

TIDEWATER COMMUNITY COLLEGE BOARD

NOVEMBER 14, 2017

4:00 P.M.

BIG OTTER ROOM, 3RD FLOOR
STUDENT CENTER CHESAPEAKE CAMPUS

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.)**

“Tidewater Community College-Chesapeake City Public Schools Partnership”

Dr. James T. Roberts
Superintendent of Chesapeake Public Schools

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 #299 for September 12, 2017 (**Attached**)
5. **Curriculum & Student Development Committee Report – Mr. Dwight M. Parker, Chair (10 min.)**
 - a. Capacity Building Grant for Construction Trades
6. **Finance & Facilities Committee Report – Mr. James (Jay) Lucado, Chair (10 min.)**
 - a. Routine Financial Statements for Month Ending September 30, 2017 (**Attached**)
 - b. Student Financial Aid Cohort Default Rate (**Attached**)
 - c. Audit Report for Year Ended June 30, 2016 (**Attached**)
 - d. Real Estate Foundation Update
7. **Advocacy Committee Report – Ms. Linda D. Ridenour, Chair (10 min.)**
 - a. Growth4VA Campaign (Higher Ed. Advocacy)
8. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – (**10 min.**)

9. **President's Report – (15 min.)**
 - a. Fall Enrollment Report w/Mr. Aasen
 - b. Recruitment Task Force Update
 - c. Update on Major Gifts Campaign
10. **Chair's Report & Announcements – (10 min.)**
 - a. Review Section 2.2 of TCCB Policies and Procedures Manual w/By-Laws
(Attached, for discussion)
11. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 299

SEPTEMBER 12, 2017

Meeting number two hundred and ninety-nine of the Tidewater Community College Board was held on Tuesday, September 12, 2017, in the Student Center on the Portsmouth Campus.

Members Present: Edna V. Baehre-Kolovani Jerome A. Bynum
Lynn B. Clements Paulette D. Franklin-Jenkins
Cynthia (Cindy) S. Free James (Jay) N. Lucado
Connie A. Meyer Delceno C. Miles
John M. Murray Linda D. Ridenour
Terri N. Thompson

Members Absent: John D. Padgett Dwight M. Parker

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice
President for Information Systems
Jeff Ainslie, President of Ainslie Group
Matthew J. Baumgarten, Executive Director of Real Estate
Foundation/COO of Facilities & Public Safety
Carol R. Curtis, President of Noah Enterprises, Inc.
Daniel T. DeMarte, Executive Vice President for Academic & Student
Affairs & CAO
Judy Gill, Chair of College Faculty Senate
Susan M. James, Special Assistant to the President & Chief of Staff
Bruce Meyer, TCC Alumni Council Member
Corey L. McCray, Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
Lisa B. Rhine, Provost of Chesapeake Campus
Michael D. Summers, Provost of Virginia Beach Campus
Michelle W. Woodhouse, Provost of Portsmouth Campus
Curt Wynn, Director of Marketing, Public Affairs and Communications

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.

D R A F T

2. Program Highlight

Dr. Baehre-Kolovani invited Mr. Aasen to give an overview of the College Working Priorities featured as the program highlight.

The TCC working priorities are synchronized with the Chancellor's Goals Supporting Complete 2021. Planning is focused on the four student progression markers of: 1) Connection-interest to applicant; 2) Entry-enrollment to completion of gate-keeper courses; 3) Progress-program pathway milestone achievement, and 4) Completion-achievement of credential or transfer. Using the progression markers, annual goals are established and goal statements are applied to six major initiatives (PACE, academic advising, structured programs, academic and student affairs structure, co-curricular competencies, and technology/VIP-PASS) that supports the Guided Pathways Model. The college community is engaged through meetings, work sessions and the use of technology tools to meet the objectives.

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. None were requested. However, at the request of new board member, Ms. Miles, the board acted on two motions to accept the consent agenda. On a motion by Mr. Bynum, seconded by Ms. Free, the board approved consent agenda items 4a, 4c, and 4d. On a motion by Ms. Miles, seconded by Mr. Murray, the board approved consent agenda item 4b.

4. Approval of Action Items on Consent Agenda

Referring to Tabs 4a through 4d of the meeting packet, the board approved Meeting Minutes #297 for May 11, 2017; Meeting Minutes #298 for August 10, 2017; Proposed New Career Studies Certificate in Nurse Aide, and the Joint Resolution Honoring William A. Hudgins (attached).

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

a. Academic and Workforce Credential Report. In the absence of Mr. Parker, Drs. DeMarte and McCray briefly spoke to the connection between academics and workforce and invited Jeff Ainslie, President of Ainslie Group, and Carol R. Curtis, President of Noah Enterprises, Inc., to discuss shortages in the workforce and their collaboration with TCC to fill those voids. They noted that a shortage of skilled craftsmen and masters of the various trades, impacts production rates and ultimately the economy. Through the Virginia Workforce Development Coalition, information is relayed relative to occupational needs in the workforce and with the use of grants and partnerships, students can earn industry certifications and career studies certificates, as appropriate, to gain employment.

6. Finance & Facilities Committee Report – Mr. James (Jay) Lucado, Chair

a. Routine Financial Statements for Month Ending July 31, 2017. At the invitation of Mr. Lucado and referring to Tab 6a of the meeting packet, Ms. Milloy addressed the financial statements. She reported that expenditures in the Institutional Auxiliary Budget and the Student Center Budget are higher due to timing of bond payments for parking garage and

D R A F T

lot, and timing of bond payments for the Student Centers, respectively. Certain encumbrances for both budgets are charged on an annual basis.

- b. Final Budget Report for 2016-17. Directing the board's attention to Tab 6b of the meeting packet, Ms. Milloy reviewed the college's 2016-17 operating budget. The college continues to expend the majority of its funds to instruction (41.5%) followed closely by institutional support (18.1%). Over \$80 million in student financial aid was awarded and tuition and fees remain the primary sources of revenue (50.2%).
- c. 2017-18 State Operating Budget. Referring to Tab 6c of the meeting packet, Ms. Milloy indicated that the college's operating budget for 2017-18 is a direct reflection of the loss of state appropriation and decline in tuition revenue. The President's Cabinet has been working strategically to close the \$8.5 million gap through reviews of operating and wage budgets, organizational restructuring, and elimination of vacant positions.
- d. Performance Funding Update. Dr. Kolovani invited Mr. Aasen to give an update. The Performance Funding Metrics is tied to four student progression markers in the areas of: 1) Connection; 2) Entry; 3) Progress, and 4) Completion. Annual targets are established to support goal statements that are subsequently evaluated. Goal attainment and comparisons among the 23 VCCS institutions impacts general fund allocations.
- e. Proposed Addendum #2 to the MOA Between the Commonwealth, the State Board, City of Suffolk and TCC Real Estate Foundation. At Mr. Lucado's invitation, Mr. Baumgarten referred to Tab 6e of the meeting packet to address Addendum #2 to the Real Estate Foundation Memorandum of Agreement (MOA). In December 2005, a MOA was approved to transfer the Portsmouth Campus property to the TCCREF and required that Parcel A be sold to the City of Suffolk by July of 2006. The MOA included stipulations regarding how the parcels of the property might be developed. In part, the MOA stated that
"Both the City and the Commonwealth as represented by the Governor ("the Governor") desire that Parcel A be made available for prompt development for office, research and related commercial uses, primarily in connection with (i.) modeling and simulation uses, (ii.) office and research space for contractors supporting U.S. Joint Forces Command and related commands, and (iii.) other defense and technology-related uses..." In 2011, JFCOM was disestablished and the emphasis on modeling & simulation activity in Northern Suffolk subsided. Thus, both the City of Suffolk and the TCCREF desire to amend the 2005 MOA.

Mr. Lucado stated that his committee reviewed the addendum to the original MOA (attached), with the recommendation to approve it for subsequent action by the State Board for Community Colleges. Ms. Thompson accepted the committee's endorsement as a motion, which requires no second, invited discussion, of which there was none, and called for a vote. The board unanimously approved the motion.
- f. Proposed New Culinary School Project with City of Norfolk. Directing the board's attention to Tab 6f of the meeting packet, and at Mr. Lucado's request, Mr. Baumgarten stated that expansion of the college's culinary program has been on the radar for several years. The existing culinary space in the Walker Building needs to be completely renovated and expanded. The City of Norfolk approached TCC and stated that if they were to gift the

D R A F T

land and building that fronts Brambleton Ave, between Granby Street and Monticello Avenue to TCC, would TCC like to build the new culinary school on that site? The two options available to TCC are: (1) renovate the existing building on the site and use it for the culinary arts programs (16,000 sq. ft.) and (2) tear down the existing building and construct a new culinary arts center (30,000 sq. ft.) with funding from multiple sources.

