

TIDEWATER COMMUNITY COLLEGE BOARD

JANUARY 23, 2018

4:00 P.M.

GREEN DISTRICT ADMINISTRATION BUILDING
NORFOLK

TERRI N. THOMPSON, CHAIR
PRESIDING

AGENDA

Social Gathering & Dining – (4:00 – 4:30 p.m.)

1. **Welcome and Call Meeting to Order – (4.30 p.m.)**
2. **Presentation – Ms. Terri Thompson, Chair**
 - a. Resolution for Susan M. James (Attached, for action)
3. **Program Highlight – (15 min.)**

“Marketing Strategy & C.R.M. Update”

Mr. Curt Wynn
Director of Marketing

4. **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).
5. **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 #300 for November 14, 2017 (Attached)
 - b. Proposal for Career Studies Certificate in Photographic Media Arts (Attached)
 - c. Discontinuance of the Career Studies Certificate in Server Infrastructure Administrator (attached)
 - d. Proposed Increase in Auxiliary Capital Fee (Attached)
6. **Curriculum & Student Development Committee Report – Mr. John Murray, Vice Chair (10 min.)**
 - a. None
7. **Finance & Facilities Committee Report – Mr. James (Jay) Lucado, Chair (10 min.)**

- a. Routine Financial Statements for Month Ending November 30, 2017 **(Attached)**
- 8. **Advocacy Committee Report** – Ms. Linda D. Ridenour, Chair **(10 min.)**
 - a. General Assembly Visit
- 9. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – **(10 min.)**
- 10. **President’s Report** – **(15 min.)**
 - a. Update on Major Gifts Campaign
 - b. Domestic Maritime Centers of Excellence Act
- 11. **Chair’s Report & Announcements** – **(10 min.)**
 - a. Revised 2017-18 Meeting Schedule **(Attached, for action)**
 - b. Review Section 2.13 of TCCB Policies and Procedures Manual w/By-Laws **(Attached, for discussion)**
- 12. Adjournment



Resolution

Whereas, Susan M. James has served ably and with distinction as the primary liaison to the Tidewater Community College Board in all matters relative to its members and in execution of their duties to the College from March 2008 to November 2017; and

Whereas, Susan M. James worked closely with the City Clerks of Chesapeake, Norfolk, Portsmouth, and Virginia Beach to ensure Board membership terms of appointment were accurate, timely, and subsequently managed; and

Whereas, Susan M. James oversaw the development of new Board member PowerPoint presentations with staff, and coordinated with each Board member to facilitate their transition to the Board; and

Whereas, Susan M. James planned and orchestrated all components to support sixty-four College Board meetings and work sessions combined, as well as ten Executive Committee and multiple Nomination Committee meetings outside of regular College Board meetings; and

Whereas, Susan M. James drafted all College Board, Executive Committee, and Nominating Committee meeting minutes and organized all original, signed historical College Board meeting minutes in the Office of the President for ease of access; and

Whereas, Susan M. James transitioned the College Board meeting packets from paper, to laptops, to the current electronic version; and

Whereas, Susan M. James co-created the College Board website that highlights Board members and their biographies, chronicles meeting minutes, records Board membership, and notes upcoming Board events; and

Whereas, Susan M. James coordinated Board member travel to State Board Annual Meetings, Chancellor's Retreats, and the Virginia General Assembly; and

Whereas, Susan M. James coordinated the logistics and planning for the former annual Joint Board Recognition Program, as well as the annual Conflict of Interest Reporting for the Board; and

Whereas, Susan M. James orchestrated all prerequisites for Board member participation in TCC commencement exercises (measurements for regalia, memorandum notification with date, time, location, attendance, etc.), and

Whereas, Susan M. James gathered background information in preparation for Board member resolutions upon term expirations or departures:

Now, Therefore Be It Resolved that the Tidewater Community College Board and College President recognize the outstanding contributions, dedication and exemplary service of Susan M. James to the College Board; and

Be It Further Resolved that a copy of this resolution be given to Susan M. James with our warmest wishes, on this the 23rd day of January in the year 2018, 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

MEETING NO. 300

NOVEMBER 14, 2017

Meeting number three hundred of the Tidewater Community College Board was held on Tuesday, November 14, 2017, in the Student Center on the Chesapeake Campus.

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

Members Absent: Lynn B. Clements John M. Murray

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice
President for Information Systems
Marian Anderfuren, Interim Vice President for Institutional Advancement
Matthew J. Baumgarten, Executive Director of Real Estate
Foundation/COO of Facilities & Public Safety
Jennifer Black, Administrative Assistant, Science, Technology, Engineering
& Mathematics
Jeffrey S. Boyd, Provost of Norfolk Campus
Daniel T. DeMarte, Executive Vice President for Academic & Student
Affairs & CAO
James Edwards, Dean, Chesapeake Campus
Latesha D. Johnson, Executive Assistant to the President
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Corey L. McCray, Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
Robert D. Moore, Director, Department of Economic Development, City of
Portsmouth
Lisa B. Rhine, Provost of Chesapeake Campus
Diane Ryan, Dean, Chesapeake Campus
Beno Rubin, Director of the Regional Automotive Center
Thomas Stout, Dean, Chesapeake Campus
Michelle W. Woodhouse, Provost of Portsmouth Campus
Curt Wynn, Director of Marketing, Public Affairs and Communications

D R A F T

1. Welcome and Call to Order

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

2. Program Highlight

Dr. Baehre-Kolovani had invited Dr. James T. Roberts, Superintendent of Chesapeake Public Schools to present the program highlight which focused on “Tidewater Community College-Chesapeake City Public Schools Partnership. In Dr. Roberts’ absence, Dr. Anita James, Assistant Superintendent for Curriculum and Instruction, presented on his behalf.

