transcripts from other colleges attended must be submitted to the Office of the College Registrar at Tidewater Community College prior to the application deadline. For additional information about the Veterinary Technology program, go to www.tcc.edu and search keywords "veterinary technology."

Pre-admission semester

Course No.	Course Title	Credits
ENG 111	College Composition I	3
CHM 110	Survey of Chemistry	3
SEMESTER TOTAL		6

Semester 1

Course No.	Course Title	Credits
VET 103	Veterinary Office Assisting	3
VET 116	Animal Breeds and Behavior	3
CST 100	Principles of Public Speaking	3
SDV100	College Success Skills	1
SEMESTER TOTAL		10

Semester 2

Course No.	Course Title	Credits
VET 111	Anatomy and Physiology of Domestic Animals	4
VET 105	Introduction to Veterinary Technology	3
PSY 200	Principles of Psychology	3
SEMESTER TOTAL		10

Semester 3 (summer)

Course No.	Course Title	Credits
VET 216	Pharmacology	3
VET 115	Laboratory Techniques I	4
SEMESTER TOTAL		7

Semester 4		
Course No.	Course Title	Credits
VET 121	Clinical Practices I	4
VET 135	Anesthesia of Domestic Animals	2
VET 211	Animal Diseases I	2
	Humanities Elective ¹	3
SEMESTER TOTAL		11

Semester 5		
Course No.	Course Title	Credits
VET 215	Laboratory Techniques II	4
VET 122	Clinical Practices II	4
VET 212	Animal Diseases II	2
SEMESTER TOTAL		10

Semester 6 (summer)		
Course No.	Course Title	Credits
VET 221	Advanced Clinical Practices III	4
VET 217	Introduction to Laboratory, Zoo, and Wildlife Medicine	2
VET 290	Coordinated Internship	3
SEMESTER TOTAL		9

Total Minimum Credits		63
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¹Eligible courses are listed on page XX in the 2018-2019 catalog. See your academic advisor or counselor to choose the appropriate course(s).

A.A.S. in Veterinary Technology Courses

CHM 110 Survey of Chemistry

3 credits

Introduces the basic concepts of general, organic, and biochemistry with emphasis on their applications to other disciplines. No previous chemistry background required. Lecture 3 hours per week.

CST 100 Principles of Public Speaking

3 credits

Applies theory and principles of public address with emphasis on preparation and delivery. Lecture 3 hours per week.

ENG 111 College Composition I

3 credits

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics: develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.

PSY 200 Principles of Psychology

3 credits

Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. Lecture 3 hours. Total 3 hours per week. Readiness to enroll in English 111 required

SDV 100 College Success Skills

1 credit

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

VET 103 Veterinary Office Assisting

3 credits

Presents basic information about common business procedures used in veterinary practice. Includes client and staff relationships and veterinary regulations. Lecture 3 hours per week.

VET 105 Introduction to Veterinary Technology

3 credits

Introduces the role of veterinary technicians in veterinary practice. Includes medical terminology, ethics, professionalism, and basic concepts of patient care. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

VET 111 Anatomy and Physiology of Domestic Animals

4 credits

Introduces the structure and function of the animal and of all the organ systems of common domestic animals. Includes histology, embryology, and genetics. Includes laboratory dissection and demonstrations. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

VET 115 Laboratory Techniques I

4 credits

Introduces techniques in hematology, urinalysis, and parasitology. Includes other laboratory tests performed in veterinary practice. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

VET 116 Animal Breeds and Behavior**3 credits**

Surveys common species of domestic animals including basic husbandry, care, and handling. Introduces identification of various breeds and their characteristics, including behavior patterns, problems, and solutions. Lecture 3 hours per week.

VET 121 Clinical Practices I**4 credits**

Presents advanced clinical techniques commonly performed in veterinary practice. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

VET 122 Clinical Practices II**4 credits**

Presents advanced clinical techniques commonly performed in veterinary practice. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

VET 135 Anesthesia of Domestic Animals**2 credits**

Introduces the basic principles of anesthesia of common domestic species. Includes techniques of induction, monitoring, and recovery of patients using injectable and inhalation anesthetics. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

VET 211 Animal Diseases I**2 credits**

Describes animal health and disease, surgical techniques, and animal behavior. Includes demonstrations and selected observation and practice in animal hospitals, clinics, or research laboratories. Part I of II. Lecture 2 hours per week.

VET 212 Animal Diseases II**2 credits**

Describes animal health and disease, surgical techniques, and animal behavior. Includes demonstrations and selected observation and practice in animal hospitals, clinics, or research laboratories. Part II of II. Lecture 2 hours per week.

VET 215 Laboratory Techniques II**4 credits**

Expands concepts introduced in VET 115 including clinical chemistry, cytology, and other laboratory tests performed in veterinary practice. Prerequisite VET 115. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

VET 216 Animal Pharmacology**3 credits**

Studies drugs and other medical substances of veterinary importance. Includes their characteristics, usage, measurement, dosage, administration, and also pharmacy management. Lecture 3 hours per week.

VET 217 Introduction to Laboratory, Zoo, and Wildlife Medicine**2 credits**

Focuses on the identification, captive management, restraint and diseases of fish, reptiles, birds, rodents, rabbits, ferrets, primates, wild carnivores, and wild herbivores. Presents the fields of laboratory research zoological medicine. Lecture 2 hours per week.

VET 221 Advanced Clinical Practices III**4 credits**

Presents advanced clinical techniques commonly performed in veterinary practice. Prerequisite VET 121-122. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

VET 290 Coordinated Internship**3 credits**

Supervises on-the-job training in selected business, industrial, or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: March 23, 2017

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending November 30, 2016

BACKGROUND:

The routine Local Fund Financial Statements for the month ending November 30, 2016 are presented for review.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
 July 1, 2016 - November 30, 2016

