

# TIDEWATER COMMUNITY COLLEGE BOARD

MARCH 13, 2018

4:00 P.M.

REGIONAL WORKFORCE SOLUTIONS CENTER  
SUFFOLK

TERRI N. THOMPSON, CHAIR  
PRESIDING

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## AGENDA

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

1. **Welcome and Call Meeting to Order** – (4.30 p.m.)
2. **Program Highlight** – (15 min.)

*“Initiatives at the Norfolk Campus”*

Dr. Jeffery Boyd  
Provost

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 #301 for January 23, 2018 (**Attached**)
  - b. Proposal for a Specialization in Event Planning (**Attached**)
  - c. Proposal for a Career Studies Certificate in Event Planning (**Attached**)
5. **Curriculum & Student Development Committee Report** – Ms. Connie A. Meyer, Chair (10 min.)
  - a. Update on Workforce Credentials Grant
6. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair (10 min.)
  - a. Routine Financial Statements for Month Ending January 31, 2018 (**Attached**)
  - b. Mid-Year Report on 2017-18 State Operating Budget (**Attached**)
  - c. Norfolk Campus Master Plan (**Attached, for action**)
7. **Advocacy Committee Report** – Ms. Linda D. Ridenour, Chair (10 min.)
  - a. General Assembly Visit Feedback

8. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
9. **President's Report** – *(15 min.)*
  - a. Proposed 2017-18 Emeritus Appointment Resolutions **(Attached, for action)**
    - Debra K. Benham, Professor of Information Systems Technology – Professor Emeritus
    - Robert C. Noyes, Counselor – Counselor Emeritus
    - James E. Perkinson, Dean of Business, Information Technology and Public Services – Administrative Faculty Emeritus
  - b. Update on Major Gifts Campaign
  - c. Spring Enrollment Update (w/Mr. Aasen)
10. **Chair's Report & Announcements** – *(10 min.)*
  - a. Appointment of Board Nominating Committee
  - b. Initiation of President's Evaluation Process
  - c. Review Section 2.16 of TCCB Policies and Procedures Manual w/By-Laws **(Attached, for discussion)**
11. Adjournment

# TIDEWATER COMMUNITY COLLEGE BOARD

## MEETING NO. 301

JANUARY 23, 2018

Meeting number three hundred and one of the Tidewater Community College Board was held on Tuesday, January 23, 2018, in the Green District Administration Building on the Norfolk Campus.

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

**Members Absent:** Linda D. Ridenour

**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  
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  
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  
Bruce Meyer, Guest  
Michael D. Summer, Provost of Virginia Beach Campus  
Michelle W. Woodhouse, Provost of Portsmouth Campus  
Curt Wynn, Director of Marketing, Public Affairs and Communications

### 1. **Welcome and Call to Order**

Ms. Thompson, chair, determined the presence of a quorum and called the meeting to order at 4:28 p.m.

**D R A F T**

**2. Presentation**

Directing the board's attention to Tab 2a of the meeting packet, Ms. Thompson called for a motion to approve the Resolution honoring Susan M. James (attached). On a motion by Ms. Miles, seconded, by Mr. Bynum, the board approved the Resolution as presented. The Resolution will be presented to Susan M. James at the March board meeting.

**3. Program Highlight**

At the invitation of Dr. Baehre-Kolovani, Mr. Wynn updated the board on the college's Marketing Strategy and C.R.M.

Becoming a student at TCC is not a one-step transaction. The Historic Marketing Strategy was focused primarily on awareness and interest. However, the college has a new plan that refocuses on an entire enrollment funnel which includes: awareness, interest, contact, data capture, apply, test, enroll, and pay. CRM is the acronym for Customer Relationship Management. It is a software that categorizes our enrollment funnel—tracks who is interested in what and where they are in our process; allows for automated communication with prospects/applicants based on behaviors, interests, and status in the system; provides case escalation and communication mechanism for follow-up communication, and increases accountability and collaboration.

CRM Entry is a basic process that targets potential prospects who are interested in the college through advertisements, website, phone calls, walk-ins, recruitment, applicants, and staff entry. Once a prospect is entered into CRM, the staff follows them through the enrollment process. When all of the CRM stages are completed, the prospect is accepted at TCC and enrolled as a student.