Mr. Lucado reported that the proposal to present the culinary school site project (attached) to the State Board at its September 20th meeting was approved by his committee. Ms. Thompson accepted the committee's recommendation as a motion, which requires no second, invited discussion, of which there was none, and called for a vote. The board approved the motion.

- g. Real Estate Foundation Update. The Eastern section of the Suffolk property is slated for development within the next two-years and the Army Corps of Engineers are cleaning up other sections of the property. The Beazley Building is being cleared of asbestos and is scheduled to be demolished in the near future. Studies of the lakefront and its wildlife produced positive results for future development.

7. Advocacy Committee Report – Ms. Linda D. Ridenour, Chair

- a. Committee Update. Ms. Ridenour had no formal report to present, but she reminded her board colleagues to take advantage of opportunities to highlight TCC with their respective City Councils.

8. Discussion & Approval of Action Item(s) Removed from the Consent Agenda

- a. Nothing to report.

9. President's Report

- a. Major Gifts Campaign Update. The four priorities of the Major Gifts Campaign are (1) Scholarships and Access; (2) Maritime/Ship Repair; (3) Automotive, and (4) Culinary/Hospitality. The fundraising has begun and the campaign case for support will be finalized by October 15, 2017.
- b. Enrollment Update (w/Mr. Aasen). At the invitation of Dr. Baehre-Kolovani, Mr. Aasen provided an overview of the system-wide enrollment fluctuations between 2008- 2012 and addressed the VCCS Annual FTE Enrollment declines from 2012-2016 that impacted all 23 institutions.
- c. Digital Marketing. Mr. Curt Wynn, Director of Marketing, was invited to give the board an overview of the TCC 2017-18 Marketing Plan. In prior years, the college's marketing focused on brand messaging through traditional media channels. With the use of the Customer Relations Management (CRM) tool and a shift toward multiple digital mediums for advertising, the college can now use data to accurately segment and track target audiences with content strategies.

10. Chair's Report & Announcements

D R A F T

- a. Review Section of TCCB Policies and Procedures Manual w/By-Laws. In the interest of time, Ms. Thompson deferred this item to the November 2017 meeting.
- b. President's Goals for the College. As part of the President's Report under "Biennium Chancellor's Goals & TCC Alignment for 2017-18, Mr. Aasen, at the invitation of Dr. Baehre-Kolovani, reported on the president's goals for the college. The agenda was subsequently amended to adopt the July 2017 – June 2018 Chancellor's Goals Supporting Complete 2021 attached as an action item. After some discussion, on a motion by Mr. Bynum, seconded by Mr. Murray, the board approved the goals for the college as part of the agenda.

11. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 6:58 p.m.

Respectfully submitted,



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

APPROVAL

Terri N. Thompson
Chair

D R A F T



Joint Resolution

Whereas, William A. Hudgins has greatly assisted the mission of the Tidewater Community College Educational Foundation by giving freely of his time and expertise to further the mission of the Educational Foundation; and,

Whereas, William A. Hudgins was elected to the Tidewater Community College Educational Foundation Board on April 22, 2014, and served with distinction as *Ex Officio* liaison to the Tidewater Community College Real Estate Foundation Board; and,

Whereas, William A. Hudgins has brought his extensive expertise and experience in regional development and business to his service with both the Tidewater Community College Educational Foundation and, through his *Ex Officio* status, to the Tidewater Community College Real Estate Foundation Board; and,

Whereas, William A. Hudgins stepped down from the Tidewater Community College Educational Foundation Board on April 25, 2017, in order to bring his expertise and experience to the Tidewater Community College Real Estate Foundation Board:

Now, Therefore Be It Resolved that the Tidewater Community College Educational Foundation Board of Directors and the College President, on behalf of the faculty, staff, and students, thank and commend William A. Hudgins for his dedication and outstanding service to Tidewater Community College and those it serves; and

Be it Further Resolved that a copy of this resolution be given to William A. Hudgins with our warmest wishes on this, the 22nd day of June in the year 2017, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board and the Tidewater Community College Educational Foundation Board.

/s/

Terri N. Thompson
Chair, College Board

/s/

Mike King
Chair, Educational Foundation

/s/

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



TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 13, 2017

COMMITTEE: Finance and Facilities

AGENDA ITEM: ADDENDUM #2 TO THE REAL ESTATE FOUNDATION MOA

BACKGROUND:

Tidewater Community College, on behalf of the TCC Real Estate Foundation (TCCREF), requests that the State Board for Community Colleges approve an addendum to the 2005 agreement under which the former Portsmouth Campus property was conveyed to TCCREF.

In December 2005, the Governor, the Mayor of the City of Suffolk, and the Chancellor executed a Memorandum of Agreement ("MOA") that approved the transfer of the Portsmouth Campus property to TCCREF and required that Parcel A be sold to the City of Suffolk by July of 2006. The MOA includes stipulations regarding how the property – both Parcel A and the parcels retained by TCCREF, Parcels B, C & D, might be developed in the future.

The MOU states that:

"Both the City and the Commonwealth as represented by the Governor ("the Governor") desire that Parcel A be made available for prompt development for office, research and related commercial uses, primarily in connection with (i.) modeling and simulation uses, (ii.) office and research space for contractors supporting U.S. Joint Forces Command and related commands, and (iii.) other defense and technology-related uses. In support of the economic development of the region and the Commonwealth, and without regard to the funding for or the move to the new Portsmouth Campus, the State Board has authorized the real estate foundation to sell Parcel A to the City for such purposes"

In 2011, JFCOM was disestablished and the emphasis on modeling & simulation activity in Northern Suffolk subsided. Thus, both the City of Suffolk and TCCREF desired to amend the 2005 MOA to remove the restrictions regarding the development of the property to specific uses. Addendum 1 was added to the MOA to afford each party the latitude to develop its respective property in a manner that provides significant value to the owner while contributing to the economic development of the region.

The Addendum states that:

The Original Parties, TCCREF, and Suffolk EDA agree that the Agreement is hereby amended as follows: Parcels A, B and C may be made available for development for commercial uses in accordance with development plans related to those parcels, and in support of economic development of the region and the Commonwealth. Such development shall be in a first class manner, and the plan for uses of Parcel A shall not impair the value and continued use or development of Parcels B, C, and D.

Discussion:

It is now 2017 and the City of Suffolk is moving forward with the development of Parcel A and the TCC Real Estate Foundation is in the planning stages for development of Parcels B and D. Both the City of Suffolk and the TCC Real Estate Foundation wish to include residential opportunities along with commercial uses to the development of Parcels A and B. The proposed addendum would leave the other provisions of the MOU intact. The proposed addendum is attached.

STAFF RECOMMENDATION:

That the College Board approve the Addendum to the original Memorandum of Agreement for subsequent submission to the State Board for Community Colleges.

STAFF LIAISON:

Matthew J. Baumgarten
Executive Director, TCC Real Estate Foundation
Chief Operating Officer for Facilities and Public Safety
mbaumgarten@tcc.edu
757-822-1780

PROPOSED ADDENDUM #2 TO MOA

The Original Parties, TCCREF, and Suffolk EDA are in agreement that an amendment is appropriate to best align future development opportunities that are in close coordination with the adopted City of Suffolk 2035 Comprehensive Plan. As a result, and notwithstanding any provisions of the Agreement to the contrary, the Original Parties, TCCREF, and Suffolk EDA hereby amend the Agreement as it relates to the allowed uses of Parcels A and B, to more effectively enhance the economic development in the Hampton Roads region and the Commonwealth. The Original Parties, TCCREF, and Suffolk EDA agree that the Agreement is hereby amended as follows:

Parcels A and B may be made available for development for commercial and residential uses that are planned in a comprehensive and cohesive mixed use setting. Future developments must provide and support economic development opportunities for the region and the Commonwealth. Such development shall be in a first class manner, and shall not impair the value of adjacent parcels.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 13, 2017

COMMITTEE: Finance and Facilities

AGENDA ITEM: POTENTIAL NEW CULINARY SCHOOL SITE

BACKGROUND:

Expansion of the college's culinary program has been on the radar for several years now. The size and state of our existing facilities keep the College from expanding the program and adding new modern programs. The existing culinary space in the Walker building needs to be completely renovated and expanded. The Walker Building is slated for a complete 2-year renovation in the near future. This would require shutting down the program during the renovation period and relocating it which would mean we are moving culinary twice. The current plan is to find a new location near the Norfolk campus and build a state-of-the-art culinary teaching facility.