	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	\$ 675,884		\$ 592,241	53%
B. ID Card Replacements	20,000	7,653		12,347	38%
Total Revenues	\$ 1,288,125	\$ 683,537	\$ -	\$ 604,588	53%
Total Resources (Revenue & Fund Bal.)		\$ 1,892,670			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 4,000		\$ 1,446	\$ 2,554	36%
2. Programming	53,870	23,617	10,559	19,694	63%
3. Student Organizations	1,000	407		593	41%
4. Recreational Sports	2,300	205	412	1,683	27%
5. Operating Expenses	1,000	479		521	48%
6. Contingency Fund	8,500	1692	2320	4,488	47%
Subtotal--Chesapeake Campus	\$ 70,670	\$ 26,400	\$ 14,737	\$ 29,533	58%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300	\$ 83	\$ 898	\$ 2,319	30%
2. Programming	50,857	8,633	5,374	36,850	28%
3. Student Organizations	3,000	521	1,618	861	71%
4. Recreational Sports	5,000	1,158	2,576	1,266	75%
5. Operating Expenses	2,957			2,957	0%
6. Contingency Fund	4,957	600		4,357	12%
Subtotal--Norfolk Campus	\$ 70,071	\$ 10,995	\$ 10,466	\$ 48,610	31%
C. Portsmouth Campus					
1. Student Government Association	\$ 4,000	\$ 907		\$ 3,093	23%
2. Programming	62,021	19,032	6,732	36,257	42%
3. Student Organizations	5,000	828	35	4,137	17%
4. Recreational Sports	500	\$ 112		388	22%
5. Operating Expenses	2,100	1,116		984	53%
6. Contingency Fund	2,190	150		2,040	7%
Subtotal--Portsmouth Campus	\$ 75,811	\$ 22,145	\$ 6,767	\$ 46,899	38%
D. Virginia Beach Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	80,909	14,451	9,840	56,618	30%
3. Student Organizations	18,000	14,059		3,941	78%
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	\$ 28,510	\$ 9,840	\$ 65,759	37%
E. Student Activities--College-wide					
1. College-wide Programs & Events	\$ 20,000		\$ 1,875	\$ 18,125	9%
2. Student Life Personnel	108,800	55,450		53,350	51%
3. Visual Arts Center	9,000	1,085	1,021	6,894	23%
4. Women's Center	10,000	2,231	492	7,277	27%
5. Intramurals, Recreational & Club Sports	10,000	6,288	502	3,210	68%
6. College-wide Contingency	3,500	56		3,444	2%
7. Student Federation Council	5,000	2,122		2,878	42%
8. Student Leadership & Community Engagement	30,000	214	340	29,446	2%
9. College-wide Clubs & Committees	60,000	(1,034)	100	60,934	-2%
10. Intercultural Learning	50,000	2,960	3,459	43,581	13%
Subtotal--Student Activities--College-wide	\$ 306,300	\$ 69,372	\$ 7,789	\$ 229,139	25%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Increase/ Decrease	% Realized
F. Learning Assistance Fund					
1. Chesapeake	\$ 40,110	\$ 25,119		\$ 14,991	63%
2. Norfolk	30,370	13,364		17,006	44%
3. Portsmouth	33,692	13,503		20,189	40%
4. Virginia Beach	113,306	25,940		87,366	23%
Subtotal--Learning Assistance Fund	\$ 217,478	\$ 77,926	\$ -	\$ 139,552	36%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368	\$ 2,500	\$ 265	\$ 8,603	24%
2. Norfolk	12,841	2,000		10,841	16%
3. Portsmouth	10,176	4,088	792	5,296	48%
4. Virginia Beach	10,000		4,432	5,568	44%
Subtotal--Provosts' Contingency Fund	\$ 44,385	\$ 8,588	\$ 5,489	\$ 30,308	32%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 973	\$ 90	\$ 6,226	15%
2. Norfolk	8,949	1,281	641	7,027	21%
3. Portsmouth	6,111	561	195	5,355	12%
4. Virginia Beach	15,000	8,985	3,386	2,629	82%
Subtotal--Deans' Contingency Fund	\$ 37,349	\$ 11,800	\$ 4,312	\$ 21,237	43%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 15,000	\$ 4,954	\$ 3,080	\$ 6,966	54%
Subtotal--Student Activities Identification System	\$ 15,000	\$ 4,954	\$ 3,080	\$ 6,966	54%
Total Expenditures	\$ 941,173	\$ 260,690	\$ 62,480	\$ 618,003	34%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 263,545		\$ 368,963	42%
Subtotal--Transfers	\$ 632,508	\$ 263,545	\$ -	\$ 368,963	42%
Fund Balance 11/30/2016		\$ 1,368,435			

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
 July 1, 2016 - November 30, 2016

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 11,051,860			
I. Revenues					
A. Institutional Fee	\$ 3,345,235	\$ 1,752,173		\$ 1,593,062	52%
B. Student Parking Sales	99,600	34,948		64,652	35%
C. Student HRT Pass Sales	140,000	59,158		80,842	42%
Total Revenues	\$ 3,584,835	\$ 1,846,279	\$ -	\$ 1,738,556	52%
Total Resources (Revenue & Fund Bal.)					
		\$ 12,898,139			
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	4,102		63,931	6%
2. Utilities	50,000	12,018		37,982	24%
3. Security	117,000	28,598	88,402		100%
4. General Maintenance	48,500	2,264	27,401	18,835	61%
D. College-wide Parking Lot Improvements	250,000	5,376	119,882	124,742	50%
E. Hampton Roads Transit (HRT) Passes	280,000	250,000		30,000	89%
F. Student Parking	154,200		154,200		100%
G. Visual Arts Center Parking Lease	82,800	12,720	70,080		100%
Total Expenditures	\$ 3,108,833	\$ 1,822,264	\$ 459,965	\$ 826,604	73%
Fund Balance 11/30/16					
		11,075,875			