**4. 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. Murray, the board approved the consent agenda as presented.

**5. Approval of Action Items on Consent Agenda**

Referring to Tab 5a through 5e of the meeting packet, the board approved Meeting Minutes #300 for November 14, 2017; Proposal for Career Studies Certificate in Photographic Media Arts; Discontinuance of the Career Studies Certificate in Server Infrastructure Administrator; Proposed Increase in Auxiliary Capital Fee, and the Proposed Utility Easement to the City of Virginia Beach Development Authority (attached).

**6. Curriculum & Student Development Committee Report – Ms. Connie Meyer, Chair**

a. None.

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

a. Routine Financial Statements for Month Ending November 30, 2017. At the invitation of Mr. Lucado, Ms. Milloy provided the routine financial statements reflecting activity for five

**D R A F T**

months of the fiscal year. Referring to Tab 7a of the meeting packet, she highlighted expenditures with the Institutional Auxiliary Budget (73%), Student Center Budget (61%), and the Auxiliary Services Budget (39%), noting that bond payments are for parking garage and lot, and Student Centers. Local investments and contributions from Norfolk, Portsmouth, and Chesapeake remained as expected, with an additional \$60,500 for Technology from Chesapeake. However, contributions from Virginia Beach were not yet received. The average yield on investments of \$42.9 million was 0.81%. The interest earned year-to-date is \$152,476.

#### **8. Advocacy Committee Report – Ms. Linda D. Ridenour, Chair**

- a. General Assembly Visit. In the absence of Ms. Ridenour, Ms. Thompson invited Ms. Anderfuren to give the report of the committee. Ms. Anderfuren briefly described the General Assembly Visit on February 7<sup>th</sup> in Richmond. She noted that four board members, three TCC staff, and two business representatives are attending. An itinerary and information packet will be provided to the attendees.

Ms. Anderfuren also notified the board that TCC's 50<sup>th</sup> Anniversary Resolution was introduced by Senator John Cosgrove. It passed the Senate on a voice vote January 11, 2018 and the House January 19, 2018.

Ms. Anderfuren also reported that the Workforce Credential Grant is a major focus of the General Assembly. The Chancellor asked college presidents to actively engage their legislators to have funding approved in the 2018 "caboose" budget (\$3 million) and the 2019-2020 biennial budget (\$30 million). Dr. Kolovani contacted each legislator before the holiday break and followed up with emails to schedule phone calls.

#### **9. Discussion & Approval of Action Item(s) Removed from the Consent Agenda**

- a. Nothing to report.

#### **10. President's Report**

- a. Update on Major Gifts Campaign. Dr. Kolovani provided a brief update on the Major Gifts Campaign. To date, we have approximately \$5 million in-kind services, pledges and cash donations. More detailed information will be provided at the March board meeting.
- b. Domestic Maritime Centers of Excellence Act. We have been working with a federal lobbyist for the past two years to become designated as a Domestic Maritime Center of Excellence. The Act was passed and signed into law in December as part of the National Defense Authorization Act (NDAA). This bipartisan legislation helps address the critical need for trained workers in the maritime industry. TCC is one of a handful of schools around the country that would be eligible for such a designation, allowing the college to receive technical assistance, surplus federal equipment and federal funding to help address a shortage of qualified workers for the maritime industry.

**D R A F T**

8. **Chair's Report & Announcements**

- a. Revised 2017-18 Meeting Schedule. Ms. Thompson discussed the proposed date change of the 2017-18 Meeting Schedule. In particular, change the previously scheduled March 15, 2018 meeting date to March 13, 2018, due to the absence of the Secretary to the Board, Dr. Baehre-Kolovani. After some discussion, the board agreed to the new March 13, 2018 meeting date, at the Workforce Solutions Center in Suffolk. On a motion, by Ms. Clements, seconded by Mr. Murray, the board voted unanimously on the new meeting date.
- b. Review Section 2.13 of TCCB Policies and Procedures Manual w/By-Laws. Ms. Thompson stated that one of the working priorities of the board is to review sections of the College Board Policies and Procedures Manual w/By-Laws. The board discussed Section 2.13, Meetings of College Board, and modifications for 2.13.3 and 2.13.5 were noted. On a motion, by Ms. Franklin-Jenkins, seconded by Ms. Miles, the board voted unanimously on the modifications.