Discussion:

The City of Norfolk currently owns a one-acre parcel of land that fronts Brambleton Ave, between Granby Street and Monticello Avenue. This site is less than 1.0 mile from the center of our Norfolk campus. Currently the Greyhound bus terminal is situated on the property. The City of Norfolk has approached TCC and asked that if they were to gift the land and building to TCC, would we like to build our new culinary school on this site. The City has already made it public knowledge that they are looking to re-locate the Greyhound operation to another location the City owns.

There are two options that TCC can pursue.

1. Renovate the existing building on the site (16,000SF) and use it for our culinary arts programs.
2. Tear down the existing building and construct a new culinary arts center (30,000SF).

Funding for this project would come from multiple sources. Operating budget for the new facility would be covered by existing program's budget with some growth due to program expansion. Construction costs will be covered by TCC general funds and from philanthropic means generated by our upcoming Major Gifts campaign. The land is free, the City will do the site infrastructure development up to the five-foot line and the TCC Real Estate Foundation will provide assistance in

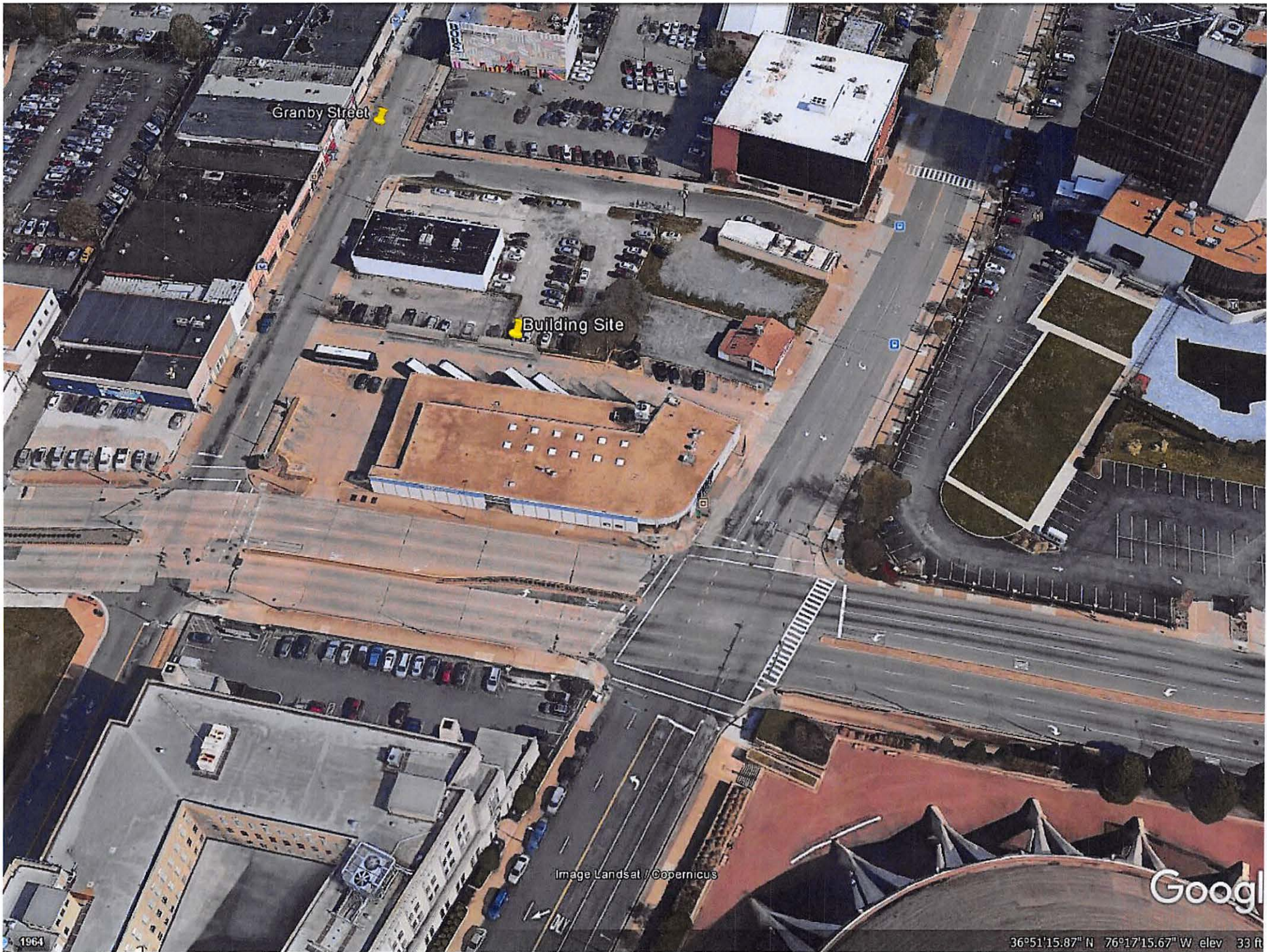
funding as well. We are figuring for Option 1 a budget of \$5 million and for Option 2, a budget of \$20 million.

STAFF RECOMMENDATION:

The request at this time is for approval to present the project to the State Board at their September 20th meeting, for their feedback and guidance. Should the State Board give positive feedback to the proposed development, we will develop a formalized agreement with the City of Norfolk and then ask for Local College Board Recommendation of Approval, so that we can make a formal request at the next State Board meeting in accordance with Virginia Community College Policy Manual, § 10.0.0.4.c and 10.1.1 b for approval of the land transfer.

STAFF LIAISON:

Matthew J. Baumgarten
Executive Director, TCC Real Estate Foundation
Chief Operating Officer for Facilities and Public Safety
mbaumgarten@tcc.edu
757-822-1780



Granby Street

Building Site





Image Landsat / Copernicus

Google

1964

36°51'15.87" N 76°17'15.67" W elev 33 ft

TIDEWATER COMMUNITY COLLEGE
Chancellor's Goals Supporting Complete 2021 (AY 2018 – AY 2019)
President's Report
July 2017 – June 2018

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

CONNECTION OBJECTIVE																
VCCS System-wide Goal: Increase VCCS fall admissions applications for credit programs to 120,000 in AY 2019.																
Item	Status	TCC Goal	TCC Strategy	Assessment												
1		Increase fall applications by 8.5% to 18,500 in Fall 2018, up from 17,047 in Fall 2016.	<p>Implement and fully staff CRM Prospect Team.</p> <p>Begin work with new marketing and advertising firm with a focus on digital and social media prospect generation.</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Semester</th> <th>Applications</th> <th>Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>Fall 2016</td> <td>17,047</td> <td>Baseline</td> </tr> <tr> <td>Fall 2017</td> <td></td> <td></td> </tr> <tr> <td>Fall 2018</td> <td></td> <td></td> </tr> </tbody> </table>	Semester	Applications	Change from Baseline	Fall 2016	17,047	Baseline	Fall 2017			Fall 2018		
Semester	Applications	Change from Baseline														
Fall 2016	17,047	Baseline														
Fall 2017																
Fall 2018																
VCCS System-wide Goal: Increase admissions application enrollment yield for credit programs to 50% systemwide in AY 2019.																
2		Increase admissions application enrollment yield for credit programs to 50.0%, up from 39.6%, by Fall 2018.	<p>Implement and fully staff CRM Prospect Team.</p> <p>Implement Academic Advising plan including cross-trained admissions teams coordinated with CRM Prospect Team staff.</p> <p>CMVE to expand Pipeline of Veterans into the Workforce program.</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Semester</th> <th>Application Yield</th> <th>Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>Fall 2016</td> <td>39.6%</td> <td>Baseline</td> </tr> <tr> <td>Fall 2017</td> <td></td> <td></td> </tr> <tr> <td>Fall 2018</td> <td></td> <td></td> </tr> </tbody> </table>	Semester	Application Yield	Point Change from Baseline	Fall 2016	39.6%	Baseline	Fall 2017			Fall 2018		
Semester	Application Yield	Point Change from Baseline														
Fall 2016	39.6%	Baseline														
Fall 2017																
Fall 2018																

VCCS System-wide Goal: Increase enrollment in Workforce Credentials Grant by 20% over FY 2017.

