

TIDEWATER COMMUNITY COLLEGE BOARD

SEPTEMBER 12, 2017

4:00 P.M.

STUDENT CENTER PORTSMOUTH 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.)**

“Overview of College Working Priorities”

Curt K. Aasen
Director of Institutional Effectiveness &
Interim Vice President for information Systems

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 #297 for May 11, 2017 (**Attached**)
 - b. Previous Meeting Minutes #298 for August 10, 2017 (**Attached**)
 - c. Proposed New Career Studies Certificate in Nurse Aide (**Attached**)
 - d. Joint Resolution Honoring William A. Hudgins (**Attached**)
5. **Curriculum & Student Development Committee Report – Mr. Dwight M. Parker, Chair (10 min.)**
 - a. Academic and Workforce Credential Report
6. **Finance & Facilities Committee Report – Mr. James (Jay) Lucado, Chair (10 min.)**
 - a. Routine Financial Statements for Month Ending July 31, 2017 (**Attached**)
 - b. Final Budget Report for 2016-17 (**Attached**)
 - c. 2017-18 State Operating Budget (**Attached**)
 - d. Performance Funding Update

- e. Proposed Addendum #2 to the MOA Between the Commonwealth, the State Board, City of Suffolk and TCC Real Estate Foundation (**Attached, for action**)
 - f. Proposed New Culinary School Project with City of Norfolk (**Attached, for action**)
 - g. Real Estate Foundation Update
7. **Advocacy Committee Report** – Ms. Linda D. Ridenour, Chair (*10 min.*)
 - a. Committee Update
 8. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – (*10 min.*)
 9. **President’s Report** – (*15 min.*)
 - a. Major Gifts Campaign Update
 - b. Enrollment Update (w/Mr. Aasen)
 - c. Biennium Chancellor’s Goals & TCC Alignment for 2017-18
 - d. Marketing Strategy Update
 10. **Chair’s Report & Announcements** – (*10 min.*)
 - a. Review Section of TCCB Policies and Procedures Manual w/By-Laws
 - b. President’s Goals for the College
 11. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 297

MAY 11, 2017

Meeting number two hundred and ninety-seven of the Tidewater Community College Board was held on Thursday, May 11, 2017, in the TCC Regional Workforce Solutions Center in Suffolk.

Members Present: Edna V. Baehre-Kolovani Jerome A. Bynum
Paulette D. Franklin-Jenkins James N. Lucado
Connie A. Meyer John M. Murray
John D. Padgett Dwight M. Parker
John A. Piscitelli Linda D. Ridenour
Terri N. Thompson

Members Absent: Lynn B. Clements Cynthia S. Free

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice President for Information Systems
Matthew J. Baumgarten, Executive Director for Real Estate Development/COO of Facilities
Jeffrey S. Boyd, Provost of Norfolk Campus
Daniel T. DeMarte, Vice President for Academic Affairs & CAO
Michael “Todd” Estes, Interim Associate Vice President for Business & Corporate Solutions & Director of the Apprenticeship Institute
Susan M. James, Special Assistant to the President & Chief of Staff
Sarah Elizabeth (Beth) Lunde, Associate Vice President for Human Resources
Bruce Meyer, TCC Alumni
Corey L. McCray, Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
R. Lynn Rainard, Chair of Administrative Association
Lisa B. Rhine, Provost of Chesapeake Campus
Michael D. Summers, Provost of Virginia Beach Campus
James P. Toscano, Vice President for Institutional Advancement & Executive Director of the Educational Foundation
Michelle W. Woodhouse, Provost of Portsmouth Campus

1. **Welcome and Call to Order**

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

2. Program Highlight

Dr. McCray, Vice President for Workforce Solutions, was invited to present the program highlight on the Virginia Ship Repair Association and Apprenticeship Program. He then invited Mr. Estes, Interim Associate Vice President for Business & Corporate Solutions & Director of the Apprenticeship Institute, to join him in the presentation.

The Hampton Roads Ship repair and ship building industry is engaged in a collaborative effort with the Virginia Ship Repair Association (VSRA), a Pre-Hire program, and the Apprenticeship/Pre-Apprenticeship population consisting of adult and high school students who are taught by TCC. As the second largest cluster of jobs in the area, a skilled and sustainable workforce is critical to the survival of this industry. Statistically, ship building and ship repair has the highest location quotient (45.2), with average earnings of \$62,966. Through the VSRA Pre-Hire training program, the fields offered include Marine Coating, Marine Electrical, Marine Welding, and Marine Pipefitting. Prospective VSRA program participants, endure a screening process and selected candidates receive training from established ship repair curriculum and ship repair standards. The training is based on industry demand and VSRA hiring needs. TCC's Workforce Solutions administers 120 instructional hours each in Marine Welding and Marine Pipefitting at its facility to support industry demand in the creation of skilled tradesmen. The college further provides some, or all of the Apprenticeship Related Instruction (ARI) for 10 shipbuilding/ship repair employers. The ARIs include for-credit and non-credit courses leading to stackable academic credentials. To that end, the VSRA and TCC partnership, creates pipelines of qualified workers, increases opportunities for career pathways, and supports industry needs.

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. Parker, seconded by Mr. Murray, the board approved the consent agenda as presented.

4. Approval of Action Items on Consent Agenda

Referring to Tabs 4a through 4d of the meeting packet, the board approved Meeting Minutes #296 for March 23, 2017; Proposed 2017-18 Business and Industry Advisory Committees; Proposed 2017-18 Local Fund Budgets, and the Resolution Honoring John A. Piscitelli (attached).

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

a. None.

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6. Finance & Facilities Committee Report – Mr. John M. Murray, Chair

- a. Routine Financial Statements for Month Ending March 31, 2017. At the invitation of Mr. Murray and referring to Tab 6a of the meeting packet, Ms. Milloy noted that the budgets reflect activity for nine months of the fiscal year. The Cities of Chesapeake, Norfolk and Portsmouth made their contributions for FY16-17, however, the \$5,100 pledge from the City of Virginia Beach was not yet received.
- b. State Budget Update. Dr. Baehre-Kolovani reported that the college's State E&G Budget was reduced by 4.2% equating to an estimated \$2.5 million. The General Assembly actions for FY18 resulted in employee compensations (pay increases) of 3% for Classified Staff and 2% for Faculty, of which, the college must fund 40% of both increases. If the State Board for Community Colleges approves an additional 1% increase for Faculty, and up to 3% for Adjunct Faculty, and Wage Employees, the college would be required to fund 100% of the increases for a total cost of \$1.7 million to the college. To offset some of those expenditures, in FY17, the college eliminated and froze vacant positions, restricted travel, reduced Adjunct and Wage budgets, and reduced its operating costs, resulting in savings of over \$7 million. Anticipating similar challenges in FY18, plans are at-play to reduce the budget by \$8.5 million which consists of layoffs, elimination of Wage positions, Administrative, Teaching and Classified positions, and reductions to Wage, Operating, and Professional Development Budgets, among other strategies.
- c. Real Estate Foundation Update. Mr. Baumgarten remarked that a meeting with the Mayor of Suffolk, City Manager, and Director of Economic Development is being planned to discuss the Suffolk property development. Preparations are underway to demolish the Beazley building in 2017. The Princess Anne Hospitality Hotel project is still in the planning stages and there is a proposal to give TCC a new marquee campus entranceway on the Virginia Beach Campus. Planning for the expansion of the Culinary Arts Program and the Regional Automotive Center are in the early stages with the City of Norfolk and embedded in the Major Gifts Campaign, respectively.