Chesapeake Public Schools (CPS) has enhanced their partnership with Tidewater Community College during the last five years. The partnership is expanding Dual Enrollment (DE) and College & Career Pathway Programs with students earning high school credits and college credits simultaneously. Each College & Career Pathway has at least three courses that are part of a degree program, which include College English Composition, Environmental Science, and Computer Systems Technology. Classes were added to allow students to get their GED such as General Studies Certificates, Social Science courses leading to Transfer Degrees, and Mechatronics which began a couple of years ago. Each year, Dual Enrollment (DE) offerings are increased over time. Scholarships for tuition and supplies are being provided for students in Mechatronics, Welding, and other DE programs. Partners are seeking various options to expand to a more diverse population. TCC provides Career Readiness Certification (CRC) to CPS students with an Individual Student Alternative Education Plan (ISAEP).

CPS/TCC collaborate on an ongoing basis throughout the year to build the partnership and to expand programs. There are Middle & High School Career Fairs, DECA Competitions, Pathway Parent Meetings, and a TCC Day. Dr. Beno Rubin, Director of the Regional Automotive Center, has been very instrumental in coordinating the Auto Body Courses that are housed at the Chesapeake Career Center. TCC received a \$25,000 grant for the Auto Body facility.

The No Child Left Behind Act was reauthorized and is now called the Every Student Succeeds Act (ESSA). Beginning in January 2018, students must show they are college and career ready. The proposed College and Career Readiness Index requires 85% of students obtain one of the following: 1) pass DE, IB, or AP courses, 2) work-based learning experience, or 3) CTE Courses. Expanding Dual Enrollment Courses and Career Pathways using a tiered pathways model will help with school accreditation. Future possibilities with the CPS/TCC Partnership includes: more pathway options, more dual enrollment options, virtual classes, additional facilities sharing and flexible usage, and instructor credentialing assistance.

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

D R A F T

4. Approval of Action Items on Consent Agenda

Referring to Tab 4a of the meeting packet, the board approved Meeting Minutes #299 for September 12, 2017 (attached).

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

- a. Capacity Building Grant for Construction Trades. At the invitation of Mr. Parker, Dr. McCray followed up on information reported by Jeff Ainslie, President of Ainslie Group, and Carol R. Curtis, President of Noah Enterprises, Inc. at the September meeting. There is an urgency to fill the skills gap in the construction industry. Most recent statistics show that 41% of small businesses have difficulty filling skilled jobs in this area. There are people who need jobs and jobs that need people. Areas of high demand include carpenters, HVAC, plumbers, welders, construction pipe layers, project managers, roofers, framers, and electricians. A \$341,000 capacity building grant was awarded to TCC this year to fill some of the gaps. The construction industry wants to focus on all areas due to urgent needs.

The Virginia Workforce Coalition is working with TCC to help identify construction needs and recognize programs that speak to our regions demand. 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 September 30, 2017. At the invitation of Mr. Lucado, Ms. Milloy provided the routine financial statements reflecting activity for three months of the fiscal year. Referring to Tab 6a of the meeting packet, she highlighted expenditures with the Institutional Auxiliary Budget (79%), Student Center Budget (32%), and the Auxiliary Services Budget (31%), noting that bond payments are for parking garage and lot, and Student Centers. Local investments and contributions from Chesapeake and Norfolk remained as expected. However, contributions from Portsmouth and Virginia Beach were not yet received. The average yield on investments of \$40.5 million was 0.78%. The interest earned year-to-date is \$80,136.
- b. Student Financial Aid Cohort Default Rate. Directing the board to Tab 6b of the meeting packet, Ms. Milloy noted that TCC's three-year (2012, 2013, and 2014) default rates continue to fall below the 30% maximum. Within the Virginia Community Colleges, TCC's default rate is in the lower percentile at 18.5%.
- c. Audit Report for Year Ended June 30, 2016. Directing the board's attention to Tab 6c of the meeting packet, Ms. Milloy indicated that the Commonwealth of Virginia's Auditor Public Accounts performs annual audits of the college. There were no findings in both the Single Audit (performed on all federal funds) and the Comprehensive Commonwealth of Virginia Auditor of Public Accounts audits.
- d. Real Estate Foundation Update. Referring to Tab 6d of the meeting packet, Dr. Kolovani briefly apprised the board of a facility development that will be a co-location for TCC's Visual Arts and Culinary Arts Programs in Norfolk. Eight weeks ago, a decision was made

D R A F T

to move the Visual Arts Program from Portsmouth to co-locate it with the Culinary Arts Program in Norfolk, once the new building is constructed. Some exciting developments have taken place that corresponds with the city's new master plan for particular areas.