3		Increase Workforce Credentials Grant enrollment by 20% to 275 students, up from 228 in FY 2017	Expand FY 2017 offerings in welding, CNA, and medical billing and coding. Introduce new programs in information technology and constructions trades.	<table border="1"> <thead> <tr> <th>Fiscal Year</th> <th>Students</th> <th>Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>228</td> <td>Baseline</td> </tr> <tr> <td>2018</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> </tbody> </table>	Fiscal Year	Students	Change from Baseline	2017	228	Baseline	2018			2019		
Fiscal Year	Students	Change from Baseline														
2017	228	Baseline														
2018																
2019																

ENTRY OBJECTIVE

VCCS System-wide Goal: Increase percentage of first-time-in-college (FTIC) credit students who earned 12 college credits with GPA of 2.0 or higher in their first year from 51% to 55%.

Item	Status	TCC Goal	TCC Strategy	Assessment												
4		Increase to 55.0% the rate of FTIC students who earn 12 college-level credits with a GPA of 2.0 or higher in their first year, up from 43.8% (Fall 2015 cohort).	<p>Implement Academic Advising Initiative to include faculty advising and mandated pathway curriculum schedules.</p> <p>Implement PACE (the college's QEP) including mandated career advising and enrollment into SDV during first semester.</p>	<table border="1"> <thead> <tr> <th>Academic Year</th> <th>Success Rate</th> <th>Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>2016-17</td> <td>43.8%</td> <td>Baseline</td> </tr> <tr> <td>2017-18</td> <td></td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> <td></td> </tr> </tbody> </table>	Academic Year	Success Rate	Point Change from Baseline	2016-17	43.8%	Baseline	2017-18			2018-19		
Academic Year	Success Rate	Point Change from Baseline														
2016-17	43.8%	Baseline														
2017-18																
2018-19																

VCCS System-wide Goal: Increase the percentage of students who complete workforce credentials, such as industry certifications and credit career studies certificates (CSCs), then return for additional education from 33% to 35%.

5a		<p>Increase to 35.0% the number of CSC completers who return, up from 22.8%% (2015-16 academic year graduates.)</p>	<p>Implement Academic Advising Initiative to include faculty advising and mandated pathway curriculum schedules that align with stackable credentials.</p> <p>Implement PACE.</p> <p>Fully implement CSC “automatic” completion initiative in combination with stackable credentials.</p>	<table border="1"> <thead> <tr> <th>Academic Year</th> <th>Re-enrollment Rate</th> <th>Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>2016-17</td> <td>22.8%</td> <td>Baseline</td> </tr> <tr> <td>2017-18</td> <td></td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> <td></td> </tr> </tbody> </table>	Academic Year	Re-enrollment Rate	Point Change from Baseline	2016-17	22.8%	Baseline	2017-18			2018-19		
Academic Year	Re-enrollment Rate	Point Change from Baseline														
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5b		<p>Increase the number of Workforce Solutions industry-certification completers who re-enroll in either workforce or credit courses to 35.0%, up from 16.3% (FY 2016 cohort.)</p>	<p>Develop and implement CRM Prospect Team support plan for Workforce Solutions.</p> <p>Introduce construction industry programming with multiple complementary disciplines such as HVAC and welding.</p> <p>Expand IT and construction stackable credentials with credit-based program.</p>	<table border="1"> <thead> <tr> <th>Fiscal Year</th> <th>Re-enrollment Rate</th> <th>Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>16.3%</td> <td>Baseline</td> </tr> <tr> <td>2018</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> </tbody> </table>	Fiscal Year	Re-enrollment Rate	Point Change from Baseline	2017	16.3%	Baseline	2018			2019		
Fiscal Year	Re-enrollment Rate	Point Change from Baseline														
2017	16.3%	Baseline														
2018																
2019																

PROGRESSION OBJECTIVES

VCCS System-wide Goal: Increase overall VCCS Fall-to-Spring Retention of credit students to 74% systemwide in AY 2019.

Item	Status	TCC Goal	TCC Strategy	Assessment												
6		Increase fall-to-spring retention rate to 80.0% in 2018-19, up from 76.5% in 2016-17 (Fall 2015 cohort.)	<p>Implement Academic Advising Initiative to include faculty advising and mandated pathway curriculum schedules.</p> <p>Implement PACE including mandated career advising and enrollment into SDV during first semester.</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Academic Year</th> <th style="width: 25%;">Retention Rate</th> <th style="width: 50%;">Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2016-17</td> <td style="text-align: center;">76.5%</td> <td style="text-align: center;">Baseline</td> </tr> <tr> <td style="text-align: center;">2017-18</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2018-19</td> <td></td> <td></td> </tr> </tbody> </table>	Academic Year	Retention Rate	Point Change from Baseline	2016-17	76.5%	Baseline	2017-18			2018-19		
Academic Year	Retention Rate	Point Change from Baseline														
2016-17	76.5%	Baseline														
2017-18																
2018-19																

VCCS System-wide Goal: Increase overall VCCS Fall-to-Fall Retention credit students to 65% systemwide in AY 2019..

7		Increase fall-to-fall retention rate to 65.0% in 2018-19, up from 50.1% in 2016-17 (Fall 2015 cohort.)	<p>Implement Academic Advising Initiative to include faculty advising and mandated pathway curriculum schedules.</p> <p>Implement PACE to include a mandated second career advising session and faculty advising.</p> <p>Implement Structured Programs, an effort to streamline programs of study with appropriate electives and relevant coursework.</p>	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Base Semester</th> <th style="width: 25%;">Retention Rate</th> <th style="width: 50%;">Point Change from Baseline</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2016-17</td> <td style="text-align: center;">50.1%</td> <td style="text-align: center;">Baseline</td> </tr> <tr> <td style="text-align: center;">2017-18</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2018-19</td> <td></td> <td></td> </tr> </tbody> </table>	Base Semester	Retention Rate	Point Change from Baseline	2016-17	50.1%	Baseline	2017-18			2018-19		
Base Semester	Retention Rate	Point Change from Baseline														
2016-17	50.1%	Baseline														
2017-18																
2018-19																

COMPLETION OBJECTIVES

VCCS System-wide Goal: Increase overall annual VCCS graduates in associates degrees, certificates, career studies certificates and industry recognized certification by 12,000 over FY2017.

Item	Status	TCC Goal	TCC Strategy	Assessment												
8a		Increase credit program graduates by 10% to 4,070 by 2018-19, up from 3,696 in 2016-17.	<p>Implement Academic Advising Initiative to include faculty advising.</p> <p>Implement Structured Programs, an effort to streamline programs of study with appropriate electives and relevant coursework.</p> <p>Implement PACE.</p> <p>Fully implement CSC “automatic” completion initiative in combination with stackable credentials.</p>	<table border="1"> <thead> <tr> <th>AY Year</th> <th>Credit Program Graduates</th> <th>Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>2016-2017</td> <td>3,696</td> <td>Baseline</td> </tr> <tr> <td>2017-2018</td> <td></td> <td></td> </tr> <tr> <td>2018-2019</td> <td></td> <td></td> </tr> </tbody> </table>	AY Year	Credit Program Graduates	Change from Baseline	2016-2017	3,696	Baseline	2017-2018			2018-2019		
AY Year	Credit Program Graduates	Change from Baseline														
2016-2017	3,696	Baseline														
2017-2018																
2018-2019																
8b		Increase industry certifications and licensures by 85% to 3,130 by FY 2019, up from 1,694 in FY 2017.	<p>Implement Academic Advising Initiative.</p> <p>Implement PACE.</p> <p>Focus and expand credit and Workforce Solutions programming to better support local in-demand business and industry (see Item numbers 3 & 5b.)</p>	<table border="1"> <thead> <tr> <th>FY Year</th> <th>Industry Certifications</th> <th>Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>1,694</td> <td>Baseline</td> </tr> <tr> <td>2018</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> </tbody> </table>	FY Year	Industry Certifications	Change from Baseline	2017	1,694	Baseline	2018			2019		
FY Year	Industry Certifications	Change from Baseline														
2017	1,694	Baseline														
2018																
2019																