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

- a. Committee Update. As part of the Advocacy Committee's 2016/17 Work Plan, specifically, *strengthen relationships with the municipalities, by collaborating with the president to invite city representatives to College Board meetings and offering the opportunity for representatives to make a presentation on local visions for higher education and the role of community colleges...*, the committee plans to extend an invitation to one or both representatives from the Norfolk and Portsmouth school districts to give a presentation to the board about important school developments at the September/November 2017 board meeting.

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

- a. Nothing to report.

9. President's Report

D R A F T

- a. Spring/Summer/Fall Enrollment. Dr. Baehre-Kolovani invited Mr. Aasen to give the enrollment update. The college's annualized FTE and student headcount for 2016-17 is down 8.6% and 8.1%, respectively, from 2015-16. The VCCS Spring 2017 FTE enrollment is -5.6% overall with TCC at -9.8% in student headcount. Conversely, Spring enrollment in nine academic programs increased. Summer FTE enrollment is down and Fall 2017 FTE enrollment is projected to be -8.0%. First-time-in-college students is expected to be +2.2% and high school graduates +10.9% which are positive indicators for Fall 2017.
- b. Women's Center STEM Promise Program. At the invitation of Dr. Baehre-Kolovani, Dr. Toscano addressed the STEM Promise Program. On May 8th, Governor McAuliffe joined TCC to announce the launch of the TCC Women's Center STEM Promise Program. The program will provide two full academic years of tuition and fees to students who are pursuing STEM disciplines in Science, Technology, Engineering, and Mathematics. The program encourages more women and minority students to pursue the STEM disciplines at no cost.
- c. Major Gifts Campaign Update. Dr. Toscano reported that feedback from the feasibility studies were positive on the priority areas. Emphasis will be placed on scholarships for the programs identified, and dual-enrollment partnerships in addition to the other categories identified.

10. Chair's Report & Announcements

- a. Report of Board Nominating Committee. At Ms. Thompson's invitation and referring to Tab 10a of the meeting packet, Mr. Parker, Nominating Committee Chair, gave his report. Mr. Parker stated that his Committee comprised of John Murray, Linda Ridenour, and Connie Meyer, voted to advance Ms. Meyer to a one-year term as Vice Chair commencing July 1, 2017. At the conclusion of his report, Chairwoman Thompson inquired if there were any other nominations from the floor. At that request, Mr. Lucado nominated Mr. Murray for the one-year term as Vice Chair and Mr. Murray accepted the nomination. Hearing no further nominations, the nominees were invited to address the board regarding their nomination. Subsequently, the floor was opened for discussions. Following the protocol of the *Tidewater Community College Board Policies & Procedures Manual College Board By-Laws*, the board conducted its election in open session. By a vote of six to two, Mr. Murray was elected as Vice Chair for a one-year term commencing July 1, 2017.
- b. Proposed 2017-18 Board Meeting Schedule. Referring to Tab 10b of the meeting packet, the board reviewed the proposed 2017-18 Board Meeting Schedule. After some discussion, the proposed January 16, 2018 date was changed to January 23, 2018. On a motion by Mr. Padgett, seconded by Mr. Bynum, the board approved the amended meeting schedule attached.
- c. Executive Committee Report. Ms. Thompson noted that the Executive Committee met on April 24, 2017 and discussed the President's Self-Evaluation; reviewed the College Board's Assessment of the President's Performance, and continuation of the Presidential Housing Supplement as detailed in Tab 10c of the meeting packet. Subsequently, and considering the

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overall package, Ms. Thompson will submit a signed evaluation letter to the Chancellor for consideration.

- d. Joint Board Recognition Reception—June 27th, 4:30 – 5:30 PM, Student Center Norfolk Campus. Ms. Thompson advised that the Recognition Reception will convene on June 22nd instead of June 27th. She noted that at this annual event, the board will bid a fond farewell to John Piscitelli, Vice Chair, as his tenure on the board ends.

11. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 6:56 p.m.

Respectfully submitted,



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

APPROVAL

Terri N. Thompson
Chair

D R A F T



Resolution

Whereas, John A. Piscitelli was appointed by the Virginia Beach City Council as a member of the Tidewater Community College Board in July 2009 and was subsequently reappointed to the Board in July 2013; and,

Whereas, John A. Piscitelli served ably and diligently as a member of the Curriculum and Student Development Committee from 2009 to 2010, and as Chair of that same committee from 2015 to 2016; and,

Whereas, John A. Piscitelli served knowledgeably as a member of the Finance and Facilities Committee from 2010 to 2011 and from 2014 to 2015, and as Chair of that same committee from 2011 to 2014; and

Whereas, John A. Piscitelli served with dedication as College Board Vice Chair from July 1, 2016, to June 30, 2017; and

Whereas, John A. Piscitelli demonstrated outstanding devotion to all of his duties as a College Board member, including regular attendance at College Commencements, Joint-Board Dinners, Dedications, Groundbreakings, State Board Annual Meetings, Virginia Community College System Legislative Receptions, Convocations, and Scholarship Programs:

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

Be It Further Resolved that a copy of this resolution be given to John A. Piscitelli 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

2017-18 MEETING SCHEDULE

Thursday	August 10, 2017	Student Center Chesapeake Campus (Work Session)
Tuesday	September 12, 2017	Student Center Portsmouth Campus
Tuesday	November 14, 2017	Student Center Norfolk Campus
Tuesday	January 23, 2018	Green District Administration Building Norfolk
Thursday	March 15, 2018	TCC Regional Workforce Solutions Center, Suffolk
Tuesday	May 15, 2018	TCC Regional Automotive Center Chesapeake
Thursday	August 9, 2018	Student Center Virginia Beach Campus (Work Session)

Notes

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

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 298

AUGUST 10, 2017

Meeting number two hundred and ninety-eight of the Tidewater Community College Board was held on Thursday, August 10, 2017, in the Chesapeake Campus Student Center. The meeting constituted the board's 2017-18 work session. Terri N. Thompson, Board Chair, presided.

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

Members Absent: Connie A. Meyer John D. Padgett

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice
President for Information Systems
Matthew J. Baumgarten, Executive Director of Real Estate
Foundation/COO of Facilities & Public Safety
Jeffrey S. Boyd, Provost of Norfolk Campus
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
Sarah Elizabeth (Beth) Lunde, Associate Vice President for Human
Resources
Corey L. McCray, Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
Lisa B. Rhine, Provost of Chesapeake Campus
Blair Rhodes, Chair of College Administrative Association
Michael D. Summers, Provost of Virginia Beach Campus
James P. Toscano, Vice President for Institutional Advancement/Executive
Director of Educational Foundation
Michelle W. Woodhouse, Provost of Portsmouth Campus

1. **Welcome and Call to Order**

Ms. Thompson, chair, determined the presence of a quorum and called the meeting to order at 4:08 p.m.

D R A F T

2. Discuss Purpose of Work Session

Ms. Thompson stated that the purpose of the work session was to focus on the board's role within the context of the College's Strategic Plan; to effect communication as an advisory board representing the respective municipalities, and to reach consensus on board goals for 2017-18.