Mr. Baumgarten remarked that the City of Norfolk is considering to redevelop the Greyhound Bus site. Conversations ensued, and it was suggested that the site would be a great place for TCC's Culinary Arts Program and a combined arts facility. Another facility, owned by Mr. Doug & Mrs. Pat Perry, was also offered for TCC's use. TCC's plan, which is in the early stages, is to grow the Culinary Arts Program from two kitchens to five kitchens and bring combined arts, photography, visual arts, graphics, and digital arts to the Neon District. The college received a letter from the City of Norfolk approving the project and authorizing the City Manager to begin discussion and negotiation. Consequently, the proposed opening date for the Visual Arts/Culinary Arts Program is the summer of 2020. The college is going through the Real Estate Foundation due to capital bonding and the project was presented before the State Board for approval.

Mr. Baumgarten presented a demolition video of the Suffolk property. The City of Suffolk will allocate \$1,000,000.00 in its budget next year for the early developmental studies of the waterfront property. The college located a site on Airline Blvd., Portsmouth VA, to house its Building Trades Technology Initiative. The building is metal, 20,000 sq. ft. with 2,400 sq. ft. of office space, has a loading dock, and is privately owned. The Real Estate Foundation Board is examining the building as an investment. The board authorized the college's approval to negotiate with the owners. Revenue received through training will result in a sustainable financial future of the building.

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

Ms. Ridenour informed the board that the Advocacy Committee will no longer meet the day of the board meeting. However, the committee will meet the 2nd Monday of every other month. The next meeting is December 11th at the Green District Administration Building.

- a. Growth4VA (Higher Ed. Advocacy). At the invitation of Ms. Ridenour, Ms. Anderfuren elaborated on the working priorities for 2018. One of the priorities is the upcoming General Assembly visit. A resolution was created to recognize the college for its 50th Anniversary. On TCC's behalf, Senator John Cosgrove will take the resolution to the General Assembly. The goal is to have the board visit the General Assembly the same day the resolution is voted upon.

Ms. Anderfuren briefly discussed Growth4VA, a Higher Ed Advocacy Campaign that is currently taking place in VA. It is an 18-month program, October 2016 – March 2018, of the Virginia Business Higher Education Council. Growth4VA held a Higher Ed Day and invited gubernatorial candidates to discuss their plan of support for higher education. The campaign has four strategies for growth and opportunity to include: 1) Make Virginia the Top State for Talent; 2) Become Known as the Home of Innovators & Entrepreneurs; 3) Prepare Virginians for Great Jobs and Great Lives; and 4) Provide Affordable Access for All Virginians.

D R A F T

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

- a. Nothing to report.

9. President's Report

- a. Fall Enrollment Report (w/Mr. Aasen). Dr. Kolovani invited Mr. Aasen to give the enrollment update. Fall Enrollment is -5.7% from the previous year. Although it continues to decline, the rate of decline has slowed somewhat, which puts enrollment down -32.9% from the peak during the recession. Mr. Aasen emphasized that TCC is funded on FTE Enrollment, not Headcount Enrollment. However, there is a similarity. Fall Semester Headcount Enrollment is down -4.7% from the prior year. The FTE, which is based on a number of credits, is declining at a faster rate than the actual number of students. This puts enrollment down -28.9% from the peak during the recession. Most of our enrollment comes from returning students, which is 51% demographics. First-time-in-college (FTIC) students is 15% and considered the most critical demographics.
- b. Recruitment Task Force Update. Mr. Curt Wynn, Director of Marketing, was invited to give the board an update on Recruitment. The Recruitment Task Force was established August 2017. A prospect team was launched to focus on customer service, capture data, take appointments, and make proactive outbound calls. Upgrading TCC's marketing collateral is a huge initiative. The new strategy calls for significant upgrades in current materials to professional looking marketing materials. The college's Customer Relations Management Software (CRM) categorizes our enrollment funnel, allows for automated communication with prospects/applicants based on behaviors, interests, and status in system, and provides case escalation and communication mechanisms for follow-up communication. Significant upgrades are also being made with Digital Marketing.
- c. Update on Major Gifts Campaign. In the interest of time, Dr. Kolovani deferred this item to the January 2018 meeting.

10. Chair's Report & Announcements

- a. Review Section 2.2 of TCCB Policies and Procedures Manual w/By-Laws. At the September 2017 board meeting, a question was asked regarding the delineation between the board's role, the President's role, and the staff. Ms. Thompson noted that board must stay within its scope of authority. She provided board members with a handout, "Hands-On Versus Hands-Off", from the book *Boards That Make a Difference* by John Carver. Ms. Thompson suggested that the board members review the document in its entirety at their leisure. However, she pointed out that the College Board By-Laws specifically states the board's roles and responsibilities. Ms. Thompson emphasized that the president and staff are responsible for executing the goals of the college, and accountability by the board of Dr. Kolovani is through the evaluation process.

11. Adjournment

Ms. Thompson encouraged participation in the college's Commencement Exercises on Monday, December 18th, at 6:00 p.m. in the Ted Constant Convocation Center. She also noted that the

D R A F T

board's first meeting in the New Year is scheduled for Tuesday, January 23, 2018, in the Green District Administration Building.

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 6:55 p.m.