VCCS System-wide Goal: Establish a baseline from which to measure wage increases stemming from credential attainment.																
Item	Status	TCC Goal	TCC Strategy	Assessment												
9		NA – VCCS System Office goal.	NA	NA												
AFFORDABILITY AND SUSTAINABILITY OBJECTIVES																
VCCS System-wide Goal: Develop and implement VFCCE plan for transformational change with the goal of hastening economic and social mobility through education for under-employed and lower income residents of the Commonwealth of Virginia.																
Item	Status	TCC Goal	TCC Strategy	Assessment												
10		Raise \$20 million in two years to support academic programs directly connected to critical workforce needs in local business and industry.	Launch Educational Foundation Major Gifts Campaign.	<table border="1"> <thead> <tr> <th>FY Year</th> <th>Donations</th> <th>Change from Baseline</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>\$0</td> <td>Baseline</td> </tr> <tr> <td>2018</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td></td> <td></td> </tr> </tbody> </table>	FY Year	Donations	Change from Baseline	2017	\$0	Baseline	2018			2019		
FY Year	Donations	Change from Baseline														
2017	\$0	Baseline														
2018																
2019																
VCCS System-wide Goal: Continue to implement efficiencies in college and system office operations through shared services to reduce cost increases.																
11		NA – VCCS System Office goal.	NA	NA												

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: November 14, 2017

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending September 30, 2017

BACKGROUND:

The routine Local Fund Financial Statements for the month ending September 30, 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, 2017 - September 30, 2017

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/17		\$ 1,104,426			
I. Revenues					
A. Student Activity Fee	\$ 1,104,354	\$ 359,508		\$ 744,846	33%
B. ID Card Replacements	20,000	5,260		14,740	26%
C. Miscellaneous Revenue	5,000			5,000	0%
Total Revenues	\$ 1,129,354	\$ 364,768		\$ 764,586	32%
Total Resources (Revenue & Fund Bal.)					
		\$ 1,469,194			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 3,180			\$ 3,180	0%
2. Programming	40,070	7,377	14,729	17,964	55%
3. Student Organizations	11,449	2,501	4,756	4,192	63%
4. Recreational Sports	1,272	450		822	35%
5. Operating Expenses	1,272		733	539	58%
6. Contingency Fund	6,360		4,868	1,492	77%
Subtotal--Chesapeake Campus	\$ 63,603	\$ 10,328	\$ 25,086	\$ 28,189	56%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300			\$ 3,300	0%
2. Programming	48,564	5,575	4,328	38,661	20%
3. Student Organizations	3,000			3,000	0%
4. Recreational Sports	5,000		1,553	3,447	31%
5. Operating Expenses	2,000		103	1,897	5%
6. Contingency Fund	1,200			1,200	0%
Subtotal--Norfolk Campus	\$ 63,064	\$ 5,575	\$ 5,984	\$ 51,505	18%
C. Portsmouth Campus					
1. Student Government Association	\$ 3,000		\$ 1,109	\$ 1,891	37%
2. Programming	57,021	1,293	14,832	40,896	28%
3. Student Organizations	3,500			3,500	0%
4. Recreational Sports	500			500	0%
5. Operating Expenses	2,100			2,100	0%
6. Contingency Fund	2,109	480		1,629	23%
Subtotal--Portsmouth Campus	\$ 68,230	\$ 1,773	\$ 15,941	\$ 50,516	26%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,500	\$ 285		\$ 3,215	8%
2. Programming	72,199	2,921	2,215	67,063	7%
3. Student Organizations	18,000			18,000	0%
Subtotal--Virginia Beach Campus	\$ 93,699	\$ 3,206	\$ 2,215	\$ 88,278	6%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 4,000	\$ 323	\$ 175	\$ 3,502	12%
2. Women's Center	5,000	204	122	4,674	7%
3. Student Federation Council	5,000			5,000	0%
4. College-wide Clubs & Committees	15,000			15,000	0%
5. Intercultural Learning	20,000	439	2,191	17,370	13%
Subtotal--Student Activities--College-wide	\$ 49,000	\$ 966	\$ 2,488	\$ 45,546	7%
F. Learning Assistance Fund					
1. Chesapeake	\$ 38,104	\$ 5,844		\$ 32,260	15%
2. Norfolk	28,852	3,830		25,022	13%
3. Portsmouth	32,007	4,828		27,179	15%
4. Virginia Beach	107,641	8,063		99,578	7%
Subtotal--Learning Assistance Fund	\$ 206,604	\$ 22,565	\$ -	\$ 184,039	11%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368	\$ 3,508		\$ 7,860	31%
2. Norfolk	12,841	2,000		10,841	16%
3. Portsmouth	10,176	2,654	425	7,097	30%
4. Virginia Beach	10,000	500		9,500	5%
Subtotal--Provosts' Contingency Fund	\$ 44,385	\$ 8,662	\$ 425	\$ 35,298	20%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 431	\$ 2,621	\$ 4,237	42%
2. Norfolk	8,949			8,949	0%
3. Portsmouth	6,111	1,365	1,279	3,467	43%
4. Virginia Beach	15,000		45	14,955	0%
Subtotal--Deans' Contingency Fund	\$ 37,349	\$ 1,796	\$ 3,945	\$ 31,608	15%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 47,000		\$ 3,448	\$ 43,552	7%
Subtotal--Student Activities Identification System	\$ 47,000	\$ -	\$ 3,448	\$ 43,552	7%
Total Expenditures	\$ 672,934	\$ 54,871	\$ 59,532	\$ 558,531	17%
III. Transfers					
A. Transfer to Student Center Budget					
	\$ 632,508	\$ 158,127		\$ 474,381	25%
Subtotal--Transfers	\$ 632,508	\$ 158,127	\$ -	\$ 474,381	25%
Fund Balance 9/30/17		\$ 1,256,196			

Approved by the Local College Board on May 11, 2017

AVP-DF 10/10/17

**TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2018**

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 15,038 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.
- C. **Miscellaneous Revenue** – Revenue collected from various events sponsored by students.

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. For all budget lines at each of the campuses, adjustments were made to reflect an overall budget reduction of 10% for the fiscal year. This aligns the budget with revenue projections.

- 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 Director/Co-Director of the Student Center.
- 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 2017-18 fiscal year.

E. Student Activities – College-wide

1. 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. This budget is managed by the Portsmouth Campus.
2. 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. This budget is managed by the Norfolk Campus.
3. 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. This budget is managed by the Chesapeake Campus.
4. 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. This budget is managed by the Virginia Beach Campus.
5. Intercultural Learning – Provides funds to support intercultural activities across all campuses (e.g. Hispanic Heritage Month and Black History Month). A reduction in college-wide intercultural activities still allows for event support but keeps the

programming within budget goals. This budget is managed by the Virginia Beach Campus.

- F. Learning Assistance Fund** – Provides salaries for administrative support, tutors, and supplemental instructors to assist students experiencing academic difficulties and operating funds for tutoring centers on each campus. Funds can be reduced due to hiring lag and use of services by students. To stay within anticipated revenue projections, this budget is reduced by 5% at each campus before adding 3% for projected salary increases.
 - G. Provosts' Contingency Fund** – Provides the provosts with funding to support specific campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.
 - H. Deans' Contingency Fund** – Provides funding for the campus Deans of Student Services to support student success activities. These include welcoming receptions for various student groups, student and staff recognitions, professional development, travel and other related expenses, campus improvements, meetings with students, staff and student workshops and retreats, and various student retention efforts.
 - I. Student Activities Identification System** – These funds are used for supplies and a maintenance agreement for the college-wide student identification system. Funding is also provided for the cost of CBORD software maintenance.
- III. Transfers** – Funds are being transferred to the Student Center budget to cover the costs of campus Student Life and Student ID personnel. An increase of 3% is included to cover projected salary increases.