9. **Adjournment**

For planning purposes, Ms. Thompson informed the board that the college's next Commencement Exercises is scheduled for Saturday, May 12<sup>th</sup>, at 2:00 p.m. in the Ted Constant Convocation Center.

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 5:33 p.m.

Respectfully submitted,



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

APPROVAL

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Terri N. Thompson  
Chair

**D R A F T**



## 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 23<sup>rd</sup> 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 AGENDA ITEM**

MEETING: January 23, 2018

COMMITTEE: Curriculum and Student Development Committee

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

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### **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
<b>Semester Credits</b>		<b>12</b>		

### 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	
<b>Semester Credits</b>		<b>15</b>		
<b>TOTAL CREDITS</b>		<b>27</b>		

## 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

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### 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.

<b>Program</b>	<b>Avg. Headcount</b>	<b>Avg. FTEs</b>	<b>Avg. Graduates</b>
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](mailto: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	_____	( )
<b>Semester Total</b>		<b>12</b>				

**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	_____	( )
<b>Semester Total</b>		<b>8</b>				

**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 <sup>1</sup>	3 - 4			_____	( )
<b>Semester Total</b>		<b>7 - 8</b>				

**Total Minimum Credits 27 - 28**

<sup>1</sup> 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

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### 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](mailto:PMilloy@tcc.edu)  
757-822-1064

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: January 23, 2018

COMMITTEE: Finance and Facilities Committee

AGENDA ITEM: Granting a Utility Easement to the City of Virginia Beach  
Development Authority for a Private Hotel Adjacent to the Virginia  
Beach Campus

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### BACKGROUND:

This item requests that the College Board recommend to the State Board for Community Colleges approval of two utility easements on the Virginia Beach Campus as they relate to the construction and operation of a privately-owned hotel.

The City of Virginia Beach Department Authority is preparing to sell three parcels of land adjacent to the Virginia Beach Campus to a private developer. The private developer is planning to construct a hotel complex on the site. In order to accomplish this, the developer will need access on the Virginia Beach Campus for utility connections. The Development Authority has requested two utility easements to accomplish this:

1. A two-thousand-foot-long by twenty-foot wide easement area for three 2" buried sanitary force main pipes. These force main pipes will terminate at a newly constructed city-owned sanitary sewer pump station that serves TCC's Virginia Beach Campus.
2. A five-hundred-foot-long by twenty-five-foot-wide easement for a storm water drainage system.

VCCS Policy 10.0.0.4.o requires State Board approval for easements that benefit other entities (not the Commonwealth).

### DISCUSSION:

The area of the campus where the two proposed easements will be located is primarily undeveloped wooded property designated in the current Virginia Beach Campus Master Site Plan (April 2003) to remain undeveloped. The requested easement would not interfere with current campus operations or future expansion identified in that plan.

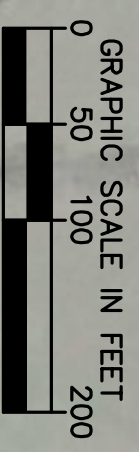
**STAFF RECOMMENDATION:**

That the College Board recommend to the State Board for Community Colleges approval of the utility easement request.

**STAFF LIAISON:**

Matthew J. Baumgarten  
Chief Operating Officer, Facilities and Public Safety  
[mbaumgarten@tcc.edu](mailto:mbaumgarten@tcc.edu)  
757-822-1780





TCC HOTEL CONCEPT  
 PREPARED FOR  
  
 VIRGINIA BEACH VIRGINIA

PRIVATE EASEMENT  
 EXHIBIT

KHA PROJECT 116049053  
 DATE 01/17/2018  
 SCALE AS SHOWN  
 DESIGNED BY KHA  
 DRAWN BY KHA  
 CHECKED BY KHA

**Kimley»Horn**  
 4500 MAIN STREET, SUITE 500, VIRGINIA BEACH, VA 23462  
 PHONE: 757-213-8600 FAX: 757-213-8601  
 WWW.KIMLEY-HORN.COM