- a. Discuss Proposed 2017-18 College Board Working Priorities. Directing the board's attention to Tab 2a of the meeting packet, Ms. Thompson provided an overview of the board's working priorities and addressed its importance relative to the college's priorities. She suggested modifications to the proposed priorities to include, adding the prior year's board goal of "improving communication and strategic engagement..." board attendance at City Council meeting(s), review of sections of the board's policies and procedures manual at future meetings, and update to the policies and procedures manual.
- b. Adopt 2017-18 College Board Working Priorities—As Discussed. After some discussion on the proposed recommendations, on a motion by Ms. Franklin-Jenkins, seconded by Ms. Ridenour, the board approved the 2017-18 College Board Working Priorities attached.

3. 2017-18 Committee Assignments

- a. Review 2017-18 Standing Committees. Ms. Thompson referred to Tab 3a of the meeting packet and addressed the compilation of the 2017-18 Standing Committees. She noted that the committee assignments were developed with consideration given to board members and what was in the best interest of the board. Dr. Baehre-Kolovani recommended that the Standing Committees be amended to reflect the addition of Ms. Miles as a member of the Educational Foundation as attached.

4. Highlight Contents of Information Packet

Referring to the revised 2017-18 Meeting Schedule in the information packet, Ms. Thompson noted that the November 14, 2017 and the May 15, 2018 meeting locations were changed to support one of the board's 2017-18 Working Priorities relative to discussions with school divisions.

The 2017-18 Board Membership roster reflects updates to the board as it currently stands.

5. President's Report

- a. Administrative Reorganization. Dr. Baehre-Kolovani addressed the reorganization of her President's Cabinet, Academic & Student Affairs, and the Department of Safety and Security. As such, effective July 1, 2017, Dr. DeMarte was named Executive Vice President for Academic & Student Affairs & Chief Academic Officer; Mr. Baumgarten assumed the responsibility of Safety and Security for the College that was previously held by and Dr. Toscano, the now Vice President for Institutional Advancement/Executive Director of the Educational Foundation. The reorganization of Academic and Student Affairs directly supports the Guided Pathways initiative and P.A.C.E, both accreditation requirements of the SACSCOC report in support of Student Success.

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- b. SACSCOC Accreditation Results. At the invitation of Dr. Baehre-Kolovani, Mr. Aasen provided a brief chronological timeline of the SACSCOC Regional Accreditation Reaffirmation process. Between January 2013 and March 2017, the College provided/scheduled: a Fifth-Year Interim Report and QEP Report; the Ten-Year Compliance Certification Report that was required for off-site review; the QEP and Focused Compliance Certification Report; a SACSCOC on-site visit, and responded to a mandated on-site visit report. Subsequently, the College met all expectations and was reaffirmed for accreditation in June 2017 for another ten years.
- c. College Convocation. Dr. Baehre-Kolovani invited the board to join her at the College Convocation on Thursday, August 17th at 9:00 a.m. in the Roper Performing Arts Center.

6. Chair's Report & Announcements

Ms. Thompson reminded the board of its next regularly scheduled meeting on Tuesday, September 12th at 4:00 p.m. in the Portsmouth Campus Student Center.

7. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 5:26 p.m.

Respectfully submitted,



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

APPROVAL

Terri N. Thompson
Chair of the Board

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TIDEWATER COMMUNITY COLLEGE BOARD

2017-18 WORKING PRIORITIES

1. Invite local school divisions to a board meeting to share their vision for higher education and how the community college fits into their plans.
2. Improve communication and strategic engagement among board members and the college leadership.
 - Working with College President, review sections of TCC Board Policies & Procedures Manual w/By-Laws at each meeting.
 - Update applicable areas of the TCC Board Policies & Procedures Manual w/By-Laws in collaboration with the College President/Staff, for approval by the Board.
 - Annual Board Members' updates about TCC with college leadership at respective City Council meetings.
3. Support the TCC Educational Foundation in the Major Gifts Campaign as champions for the cause. Through your connections and personal giving, help to build the TCC network of individuals and businesses with philanthropic aspirations toward TCC's interests. Continue Board Member philanthropic engagement in support of contributions to the Educational Foundation.
4. Support the VCCS's commitment to *Complete 2021*, "to lead the Commonwealth in the education of its people by tripling the number of credentials awarded for economic vitality and individual prosperity," the larger strategic direction for Virginia's Community Colleges.
5. Support the College's heightened focus on student success and the Institutional Priorities of the College's 2013-2018 Strategic Plan.

TIDEWATER COMMUNITY COLLEGE BOARD

2017-18 STANDING COMMITTEES

Executive Committee

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

Finance & Facilities Committee

James (Jay) N. Lucado, Chair
John D. Padgett
Paulette D. Franklin-Jenkins
Delceno C. Miles
Terri N. Thompson, Board Chair (*ex officio*)
Edna V. Baehre-Kolovani, President (*ex officio*)
Phyllis F. Milloy, Vice President for Finance (*staff liaison*)
Matthew J. Baumgarten, Executive Director for Real Estate Foundation & COO of Facilities & Public Safety (*staff liaison*)

Curriculum & Student Development Committee

Dwight M. Parker, Chair
Connie A. Meyer
John M. Murray
Lynn B. Clements
Terri N. Thompson, Board Chair (*ex officio*)
Edna V. Baehre-Kolovani, President (*ex officio*)
Daniel T. DeMarte, Executive Vice President for Academic & Student Affairs (*staff liaison*)
Corey L. McCray, Vice President for Workforce Solutions (*staff liaison*)

Advocacy Committee

Linda D. Ridenour, Chair
Cynthia (Cindy) S. Free
Jerome A. Bynum
Terri N. Thompson, Board Chair (*ex officio*)
Edna V. Baehre-Kolovani, President (*ex officio*)
James P. Toscano, Vice President for Institutional Advancement (*staff liaison*)

Educational and Real Estate Foundation Board Representatives

Terri N. Thompson & Delceno C. Miles, TCCEF & John D. Padgett, TCCREF

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 12, 2017

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposed New Career Studies Certificate in Nurse Aide

BACKGROUND:

Tidewater Community College (TCC) proposes a Nurse Aide Career Studies Certificate (CSC) beginning Fall 2017. The Nurse Aide CSC is a 25 credit hour certificate program intended for nurse aide students who wish to continue their academic pathways into Nursing or Science. Students who complete the Nurse Aide training courses HCT 101 and HCT 102 are eligible for employment as nurse aides, and upon completion of the CSC, will have completed 17 credits toward attainment of the Associate of Applied Science Degree in Nursing.

STAFF RECOMMENDATION:

That the College Board approves the CSC in Nurse Aide.

STAFF LIASON:

Daniel T. DeMarte
Executive Vice President for Academic and Student Affairs
DDeMarte@tcc.edu
757-822-1061

PROPOSED CAREER STUDIES CERTIFICATE: Nurse Aide Career Studies Certificate

Tidewater Community College (TCC) proposes a certificate program for Nurse Aide beginning fall semester 2017. The Nurse Aide Career Studies Certificate (CSC) is a 25 credit hour certificate program intended for nurse aide students who wish to continue their academic pathways into Nursing or Science. Students who complete the Nurse Aide training courses HCT 101 and HCT 102 are eligible for employment as nurse aides, and upon completion of the CSC, will have completed 17 credits toward attainment of the Associate of Applied Science Degree in Nursing.

Assuming approval, the next step is to add a Medication Aid course which can be taken in place of the approved elective shown in semester two, and leads to an additional credential. The Medication Aid course requires approval from the Virginia Board of Nursing. Discussions are also underway to add an advanced certificate in nurse aide and a potential new Associate of Applied Science in Health Science with specializations such as Personal Care Assistant and Patient Care Technician.