Approved by the Local College Board on May 10, 2016

OFS 12/13/16

**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
July 1, 2016 - November 30, 2016

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 24,483,550			
I. Revenues					
A. Auxiliary Capital Fee	\$ 9,448,776	\$ 5,022,771		\$ 4,426,005	53%
B. Transfer-In from Student Activities Budget	632,508	263,545		368,963	42%
C. Miscellaneous Revenue	85,000	14,231		70,769	17%
Total Revenues	\$ 10,166,284	\$ 5,300,547		\$ 4,865,737	52%
Total Resources (Revenue & Fund Balance)					
		\$ 29,784,097			
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	\$ 253,514		\$ 343,708	42%
b. Operating Expenses	85,000	7,516	15,208	62,276	27%
Subtotal--General Operations	\$ 682,222	\$ 261,030	\$ 15,208	\$ 405,984	40%
2. Facility Operations					
a. Personnel	\$ 236,900	\$ 105,181		\$ 131,719	44%
b. Utilities	112,000	38,862		73,138	35%
c. Security	177,017	70,791	106,226		100%
1. Access Control	50,000	25,969	10,552	13,479	73%
d. Custodial	40,000	3,757	11,989	24,254	39%
e. General Maintenance	92,815	41,489	16,673	34,653	63%
f. Insurance	10,000			10,000	0%
g. Network & Telecommunications	78,459	32,690		45,769	42%
Subtotal--Facility Operations	\$ 797,191	\$ 318,739	\$ 145,440	\$ 333,012	58%
3. Food Services					
a. Operating Subsidy	\$ 131,719	\$ 45,887	\$ 6,869	\$ 78,963	40%
b. Equipment Mtce. & Replacement	9,000	3,135	469	5,396	40%
Subtotal--Food Services	\$ 140,719	\$ 49,022	\$ 7,338	\$ 84,359	40%
Subtotal--Norfolk Student Center	\$ 1,620,132	\$ 628,791	\$ 167,986	\$ 823,355	49%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 598,037	\$ 282,372		\$ 315,665	47%
b. Operating Expenses	110,000	25,932	7,365	76,703	30%
Subtotal--General Operations	\$ 708,037	\$ 308,304	7,365	\$ 392,368	45%
2. Facility Operations					
a. Personnel	\$ 236,900	\$ 84,113		\$ 152,787	36%
b. Utilities	115,000	41,290		73,710	36%
c. Security	143,040	54,364	88,676		100%
1. Access Control	100,000	20,099	5,610	74,291	26%
d. Custodial	40,000	3,160	11,344	25,496	36%
e. General Maintenance	92,815	36,630	39,467	16,718	82%
f. Insurance	7,000			7,000	0%
g. Network & Telecommunications	68,396	28,500		39,896	42%
Subtotal--Facility Operations	\$ 803,151	\$ 268,156	\$ 145,097	\$ 389,898	51%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Operating Subsidy	\$ 116,827	\$ 28,442	\$ 12,507	\$ 75,878	35%
b. Equipment Mtce. & Replacement	8,000	1,090	479	6,431	20%
Subtotal--Food Services	\$ 124,827	\$ 29,532	\$ 12,986	\$ 82,309	34%
Subtotal--Chesapeake Student Center	\$ 1,636,015	\$ 605,992	\$ 165,448	\$ 864,575	47%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 597,848	\$ 276,741		\$ 321,107	46%
b. Operating Expenses	75,000	40,677	5,633	28,690	62%
Subtotal--General Operations	\$ 672,848	\$ 317,418	\$ 5,633	\$ 349,797	48%
2. Facility Operations					
a. Personnel	\$ 242,050	\$ 82,730		\$ 159,320	34%
b. Utilities	112,000	49,716		62,284	44%
c. Security	224,000	70,784	153,216		100%
d. Custodial	40,000	2,448	7,155	30,397	24%
e. General Maintenance	92,815	21,441	18,196	53,178	43%
f. Insurance	7,000			7,000	0%
g. Network & Telecommunications	81,626	34,010		47,616	42%
Subtotal--Facility Operations	\$ 799,491	\$ 261,129	\$ 178,567	\$ 359,795	55%
3. Food Services					
a. Operating Subsidy	\$ 104,584	\$ 35,943	\$ 10,536	\$ 58,105	44%
b. Equipment Mtce. & Replacement	10,100	3,471	1,017	5,612	44%
Subtotal--Food Services	\$ 114,684	\$ 39,414	\$ 11,553	\$ 63,717	44%
Subtotal--Portsmouth Student Center	\$ 1,587,023	\$ 617,961	\$ 195,753	\$ 773,309	51%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 725,743	\$ 302,225		\$ 423,518	42%
b. Operating Expenses	90,000	11,512	8,303	70,185	22%
Subtotal--General Operations	\$ 815,743	\$ 313,737	\$ 8,303	\$ 493,703	39%
2. Facility Operations					
a. Personnel	\$ 350,200	\$ 180,782		\$ 169,418	52%
b. Utilities	160,000	67,211		92,789	42%
c. Security	164,148	60,701	103,447		100%
d. Custodial	60,000	2,954	12,060	44,986	25%
e. General Maintenance	149,810	19,927	29,143	100,740	33%
f. Insurance	6,500			6,500	0%
g. Network & Telecommunications	84,659	35,275		49,384	42%
Subtotal--Facility Operations	\$ 975,317	\$ 366,850	\$ 144,650	\$ 463,817	52%
3. Food Services					
a. Operating Subsidy	\$ 46,870	\$ 37,008	\$ 16,403	\$ (6,541)	114%
b. Equipment Mtce. & Replacement	16,000	12,633	5,599	(2,232)	114%
Subtotal--Food Services	\$ 62,870	\$ 49,641	\$ 22,002	\$ (8,773)	114%
Subtotal--Virginia Beach Student Center	\$ 1,853,930	\$ 730,228	\$ 174,955	\$ 948,747	49%
Total Expenditures	\$ 11,733,604	\$ 6,289,551	\$ 704,142	\$ 4,739,911	60%
III. Capital Maintenance Reserve	\$ 1,375,000	\$ 1,375,000		\$ -	100%
Fund Balance 11/30/2016		\$ 22,119,546			

Approved by the Local College Board on May 10, 2016

OFS 12/13/16

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
July 1, 2016 - November 30, 2016

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 7,947,042			
I. Revenues					
A. Bookstore	\$ 1,555,000	\$ 715,703		\$ 839,297	46%
B. Vending					
1. Exclusive Beverage Contract	82,000	43,884		38,116	54%
2. Vending - CRH	41,000	16,534		24,466	40%
C. Food Service - Joint-Use Library	8,300			8,300	0%
D. Municipal Support	24,000	18,000		6,000	75%
E. Interest Earnings	130,000	96,215		33,785	74%
F. Miscellaneous	2,000			2,000	0%
Total Revenues	\$ 1,842,300	\$ 890,336	\$ -	\$ 951,964	48%
Total Resources (Revenue & Fund Bal.)		\$ 8,837,378			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 5,000	\$ 1,408	\$ 3,592		100%
2. Miscellaneous Expenses	1,000	352	648		100%
Subtotal - Operating Expenses	\$ 6,000	\$ 1,760	\$ 4,240	\$ -	100%
B. Faculty/Staff Parking	\$ 402,000	\$ 83,255	\$ 318,745		100%
C. College Community Events	\$ 75,000	\$ 12,307	\$ 35	\$ 62,658	16%
D. Financial Aid Adjustments	\$ 14,000	\$ (9,724)	\$ -	\$ 23,724	-69%
E. Auxiliary Service Operations					
1. Personnel	\$ 317,500	\$ 168,617		\$ 148,883	53%
2. General Operating Costs	20,500	718		19,782	4%
3. Equipment/Software/Installation	20,000	250		19,750	1%
4. StormCard Marketing	20,000	4,935		15,065	25%
Subtotal - Auxiliary Service Operations	\$ 378,000	\$ 174,520	\$ -	\$ 203,480	46%
F. Community Support					
1. College Board	\$ 2,500			\$ 2,500	0%
2. President	27,000	3,205	862	22,933	15%
3. Vice Presidents and Directors					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	931	230	4,839	19%
b. Vice President for Finance	6,000	1,064	2,120	2,816	53%
c. Vice President for Information Systems	6,000		663	5,337	11%
d. Vice President of Institutional Advancement/ Executive Director of TCC Educational Foundation	6,000			6,000	0%
e. Vice President of Public Affairs & Communications	6,000		281	5,719	5%
f. Vice President for Student Affairs	6,000		323	5,677	5%
g. Vice President for Workforce Services	6,000	1,492	822	3,686	39%
h. Executive Director for TCC Real Estate Foundation/ Chief Operating Officer of Facilities	6,000	406	316	5,278	39%
i. Director of Institutional Effectiveness	6,000	90		5,910	2%
4. Campus Provosts					
a. Chesapeake	6,000	696	1,277	4,027	33%
b. Norfolk	6,000	1,441	2,475	2,084	65%
c. Portsmouth	6,000	2,046	1,716	2,238	63%
d. Virginia Beach	12,000	1,260	1,506	9,234	23%
5. Community Outreach	27,000	1,908	300	24,792	8%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 144,000	\$ 14,539	\$ 12,891	\$ 116,570	19%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 983	\$ 459	\$ 3,558	29%
2. Norfolk	5,000		189	4,811	4%
3. Portsmouth	5,000	1,228	1,742	2,030	59%
4. Virginia Beach	10,000	7,333		2,667	73%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 9,544	\$ 2,390	\$ 13,066	48%
Subtotal- Expenditures	\$ 1,044,000	\$ 286,201	\$ 338,301	\$ 419,498	60%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 14,000		\$ 1,000	93%
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	375		2,625	13%
5. Martin Luther King Scholarship	5,349			5,349	0%
6. Military Scholarships	26,745	4,264		22,481	16%
7. ROTC Scholarships	12,837			12,837	0%
8. High School Scholarships					
a. Chesapeake	74,886	35,250		39,636	47%
1. LaVonne P. Ellis Scholarship	10,698	5,349		5,349	50%
b. Norfolk	53,490	18,200		35,290	34%
1. John T. Kavanaugh Scholarship	10,698			10,698	0%
c. Portsmouth	21,396	10,698		10,698	50%
1. Lee B. Armistead Scholarship	10,698	5,349		10,698	0%
d. Suffolk (Northern)	10,698	55,334		(44,636)	517%
f. Virginia Beach	96,282	4,427		91,855	5%
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	\$ 409,371	\$ 153,246	\$ -	\$ 261,474	36%
Total Expenditures & Student Financial Assistance	\$ 1,453,371	\$ 439,447	\$ 338,301	\$ 680,972	53%
Fund Balance 11/30/2016		\$ 8,397,931			