No.	REVISIONS	DATE	BY

## **TIDEWATER COMMUNITY COLLEGE BOARD AGENDA ITEM**

MEETING: March 13, 2018

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposal for Event Planning Specialization for the AAS in Hospitality Management

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### **BACKGROUND:**

Based on requests from students, area businesses and input from the Hospitality Advisory Committee, the college proposes to offer a Specialization in Event Planning in the fall 2018 semester. The college currently offers an A.A.S. in Hospitality Management with Specializations and Career Studies Certificates in Lodging Management Trainee and Food Service Management Trainee. As provided by the Bureau of Labor Statistics, the need for event planners is expected to grow by 10% nationally and 15% in Virginia between 2014 and 2024. The approval of this proposal will help fill the anticipated gap.

### **PROGRAM LEARNING OUTCOMES:**

As a result of the proposed Specialization, students will be able to:

- Identify fundamental supervisory roles and describe how to execute a career development plan.
- Demonstrate knowledge of computer applications and management information systems.
- Demonstrate effective written and interpersonal communication skills.
- Outline the role of the event planner and explain the importance of the interview process in determining the budget, size, and style of events.
- Describe the responsibilities associated with planning and organizing an event, including catering, working with vendors and selecting venues.
- Explain the important business considerations involved in running an event planning business, such as financial management, business planning, technology, marketing, and staff considerations.
- Participate in planning a special event and describe the processes that must be followed to successfully schedule and plan these events.

### **STAFF RECOMMENDATION:**

That the College Board approves the proposals noted above.

### **STAFF LIAISON:**

Daniel T. DeMarte  
Executive Vice President for Academic & Student Affairs  
[ddemarte@tcc.edu](mailto:ddemarte@tcc.edu)  
757-822-1061

## ASSOCIATE OF SCIENCE DEGREE: HOSPITALITY MANAGEMENT SPECIALIZATION: EVENT PLANNING

The proposed Associate of Applied Science Hospitality Management: Specialization Event Management is a 65-credit hour program intended for hospitality students who wish to specialize in event planning. Students studying coursework in this area will learn how to organize events, including meetings, conferences, and business conventions and exhibitions. They will also learn how to coordinate these events, to include budgeting, logistics, guest registration, and use of technology and audiovisual equipment. Students will also learn the importance of working with vendor contracts, and survey attendees to obtain feedback on the event.

### 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
HRI 154	Principles of Hospitality Management	3	None	None
HRI 196	On-Site Training in Hospitality <sup>1</sup>	1	Instructor permission	None
ITE 115	Introduction to Computer Applications and Concepts	4	None	None
MTH 152	Mathematics for the Liberal Arts II	3	MTH 1 or MTE 1-3, and MTH 95 or MTE 4-5; or equivalent	None
SDV 100	College Success Skills	1	None	None
<b>Semester Credits</b>		<b>15</b>		

### SEMESTER 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
ACC 211	Principles of Accounting I	3	Placement into MTH 121 or higher	None
HRI 103	Introduction to Meeting Planning	3	None	None
HRI 159	Introduction to Hospitality Industry Computer Systems	4	Admission into program 775 or 775.02, and ITE 115; or admission into program 242, ITE 115 and HRI 158	None
HRI 199	Supervised Study in Hospitality	1	Instructor permission	None
HRI 241	Supervision in the Hospitality Industry	3	HRI 154	None
_____	Humanities Elective <sup>2</sup>	3	None	None
<b>Semester Credits</b>		<b>17</b>		

### SEMESTER 3

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
ENG 112	College Composition II	3	ENG 111 or equivalent and ability to use word processing software	None
HRI 180	Convention Management and Service	3	None	None
HRI 235	Marketing of Hospitality Services	3	None	None
HRI 229	Principles of Meeting Planning	3	HRI 103 or industry experience	None
HRI 230	Exhibition Management	3	None	None
_____	Social Science Elective <sup>3</sup>	<u>3</u>	None	None
<b>Semester Credits</b>		<b>18</b>		