Labor Market Outlook

Per Bureau of Labor statistics¹, employment for nurse aides has been projected to increase more rapidly than any other occupation. The need for nurse aides is expected to grow by 18% between 2014 and 2024.

Projections provided by Projections Central² show that positions for nurse aides in Virginia are expected to increase by 26.3% from a base number of 36,620 to a projected 46,260. Factors contributing to the projected increase in employment positions for nurse aides are the increase in the aging population, increasing jobs in home health and community-based settings, and high turnover rates within this profession.

Curriculum

TCC currently offers NUR 27 and NUR 90 as nurse aide training courses at the Portsmouth Campus, the Virginia Beach Campus, and the Norfolk Campus by Workforce Solutions Job Skills Training Program (JSTP)—a program for specific populations typically referred by social services and community agencies. These courses are not associated with any other college program on the credit side. Healthcare Technician I (HCT 101) and Healthcare Technician II (HCT 102) courses will replace the lower-level NUR 27 and NUR 90 courses for nurse aide training. A review of VCCS nurse aide course offerings supports the proposed course change. Twenty-one (21) VCCS colleges offer nurse aide training courses. Of these, 13 offer a career studies certificate in nurse aide.

¹ Bureau of Labor Statistics (December 2015), *Occupational Outlook Handbook*: Retrieved April 13, 2017, at www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-6.

² Projections Central, Retrieved April 13, 2017, at www.projectionscentral.com/Projections/LongTerm.

Further, 10 of the career studies certificate programs use HCT 101 and HCT 102 as nurse aide training courses. HCT 101 and HCT 102 are 100-level courses which will best align with courses in the proposed career studies certificate program and meet requirements for financial aid. Students may take HCT 101 and HCT 102 without pursuing a Nurse Aide Career Studies Certificate.

Please note, this is not a stackable program.

Program Learning Outcomes

Upon completion of the Nurse Aide Career Studies Certificate Program, the student will be able to:

1. Provide safe care in the role of the nurse aide utilizing safety and infection control principles.
2. Demonstrate clinical reasoning/clinical judgement used in the nurse aide role while caring for diverse client populations.
3. Utilize quality improvement principles in the role of the nurse aide.
4. Interact collaboratively with the inter-professional team including the healthcare team, the client, and the client's support persons.
5. Apply information management principles, techniques and systems, and patient care technologies within the scope of practice for nurse aides.
6. Demonstrate adherence to professional, legal, and ethical guidelines related to the nurse aide's scope of practice.
7. Demonstrate compassionate, holistic, culturally competent care in the role of the nurse aide.
8. Promote professional communication and effective interpersonal interactions with members of the healthcare team, client, and the client's support persons.

Impact on Regional and Program Accreditation

The addition of the program by the college requires neither a modified prospectus nor prior approval for implementation by the Southern Association of Colleges and Schools Commission on Colleges.

Delivery Modalities

HCT 101 and HCT 102 will be delivered in face-to-face modalities. HCT 101 is well-suited for online or hybrid delivery, and may be offered in those modalities in the future. All other courses and electives are currently offered at the college in face-to-face, online, or hybrid modalities.

Program Location

Nurse Aide training courses will be offered at the Portsmouth, Virginia Beach, and Norfolk campuses. Admissions and administrative operations will be coordinated at the

Portsmouth campus.

Implementation Costs

No additional costs are required for this program. Nurse aide courses will operate under the current budget allocated for nurse aide training. The college currently offers all other proposed courses.

CAREER STUDIES CERTIFICATE

Nurse Aide Career Studies Certificate

The Nurse Aide Career Studies Certificate prepares students for full-time employment as nurse aides in the health care profession. After successful completion of HCT 101 and HCT 102 courses, students are eligible to take the National Nurse Aide Assessment Certification examination for Nurse Aide.

SEMESTER 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
ENG 111	College Composition I	3	Qualifying Placement Test score, ENF 1, ENF 2 or equivalent	None
HCT 101	Healthcare Technician I	3	None	HCT 102
HCT 102	Healthcare Technician II	4	None	HCT 101
_____	Humanities Elective ¹	3		None
Semester Credits		13		

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
BIO 141	Human Anatomy and Physiology I	4	NAS 2 or acceptable NAS 2 Challenge Exam score	None
HLT 105	Cardiopulmonary Resuscitation	1	None	None
PSY 230	Developmental Psychology	3	None	None
SDV 101	Orientation to Health Care	1	None	None
_____	Approved Elective ²	3		None
Semester Credits		12		

Total Minimum Credits 25

¹ Intended nursing majors should take PHI 220 or PHI 226. Science majors should select an elective from the eligible *Humanities Electives* listed in the TCC Catalog for General Education Core Requirements.

² May be satisfied with any approved *Communication, Mathematics, Humanities, or Social Science Elective* listed in the TCC Catalog for General Education Core Requirements.



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 12, 2017

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

The routine Local Fund Financial Statements for the month ending July 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, 2017 - July 31, 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	\$ 216,641		\$ 887,713	20%
B. ID Card Replacements	20,000	480		19,520	2%
C. Miscellaneous Revenue	5,000			5,000	0%
Total Revenues	\$ 1,129,354	\$ 217,121		\$ 912,233	19%
Total Resources (Revenue & Fund Bal.)		\$ 1,321,547			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 3,180			\$ 3,180	0%
2. Programming	40,070		831	39,239	2%
3. Student Organizations	11,449	1,110	1,471	8,868	23%
4. Recreational Sports	1,272			1,272	0%
5. Operating Expenses	1,272		733	539	58%
6. Contingency Fund	6,360		38	6,322	1%
Subtotal--Chesapeake Campus	\$ 63,603	\$ 1,110	\$ 3,073	\$ 59,420	7%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300			\$ 3,300	0%
2. Programming	48,564		2,951	45,613	6%
3. Student Organizations	3,000			3,000	0%
4. Recreational Sports	5,000		477	4,523	10%
5. Operating Expenses	2,000		103	1,897	5%
6. Contingency Fund	1,200			1,200	0%
Subtotal--Norfolk Campus	\$ 63,064	\$ -	\$ 3,531	\$ 59,533	6%
C. Portsmouth Campus					
1. Student Government Association	\$ 3,000		\$ 1,109	\$ 1,891	37%
2. Programming	57,021		9,405	47,616	16%
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			2,109	0%
Subtotal--Portsmouth Campus	\$ 68,230	\$ -	\$ 10,514	\$ 57,716	15%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,500			\$ 3,500	0%
2. Programming	72,199		905	71,294	1%
3. Student Organizations	18,000			18,000	0%
Subtotal--Virginia Beach Campus	\$ 93,699	\$ -	\$ 905	\$ 92,794	1%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 4,000		\$ 323	\$ 3,677	8%
2. Women's Center	5,000			5,000	0%
3. Student Federation Council	5,000			5,000	0%
4. College-wide Clubs & Committees	15,000			15,000	0%
5. Intercultural Learning	20,000		105	19,895	1%
Subtotal--Student Activities--College-wide	\$ 49,000	\$ -	\$ 428	\$ 48,572	1%
F. Learning Assistance Fund					
1. Chesapeake	\$ 38,104	\$ 2,818		\$ 35,286	7%
2. Norfolk	28,852	1,913		26,939	7%
3. Portsmouth	32,007	2,360		29,647	7%
4. Virginia Beach	107,641	4,091		103,550	4%
Subtotal--Learning Assistance Fund	\$ 206,604	\$ 11,182	\$ -	\$ 195,422	5%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368		\$ 500	\$ 10,868	4%
2. Norfolk	12,841			12,841	0%
3. Portsmouth	10,176		2,077	8,099	20%
4. Virginia Beach	10,000		500	9,500	5%
Subtotal--Provosts' Contingency Fund	\$ 44,385	\$ -	\$ 3,077	\$ 41,308	7%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289		\$ 1,477	\$ 5,812	20%
2. Norfolk	8,949			8,949	0%
3. Portsmouth	6,111		192	5,919	3%
4. Virginia Beach	15,000		45	14,955	0%
Subtotal--Deans' Contingency Fund	\$ 37,349	\$ -	\$ 1,714	\$ 35,635	5%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 47,000			\$ 47,000	0%
Subtotal--Student Activities Identification System	\$ 47,000	\$ -	\$ -	\$ 47,000	0%
Total Expenditures	\$ 672,934	\$ 12,292	\$ 23,242	\$ 637,400	5%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 52,709		\$ 579,799	8%
Subtotal--Transfers	\$ 632,508	\$ 52,709	\$ -	\$ 579,799	8%
Fund Balance 7/31/17		\$ 1,256,546			