Respectfully submitted,



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

APPROVAL

Terri N. Thompson
Chair

DRAFT

TIDEWATER COMMUNITY COLLEGE BOARD AGENDA ITEM

MEETING: January 23, 2018

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposal for Career Studies Certificate in Photographic Media Arts

BACKGROUND:

Based on requests from students and input from the Studio Arts advisory committee, the college proposes to offer a Career Studies Certificate in Photographic Media Arts in the fall 2018 semester. The college currently offers Photographic Media Arts as a specialization of the AAA degree in Studio Arts. However, over the past few years, an increasing number of students have expressed interest in taking only the core photographic courses without completing the degree. The proposed Career Studies Certificate is designed to meet this need.

PROGRAM LEARNING OUTCOMES:

As a result of the proposed Career Studies Certificate, students will be able to:

- Demonstrate an understanding of the tools and techniques of digital photography with an emphasis on capture, image editing and outsourcing using a Macintosh platform, Adobe Lightroom CC, and Adobe Photoshop CC.
- Create well-crafted visual images that show evidence of ideation and the creative process; defend those images in terms of concept, execution and historical context.
- Argue for photography's importance in contemporary culture, as an art object, as a means of visual communication and self-expression.
- discuss the history of photography and list important photographers and describe their contributions.
- Demonstrate a practical and useful approach to self-promotion by designing self-promotional materials, to include a brand identity, business stationery, web site and other related materials.
- Design proposals, contracts, invoices and pricing guidelines, thereby demonstrating a working understanding of the fiscal realities of the studio/commercial artist.
- Write business style communications.

The CSC Photographic Media Arts stacks to the AAA Studio Arts.

STAFF RECOMMENDATION:

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

STAFF LIAISON:

Daniel T. DeMarte, Executive Vice President for Academic & Student Affairs

Career Studies Certificate: Photographic Media Arts

The Career Studies Certificate in Photographic Media Arts provides instruction in current photographic technology, video and related media. Students will be introduced to techniques and best practices regarding ideation, creative processes and visual problem-solving, a skill set mandatory for survival in the highly competitive field of photography. This program also prepares students for jobs in the photography industry, such as agency photographer, art center educator, photographer's assistant, freelance photographer and fine art photographer.

SEMESTER 1

Course No.	Course Title Prerequisites	Credits	Prerequisites	Co-Requisites
ART 131	Fundamentals of Design I	3	None	None
ART 1XX	Photography: History and Criticism	3	None	None
PHT 164	Introduction to Digital Photography	3	None	None
PHT 171	Imaging & Concepts in Photographic	3	PHT 164	None
Semester Credits		12		

SEMESTER 2

Course No.	Course Title Prerequisites	Credits	Prerequisites	Co-Requisites
ART 280	Graphic Design for Studio Arts	3	ART 131 & PHT 164	None
PHT 126	Introduction to Video Techniques	3	PHT 164	None
PHT 201	Advanced Photography I	3	PHT 171	None
PHT 221	Studio Lighting	3	PHT 171	None
ART XXX	Approved Art Elective	3	None	
Semester Credits		15		
TOTAL CREDITS		27		

TIDEWATER COMMUNITY COLLEGE BOARD AGENDA ITEM

MEETING: January 23, 2018
COMMITTEE: Curriculum and Student Development Committee
AGENDA ITEM: Discontinuance of the Career Studies Certificate in Server Infrastructure Administrator

BACKGROUND:

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

Within this context, the academic staff proposes the discontinuance of the Career Studies Certificate in Server Infrastructure Administrator. The proposal has been reviewed and recommended by the program faculty and their supervising deans, the curriculum committee, and the chief academic officer.

A review of the program data from 2012 to 2016 supports the proposal to discontinue this program.

Program	Avg. Headcount	Avg. FTEs	Avg. Graduates
Server Infrastructure Administrator CSC	2	1.27	1

STAFF RECOMMENDATION:

That the College Board approves the discontinuance of the Career Studies Certificate in Server Infrastructure Administrator.

STAFF LIAISON:

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



Official Curriculum Guide

Name: _____

Date Entered TCC: _____

SIS Empl ID: _____

Counselor: _____

Career Studies Certificate: Server Infrastructure Administrator - Windows 2012(221-732-32)
[Gainful Employment](#)

The Career Studies Certificate in Server Infrastructure Administrator - Windows 2012 is designed to provide students with the skills to plan, design, configure, administer, maintain, analyze, and troubleshoot a local area network and an enterprise-level network using the Windows Server 2012 operating system. Graduates may seek employment as server administrators, server systems administrators, monitoring operators, local area network administrators, enterprise systems administrators, IT system administrators, enterprise security administrators, computer support specialists, information security analysts, or systems architects.

The courses in this program assist students in their pursuit of the Microsoft Certified Solutions Associate (MCSA) - Windows Server 2012 by successfully completing ITN 111, ITN 112, and ITN 113.