### SEMESTER 4

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
HRI 231	Principles of Event Planning and Management	3	None	None
HRI 255	Human Resource Management and Training for Hospitality and Tourism	3	None	None
HRI 257	Catering Management	3	None	None
HRI 275	Hospitality Law	3	None	None
HRI 290	Coordinated Internship in Hospitality Management – Lodging Management or Food Services Management <b>or</b> HRI 297 – Cooperative Education in Hospitality Management – Lodging Management or Food Services Management. <sup>4</sup>	3	Instructor permission	None
<b>Semester Credits</b>		<b>15</b>		
<b>Total Minimum Credits</b>		<b>65</b>		

<sup>1</sup> HRI 196 requires a minimum of 15 hours of on-site training.

<sup>2</sup> Recommended courses: CST 229, HUM 246, and PHI 220. Students may also choose eligible courses listed on page xx in the 2018-2019 catalog.

<sup>3</sup> Recommended courses: ECO 120, PSY 200, and SOC 200. Students may also choose eligible courses listed on page xx in the 2018-2019 catalog.

<sup>4</sup> HRI 290 and HRI 297 require a minimum of 80 hours of work per credit.

## **TIDEWATER COMMUNITY COLLEGE BOARD AGENDA ITEM**

MEETING: March 13, 2018

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Proposal for New Career Studies Certificate in Event Planning

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### **BACKGROUND:**

Based on requests from students, area businesses and input from the Hospitality Advisory Committee, the college proposes to offer a Career Studies Certificate in Event Planning in the fall 2018 semester. The college currently offers an A.A.S. in Hospitality Management with Specializations and Career Studies Certificates in Lodging Management Trainee and Food Service Management Trainee. Assuming approval of the Event Planning Specialization, all courses in the Career Studies Certificate will apply to the A.A.S. in Hospitality Management degree. As provided by the Bureau of Labor Statistics, the need for event planners is expected to grow by 10% nationally and 15% in Virginia between 2014 and 2024. The approval of this proposal will help fill the anticipated gap.

### **PROGRAM LEARNING OUTCOMES:**

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

- Identify fundamental supervisory roles and describe how to execute a career development plan.
- Demonstrate knowledge of computer applications and management information systems.
- Outline the role of the event planner and explain the importance of the interview process in determining the budget, size, and style of events.
- Describe the responsibilities associated with planning and organizing an event, including catering, working with vendors and selecting venues.
- Explain the important business considerations involved in running an event planning business, such as financial management, business planning, technology, marketing, and staff considerations.
- Participate in planning a special event and describe the processes that must be followed to successfully schedule and plan these events.

### **STAFF RECOMMENDATION:**

That the College Board approves the proposals noted above.

### **STAFF LIAISON:**

Daniel T. DeMarte  
Executive Vice President for Academic & Student Affairs  
[ddemarte@tcc.edu](mailto:ddemarte@tcc.edu)  
757-822-1061

## CAREER STUDIES CERTIFICATE: EVENT PLANNING

The proposed Event Planning Career Studies Certificate (CSC) is a 28-credit hour certificate program intended for Hospitality students that wish to take courses specific to event planning. Students will learn how to organize events, including meetings, educational conferences, and business conventions and exhibitions. They will learn how to coordinate these events, including budgeting, logistics, guest registration, and use of technology and audiovisual equipment. Students will also learn the importance of working with vendor contracts and surveying attendees to obtain event feedback. Students desiring to continue their academic pathway may do so by completing the AAS Hospitality Management: Specialization Event Planning. All courses in the proposed career studies certificate are stackable toward the attainment of the Hospitality Management: Specialization Event Planning.