Approved by the Local College Board on May 11, 2017

AVP-DF 8/10/17

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 - July 31, 2017**

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2017		\$ 11,246,373			
I. Revenues					
A. Institutional Fee	\$ 3,127,644	\$ 606,442		\$ 2,521,202	19%
B. Student Parking Sales	110,000			110,000	0%
C. Student HRT Pass Sales	133,850	95		133,755	0%
Total Revenues	\$ 3,371,494	\$ 606,537		\$ 2,764,957	18%
Total Resources (Revenue & Fund Bal.)					
		\$ 11,852,910			
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	4,322		65,752	6%
2. Utilities	50,000	321		49,679	1%
3. Security	103,302	2,653	100,649		100%
4. General Maintenance	48,500	167	35,528	12,805	74%
D. College-wide Parking Lot Improvements	250,000		3,305	246,695	1%
E. Hampton Roads Transit (HRT) Passes	268,500		250,000	18,500	93%
F. Student Parking	132,675			132,675	0%
G. Visual Arts Center Parking Lease	82,800		76,320	6,480	92%
Total Expenditures	\$ 2,984,201	\$ 1,567,839	\$ 465,802	\$ 950,560	68%
Fund Balance 7/31/17					
		\$ 10,285,071			

Approved by the Local College Board on May 11, 2017

AVP-DF 8/10/17

**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 - July 31, 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	\$ 1,645,558		\$ 6,582,962	20%
B. Transfer-In from Student Activities Budget	632,508	52,709		579,799	8%
C. Food Service Commission					
D. Miscellaneous Revenue	65,000	20,367		44,633	31%
E. Facility Use Fee	12,000			12,000	0%
Total Revenues	\$ 8,938,028	\$ 1,718,634	\$ -	\$ 7,219,394	19%
Total Resources (Revenue & Fund Balance)		\$ 22,179,822			
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	\$ 38,074		457,530	8%
b. Operating Expenses	61,355	217	7,492	53,646	13%
Subtotal--General Operations	\$ 556,959	\$ 38,291	\$ 7,492	\$ 511,176	8%
2. Facility Operations					
a. Personnel	\$ 220,420	\$ 16,578		\$ 203,842	8%
b. Utilities	97,000	45		96,955	0%
c. Security	108,203	4,128	104,075		100%
d. Custodial	30,000	1,893	5,107	23,000	23%
e. General Maintenance	90,000	435	16,922	72,643	19%
f. Insurance	5,492			5,492	0%
g. Network & Telecommunications	78,459			78,459	0%
Subtotal--Facility Operations	\$ 629,574	\$ 23,079	\$ 126,104	\$ 480,391	24%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,980		\$ 9,000	\$ 3,980	69%
Subtotal--Food Services	\$ 12,980	\$ -	\$ 9,000	\$ 3,980	69%
Subtotal--Norfolk Student Center	\$ 1,199,513	\$ 61,370	\$ 142,596	\$ 995,547	17%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 474,427	\$ 42,032		\$ 432,395	9%
b. Operating Expenses	104,434	167	9,637	94,630	9%
Subtotal--General Operations	\$ 578,861	\$ 42,199	\$ 9,637	\$ 527,025	9%
2. Facility Operations					
a. Personnel	\$ 230,300	\$ 16,107		\$ 214,193	7%
b. Utilities	102,000	2,472		99,528	2%
c. Security	86,120	1,819	84,301		100%
1. Access Control	152,000			152,000	0%
d. Custodial	30,000	606	8,209	21,185	29%
e. General Maintenance	90,000	250	51,953	37,797	58%
f. Insurance	6,029			6,029	0%
g. Network & Telecommunications	68,396			68,396	0%
Subtotal--Facility Operations	\$ 764,845	\$ 21,254	\$ 144,463	\$ 599,128	22%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 8,000	\$ 1,259	\$ 2,788	\$ 3,953	51%
Subtotal--Food Services	\$ 8,000	\$ 1,259	\$ 2,788	\$ 3,953	51%
Subtotal--Chesapeake Student Center	\$ 1,351,706	\$ 64,712	\$ 156,888	\$ 1,130,106	16%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 491,025	\$ 36,243		\$ 454,782	7%
b. Operating Expenses	59,413		9,977	49,436	17%
Subtotal--General Operations	\$ 550,438	\$ 36,243	\$ 9,977	\$ 504,218	8%
2. Facility Operations					
a. Personnel	\$ 228,660	\$ 16,819		\$ 211,841	7%
b. Utilities	120,000	56		119,944	0%
c. Security	154,246	3,035	151,211		100%
d. Custodial	30,000	689	4,999	24,312	19%
e. General Maintenance	90,000	250	21,028	68,722	24%
f. Insurance	5,906			5,906	0%
g. Network & Telecommunications	81,626			81,626	0%
Subtotal--Facility Operations	\$ 710,438	\$ 20,849	\$ 177,238	\$ 512,351	28%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,980		\$ 10,100	\$ 2,880	78%
Subtotal--Food Services	\$ 12,980	\$ -	\$ 10,100	\$ 2,880	78%
Subtotal--Portsmouth Student Center	\$ 1,273,856	\$ 57,092	\$ 197,315	\$ 1,019,449	20%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 644,753	\$ 44,771		\$ 599,982	7%
b. Operating Expenses	67,969	167	4,932	62,870	8%
Subtotal--General Operations	\$ 712,722	\$ 44,938	\$ 4,932	\$ 662,852	7%
2. Facility Operations					
a. Personnel	\$ 334,750	\$ 22,337		\$ 312,413	7%
b. Utilities	162,000	931		161,069	1%
c. Security	87,202	3,101	84,101		100%
d. Custodial	50,000	931	14,691	34,378	31%
e. General Maintenance	140,000	310	23,657	116,033	17%
f. Insurance	8,865			8,865	0%
g. Network & Telecommunications	84,659			84,659	0%
Subtotal--Facility Operations	\$ 867,476	\$ 27,610	\$ 122,449	\$ 717,417	17%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,900	\$ 100	\$ 5,477	\$ 7,323	43%
Subtotal--Food Services	\$ 12,900	\$ 100	\$ 5,477	\$ 7,323	43%
Subtotal--Virginia Beach Student Center	\$ 1,593,098	\$ 72,648	\$ 132,858	\$ 1,387,592	13%
Total Expenditures	\$ 10,443,521	\$ 4,260,069	\$ 629,657	\$ 5,553,795	47%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000		\$ -	100%
Fund Balance 7/31/17		\$ 16,919,753			