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2017 - September 30, 2017**

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2017		\$ 11,246,373			
I. Revenues					
A. Institutional Fee	\$ 3,127,644	\$ 979,941		\$ 2,147,703	31%
B. Student Parking Sales	110,000	6,001		103,999	5%
C. Student HRT Pass Sales	133,850	15,370		118,480	11%
Total Revenues	\$ 3,371,494	\$ 1,001,312		\$ 2,370,182	30%
Total Resources (Revenue & Fund Bal.)					
		\$ 12,247,685			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,644,100	\$ 1,278,128		\$ 365,972	78%
B. Chesapeake Campus Parking Lot - Debt Service	334,250	282,248		52,002	84%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	70,074	11,873		58,201	17%
2. Utilities	50,000	321		49,679	1%
3. Security	103,302	11,342	91,960		100%
4. General Maintenance	48,500	5,596	33,222	9,682	80%
D. College-wide Parking Lot Improvements	250,000	17,259	165,910	66,831	73%
E. Hampton Roads Transit (HRT) Passes	268,500	250,000	4,725	13,775	95%
F. Student Parking	132,675	35,485	97,190		100%
G. Visual Arts Center Parking Lease	82,800	19,080	57,240	6,480	92%
Total Expenditures	\$ 2,984,201	\$ 1,911,332	\$ 450,247	\$ 622,622	79%
Fund Balance 9/30/17					
		\$ 10,336,353			

Approved by the Local College Board on May 11, 2017

AVP-DF 10/10/17

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2018**

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 15,038 annual FTEs.

- A. **Institutional Fee** – A fee assessed to all students up to a maximum of 15 credit hours. The fee is \$6.80 per credit hour for Summer Session 2017 and increases to \$7.30 per credit hour for Fall Semester 2017.
- 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 fifth 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 eighth 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. The budget includes a 3% projected salary increase.
- D. **College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- E. **Hampton Roads Transit (HRT) Passes** – Cost to purchase the GoPass365 from HRT to provide transportation services to students at a discounted rate, including light rail, bus, and ferry.
- F. **Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- G. **Visual Arts Center Parking Lease** – Parking lease for Visual Arts Center students.

TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
July 1, 2017 - September 30, 2017

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/17		\$ 20,461,188			
I. Revenues					
A. Auxiliary Capital Fee	\$ 8,228,520	\$ 2,652,071		\$ 5,576,449	32%
B. Transfer-In from Student Activities Budget	632,508	158,127		474,381	25%
C. Food Service Commission		10,551		(10,551)	
D. Miscellaneous Revenue	65,000	23,734		41,266	37%
E. Facility Use Fee	12,000	280		11,720	2%
Total Revenues	\$ 8,938,028	\$ 2,844,763	\$ -	\$ 6,093,265	32%
Total Resources (Revenue & Fund Balance)		\$ 23,305,951			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,114,188	\$ 888,588		\$ 225,600	80%
2. Student Center - Chesapeake Campus	1,165,853	912,802		253,051	78%
3. Student Center - Portsmouth Campus	1,084,386	901,886		182,500	83%
4. Student Center - Virginia Beach Campus	1,660,921	1,300,971		359,950	78%
Subtotal--Bond Debt Service	\$ 5,025,348	\$ 4,004,247	\$ -	\$ 1,021,101	80%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 495,604	\$ 107,517		388,087	22%
b. Operating Expenses	61,355	663		60,692	1%
Subtotal--General Operations	\$ 556,959	\$ 108,180	\$ -	\$ 448,779	19%
2. Facility Operations					
a. Personnel	\$ 220,420	\$ 48,857		\$ 171,563	22%
b. Utilities	97,000	18,613		78,387	19%
c. Security	108,203	19,214	88,989		100%
d. Custodial	30,000	2,032	7,825	20,143	33%
e. General Maintenance	90,000	4,628	33,467	51,905	42%
f. Insurance	5,492			5,492	0%
g. Network & Telecommunications	78,459	19,615		58,844	25%
Subtotal--Facility Operations	\$ 629,574	\$ 112,959	\$ 130,281	\$ 386,334	39%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,980	220	\$ 11,638	\$ 1,122	91%
Subtotal--Food Services	\$ 12,980	\$ 220	\$ 11,638	\$ 1,122	91%
Subtotal--Norfolk Student Center	\$ 1,199,513	\$ 221,359	\$ 141,919	\$ 836,235	30%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 474,427	\$ 125,114		\$ 349,313	26%
b. Operating Expenses	104,434	5,099	7,224	92,111	12%
Subtotal--General Operations	\$ 578,861	\$ 130,213	\$ 7,224	\$ 441,424	24%
2. Facility Operations					
a. Personnel	\$ 230,300	\$ 49,542		\$ 180,758	22%
b. Utilities	102,000	24,661		77,339	24%
c. Security	86,120	5,298	30,669	50,153	42%
1. Access Control	152,000	9,352	54,130	88,518	42%
d. Custodial	30,000	606	10,718	18,676	38%
e. General Maintenance	90,000	15,479	44,131	30,390	66%
f. Insurance	6,029			6,029	0%
g. Network & Telecommunications	68,396	17,099		51,297	25%
Subtotal--Facility Operations	\$ 764,845	\$ 122,037	\$ 139,648	\$ 503,160	34%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 8,000	3,242	5,098	\$ (340)	104%
Subtotal--Food Services	\$ 8,000	\$ 3,242	\$ 5,098	\$ (340)	104%
Subtotal--Chesapeake Student Center	\$ 1,351,706	\$ 255,492	\$ 151,970	\$ 944,244	30%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 491,025	\$ 110,668		\$ 380,357	23%
b. Operating Expenses	59,413	298	10,565	48,550	18%
Subtotal--General Operations	\$ 550,438	\$ 110,966	\$ 10,565	\$ 428,907	22%
2. Facility Operations					
a. Personnel	\$ 228,660	\$ 50,428		\$ 178,232	22%
b. Utilities	120,000	19,908		100,092	17%
c. Security	154,246	27,924	126,322		100%
d. Custodial	30,000	888	7,507	21,605	28%
e. General Maintenance	90,000	2,591	23,272	64,137	29%
f. Insurance	5,906			5,906	0%
g. Network & Telecommunications	81,626	20,407		61,220	25%
Subtotal--Facility Operations	\$ 710,438	\$ 122,146	\$ 157,101	\$ 431,192	39%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,980		\$ 13,598	\$ (618)	105%
Subtotal--Food Services	\$ 12,980	\$ -	\$ 13,598	\$ (618)	105%
Subtotal--Portsmouth Student Center	\$ 1,273,856	\$ 233,112	\$ 181,264	\$ 859,481	33%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 644,753	\$ 130,336		\$ 514,417	20%
b. Operating Expenses	67,969	6,569	15,666	45,734	33%
Subtotal--General Operations	\$ 712,722	\$ 136,905	\$ 15,666	\$ 560,151	21%
2. Facility Operations					
a. Personnel	\$ 334,750	\$ 66,382		\$ 268,368	20%
b. Utilities	162,000	5,736		156,264	4%
c. Security	87,202	15,912	71,290		100%
d. Custodial	50,000	1,671	18,637	29,692	41%
e. General Maintenance	140,000	4,739	28,656	106,605	24%
f. Insurance	8,865			8,865	0%
g. Network & Telecommunications	84,659	21,165		63,494	25%
Subtotal--Facility Operations	\$ 867,476	\$ 115,605	\$ 118,583	\$ 633,288	27%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,900	\$ 3,395	\$ 11,816	\$ (2,311)	118%
Subtotal--Food Services	\$ 12,900	\$ 3,395	\$ 11,816	\$ (2,311)	118%
Subtotal--Virginia Beach Student Center	\$ 1,593,098	\$ 255,905	\$ 146,065	\$ 1,191,128	25%
Total Expenditures	\$ 10,443,521	\$ 4,970,114	\$ 621,218	\$ 4,852,189	54%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000		\$ -	100%
Fund Balance 9/30/17		\$ 17,335,837			

Approved by the Local College Board on May 11, 2017

AVP-DF 10/10/17

Capital Maintenance Reserve Fund FY14-FY17	\$ 5,500,000
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TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
Narrative Justification
FY2018

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 15,038 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 and includes an increase of 3% for projected salary increases.
- C. **Food Service Commission** – The college is currently negotiating a new food service contract with the expectation of receiving a commission on sales.
- D. **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.
- E. **Facility Use Fee** – The college will charge a fee of up to \$105 annually for employee use of the fitness centers at the Student Centers.