### SEMESTER 1

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
HRI 103	Introduction to Meeting Planning	3	None	None
HRI 154	Principles of Hospitality Management	3	None	None
HRI 196	On-Site Training in Hospitality <sup>1</sup>	1	Instructor permission	None
HRI 230	Exhibition Management	3	None	None
HRI 235	Marketing of Hospitality Services	3	None	None
<b>Semester Credits</b>		13		

### SEMESTER 2

Course No.	Course Title	Credits	Prerequisites	Co-Requisites
HRI 180	Convention Management and Service	3	None	None
HRI 229	Principles of Meeting Planning	3	HRI 103 or industry experience	None
HRI 231	Principles of Event Planning and Management	3	None	None
HRI 257	Catering Management	3	None	None
HRI 290	Coordinated Internship in Hospitality Management – Lodging Management or Food Services Management <b>or</b> HRI 297 – Cooperative Education in Hospitality Management – Lodging Management or Food Services Management <sup>2</sup>	3	Instructor permission	None
<b>Semester Credits</b>		15		
<b>Total Minimum Credits</b>		<b>28</b>		

<sup>1</sup> HRI 196 requires a minimum of 15 hours of on-site training.

<sup>2</sup> HRI 290 and HRI 297 require a minimum of 80 hours of work per credit.

**TIDEWATER COMMUNITY COLLEGE BOARD**  
**AGENDA ITEM**

MEETING: March 13, 2018

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending January 31, 2018

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**BACKGROUND:**

The routine Local Fund Financial Statements for the month ending January 31, 2018 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](mailto:PMilloy@tcc.edu)  
757-822-1064

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2017 - January 31, 2018

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/17</b>		\$ 1,104,426			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 1,104,354	\$ 750,909		\$ 353,445	68%
B. ID Card Replacements	20,000	10,410		9,590	52%
C. Miscellaneous Revenue	5,000			5,000	0%
<b>Total Revenues</b>	<b>\$ 1,129,354</b>	<b>\$ 761,319</b>		<b>\$ 368,035</b>	<b>67%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 1,865,745</b>			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 3,180	\$ 150		\$ 3,030	5%
2. Programming	40,070	26,887	4,000	9,183	77%
3. Student Organizations	11,449	6,088	5,160	201	98%
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%
<b>Subtotal--Chesapeake Campus</b>	<b>\$ 63,603</b>	<b>\$ 39,163</b>	<b>\$ 9,198</b>	<b>\$ 15,242</b>	<b>76%</b>
<b>B. Norfolk Campus</b>					
1. Student Government Association	\$ 3,300	\$ 575	\$ 120	\$ 2,605	21%
2. Programming	48,564	21,354	10,648	16,562	66%
3. Student Organizations	3,000	1,151		1,849	38%
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%
<b>Subtotal--Norfolk Campus</b>	<b>\$ 63,064</b>	<b>\$ 25,113</b>	<b>\$ 11,348</b>	<b>\$ 26,603</b>	<b>58%</b>
<b>C. Portsmouth Campus</b>					
1. Student Government Association	\$ 3,000	\$ 549	\$ 1,109	\$ 1,342	55%
2. Programming	57,021	16,701	8,061	32,259	43%
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%
<b>Subtotal--Portsmouth Campus</b>	<b>\$ 68,230</b>	<b>\$ 18,023</b>	<b>\$ 9,170</b>	<b>\$ 41,037</b>	<b>40%</b>
<b>D. Virginia Beach Campus</b>					
1. Student Government Association	\$ 3,500	\$ 1,135		\$ 2,365	32%
2. Programming	72,199	5,523	305	66,371	8%
3. Student Organizations	18,000	500		17,500	3%
<b>Subtotal--Virginia Beach Campus</b>	<b>\$ 93,699</b>	<b>\$ 7,158</b>	<b>\$ 305</b>	<b>\$ 86,236</b>	<b>8%</b>
<b>E. Student Activities--College-wide</b>					
1. Visual Arts Center	\$ 4,000	\$ 1,300	\$ 1,222	\$ 1,478	63%
2. Women's Center	5,000	2,224		2,776	44%
3. Student Federation Council	5,000	4,746		254	95%
4. College-wide Clubs & Committees	15,000	1,800		13,200	12%
5. Intercultural Learning	20,000	5,537	127	14,336	28%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 49,000</b>	<b>\$ 15,607</b>	<b>\$ 1,349</b>	<b>\$ 32,044</b>	<b>35%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 38,104	\$ 18,629		\$ 19,475	49%
2. Norfolk	28,852	12,108		16,744	42%
3. Portsmouth	32,007	18,673		13,334	58%
4. Virginia Beach	107,641	29,152		78,489	27%
<b>Subtotal--Learning Assistance Fund</b>	<b>\$ 206,604</b>	<b>\$ 78,562</b>	<b>\$ -</b>	<b>\$ 128,042</b>	<b>38%</b>