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 NOVEMBER 30, 2016**

LOCALITIES	PLEGDED	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	\$ 78,500	\$ 5,100

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**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 12/13/16

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 2015-2016
07/31/16	\$ 40,309,288	0.54%	\$ 18,124
08/31/16	\$ 36,790,868	0.55%	\$ 16,935
09/30/16	\$ 41,062,974	0.77%	\$ 26,400
10/31/16	\$ 43,752,510	0.79%	\$ 28,757
11/30/16	\$ 43,024,932	0.67%	\$ 23,942
12/31/16			
01/31/17			
02/28/17			
03/31/17			
04/30/17			
05/31/17			
06/30/17			
TOTAL			\$ 114,158

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	0.47%	\$ 11,848,615
Towne Bank - Raymond James	0.75%	\$ 30,266,634
Commonwealth - LGIP	0.60%	\$ 909,683
TOTAL		\$ 43,024,932

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: March 23, 2017

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending January 31, 2017

BACKGROUND:

The routine Local Fund Financial Statements for the month ending January 31, 2017 are presented for review.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2016 - January 31, 2017

	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	\$ 760,791		\$ 507,334	60%
B. ID Card Replacements	20,000	10,783		9,217	54%
Total Revenues	\$ 1,288,125	\$ 771,574	\$ -	\$ 516,551	60%
Total Resources (Revenue & Fund Bal.)		\$ 1,980,707			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 4,000	\$ 2,199	\$ 1,697	\$ 104	97%
2. Programming	53,870	26,851	20,162	6,857	87%
3. Student Organizations	1,000	407		593	41%
4. Recreational Sports	2,300	1,058	412	830	64%
5. Operating Expenses	1,000	569		431	57%
6. Contingency Fund	8,500	2174	1838	4,488	47%
Subtotal--Chesapeake Campus	\$ 70,670	\$ 33,258	\$ 24,109	\$ 13,303	81%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300	\$ 713	\$ 898	\$ 1,689	49%
2. Programming	50,857	11,418	6,466	32,973	35%
3. Student Organizations	3,000	1,507	901	592	80%
4. Recreational Sports	5,000	3,734		1,266	75%
5. Operating Expenses	2,957	1,370		1,587	46%
6. Contingency Fund	4,957	600	1,901	2,456	50%
Subtotal--Norfolk Campus	\$ 70,071	\$ 19,342	\$ 10,166	\$ 40,563	42%
C. Portsmouth Campus					
1. Student Government Association	\$ 4,000	\$ 907		\$ 3,093	23%
2. Programming	62,021	23,037	8,017	30,967	50%
3. Student Organizations	5,000	828	505	3,667	27%
4. Recreational Sports	500	\$ 112		388	22%
5. Operating Expenses	2,100	1,116		984	53%
6. Contingency Fund	2,190	150	276	1,764	19%
Subtotal--Portsmouth Campus	\$ 75,811	\$ 26,150	\$ 8,798	\$ 40,863	46%
D. Virginia Beach Campus					
1. Student Government Association	\$ 4,000	\$ 900		\$ 3,100	23%
2. Programming	80,909	15,128	10,724	55,057	32%
3. Student Organizations	18,000	14,059		3,941	78%
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	\$ 30,087	\$ 10,724	\$ 63,298	39%
E. Student Activities--College-wide					
1. College-wide Programs & Events	\$ 20,000		\$ 1,875	\$ 18,125	9%
2. Student Life Personnel	108,800	66,653		42,147	61%
3. Visual Arts Center	9,000	2,920	1,432	4,648	48%
4. Women's Center	10,000	5,338	1,369	3,293	67%
5. Intramurals, Recreational & Club Sports	10,000	6,413	502	3,085	69%
6. College-wide Contingency	3,500	56		3,444	2%
7. Student Federation Council	5,000	3,922		1,078	78%
8. Student Leadership & Community Engagement	30,000	4,630	1,824	23,546	22%
9. College-wide Clubs & Committees	60,000	1,466	100	58,434	3%
10. Intercultural Learning	50,000	5,724	10,078	34,198	32%
Subtotal--Student Activities--College-wide	\$ 306,300	\$ 97,122	\$ 17,180	\$ 191,998	37%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Increase/ Decrease	% Realized
F. Learning Assistance Fund					
1. Chesapeake	\$ 40,110	\$ 28,179		\$ 11,931	70%
2. Norfolk	30,370	14,417		15,953	47%
3. Portsmouth	33,692	16,360		17,332	49%
4. Virginia Beach	113,306	28,619		84,687	25%
Subtotal--Learning Assistance Fund	\$ 217,478	\$ 87,575	\$ -	\$ 129,903	40%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368	\$ 2,500	\$ 265	\$ 8,603	24%
2. Norfolk	12,841	2,000		10,841	16%
3. Portsmouth	10,176	5,410	665	4,101	60%
4. Virginia Beach	10,000	8,865		1,135	89%
Subtotal--Provosts' Contingency Fund	\$ 44,385	\$ 18,775	\$ 930	\$ 24,680	44%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 1,063	\$ 2,234	\$ 3,992	45%
2. Norfolk	8,949	1,500	1,485	5,964	33%
3. Portsmouth	6,111	915	227	4,969	19%
4. Virginia Beach	15,000	11,044	2,644	1,312	91%
Subtotal--Deans' Contingency Fund	\$ 37,349	\$ 14,522	\$ 6,590	\$ 16,237	57%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 15,000	\$ 8,034		\$ 6,966	54%
Subtotal--Student Activities Identification System	\$ 15,000	\$ 8,034	\$ -	\$ 6,966	54%
Total Expenditures	\$ 941,173	\$ 334,865	\$ 78,497	\$ 527,811	44%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 368,963		\$ 263,545	58%
Subtotal--Transfers	\$ 632,508	\$ 368,963	\$ -	\$ 263,545	58%
Fund Balance 1/31/2017		\$ 1,276,879			

Approved by the Local College Board on May 10, 2016

OFS 2/15/17

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
July 1, 2016 - January 31, 2017**