II. EXPENDITURES

- A. **Bond Debt Service** – Principal and interest payments due on VCBA Pooled Bonds used to finance the student centers.
- B-E. **Norfolk, Chesapeake, Portsmouth, & Virginia Beach Student Centers** –
 - 1. **General Operations**
 - a. **Personnel** – Staffing costs for Norfolk, Portsmouth, Chesapeake, and Virginia Beach Student Centers, including costs for Student Life personnel and student identification personnel. These budgets have been adjusted to reflect reduced revenue projections and a projected 3% salary increase.
 - b. **Operating Expenses** – Funding for general operating expenses such as office supplies, travel, professional development, equipment repairs, etc. These budgets have been decreased to reflect reduced revenue projections.

2. **Facility Operations**

- a. **Personnel** – Staffing costs for the facilities maintenance and custodial areas. The budget includes 3% for projected salary increases.
 - 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. Additional coverage is provided for special events, and officers assigned elsewhere on campus are available to respond to situations, if necessary.
 - d. **Custodial** – Consumable materials for housecleaning and trash and garbage disposal services for the student centers.
 - e. **General Maintenance** – Consumable materials and contract services to maintain the student centers' mechanical, electrical, and other building systems.
 - f. **Insurance** – Estimated cost of insurance for the student centers.
 - g. **Network & Telecommunications** – Estimated cost of ongoing network and telecommunications support for the student centers.
3. **Food Services** – Cost of 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, 2017 - September 30, 2017

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2017		\$ 8,866,857			
I. Revenues					
A. Bookstore	\$ 1,450,000	\$ 474,056		\$ 975,944	33%
B. Vending					
1. Exclusive Beverage Contract	71,000	9,249		61,751	13%
2. Vending - CRH	44,385	6,546		37,839	15%
C. Food Service - Joint-Use Library					
D. Municipal Support	24,000	6,000		18,000	25%
E. Interest Earnings	300,000	52,774		247,226	18%
F. Miscellaneous Revenue	10,000	4,044		5,956	40%
Total Revenues	\$ 1,899,385	\$ 552,669	\$ -	\$ 1,346,716	29%
Total Resources (Revenue & Fund Bal.)					
		\$ 9,419,526			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 1,170	\$ 4,830	\$ -	100%
2. Miscellaneous Expenses	1,000	(40)	1,000	40	96%
Subtotal - Operating Expenses	\$ 7,000	\$ 1,130	\$ 5,830	\$ 40	99%
B. Faculty/Staff Parking	\$ 406,000	\$ 65,344	\$ 297,406	\$ 43,250	89%
C. College Community Events	\$ 15,000	\$ 1,509	\$ 1,791	\$ 11,700	22%
D. Financial Aid Adjustments	\$ 14,000	\$ (17,031)	\$ -	\$ 31,031	-122%
E. Auxiliary Service Operations					
1. Personnel	\$ 267,366	\$ 73,825		\$ 193,541	28%
2. General Operating Costs	15,000	2,526		12,474	17%
3. Equipment/Software/Installation	43,500	240		43,260	1%
4. StormCard Marketing	20,000		1,000	19,000	5%
5. Child Care Subsidy	150,000			150,000	0%
6. Consultant Fees	50,000	6,853		43,147	14%
Subtotal - Auxiliary Service Operations	\$ 545,866	\$ 83,444	\$ 1,000	\$ 461,422	15%
F. Community Support					
1. College Board	\$ 2,500			\$ 2,500	0%
2. President	27,000	2,057	1,190	23,753	12%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	1,989	221	3,790	37%
b. Vice President for Finance	6,000	3,463	381	2,156	64%
c. Vice President for Information Systems	6,000	1,093	206	4,701	22%
d. Vice President for Institutional Advancement & Executive Director of TCC Educational Foundation	6,000	59	19	5,922	1%
e. Vice President for Workforce Services	6,000	489	947	4,564	24%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	847	221	4,932	18%
g. Director of Institutional Effectiveness	6,000			6,000	0%
4. Campus Provosts					
a. Chesapeake	6,000	669	93	5,238	13%
b. Norfolk	6,000	173		5,827	3%
c. Portsmouth	6,000	140	1,373	4,487	25%
d. Virginia Beach	12,000	3,197	444	8,359	30%
5. Community Outreach	27,000	13,168		13,832	49%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 132,000	\$ 27,344	\$ 5,095	\$ 99,561	25%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 972	\$ 107	\$ 3,921	22%
2. Norfolk	5,000	(267)	1,327	3,940	21%
3. Portsmouth	5,000		976	4,024	20%
4. Virginia Beach	10,000	(450)		10,450	-4%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 255	\$ 2,410	\$ 22,335	11%
Subtotal- Expenditures					
	\$ 1,144,866	\$ 161,995	\$ 313,532	\$ 669,339	42%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ (149)		\$ 15,149	-1%
2. Student Study Abroad Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000			3,000	0%
4. Martin Luther King Scholarship	5,364			5,364	0%
5. Military Scholarships	26,820			26,820	0%
6. ROTC Scholarships	13,014			13,014	0%
7. High School Scholarships					
a. Chesapeake	75,096			75,096	0%
1. LaVonne P. Ellis Scholarship	10,728			10,728	0%
b. Norfolk	53,640			53,640	0%
1. John T. Kavanaugh Scholarship	10,728			10,728	0%
c. Portsmouth	21,456			21,456	0%
1. Lee B. Armistead Scholarship	10,728			10,728	0%
d. Suffolk (Northern)	10,728			10,728	0%
e. Virginia Beach	96,552			96,552	0%
1. Stanley Waranch Scholarship	10,728			10,728	0%
2. Dorcas T. Helfant-Browning Scholarship	10,728			10,728	0%
3. Thomas H. Wilson Scholarship	10,728			10,728	0%
Subtotal - TCC Scholarships & Awards	\$ 400,538	\$ (149)	\$ -	\$ 400,687	0%
Total Expenditures & Student Financial Assistance					
	\$ 1,545,404	\$ 161,846	\$ 313,532	\$ 1,070,026	31%
Fund Balance 9/30/17					
		\$ 9,257,680			

Approved by the Local College Board on May 11, 2017

AVP-DF 10/10/17

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
Narrative Justification
FY2018

I. REVENUES

- 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 new food service contract with Elite Management Group 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 Revenue** – Miscellaneous income from expired StormCard plans and other miscellaneous receipts.

II. EXPENDITURES

- A. **Operating Expenses** – Cost of bank fees, check stock, credit card fees, miscellaneous service fees, etc.
- B. **Faculty/Staff Parking** – Cost of faculty/staff parking in Norfolk including parking for adjunct faculty and visitors.
- C. **College Community Events** – Funds to sponsor events to enhance the spirit of community among the college’s faculty and staff.
- D. **Financial Aid Adjustments** – Funding for financial aid adjustments resulting from administrative errors or similar circumstances.
- E. **Auxiliary Service Operations**
 - 1. **Personnel** – Salaries and benefits for the college’s Auxiliary Services personnel. The request includes the elimination of one full-time position in exchange for a wage position, and a projected 3% salary increase
 - 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.
5. Child Care Subsidy – Estimated operational subsidy to continue offering child care at each of the campuses.
6. Consultant Fees – The college plans to integrate the Student Information System portion of the financial aid application at the Barnes & Noble registers. The budget is for consultant fees for this project.

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. Student Study Abroad Scholarships – Awards to foreign language students on a competitive basis.
3. Culinary Match Program – Matching funds for Culinary Scholarships donated to the college.
4. 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.

5. Military Scholarships – Awards to dependents of servicepersons from each branch of the military.
6. ROTC Scholarships – Awards to TCC students participating in the college's ROTC program through Old Dominion University and Norfolk State University.
7. 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.