Approved by the Local College Board on May 11, 2017

AVP-DF 8/10/17

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 - July 31, 2017

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2017		\$ 8,866,857			
I. Revenues					
A. Bookstore	\$ 1,450,000	\$ 35,414		\$ 1,414,586	2%
B. Vending					
1. Exclusive Beverage Contract	71,000	3,756		67,244	5%
2. Vending - CRH	44,385	2,815		41,570	6%
C. Food Service - Joint-Use Library					
D. Municipal Support	24,000			24,000	0%
E. Interest Earnings	300,000	3,430		296,570	1%
F. Miscellaneous Revenue	10,000	220		9,780	2%
Total Revenues	\$ 1,899,385	\$ 45,635	\$ -	\$ 1,853,750	2%
Total Resources (Revenue & Fund Bal.)					
		\$ 8,912,492			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000		\$ 19	\$ 5,981	0%
2. Miscellaneous Expenses	1,000	(5)	540	465	54%
Subtotal - Operating Expenses	\$ 7,000	\$ (5)	\$ 559	\$ 6,446	8%
B. Faculty/Staff Parking	\$ 406,000	\$ 4,000	\$ 44,000	\$ 358,000	12%
C. College Community Events	\$ 15,000		\$ 3,299	\$ 11,701	22%
D. Financial Aid Adjustments	\$ 14,000	\$ (14,498)		\$ 28,498	-104%
E. Auxiliary Service Operations					
1. Personnel	\$ 267,366	\$ 28,254		\$ 239,112	11%
2. General Operating Costs	15,000	2,526		12,474	17%
3. Equipment/Software/Installation	43,500			43,500	0%
4. StormCard Marketing	20,000			20,000	0%
5. Child Care Subsidy	150,000			150,000	0%
6. Consultant Fees	50,000			50,000	0%
Subtotal - Auxiliary Service Operations	\$ 545,866	\$ 30,780	\$ -	\$ 515,086	6%
F. Community Support					
1. College Board	\$ 2,500			\$ 2,500	0%
2. President	27,000	100	1,234	25,666	5%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	43	865	5,092	15%
b. Vice President for Finance	6,000		897	5,103	15%
c. Vice President for Information Systems	6,000		52	5,948	1%
d. Vice President for Institutional Advancement & Executive Director of TCC Educational Foundation	6,000		76	5,924	1%
e. Vice President for Workforce Services	6,000		1,017	4,983	17%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	421	314	5,265	12%
g. Director of Institutional Effectiveness	6,000			6,000	0%
4. Campus Provosts					
a. Chesapeake	6,000	379	93	5,528	8%
b. Norfolk	6,000		173	5,827	3%
c. Portsmouth	6,000		172	5,828	3%
d. Virginia Beach	12,000	1,500	2,022	8,478	29%
5. Community Outreach	27,000	79	54	26,867	0%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 132,000	\$ 2,522	\$ 6,969	\$ 122,509	7%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 324	\$ 107	\$ 4,569	9%
2. Norfolk	5,000		427	4,573	9%
3. Portsmouth	5,000			5,000	0%
4. Virginia Beach	10,000	(295)		10,295	-3%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 29	\$ 534	\$ 24,437	2%
Subtotal- Expenditures					
	\$ 1,144,866	\$ 22,828	\$ 55,361	\$ 1,066,677	7%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000			\$ 15,000	0%
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	\$ -	\$ -	\$ 400,538	0%
Total Expenditures & Student Financial Assistance					
	\$ 1,545,404	\$ 22,828	\$ 55,361	\$ 1,467,215	5%
Fund Balance 7/31/17					
		\$ 8,889,664			

Approved by the Local College Board on May 11, 2017

AVP-DF 8/10/17

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 8/10/17

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 JULY 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)	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		\$ 84,500

AVP-DF 8/10/17

**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			
09/30/17			
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			\$ 28,166

Note 1

AVP-DF 8/18/17

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	1.02%	\$ 2,725,340
Towne Bank - Raymond James	0.79%	\$ 36,344,880
Commonwealth - LGIP	1.15%	\$ 915,267
Total		\$ 39,985,487

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: September 12, 2017
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Final Budget Report for 2016-17

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is the college's final budget report for FY17.

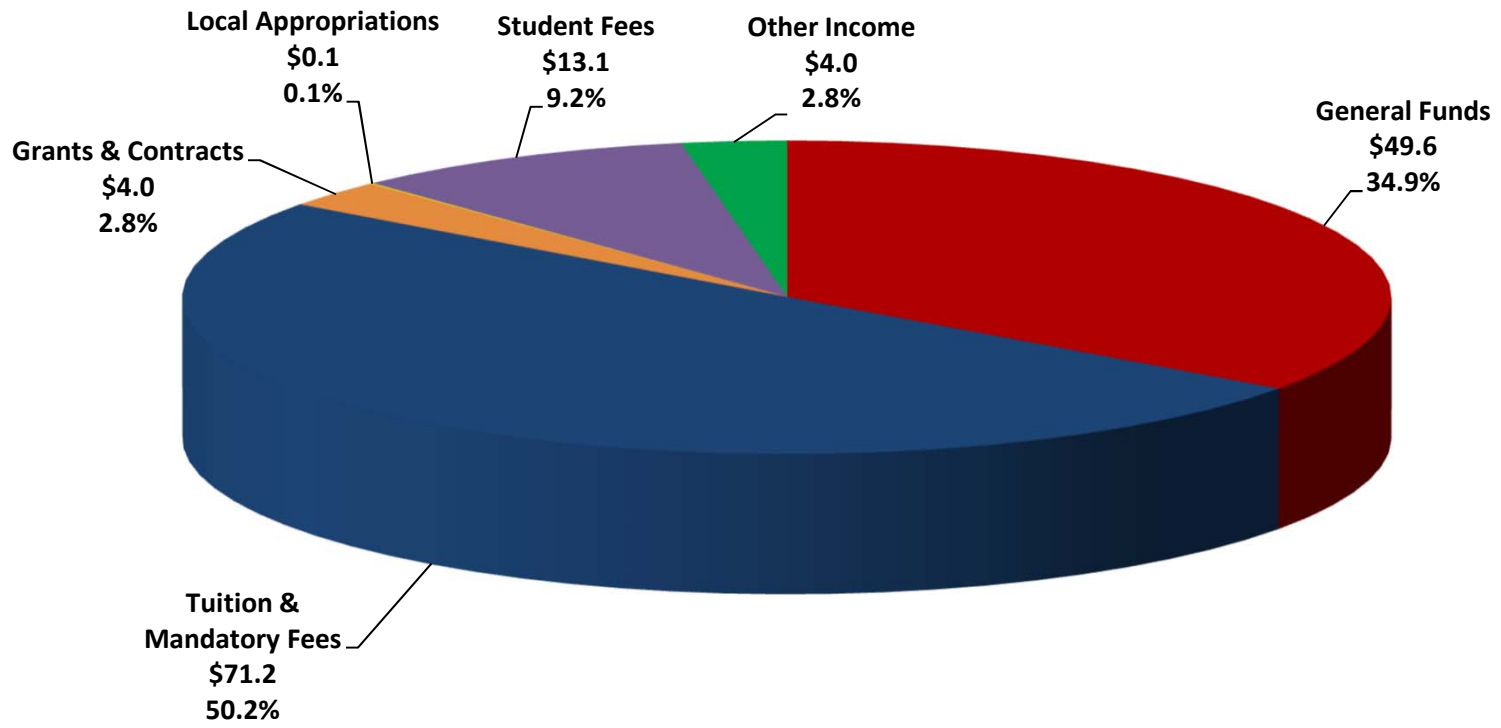
STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