	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Provosts' Contingency Fund</b>					
1. Chesapeake	\$ 11,368	\$ 4,508	\$ 305	\$ 6,555	42%
2. Norfolk	12,841	2,000		10,841	16%
3. Portsmouth	10,176	3,349	280	6,547	36%
4. Virginia Beach	10,000	500		9,500	5%
<b>Subtotal--Provosts' Contingency Fund</b>	<b>\$ 44,385</b>	<b>\$ 10,357</b>	<b>\$ 585</b>	<b>\$ 33,443</b>	<b>25%</b>
<b>H. Deans' Contingency Fund</b>					
1. Chesapeake	\$ 7,289	\$ 4,218	\$ 15	\$ 3,056	58%
2. Norfolk	8,949			8,949	0%
3. Portsmouth	6,111	2,642	1	3,468	43%
4. Virginia Beach	15,000	826	45	14,129	6%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 37,349</b>	<b>\$ 7,686</b>	<b>\$ 61</b>	<b>\$ 29,602</b>	<b>21%</b>
<b>I. Student Activities Identification System</b>					
Equipment, Software, and Supplies	\$ 47,000	\$ 3,448	\$ 3,267	\$ 40,285	14%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 47,000</b>	<b>\$ 3,448</b>	<b>\$ 3,267</b>	<b>\$ 40,285</b>	<b>14%</b>
<b>Total Expenditures</b>	<b>\$ 672,934</b>	<b>\$ 205,117</b>	<b>\$ 35,283</b>	<b>\$ 432,534</b>	<b>36%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 632,508	\$ 368,963		\$ 263,545	58%
<b>Subtotal--Transfers</b>	<b>\$ 632,508</b>	<b>\$ 368,963</b>	<b>\$ -</b>	<b>\$ 263,545</b>	<b>58%</b>
<b>Fund Balance 1/31/18</b>		<b>\$ 1,291,665</b>			

Approved by the Local College Board on May 11, 2017

AVP-DF 2/13/18

**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 - January 31, 2018**

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2017</b>		<b>\$ 11,246,373</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 3,127,644	\$ 2,091,506		\$ 1,036,138	67%
B. Student Parking Sales	110,000	39,317		70,683	36%
C. Student HRT Pass Sales	133,850	62,047		71,803	46%
<b>Total Revenues</b>	<b>\$ 3,371,494</b>	<b>\$ 2,192,870</b>		<b>\$ 1,178,624</b>	<b>65%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 13,439,243</b>			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,644,100	\$ 1,643,526		\$ 574	100%
B. Chesapeake Campus Parking Lot - Debt Service	334,250	328,645		5,605	98%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	70,074	26,988		43,086	39%
2. Utilities	50,000	6,783		43,217	14%
3. Security	103,302	41,759	61,543		100%
4. General Maintenance	48,500	37,672	10,828		100%
D. College-wide Parking Lot Improvements	250,000	44,936	2,061	203,003	19%
E. Hampton Roads Transit (HRT) Passes	268,500	254,725		13,775	95%
F. Student Parking	132,675	41,476	63,600	27,599	79%
G. Visual Arts Center Parking Lease	82,800	38,160	38,160	6,480	92%
<b>Total Expenditures</b>	<b>\$ 2,984,201</b>	<b>\$ 2,464,670</b>	<b>\$ 176,192</b>	<b>\$ 343,339</b>	<b>88%</b>
<b>Fund Balance 1/31/18</b>					
		<b>\$ 10,974,573</b>			