**TIDEWATER COMMUNITY COLLEGE
LOCAL INVESTMENTS
2013 - 2018**

LOCALITIES	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
PORTSMOUTH:						
LOCAL BOARD (Operating)	6,000	6,000	5,400	6,000		
TOTAL-PORTSMOUTH	\$ 6,000	\$ 6,000	\$ 5,400	\$ 6,000	\$ -	\$ -
VIRGINIA BEACH:						
JOINT-USE LIBRARY ¹						550,000
LOCAL BOARD (Operating)	6,000	5,100	5,100	5,100	5,100	5,100
TOTAL-VIRGINIA BEACH	\$ 6,000	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 555,100
CHESAPEAKE:						
TECHNOLOGY	60,500	60,500	60,500	60,500	60,500	60,500
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	\$ 66,500
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	\$ 84,500	\$ 83,600	\$ 83,000	\$ 83,600	\$ 77,600	\$ 627,600

AVP-DF 10/13/17

Notes:

¹ 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
LOCAL CONTRIBUTIONS
AS OF SEPTEMBER 30, 2017**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
PORTSMOUTH:			
LOCAL BOARD (Operating)	6,000		6,000
TOTAL-PORTSMOUTH	\$ 6,000		\$ 6,000
VIRGINIA BEACH:			
LOCAL BOARD (Operating)	6,000		6,000
TOTAL-VIRGINIA BEACH	\$ 6,000		\$ 6,000
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	\$ 84,500	\$ 66,500	\$ 18,000

AVP-DF 10/13/17

**TIDEWATER COMMUNITY COLLEGE
INVESTMENTS
2017-18 STATEMENT OF EARNINGS**

	BALANCE INVESTED	AVERAGE YIELD All investments	INTEREST 2017-2018
07/31/17	\$ 39,985,487	0.85%	\$ 28,166
08/31/17	\$ 40,012,603	0.77%	\$ 25,589
09/30/17	\$ 40,461,167	0.78%	\$ 26,381
10/31/17			
11/30/17			
12/31/17			
01/31/18			
02/28/18			
03/31/18			
04/30/18			
05/31/18			
06/30/18			
TOTAL			\$ 80,136

Note 1

AVP-DF 10/16/17

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	1.08%	\$ 3,137,694
Towne Bank - Raymond James	0.75%	\$ 36,406,381
Commonwealth - LGIP	1.20%	\$ 917,092
Total		\$ 40,461,167

Note 2

Note 1 - The investment earnings are reported based on statements received from the financial institution and may vary from the college's financial records due to timing differences that result from when the statements are actually received.

Note 2 - Actual interest rates on Raymond James CDs range from 0.7% to 1.6%, and payment frequency varies from monthly to annually.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: November 14, 2017
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Student Financial Aid Cohort Default Rate

BACKGROUND:

A cohort default rate is the percentage of a school's borrowers who enter repayment on certain loans through the Family Federal Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program during a particular federal fiscal year, October 1st to September 30th, and default or meet other specified conditions within the cohort default period. A student is considered to have defaulted on his or her loan after 360 days of non-payment.

The 2014 three-year cohort represents students who entered repayment between October 1, 2013 through September 30, 2014 and defaulted before September 30, 2016.

Vice President Milloy will provide her annual report on the college's student financial aid cohort default rate.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: November 14, 2017
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Audit Report for Year Ended June 30, 2016

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

2.2 Duties and Responsibilities of College Board

[VCCS *Policy Manual*, Sections 2A-IX-D-7, 4.3.1.5, and 10.0.0.4]

- 2.2.1 The college board shall perform such duties with respect to the operation of the college as may be delegated to it by the State Board for Community Colleges. In general, the college board is responsible for assuring that TCC is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State Board for Community Colleges. Within this context, specific duties of the board follow.
- 2.2.2 Serve as a channel of communication between the State Board for Community Colleges and the governing bodies of the local political subdivisions.
- 2.2.3 Submit recommendations to the State Board for Community Colleges for naming the college and, in the case of multi-campus colleges, each of its campuses. The college's name must include the phrase "community college" in it.
- 2.2.4 Name the facilities of the college and its campuses, adopting a local policy for such naming.
 - 2.2.4.1 The policy may provide for naming on the basis of significant service but should also provide incentives and recognition for private sector giving to support the college. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.
 - 2.2.4.2 Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local college board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility.
 - 2.2.4.3 College staff must provide a current copy of the local policy to the VCCS Office of Facilities Management Services.
- 2.2.5 Recommend to the State Board for Community Colleges the master site plans for the college and its campuses, as well as the A&E schematic designs for the college's individual facilities.
- 2.2.6 Approve a capital outlay plan for parking and a reserve fund from auxiliary enterprise revenues and/or contributions from local government jurisdictions to provide for construction, repair, and maintenance of the

college's parking facilities. State law prohibits the use of General Fund monies to construct, maintain, or operate parking lots. The college president ("president") must submit to the chancellor the approved capital outlay plan for parking July 1st of each new biennium. [VCCS Policy Manual, Section 4.3.1.5]

- 2.2.7** With the chancellor and State Board, participate in the selection, evaluation, and removal of the president in accordance with procedures adopted by the State Board for Community Colleges.
- 2.2.8** With the president, chancellor, and State Board, participate in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board for Community Colleges. In that context, a college statement of purpose shall be developed by the college community, approved by the local board, and reviewed and approved by the chancellor on behalf of the State Board. The statement of purpose shall tailor the VCCS Mission Statement to the particular needs and circumstances of the college.
- 2.2.9** Elicit community participation in program planning and development, establishing local citizen advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
- 2.2.10** Review new curriculum proposals and, upon endorsement, recommend those proposals to the State Board for action.
- 2.2.11** Review proposals for program discontinuation and, upon endorsement, recommend those proposals to the State Board for action.
- 2.2.12** Oversee the development and evaluation of the college's community service program and, as it deems appropriate, authorize the president to grant an "award of completion" to individuals who successfully complete an approved non-credit program.
- 2.2.13** Stay abreast of the college's fiscal status, directing the president to provide periodic board updates on both the college's financial and annual spending plans.
- 2.2.14** Review and approve a detailed local funds budget for the college as advanced by the president within State Board guidelines. Upon approval, and through established VCCS procedures, college staff shall submit this proposed budget to the State Board and the local political subdivisions.
- 2.2.15** Receive both periodic and year-end final reports on the college's local funds budget. Through established VCCS procedures, college staff shall

**Tidewater Community College Board
Policies & Procedures Manual**

provide similar such year-end reports to the State Board and local political subdivisions.

- 2.2.16** Review and approve local regulations on student conduct as advanced by the president within State Board guidelines.
- 2.2.17** Review and approve detailed budgets for the expenditure of revenues from auxiliary enterprises and student-based local fees as advanced by the president within State Board guidelines.
- 2.2.18** Receive both periodic and year-end final reports on the college's auxiliary enterprise and student-based local fee budgets.
- 2.2.19** Review audit reports and the college's response to these reports.
- 2.2.20** Keep abreast of major personnel matters as they may impact upon the college's reputation and public persona through the college's president.
- 2.2.21** Recommend for approval by the State Board for Community Colleges the following matters related to physical facilities: [VCCS Policy Manual, Section 10.0.0.4]
 - 2.2.21.1** the Six-Year Capital Outlay Plan for the college;
 - 2.2.21.2** establishment and acquisition of new campuses, including naming of new campuses;
 - 2.2.21.3** acquisition or conveyance of title to community college real property including exchanges;
 - 2.2.21.4** capital leases;
 - 2.2.21.5** master site plans;
 - 2.2.21.6** proposed construction of new building space which is not covered under capital outlay;
 - 2.2.21.7** entrance into any arrangement including proposed debt to support any capital project;
 - 2.2.21.8** entrance into any project expected to be established through the process of the Public-Private Education and Infrastructure Act of 2002 (PPEA);
 - 2.2.21.9** preplanning studies or schematic plans when preplanning studies are not required;
 - 2.2.21.10** any activity which would substantially affect the appearance of a campus, including demolition of any building, renovation of the exterior of any building, the construction of any site improvements including, but not limited to, parking lots, walls,

**Tidewater Community College Board
Policies & Procedures Manual**

fences, entrance signs, tennis courts, gazebos, moveable buildings, and other outdoor physical education areas;

2.2.21.11 any other commitment which would have substantial impact on the real property of the VCCS;

2.2.21.12 any litigation proposed on behalf of the VCCS; and

2.2.21.13 any project requiring an increase in student fees.