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 11,051,860			
I. Revenues					
A. Institutional Fee	\$ 3,345,235	\$ 1,981,092		\$ 1,364,143	59%
B. Student Parking Sales	99,600	68,348		31,252	69%
C. Student HRT Pass Sales	140,000	69,377		70,623	50%
Total Revenues	\$ 3,584,835	\$ 2,118,817	\$ -	\$ 1,466,018	59%
Total Resources (Revenue & Fund Bal.)					
		\$ 13,170,677			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,722,800	\$ 1,642,352		\$ 80,448	95%
B. Chesapeake Campus Parking Lot - Debt Service	335,500	287,035		48,465	86%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	68,033	7,093		60,940	10%
2. Utilities	50,000	13,209		36,791	26%
3. Security	117,000	44,228	72,772		100%
4. General Maintenance	48,500	10,210	18,916	19,374	60%
D. College-wide Parking Lot Improvements	250,000	111,403	20,668	117,929	53%
E. Hampton Roads Transit (HRT) Passes	280,000	250,000		30,000	89%
F. Student Parking	154,200	35,619	118,581		100%
G. Visual Arts Center Parking Lease	82,800	12,720	70,080		100%
Total Expenditures	\$ 3,108,833	\$ 2,413,869	\$ 301,017	\$ 393,947	87%
Fund Balance 1/31/17					
		10,756,808			

Approved by the Local College Board on May 10, 2016

OFS 2/15/17

**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
July 1, 2016 - January 31, 2017

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 24,483,550			
I. Revenues					
A. Auxiliary Capital Fee	\$ 9,448,776	\$ 5,665,212		\$ 3,783,564	60%
B. Transfer-In from Student Activities Budget	632,508	368,963		263,545	58%
C. Miscellaneous Revenue	85,000	34,599		50,401	41%
Total Revenues	\$ 10,166,284	\$ 6,068,774		\$ 4,097,510	60%
Total Resources (Revenue & Fund Balance)					
		\$ 30,552,324			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,127,469	\$ 1,114,231		\$ 13,238	99%
2. Student Center - Chesapeake Campus	1,168,603	1,047,858		120,745	90%
3. Student Center - Portsmouth Campus	1,083,011	1,095,217		(12,206)	101%
4. Student Center - Virginia Beach Campus	1,657,421	1,485,389		172,032	90%
Subtotal--Bond Debt Service	\$ 5,036,504	\$ 4,742,695	\$ -	\$ 293,809	94%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 597,222	\$ 327,394		\$ 269,828	55%
b. Operating Expenses	85,000	8,708	17,754	58,538	31%
Subtotal--General Operations	\$ 682,222	\$ 336,102	\$ 17,754	\$ 328,366	52%
2. Facility Operations					
a. Personnel	\$ 236,900	\$ 133,537		\$ 103,363	56%
b. Utilities	112,000	55,443		56,557	50%
c. Security	177,017	98,526	78,491		100%
1. Access Control	50,000			50,000	0%
d. Custodial	40,000	5,024	11,678	23,298	42%
e. General Maintenance	92,815	57,428	14,759	20,628	78%
f. Insurance	10,000	5,492		4,508	55%
g. Network & Telecommunications	78,459	45,766		32,693	58%
Subtotal--Facility Operations	\$ 797,191	\$ 401,216	\$ 104,928	\$ 291,047	63%
3. Food Services					
a. Operating Subsidy	\$ 131,719	\$ 74,295	\$ 5,348	\$ 52,076	60%
b. Equipment Mtce. & Replacement	9,000	5,076	365	3,559	60%
Subtotal--Food Services	\$ 140,719	\$ 79,371	\$ 5,713	\$ 55,635	60%
Subtotal--Norfolk Student Center	\$ 1,620,132	\$ 816,689	\$ 128,395	\$ 675,048	58%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 598,037	\$ 358,254		\$ 239,783	60%
b. Operating Expenses	110,000	32,539	20,762	56,699	48%
Subtotal--General Operations	\$ 708,037	\$ 390,793	20,762	\$ 296,482	58%
2. Facility Operations					
a. Personnel	\$ 236,900	\$ 97,059		\$ 139,841	41%
b. Utilities	115,000	56,486		58,514	49%
c. Security	143,040	76,593	66,447		100%
1. Access Control	100,000			100,000	0%
d. Custodial	40,000	6,640	7,864	25,496	36%
e. General Maintenance	92,815	52,275	33,215	7,325	92%
f. Insurance	7,000	6,028		972	86%
g. Network & Telecommunications	68,396	39,900		28,496	58%
Subtotal--Facility Operations	\$ 803,151	\$ 334,981	\$ 107,526	\$ 360,644	55%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Operating Subsidy	\$ 116,827	\$ 33,529	\$ 11,226	\$ 72,072	38%
b. Equipment Mtce. & Replacement	8,000	1,349	452	6,199	23%
Subtotal--Food Services	\$ 124,827	\$ 34,878	\$ 11,678	\$ 78,271	37%
Subtotal--Chesapeake Student Center	\$ 1,636,015	\$ 760,652	\$ 139,966	\$ 735,397	55%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 597,848	\$ 351,218		\$ 246,630	59%
b. Operating Expenses	75,000	44,376	6,794	23,830	68%
Subtotal--General Operations	\$ 672,848	\$ 395,594	\$ 6,794	\$ 270,460	60%
2. Facility Operations					
a. Personnel	\$ 242,050	\$ 112,063		\$ 129,987	46%
b. Utilities	112,000	66,275		45,725	59%
c. Security	224,000	105,589	118,411		100%
d. Custodial	40,000	3,161	6,805	30,034	25%
e. General Maintenance	92,815	25,623	16,469	50,723	45%
f. Insurance	7,000	5,905		1,095	84%
g. Network & Telecommunications	81,626	47,614		34,012	58%
Subtotal--Facility Operations	\$ 799,491	\$ 366,230	\$ 141,685	\$ 291,576	64%
3. Food Services					
a. Operating Subsidy	\$ 104,584	\$ 51,164	\$ 7,627	\$ 45,793	56%
b. Equipment Mtce. & Replacement	10,100	4,941	737	4,422	56%
Subtotal--Food Services	\$ 114,684	\$ 56,105	\$ 8,364	\$ 50,215	56%
Subtotal--Portsmouth Student Center	\$ 1,587,023	\$ 817,929	\$ 156,843	\$ 612,251	61%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 725,743	\$ 369,070		\$ 356,673	51%
b. Operating Expenses	90,000	24,206	4,517	61,277	32%
Subtotal--General Operations	\$ 815,743	\$ 393,276	\$ 4,517	\$ 417,950	49%
2. Facility Operations					
a. Personnel	\$ 350,200	\$ 217,806		\$ 132,394	62%
b. Utilities	160,000	85,781		74,219	54%
c. Security	164,148	88,694	75,454		100%
d. Custodial	60,000	4,056	11,880	44,064	27%
e. General Maintenance	149,810	113,108	20,118	16,584	89%
f. Insurance	6,500	8,864		(2,364)	136%
g. Network & Telecommunications	84,659	49,385		35,274	58%
Subtotal--Facility Operations	\$ 975,317	\$ 567,694	\$ 107,452	\$ 300,171	69%
3. Food Services					
a. Operating Subsidy	\$ 46,870	\$ 50,198	\$ 14,960	\$ (18,288)	139%
b. Equipment Mtce. & Replacement	16,000	17,136	5,107	(6,243)	139%
Subtotal--Food Services	\$ 62,870	\$ 67,334	\$ 20,067	\$ (24,531)	139%
Subtotal--Virginia Beach Student Center	\$ 1,853,930	\$ 1,028,304	\$ 132,036	\$ 693,590	63%
Total Expenditures	\$ 11,733,604	\$ 8,166,269	\$ 557,240	\$ 3,010,095	74%
III. Capital Maintenance Reserve	\$ 1,375,000	\$ 1,375,000		\$ -	100%
Fund Balance 1/31/2017		\$ 21,011,055			