SEMESTER 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
ITN 101	Introduction to Network Concepts	4	None	None	_____	()
ITN 110	Client Operating System (Windows 10)	4	None	None	_____	()
ITN 111	Server Administration (Windows 2012)	4	None	None	_____	()
Semester Total		12				

SEMESTER 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
ITN 112	Network Infrastructure (Windows 2012)	4	ITN 111	None	_____	()
ITN 260	Network Security Basics	4	ITN 101	None	_____	()
Semester Total		8				

SEMESTER 3

Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
ITN 113	Active Directory (Windows 2012)	4	ITN 111	None	_____	()
_____	ITN Approved Elective ¹	3 - 4			_____	()
Semester Total		7 - 8				

Total Minimum Credits 27 - 28

¹ IT Approved Electives:
ITN 154 - Network Fundamentals, Router Basics, and Configuration (ICND1) - Cisco

ITN 171 - Unix I
ITN 213 - Information Storage and Management
ITN 257 - Cloud Computing: Infrastructure and Services
ITN 258 - Cloud Computing: Backup and Recovery
ITN 261 - Network Attacks, Computer Crime and Hacking
ITN 262 - Network Communication, Security and Authentication
ITN 263 - Internet/Intranet Firewalls and E-Commerce Security
ITN 267 - Legal Topics in Network Security

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: January 23, 2018
COMMITTEE: Finance and Facilities Committee
AGENDA ITEM: Increase in Auxiliary Capital Fee

BACKGROUND:

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

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

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

Due to the enrollment decline, the college sees a need to re-instate the one dollar decrease in the Auxiliary Capital Fee that supports the four student centers. The fee was reduced from \$20 to \$19 per credit hour effective Fall Semester 2013.

The Business Plan for the student centers was approved by the State Board for Community Colleges in May 2007. The plan included construction of a student center on

each campus, with funds provided by the Commonwealth's Department of the Treasury bond financing program along with funds from the localities to pay for infrastructure costs within five feet of the buildings. The Business Plan was built on a projected annual FTE of 16,312; the college's 2016-17 FTE was 15,868, and is projected to decrease further this year. Operating costs have increased since 2007, employees have been granted salary and fringe benefit increases, and debt service payments amount to \$5 million annually; the latter accounts for 50% of total expenses each year.

The Business Plan included a \$20 per credit hour fee to support the four centers. In the fall of 2013, the college decreased the fee to \$19 per credit hour in "exchange" for a one-dollar tuition differential increase to support a 2% salary increase for teaching faculty. It has remained at \$19 per credit hour since 2013.

The college initiated budget reductions this year by eliminating full-time positions and reducing operational costs. Further reductions will be necessary in the upcoming fiscal year if enrollment does not improve.

Increasing the fee by \$.50 each year will generate an additional \$200,000 annually. This additional revenue will help support a fund balance for future operations of the Student Centers.

STAFF RECOMMENDATION:

That the TCC College Board recommend to the State Board for Community Colleges an increase of \$.50 per credit hour in its Auxiliary Capital Fee, effective Fall Semester 2018. The \$.50 increase will re-instate one-half of the one dollar decrease the college made effective Fall Semester 2013 when it reduced the per credit hour fee from \$20 to \$19.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: January 23, 2018

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

The routine Local Fund Financial Statements for the month ending November 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 - November 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	\$ 639,886		\$ 464,468	58%
B. ID Card Replacements	20,000	7,660		12,340	38%
C. Miscellaneous Revenue	5,000			5,000	0%
Total Revenues	\$ 1,129,354	\$ 647,546		\$ 481,808	57%
Total Resources (Revenue & Fund Bal.)					
		\$ 1,751,972			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 3,180			\$ 3,180	0%
2. Programming	40,070	22,916	7,914	9,240	77%
3. Student Organizations	11,449	3,954	4,756	2,739	76%
4. Recreational Sports	1,272	520		752	41%
5. Operating Expenses	1,272	733		539	58%
6. Contingency Fund	6,360	4,785	38	1,537	76%
Subtotal--Chesapeake Campus	\$ 63,603	\$ 32,908	\$ 12,708	\$ 17,987	72%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300			\$ 3,300	0%
2. Programming	48,564	14,687	7,336	26,541	45%
3. Student Organizations	3,000	1,044		1,956	35%
4. Recreational Sports	5,000	2,033	477	2,490	50%
5. Operating Expenses	2,000		103	1,897	5%
6. Contingency Fund	1,200			1,200	0%
Subtotal--Norfolk Campus	\$ 63,064	\$ 17,764	\$ 7,916	\$ 37,384	41%
C. Portsmouth Campus					
1. Student Government Association	\$ 3,000	\$ 549	\$ 2,140	\$ 311	90%
2. Programming	57,021	11,460	9,664	35,897	37%
3. Student Organizations	3,500			3,500	0%
4. Recreational Sports	500			500	0%
5. Operating Expenses	2,100	293		1,807	14%
6. Contingency Fund	2,109	480		1,629	23%
Subtotal--Portsmouth Campus	\$ 68,230	\$ 12,782	\$ 11,804	\$ 43,644	36%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,500	\$ 285		\$ 3,215	8%
2. Programming	72,199	3,613	2,215	66,371	8%
3. Student Organizations	18,000			18,000	0%
Subtotal--Virginia Beach Campus	\$ 93,699	\$ 3,898	\$ 2,215	\$ 87,586	7%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 4,000	\$ 727	\$ 223	\$ 3,050	24%
2. Women's Center	5,000	1,997	227	2,776	44%
3. Student Federation Council	5,000			5,000	0%
4. College-wide Clubs & Committees	15,000			15,000	0%
5. Intercultural Learning	20,000	5,923	575	13,502	32%
Subtotal--Student Activities--College-wide	\$ 49,000	\$ 8,647	\$ 1,025	\$ 39,328	20%
F. Learning Assistance Fund					
1. Chesapeake	\$ 38,104	\$ 13,112		\$ 24,992	34%
2. Norfolk	28,852	8,763		20,089	30%
3. Portsmouth	32,007	12,337		19,670	39%
4. Virginia Beach	107,641	21,129		86,512	20%
Subtotal--Learning Assistance Fund	\$ 206,604	\$ 55,341	\$ -	\$ 151,263	27%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368	\$ 4,508		\$ 6,860	40%
2. Norfolk	12,841	2,000		10,841	16%
3. Portsmouth	10,176	2,933	697	6,546	36%
4. Virginia Beach	10,000	500		9,500	5%
Subtotal--Provosts' Contingency Fund	\$ 44,385	\$ 9,941	\$ 697	\$ 33,747	24%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 4,099	\$ 15	\$ 3,175	56%
2. Norfolk	8,949			8,949	0%
3. Portsmouth	6,111	2,064	579	3,468	43%
4. Virginia Beach	15,000	431	393	14,176	5%
Subtotal--Deans' Contingency Fund	\$ 37,349	\$ 6,594	\$ 987	\$ 29,768	20%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 47,000	\$ 3,448	\$ 1,986	\$ 41,566	12%
Subtotal--Student Activities Identification System	\$ 47,000	\$ 3,448	\$ 1,986	\$ 41,566	12%
Total Expenditures	\$ 672,934	\$ 151,323	\$ 39,338	\$ 482,273	28%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 263,545		\$ 368,963	42%
Subtotal--Transfers	\$ 632,508	\$ 263,545	\$ -	\$ 368,963	42%
Fund Balance 11/30/17		\$ 1,337,104			