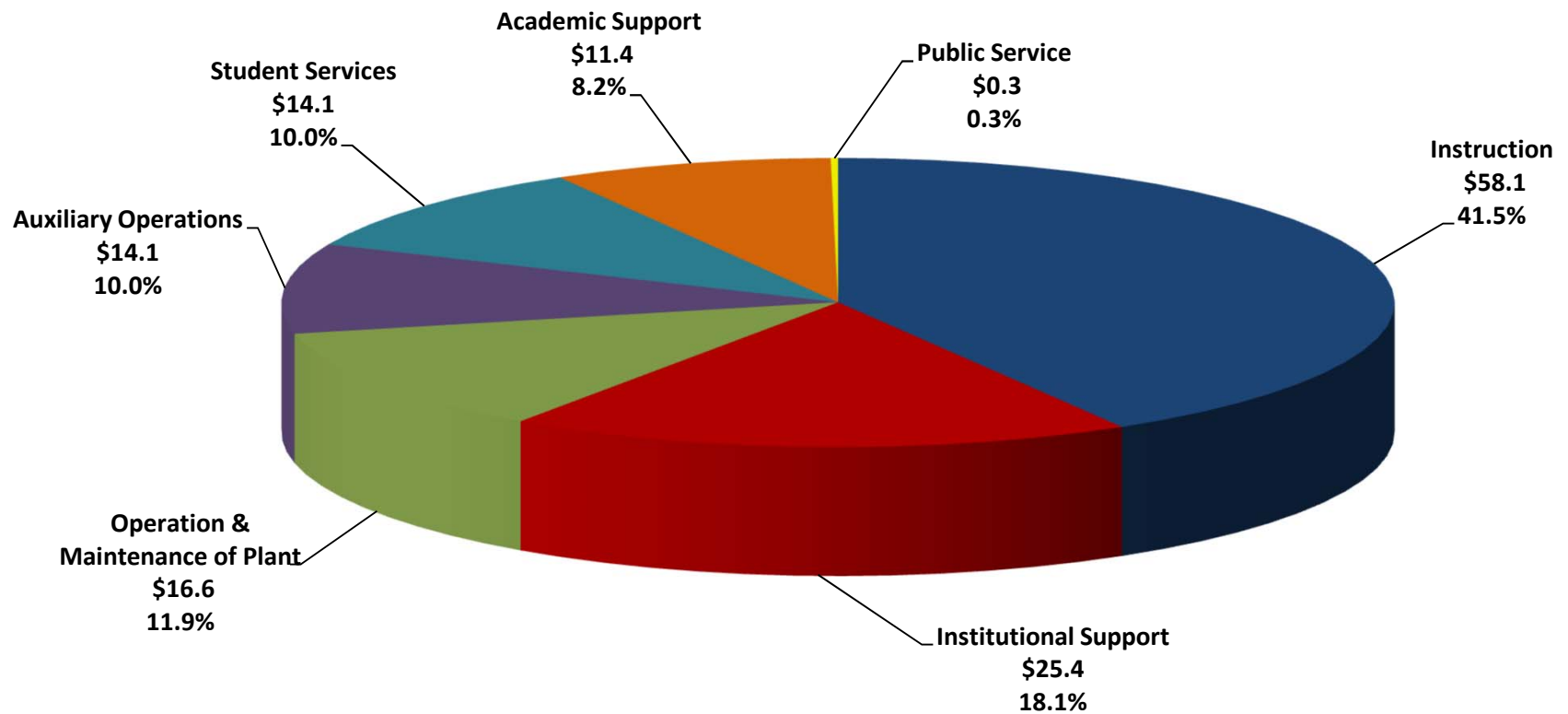
TIDEWATER COMMUNITY COLLEGE
Revenues
2016-17¹
\$142.0 Million



In Millions

¹As of June 30, 2017

TIDEWATER COMMUNITY COLLEGE Expenditures 2016-17¹ \$140.0 Million

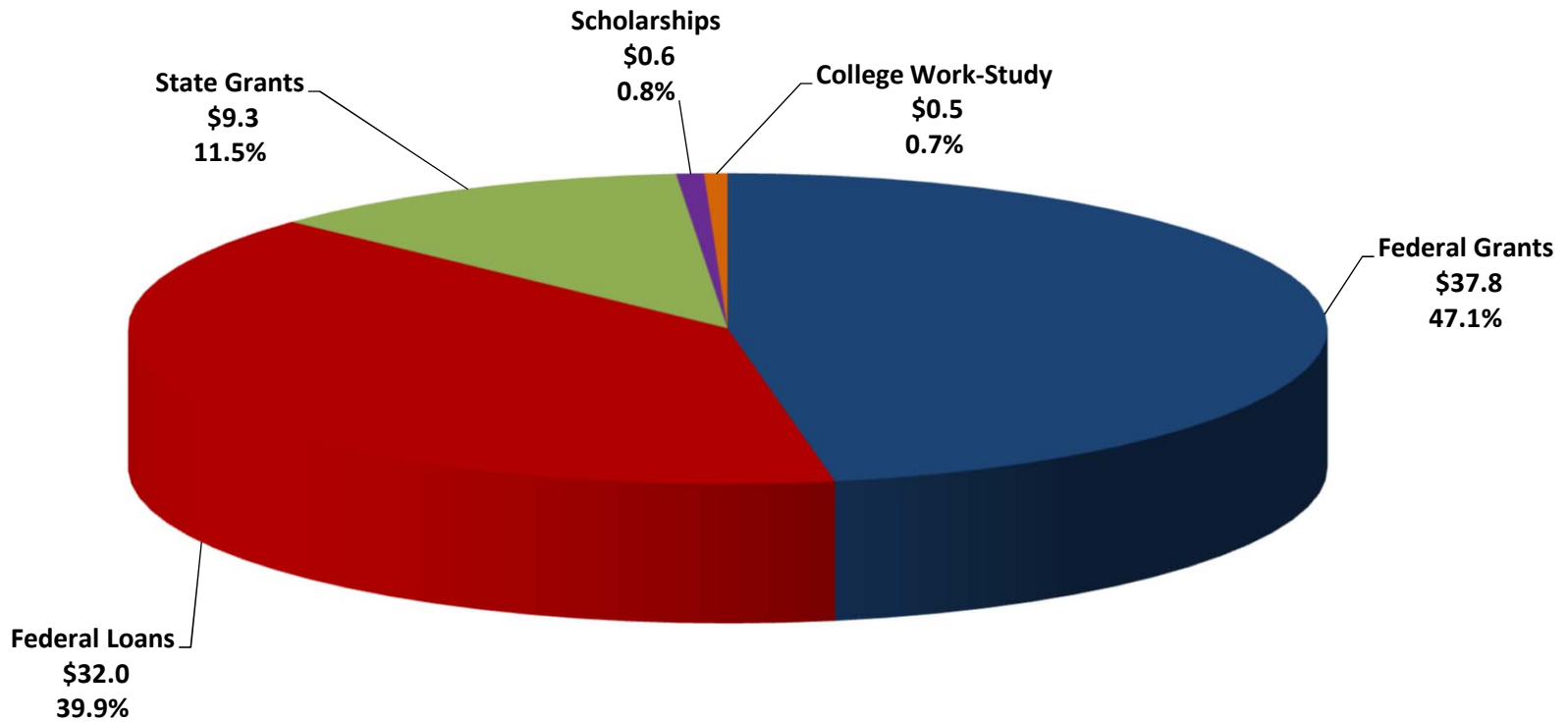


In Millions

¹As of June 30, 2017

VPF 8/15/17

TIDEWATER COMMUNITY COLLEGE
Financial Aid
2016-17¹
\$80.2 Million



In Millions

¹As of June 30, 2017

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 12, 2017
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: 2017-18 State Operating Budget

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is an overview of the college's state operating budget for FY18.