Approved by the Local College Board on May 10, 2016

OFS 2/15/17

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
July 1, 2016 - January 31, 2017

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 7,947,042			
I. Revenues					
A. Bookstore	\$ 1,555,000	\$ 917,604		\$ 637,396	59%
B. Vending					
1. Exclusive Beverage Contract	82,000	56,653		25,347	69%
2. Vending - CRH	41,000	25,508		15,492	62%
C. Food Service - Joint-Use Library	8,300			8,300	0%
D. Municipal Support	24,000	18,000		6,000	75%
E. Interest Earnings	130,000	142,555		(12,555)	110%
F. Miscellaneous	2,000			2,000	0%
Total Revenues	\$ 1,842,300	\$ 1,160,320	\$ -	\$ 681,980	63%
Total Resources (Revenue & Fund Bal.)		\$ 9,107,362			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 5,000	\$ 2,271	\$ 2,729		100%
2. Miscellaneous Expenses	1,000	956	44		100%
Subtotal - Operating Expenses	\$ 6,000	\$ 3,227	\$ 2,773	\$ -	100%
B. Faculty/Staff Parking	\$ 402,000	\$ 100,776	\$ 301,224		100%
C. College Community Events	\$ 75,000	\$ 12,307	\$ 35	\$ 62,658	16%
D. Financial Aid Adjustments	\$ 14,000	\$ (14,136)	\$ -	\$ 28,136	-101%
E. Auxiliary Service Operations					
1. Personnel	\$ 317,500	\$ 214,855		\$ 102,645	68%
2. General Operating Costs	20,500	718		19,782	4%
3. Equipment/Software/Installation	20,000	250	\$ 352	19,398	3%
4. StormCard Marketing	20,000	5,585		14,415	28%
Subtotal - Auxiliary Service Operations	\$ 378,000	\$ 221,408	\$ 352	\$ 156,240	59%
F. Community Support					
1. College Board	\$ 2,500			\$ 2,500	0%
2. President	27,000	4,887	845	21,268	21%
3. Vice Presidents and Directors					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	973	283	4,744	21%
b. Vice President for Finance	6,000	1,651	2,120	2,229	63%
c. Vice President for Information Systems	6,000		777	5,223	13%
d. Vice President of Institutional Advancement/ Executive Director of TCC Educational Foundation	6,000			6,000	0%
e. Vice President of Public Affairs & Communications	6,000		329	5,671	5%
f. Vice President for Student Affairs	6,000		349	5,651	6%
g. Vice President for Workforce Services	6,000	2,429	351	3,220	46%
h. Executive Director for TCC Real Estate Foundation/ Chief Operating Officer of Facilities	6,000	1,533	603	3,864	39%
i. Director of Institutional Effectiveness	6,000	254		5,746	4%
4. Campus Provosts					
a. Chesapeake	6,000	2,033		3,967	34%
b. Norfolk	6,000	2,047	2,678	1,275	79%
c. Portsmouth	6,000	2,597	1,265	2,138	64%
d. Virginia Beach	12,000	1,260	1,441	9,299	23%
5. Community Outreach	27,000	4,687	350	21,963	19%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 144,000	\$ 24,351	\$ 11,391	\$ 108,258	25%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 1,258	\$ 184	\$ 3,558	29%
2. Norfolk	5,000	2,088	45	2,867	43%
3. Portsmouth	5,000	1,816	1,797	1,387	72%
4. Virginia Beach	10,000	7,333		2,667	73%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 12,495	\$ 2,026	\$ 10,479	58%
Subtotal- Expenditures	\$ 1,044,000	\$ 360,428	\$ 317,801	\$ 365,771	65%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 14,089		\$ 911	94%
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	375		2,625	13%
5. Martin Luther King Scholarship	5,349			5,349	0%
6. Military Scholarships	26,745	4,264		22,481	16%
7. ROTC Scholarships	12,837	3,275		9,562	26%
8. High School Scholarships					
a. Chesapeake	74,886	35,250		39,636	47%
1. LaVonne P. Ellis Scholarship	10,698			10,698	0%
b. Norfolk	53,490	18,200		35,290	34%
1. John T. Kavanaugh Scholarship	10,698			10,698	0%
c. Portsmouth	21,396	10,698		10,698	50%
1. Lee B. Armistead Scholarship	10,698			10,698	0%
d. Suffolk (Northern)	10,698	5,349		5,349	50%
f. Virginia Beach	96,282	55,334		40,948	57%
1. Stanley Waranch Scholarship	10,698	4,427		6,271	41%
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	\$ 409,371	\$ 151,261	\$ -	\$ 258,110	37%
Total Expenditures & Student Financial Assistance	\$ 1,453,371	\$ 511,689	\$ 317,801	\$ 623,881	57%
Fund Balance 1/31/2017		\$ 8,595,673			

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 JANUARY 31, 2017**

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	\$ 78,500	\$ 5,100

**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 2/22/17

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 2015-2016
07/31/16	\$ 40,309,288	0.54%	\$ 18,124
08/31/16	\$ 36,790,868	0.55%	\$ 16,935
09/30/16	\$ 41,062,974	0.77%	\$ 26,400
10/31/16	\$ 43,752,510	0.79%	\$ 28,757
11/30/16	\$ 43,024,932	0.67%	\$ 23,942
12/31/16	\$ 42,797,396	0.62%	\$ 22,280
01/31/17	\$ 41,589,157	0.57%	\$ 19,841
02/28/17			
03/31/17			
04/30/17			
05/31/17			
06/30/17			
TOTAL			\$ 156,279

OFS 2/22/17

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	0.71%	\$ 10,419,121
Towne Bank - Raymond James	0.52%	\$ 30,259,214
Commonwealth - LGIP	0.82%	\$ 910,822
Total		\$ 41,589,157

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 23, 2017

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2016-17 State Operating Budget

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2016-17 State Operating Budget was presented at the September 13, 2016 meeting; the Mid-Year report provides an update on the budget.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