Approved by the Local College Board on May 11, 2017

AVP-DF 12/15/17

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 - November 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	\$ 1,773,461		\$ 1,354,183	57%
B. Student Parking Sales	110,000	18,726		91,274	17%
C. Student HRT Pass Sales	133,850	51,346		82,504	38%
Total Revenues	\$ 3,371,494	\$ 1,843,533		\$ 1,527,961	55%
Total Resources (Revenue & Fund Bal.)					
		\$ 13,089,906			
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	19,431		50,643	28%
2. Utilities	50,000	4,446		45,554	9%
3. Security	103,302	30,169	73,133		100%
4. General Maintenance	48,500	21,354	27,146		100%
D. College-wide Parking Lot Improvements	250,000	5,163	2,755	242,082	3%
E. Hampton Roads Transit (HRT) Passes	268,500	254,725		13,775	95%
F. Student Parking	132,675	38,210	65,235	29,230	78%
G. Visual Arts Center Parking Lease	82,800	31,800	44,520	6,480	92%
Total Expenditures	\$ 2,984,201	\$ 1,965,674	\$ 212,789	\$ 805,738	73%
Fund Balance 11/30/17					
		\$ 11,124,232			

Approved by the Local College Board on May 11, 2017

AVP-DF 12/15/17

**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 - November 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	\$ 4,745,371		\$ 3,483,149	58%
B. Transfer-In from Student Activities Budget	632,508	263,545		368,963	42%
C. Food Service Commission		18,957		(18,957)	
D. Miscellaneous Revenue	65,000	23,274		41,726	36%
E. Facility Use Fee	12,000	480		11,520	4%
Total Revenues	\$ 8,938,028	\$ 5,051,627	\$ -	\$ 3,886,401	57%
Total Resources (Revenue & Fund Balance)					
		\$ 25,512,815			
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	\$ 182,417		\$ 313,187	37%
b. Operating Expenses	61,355	10,275	5,448	45,632	26%
Subtotal--General Operations	\$ 556,959	\$ 192,692	\$ 5,448	\$ 358,819	36%
2. Facility Operations					
a. Personnel	\$ 220,420	\$ 84,751		\$ 135,669	38%
b. Utilities	97,000	42,774		54,226	44%
c. Security	108,203	41,022	67,181		100%
d. Custodial	30,000	3,186	4,514	22,300	26%
e. General Maintenance	90,000	26,153	31,694	32,153	64%
f. Insurance	5,492	5,346		146	97%
g. Network & Telecommunications	78,459	32,691		45,768	42%
Subtotal--Facility Operations	\$ 629,574	\$ 235,923	\$ 103,389	\$ 290,262	54%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,980	\$ 3,112	\$ 10,166	\$ (298)	102%
Subtotal--Food Services	\$ 12,980	\$ 3,112	\$ 10,166	\$ (298)	102%
Subtotal--Norfolk Student Center	\$ 1,199,513	\$ 431,727	\$ 119,003	\$ 648,783	46%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 474,427	\$ 220,175		\$ 254,252	46%
b. Operating Expenses	104,434	14,325	5,779	84,330	19%
Subtotal--General Operations	\$ 578,861	\$ 234,500	\$ 5,779	\$ 338,582	42%
2. Facility Operations					
a. Personnel	\$ 230,300	\$ 82,628		\$ 147,672	36%
b. Utilities	102,000	51,658		50,342	51%
c. Security	86,120	20,398	37,650	28,072	67%
1. Access Control	152,000	11,557	21,331	119,112	22%
d. Custodial	30,000	1,983	6,832	21,185	29%
e. General Maintenance	90,000	28,507	42,300	19,193	79%
f. Insurance	6,029	5,868		161	97%
g. Network & Telecommunications	68,396	28,498		39,898	42%
Subtotal--Facility Operations	\$ 764,845	\$ 231,097	\$ 108,113	\$ 425,635	44%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 8,000	\$ 3,402	\$ 5,098	\$ (500)	106%
Subtotal--Food Services	\$ 8,000	\$ 3,402	\$ 5,098	\$ (500)	106%
Subtotal--Chesapeake Student Center	\$ 1,351,706	\$ 468,999	\$ 118,990	\$ 763,717	43%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 491,025	\$ 192,932		\$ 298,093	39%
b. Operating Expenses	59,413	1,919	15,406	42,088	29%
Subtotal--General Operations	\$ 550,438	\$ 194,851	\$ 15,406	\$ 340,181	38%
2. Facility Operations					
a. Personnel	\$ 228,660	\$ 82,884		\$ 145,776	36%
b. Utilities	120,000	44,030		75,970	37%
c. Security	154,246	57,855	96,018	373	100%
d. Custodial	30,000	18,512	11,488		100%
e. General Maintenance	90,000	15,036	19,589	55,375	38%
f. Insurance	5,906	5,748		158	97%
g. Network & Telecommunications	81,626	34,011		47,615	42%
Subtotal--Facility Operations	\$ 710,438	\$ 258,076	\$ 127,095	\$ 325,267	54%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,980	\$ 2,877	\$ 11,154	\$ (1,051)	108%
Subtotal--Food Services	\$ 12,980	\$ 2,877	\$ 11,154	\$ (1,051)	108%