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
2017-18 STATE OPERATING BUDGET**

REVENUES	2017-18
BASE BUDGET	118,143,021
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	1,154,253
WORKFORCE SOLUTIONS	2,700,000
ANTICIPATED ADDITIONAL APPROPRIATION	1,582,637
TOTAL REVENUES EXPECTED	123,579,911
EXPENDITURES - PERSONNEL SERVICES	
PERSONNEL SERVICES	
TEACHING FACULTY	21,793,726
ADMINISTRATIVE & PROFESSIONAL FACULTY	10,083,920
CLASSIFIED	24,295,295
ADJUNCT/OVERLOAD/SUMMER PAY	15,600,000
WAGE EMPLOYEES	8,160,898
WORKFORCE SOLUTIONS	1,807,140
REALLOCATION, SICK/ANNUAL LEAVE	400,000
FRINGES	26,050,000
VACANCY	(3,500,000)
TOTAL PERSONNEL SERVICES	104,690,979
EXPENDITURES - OPERATING	
CHESAPEAKE CAMPUS	334,788
REGIONAL AUTOMOTIVE CENTER	31,200
NORFOLK CAMPUS	325,179
PORTSMOUTH CAMPUS	345,272
BEAZLEY SCHOOL OF NURSING	95,700
VISUAL ARTS CENTER	55,000
VIRGINIA BEACH CAMPUS	498,880
ADVANCED TECHNOLOGY CENTER	465,831
REGIONAL HEALTH PROFESSIONS CENTER	267,900
CENTER FOR MILITARY EDUCATION	150,000
ROPER CENTER	200,000
CAMPUS AND CENTER TOTALS	2,769,750
OTHER OPERATING	
WORKFORCE SOLUTIONS	776,141
DUAL ENROLLMENT	1,053,000
FACILITIES MANAGEMENT	7,421,282
FIXED COSTS	4,291,487
GENERAL ADMINISTRATION	475,966
INFORMATION SYSTEMS	3,978,030
INSTITUTIONAL ADVANCEMENT	2,012,608
LEARNING RESOURCES	462,482
PROFESSIONAL DEVELOPMENT	348,500
SAFETY & SECURITY	2,700,000
VCCS SHARED SERVICES	500,000
OTHER OPERATING TOTAL	24,019,496
TOTAL BUDGETED EXPENDITURES	131,480,225
BUDGET REDUCTIONS	(8,500,000)
BALANCE - CONTINGENCY RESERVE	599,686

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

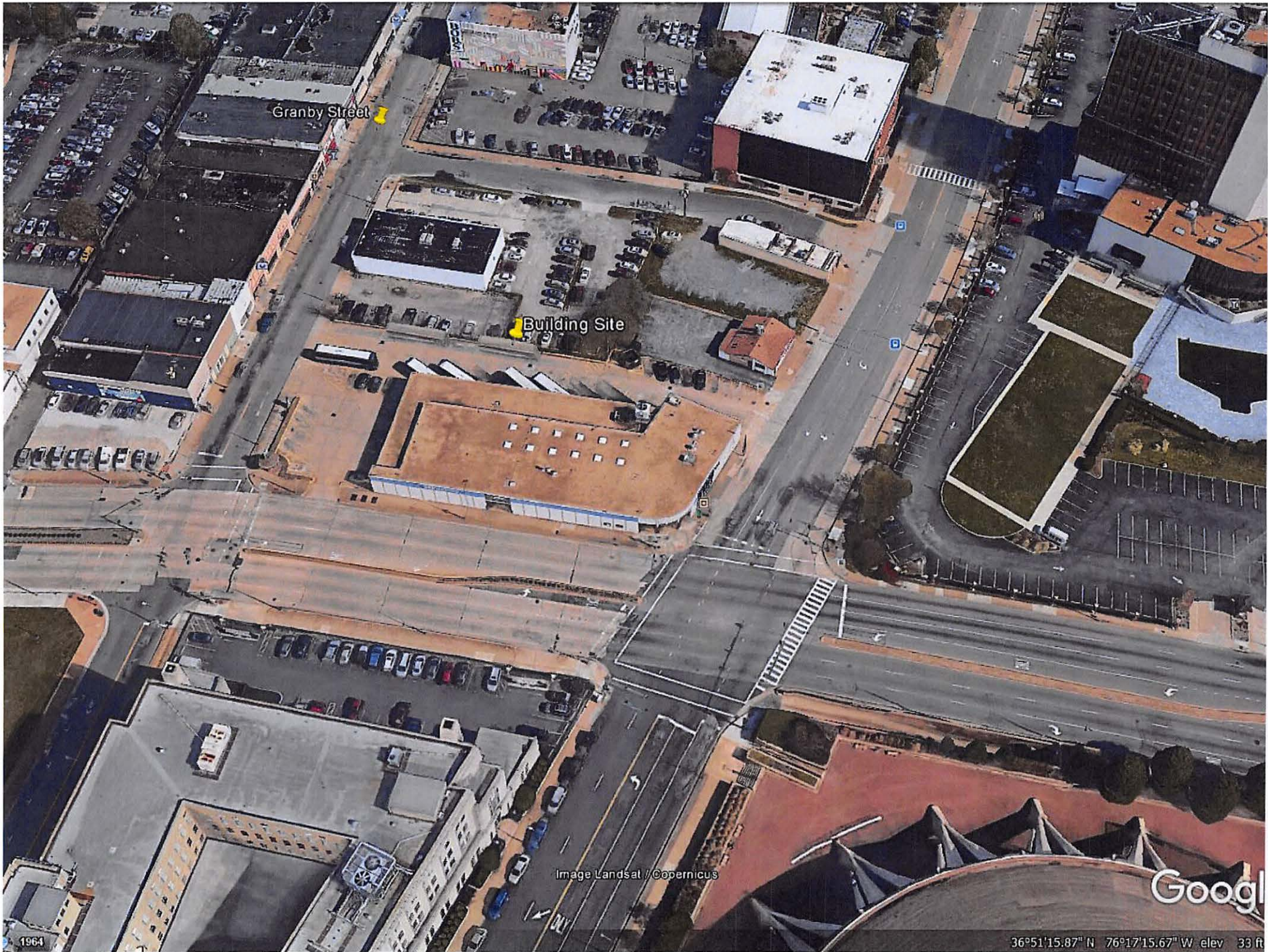
funding as well. We are figuring for Option 1 a budget of \$5 million and for Option 2, a budget of \$20 million.

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