**TIDEWATER COMMUNITY COLLEGE
2016-17 STATE OPERATING BUDGET
MID-YEAR REPORT**

REVENUES	2016-17	Adjustments	Adjusted 16-17
BASE BUDGET	128,665,344		128,665,344
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	(3,750,000)		(3,750,000)
WORKFORCE DEVELOPMENT	1,600,000		1,600,000
TOTAL REVENUES EXPECTED	126,515,344		126,515,344
EXPENDITURES - PERSONNEL SERVICES			
PERSONNEL SERVICES			
TEACHING FACULTY	21,465,344		21,465,344
ADMINISTRATIVE & PROFESSIONAL FACULTY	11,744,841		11,744,841
CLASSIFIED	22,368,900		22,368,900
ADJUNCT/OVERLOAD/SUMMER PAY	18,500,000	(1,000,000)	17,500,000
WAGE EMPLOYEES	6,900,000		6,900,000
WORKFORCE SOLUTIONS	1,152,321		1,152,321
REALLOCATION, SICK/ANNUAL LEAVE	400,000		400,000
FRINGES	25,000,000		25,000,000
HIRING FREEZE	(4,874,501)		(4,874,501)
VACANCY	(3,500,000)		(3,500,000)
BONUS		864,150	864,150
TOTAL PERSONNEL SERVICES	99,156,905	(135,850)	99,021,055
EXPENDITURES - OPERATING			
CHESAPEAKE CAMPUS	247,000		247,000
REGIONAL AUTOMOTIVE CENTER	78,000		78,000
NORFOLK CAMPUS	258,000		258,000
PORTSMOUTH CAMPUS	349,000		349,000
BEAZLEY SCHOOL OF NURSING	83,000		83,000
VISUAL ARTS CENTER	51,000		51,000
VIRGINIA BEACH CAMPUS	456,000		456,000
ADVANCED TECHNOLOGY CENTER	440,000		440,000
REGIONAL HEALTH PROFESSIONS CENTER	226,000		226,000
CENTER FOR E-LEARNING	20,000		20,000
CENTER FOR MILITARY EDUCATION	163,000		163,000
ROPER CENTER	266,000		266,000
CAMPUS AND CENTER TOTALS	2,637,000		2,637,000
OTHER OPERATING			
WORKFORCE SOLUTIONS	311,000		311,000
DUAL ENROLLMENT	1,053,000		1,053,000
FACILITIES MANAGEMENT	7,930,000		7,930,000
FIXED COSTS	4,317,970		4,317,970
GENERAL ADMINISTRATION	987,360		987,360
INFORMATION SYSTEMS	3,978,030		3,978,030
INSTITUTIONAL ADVANCEMENT	2,204,000		2,204,000
LEARNING RESOURCES	610,535		610,535
PROFESSIONAL DEVELOPMENT	303,000		303,000
SAFETY & SECURITY	2,700,000		2,700,000
OTHER OPERATING TOTAL	24,394,895		24,394,895
TOTAL BUDGETED EXPENDITURES	126,188,800	(135,850)	126,052,950
BALANCE - CONTINGENCY RESERVE	326,544	135,850	462,394

Note 1

Note 2

Notes

1. Reflects adjunct savings/efficiencies due to enrollment decline.
2. Reflects one-time 1.5% special Recognition Award to all full-time employees as approved by the State Board for Community Colleges.

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: March 23, 2017
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



Resolution

Whereas, Ann P. Ambrose joined the faculty of Tidewater Community College as an assistant professor of business at the Portsmouth Campus in 1978; and

Whereas, Ann P. Ambrose took on broader responsibility, transitioning in 2002 to the administrative faculty and serving as Dean of Business, Public Services, and Technologies at the Portsmouth Campus until her retirement in 2016; and

Whereas, Ann P. Ambrose worked tirelessly as both a professor and a dean; and

Whereas, Ann P. Ambrose established initiatives at the College, such as “Beating the Odds” to motivate and mentor male African-American students who possess academic potential; and

Whereas, Ann P. Ambrose was instrumental in organizing the annual TCC Black History Month Celebration, the Martin Luther King Jr. Distinguished Service Awards, and TCC’s Future Business Leaders of America/Phi Beta Lambda chapter; and

Whereas, Ann P. Ambrose contributed to the layout and design of the Business, Public Services, and Technologies Building on the original Frederick W. Beazley Campus of TCC; and

Whereas, Ann P. Ambrose served ably and diligently on the planning team for the new Portsmouth Campus, helping design a learning environment for business, public service, and technology students that transformed classrooms into real-world business offices, complete with stock-tickers and other dynamic tools; and

Whereas, Ann P. Ambrose has been recognized for her many contributions to higher education, including being the first African American President of the Virginia Business Education Association (1988-89), and by the awarding of a Lifetime Service Award (2016) from the Virginia Community Colleges Association Black Concerns Commission; and

Whereas, Ann P. Ambrose also distinguished herself as a writer, authoring several textbooks and other instructional materials for keyboarding and computer courses that were published by Southwestern/Cengage; and

Whereas, Ann P. Ambrose’s service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Ann P. Ambrose retired from college service on May 1, 2016:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Ann P. Ambrose for her thirty-eight years of commitment and dedication; and

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

Be It Further Resolved that a copy of this resolution be given to Ann P. Ambrose with our warmest wishes, on this the _____ day of _____, 2017, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.



/s/

Terri N. Thompson
Chair, College Board

/s/

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



Resolution

Whereas, Carolyn E. McLellan joined the faculty of Tidewater Community College as a member of the Information Technology and Business Division at the Virginia Beach Campus in 1999; and

Whereas, Carolyn E. McLellan demonstrated initiative and dedication as a faculty member when she developed the Networking Specialization and Computer Forensics Specialization programs for the Division; and

Whereas, Carolyn E. McLellan was promoted to Dean of the Information Technology and Business Division at Tidewater Community College in 2007; and

Whereas, Carolyn E. McLellan greatly assisted the college in her position as acting interim Dean of the Engineering and Industrial Technology Division for two years, concurrent with her position as Dean of the Information Technology and Business Division; and

Whereas, Carolyn E. McLellan markedly enriched the course offerings of the Information Technology and Business Division by developing curricula and assisting teaching faculty with program development; and

Whereas, Carolyn E. McLellan advanced opportunities for students in the Information Technology and Business Division by setting up and maintaining the Microsoft Developers Network Academic Alliance (MSDNAA) to give students free access to Microsoft software and shared procedures with other campuses; and

Whereas, Carolyn E. McLellan's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Carolyn E. McLellan retired from college service on February 1, 2015:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Carolyn E. McLellan for her fifteen years of commitment and dedication; and

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

Whereas, that a copy of this resolution be given to Carolyn E. McLellan with our warmest wishes, on this the ____ day of ____, 2017, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.



/s/

Terri N. Thompson
Chair, College Board

/s/

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



Resolution

Whereas, Marilyn L. Peacock joined the faculty of Tidewater Community College as a member of the Mathematics Department at the Portsmouth Campus in 1980; and

Whereas, Marilyn L. Peacock was appointed Assistant Division Chair for Mathematics from 1981 through 1982, 1987 through 1989, and from 1997 until her retirement in 2016; and

Whereas, Marilyn L. Peacock transitioned to the Administrative Faculty in 2006, serving for two years as Dean of Business, Social Sciences, Public Services, and Technology for the Norfolk Campus of TCC; and

Whereas, Marilyn L. Peacock, recognized for her unflagging efforts to improve mathematics instruction at TCC, was awarded the Exemplary Teaching Effectiveness Faculty Award in 2014, and the Professional Achievement Award for the Norfolk Campus in 2013; and

Whereas, Marilyn L. Peacock gave freely of her time and energies to improve instruction, communication, and allocation of resources at TCC by serving on numerous committees, teams, and as Project Director for two Eisenhower Grants in 1992 and 1993; and

Whereas, Marilyn L. Peacock's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

Whereas, Marilyn L. Peacock retired from college service on January 1, 2016:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Marilyn L. Peacock for her thirty-five years of commitment and dedication; and

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

Be It Further Resolved that a copy of this resolution be given to Marilyn L. Peacock with our warmest wishes, on this the _____ day of _____, 2017, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.