Subtotal--Portsmouth Student Center	\$ 1,273,856	\$ 455,804	\$ 153,655	\$ 664,397	48%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 644,753	\$ 232,490		\$ 412,263	36%
b. Operating Expenses	67,969	35,985	3,947	28,037	59%
Subtotal--General Operations	\$ 712,722	\$ 268,475	\$ 3,947	\$ 440,300	38%
2. Facility Operations					
a. Personnel	\$ 334,750	\$ 111,054		\$ 223,696	33%
b. Utilities	162,000	13,583		148,417	8%
c. Security	87,202	30,538	55,763	901	99%
d. Custodial	50,000	7,789	10,880	31,331	37%
e. General Maintenance	140,000	15,034	59,667	65,299	53%
f. Insurance	8,865	8,628		237	97%
g. Network & Telecommunications	84,659	35,275		49,384	42%
Subtotal--Facility Operations	\$ 867,476	\$ 221,901	\$ 126,310	\$ 519,265	40%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,900	\$ 6,921	\$ 9,299	\$ (3,320)	126%
Subtotal--Food Services	\$ 12,900	\$ 6,921	\$ 9,299	\$ (3,320)	126%
Subtotal--Virginia Beach Student Center	\$ 1,593,098	\$ 497,297	\$ 139,556	\$ 956,245	40%
Total Expenditures	\$ 10,443,521	\$ 5,858,074	\$ 531,204	\$ 4,054,243	61%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000		\$ -	100%
Fund Balance 11/30/17		\$ 18,654,741			

Approved by the Local College Board on May 11, 2017

AVP-DF 12/15/17

Capital Maintenance Reserve Fund FY14-FY17	\$ 5,500,000
---	--------------

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 - November 30, 2017

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2017		\$ 8,866,857			
I. Revenues					
A. Bookstore	\$ 1,450,000	\$ 537,872		\$ 912,128	37%
B. Vending					
1. Exclusive Beverage Contract	71,000	31,036		39,964	44%
2. Vending - CRH	44,385	15,619		28,766	35%
C. Food Service - Joint-Use Library					
D. Municipal Support	24,000	18,000		6,000	75%
E. Interest Earnings	300,000	122,696		177,304	41%
F. Miscellaneous Revenue	10,000	6,682		3,318	67%
Total Revenues	\$ 1,899,385	\$ 731,905	\$ -	\$ 1,167,480	39%
Total Resources (Revenue & Fund Bal.)					
		\$ 9,598,762			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 1,980	\$ 4,000	\$ 20	100%
2. Miscellaneous Expenses	1,000	1,161		(161)	116%
Subtotal - Operating Expenses	\$ 7,000	\$ 3,141	\$ 4,000	\$ (141)	102%
B. Faculty/Staff Parking					
	\$ 406,000	\$ 138,410	\$ 264,340	\$ 3,250	99%
C. College Community Events					
	\$ 15,000	\$ 1,509	\$ 1,791	\$ 11,701	22%
D. Financial Aid Adjustments					
	\$ 14,000	\$ (17,609)		\$ 31,609	-126%
E. Auxiliary Service Operations					
1. Personnel	\$ 267,366	\$ 113,122		\$ 154,244	42%
2. General Operating Costs	15,000	2,960	280	11,760	22%
3. Equipment/Software/Installation	43,500	448	215	42,837	2%
4. StormCard Marketing	20,000	1,250		18,750	6%
5. Child Care Subsidy	150,000	46,944		103,056	31%
6. Consultant Fees	50,000			50,000	0%
Subtotal - Auxiliary Service Operations	\$ 545,866	\$ 164,724	\$ 495	\$ 380,647	30%
F. Community Support					
1. College Board	\$ 2,500			\$ 2,500	0%
2. President	27,000	2,243	2,299	22,458	17%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	3,287	593	2,120	65%
b. Vice President for Finance	6,000	3,463	1,095	1,442	76%
c. Vice President for Information Systems	6,000	1,093	593	4,314	28%
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	844	910	4,246	29%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	930	615	4,455	26%
g. Director of Institutional Effectiveness	6,000			6,000	0%
4. Campus Provosts					
a. Chesapeake	6,000	1,603	917	3,480	42%
b. Norfolk	6,000	173		5,828	3%
c. Portsmouth	6,000	1,586	172	4,242	29%
d. Virginia Beach	12,000	3,421	294	8,285	31%
5. Community Outreach	27,000	13,168		13,832	49%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 132,000	\$ 31,870	\$ 7,507	\$ 92,623	30%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 1,551	\$ 156	\$ 3,293	34%
2. Norfolk	5,000	(499)	1,327	4,172	17%
3. Portsmouth	5,000	2,060		2,940	41%
4. Virginia Beach	10,000	(450)		10,450	-4%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 2,662	\$ 1,483	\$ 20,855	17%
Subtotal- Expenditures					
	\$ 1,144,866	\$ 324,706	\$ 279,616	\$ 540,544	53%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 1,413		\$ 13,587	9%
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	642		20,814	3%
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	\$ 2,055	\$ -	\$ 398,483	1%
Total Expenditures & Student Financial Assistance					
	\$ 1,545,404	\$ 326,761	\$ 279,616	\$ 939,027	39%
Fund Balance 11/30/17					
		\$ 9,272,001			