/s/

Terri N. Thompson
Chair, College Board

/s/

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

TIDEWATER COMMUNITY COLLEGE BOARD
JOINT MEETING OF THE
EXECUTIVE COMMITTEE & FINANCE & FACILITIES COMMITTEE
JANUARY 27, 2017

The Executive and Finance & Facilities Committees of the Tidewater Community College Board met on January 27, 2017, in the President's Conference Room at 121 College Place in Norfolk.

Members Present:

Executive Committee:

Terri N. Thompson
John A. Piscitelli (phone)
John M. Murray
Dwight M. Parker (phone)

Finance & Facilities Committee:

John M. Murray
James (Jay) N. Lucado

Members Absent:

Linda D. Ridenour

John D. Padgett

Others Present:

Edna V. Baehre-Kolovani, President & Secretary to the Board
Susan M. James, Special Assistant to the President & Chief of Staff &
Board Liaison
Matthew J. Baumgarten, Executive Director of Real Estate
Development/COO of Facilities & Finance & Facilities Liaison

1. **Welcome and Call to Order**

Ms. Thompson and Mr. Murray, chairs of the Executive and Finance & Facilities Committees, respectively, each determined the presence of a quorum for her/his respective committee and called the meeting to order at 3:41 p.m., thanking the members for attending.

2. **Report of Finance & Facilities Committee (Mr. Murray)**

2.1 **VCCS 2018-24 Six-Year Capital Outlay Plan.** At the invitation of Mr. Murray, Mr. Baumgarten reviewed the VCCS 2018-24 Six-Year Capital Outlay Plan submission. He stated that every two years, Virginia community colleges submit capital outlay plans for the following three biennia to the VCCS for consideration. In December 2014, the College Board Executive Committee approved the TCC 2016-22 Capital Outlay Plan. The 2018-24 proposed six-year plan takes into account current and projected enrollment-driven space needs on the four campuses, the need to renovate existing buildings, and the need for modern, technologically current Workforce/non-credit program facilities.

Mr. Murray stated that the proposed VCCS 2018-24 Six-Year Capital Outlay Plan (attached) was thoroughly reviewed by his committee, with the recommendation to approve it for subsequent action by the State Board for Community Colleges. Ms. Thompson accepted the committee's recommendation as a motion, which requires no second, invited discussion, of which there was one and the question was answered, and called for a vote. The Executive Committee unanimously approved the motion. The

action was taken with the understanding that it would be presented to the full College Board at its March 23, 2017 meeting for information.


3. **Proposed Revision to 2016-17 Meeting Schedule.** The committees discussed the proposed date change of the 2016-17 Meeting Schedule. In particular, change the previously scheduled March 14, 2017 meeting date to March 23, 2017, due to the absence of the Secretary to the Board, Dr. Baehre-Kolovani. After some discussion, the committees agreed to the new March 23, 2017 meeting date.

On a motion by, Mr. Murray, seconded by Mr. Parker, the Committees voted unanimously on the new meeting date reflected in the revised 2016-17 Meeting Schedule attached.

4. **Adjournment**

There being no further business to come before the Committees, Ms. Thompson and Mr. Murray adjourned the meeting at 3:50 p.m.

Respectfully submitted,

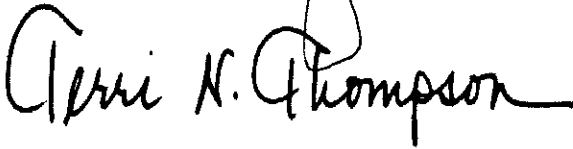


Edna V. Baehre-Kolovani, Ph.D.
Secretary to the Board

APPROVAL:



John M. Murray
Chair, Finance & Facilities Committee



Terri N. Thompson
Chair, Executive Committee

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: January 27, 2017
COMMITTEE: Finance and Facilities
AGENDA ITEM: Proposed 2018 – 2024 Capital Outlay Plan

BACKGROUND:

This item recommends that the College Board approve the college's proposed capital outlay plan for 2018 through 2024.

Every two years, Virginia community colleges submit capital outlay plans for the following three biennia to the Virginia Community College System Office for consideration and action by the State Board for Community Colleges. In December 2014, the College Board Executive Committee approved the Tidewater Community College 2016 – 2022 Capital Outlay Plan.

The attached proposed six-year plan takes into account current and projected enrollment-driven space needs on the four campuses as well as the need to renovate existing buildings. The proposed plan also recognizes the need for modern, technologically current Workforce / non-credit program facilities with the capacity to serve the entire population of the cities we serve.

STAFF RECOMMENDATION:

That the College Board approve the proposed 2018 – 2024 Capital Outlay Plan, as attached, for submission to the State Board for Community Colleges for further action.

STAFF LIAISON:

Matthew J. Baumgarten
Chief Operating Officer for Facilities
mbaumgarten@tcc.edu
757-822-1780

Priority	Campus	Priority	Project Title
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2018-20 Biennium

1	C		New Academic Building(STEM) - Chesapeake
2	District		New Regional Workforce Solutions Center- Virginia Beach
3	District		New District Facilities Maintenance/Warehouse - Portsmouth
4	P		Regional Visual Arts Center - Lease Purchase & Building Renovation
5	C		New Regional Center for Transportation, Logistics and Truck Driving
6	V		New Emerging & Applied Technologies Center - Virginia Beach (Replaces Princess Anne Building)
7	N		Renovate Walker Building - Norfolk
8	P		New Advanced Manufacturing and Industrial Systems Center- Portsmouth
9	N		Renovate Martin Building - Norfolk (Floors 2 through 6)
10	C		New Administration and Student Services Building to Replace Pass Building - Chesapeake

2020-22 Biennium

11	C		New Joint Use Library and Information Commons - Chesapeake
12	N		Andrews Building - Retrofit Student Services(First Floor) and New 4-Story STEM Addition - Norfolk
13	C		New Business and Social Sciences Building to Replace Whitehurst Building - Chesapeake
14	V		New Academic Building to Replace Pungo Building - Virginia Beach
15	V		New Academic Building to Replace Lynnhaven Building - Virginia Beach

2022-24 Biennium

16	V		New Academic Building to Replace Kempsville Building - Virginia Beach
17	V		New Parking Garage - Virginia Beach (1200 spaces)
18	V		New Academic Building to Replace Virginia Beach Building - Virginia Beach
19	V		New Academic Building to Replace Blackwater Building - Virginia Beach

TIDEWATER COMMUNITY COLLEGE BOARD

2016-17 MEETING SCHEDULE - REVISED

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
Thursday	March 23, 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.