Approved by the Local College Board on May 11, 2017

AVP-DF 12/15/17

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-12/12/17

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 NOVEMBER 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	\$ 78,500	\$ 6,000

AVP-DF 12/12/17

**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	\$ 42,924,158	1.22%	\$ 43,541
11/30/17	\$ 42,922,864	0.81%	\$ 28,799
12/31/17			
01/31/18			
02/28/18			
03/31/18			
04/30/18			
05/31/18			
06/30/18			
TOTAL			\$ 152,476

Note 1

AVP-DF 12/15/17

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	1.13%	\$ 5,538,353
Towne Bank - Raymond James	0.74%	\$ 36,465,543
Commonwealth - LGIP	1.23%	\$ 918,968
Total		\$ 42,922,864

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

2017-18 MEETING SCHEDULE - REVISED

Thursday	August 10, 2017	Student Center Chesapeake Campus (Work Session)
Tuesday	September 12, 2017	Student Center Portsmouth Campus
Tuesday	November 14, 2017	Student Center Chesapeake Campus
Tuesday	January 23, 2018	Green District Administration Building Norfolk
Tuesday	March 13, 2018	TCC Regional Workforce Solutions Center, Suffolk
Tuesday	May 15, 2018	Student Center Norfolk Campus
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.

2.13 Meetings of College Board

- 2.13.1** As stipulated in the board's By-Laws, the college board shall hold five regularly scheduled meetings a year—typically on the second Tuesday in the months of September, November, January, March, and May. The meetings typically run from 4:00 – 6:00 p.m., the location of which is rotated among the college's campuses, centers, and District Administration.
- 2.13.2** The By-Laws also stipulate that college board shall meet annually for a planning work session—typically in August. At the session, the board receives a comprehensive report from the president on the college's upcoming academic year and sets its annual working priorities for the new year.
- 2.13.3** Annually, the college board shall meet jointly ~~over dinner~~ with the boards of directors of the TCC Educational Foundation, ~~and the TCC Real Estate Foundation, and TCC Alumni Association~~, typically in June. At this meeting, the college board and the respective board will recognize outgoing members and mark the "passing of the gavel."
- 2.13.4** As secretary to the board, the president shall work with the incoming board chair to present the board's annual meeting schedule for the succeeding year typically at the May board meeting.
- 2.13.5** The college board ~~shall participate in the VCCS Annual Meeting~~ is invited to participate in the VCCS Chancellor's Retreat, which brings together the local boards and senior leadership of all twenty-three community colleges, the State Board for Community Colleges, the college presidents, and the chancellor for typically a ~~two-day~~ one and a half-day meeting focused on a system-wide theme. The meeting is typically held in ~~November~~ October and rotates around the state.
- 2.13.6** The president, as secretary to the college board, shall keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the college board. The draft minutes of each meeting shall be considered, corrected if necessary, and approved at the subsequent meeting. Upon approval, the minutes shall be signed by the chair and the president and shall be kept as a public record in permanently bound books in the custody of the president. Per VCCS policy, a copy of the draft minutes for each meeting shall be forwarded to the chancellor within fourteen working days following the meeting. Approved copies of meeting minutes shall also be forwarded to the chancellor, with any additions or corrections to the draft minutes reflected in the approved minutes duly noted in the transmittal.

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

- 2.13.7** The president, as secretary to the board, shall also maintain a current board web page that, among other things, provides both public and board member access to board membership rosters, meeting schedules and agendas, meeting information packets, and approved meeting minutes.

- 2.13.8** Board members shall receive the agenda and accompanying materials for each board meeting electronically at least seven to ten working days prior to the meeting.