Approved by the Local College Board on May 11, 2017

AVP-DF 2/13/18

**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 - January 31, 2018**

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/17</b>		<b>\$ 20,461,188</b>			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 8,228,520	\$ 5,573,905		\$ 2,654,615	68%
B. Transfer-In from Student Activities Budget	632,508	368,963		263,545	58%
C. Food Service Commission		29,714		(29,714)	
D. Miscellaneous Revenue	65,000	43,051		21,949	66%
E. Facility Use Fee	12,000	560		11,440	5%
<b>Total Revenues</b>	<b>\$ 8,938,028</b>	<b>\$ 6,016,193</b>	<b>\$ -</b>	<b>\$ 2,921,835</b>	<b>67%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>					
		<b>\$ 26,477,381</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 1,114,188	\$ 1,113,893		\$ 295	100%
2. Student Center - Chesapeake Campus	1,165,853	1,138,461		27,392	98%
3. Student Center - Portsmouth Campus	1,084,386	1,095,960		(11,574)	101%
4. Student Center - Virginia Beach Campus	1,660,921	1,622,509		38,412	98%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 5,025,348</b>	<b>\$ 4,970,823</b>	<b>\$ -</b>	<b>\$ 54,525</b>	<b>99%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 495,604	\$ 255,093		\$ 240,511	51%
b. Operating Expenses	61,355	13,915	22,541	24,899	59%
<b>Subtotal--General Operations</b>	<b>\$ 556,959</b>	<b>\$ 269,008</b>	<b>\$ 22,541</b>	<b>\$ 265,410</b>	<b>52%</b>
<b>2. Facility Operations</b>					
a. Personnel	\$ 220,420	\$ 119,717		\$ 100,703	54%
b. Utilities	97,000	62,524		34,476	64%
c. Security	108,203	57,383	50,621	199	100%
d. Custodial	30,000	14,337	3,917	11,746	61%
e. General Maintenance	90,000	49,330	24,891	15,779	82%
f. Insurance	5,492	5,346		146	97%
g. Network & Telecommunications	78,459	45,768		32,691	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 629,574</b>	<b>\$ 354,405</b>	<b>\$ 79,429</b>	<b>\$ 195,740</b>	<b>69%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 12,980	\$ 11,966	\$ 5,748	\$ (4,734)	136%
<b>Subtotal--Food Services</b>	<b>\$ 12,980</b>	<b>\$ 11,966</b>	<b>\$ 5,748</b>	<b>\$ (4,734)</b>	<b>136%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 1,199,513</b>	<b>\$ 635,379</b>	<b>\$ 107,718</b>	<b>\$ 456,416</b>	<b>62%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 474,427	\$ 309,457		\$ 164,970	65%
b. Operating Expenses	104,434	16,741	14,703	72,990	30%
<b>Subtotal--General Operations</b>	<b>\$ 578,861</b>	<b>\$ 326,198</b>	<b>\$ 14,703</b>	<b>\$ 237,960</b>	<b>59%</b>
<b>2. Facility Operations</b>					
a. Personnel	\$ 230,300	\$ 113,794		\$ 116,506	49%
b. Utilities	102,000	63,898		38,102	63%
c. Security	86,120	29,171	28,877	28,072	67%
1. Access Control	152,000	16,527	16,361	119,112	22%
d. Custodial	30,000	11,433	6,544	12,023	60%
e. General Maintenance	90,000	41,506	40,252	8,242	91%
f. Insurance	6,029	5,868		161	97%
g. Network & Telecommunications	68,396	39,898		28,498	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 764,845</b>	<b>\$ 322,095</b>	<b>\$ 92,034</b>	<b>\$ 350,716</b>	<b>54%</b>

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 8,000	\$ 7,825	\$ 3,227	\$ (3,052)	138%
<b>Subtotal--Food Services</b>	<b>\$ 8,000</b>	<b>\$ 7,825</b>	<b>\$ 3,227</b>	<b>\$ (3,052)</b>	<b>138%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 1,351,706</b>	<b>\$ 656,118</b>	<b>\$ 109,964</b>	<b>\$ 585,624</b>	<b>57%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 491,025	\$ 264,481		\$ 226,544	54%
b. Operating Expenses	59,413	17,955	9,987	31,471	47%
<b>Subtotal--General Operations</b>	<b>\$ 550,438</b>	<b>\$ 282,436</b>	<b>\$ 9,987</b>	<b>\$ 258,015</b>	<b>53%</b>
<b>2. Facility Operations</b>					
a. Personnel	\$ 228,660	\$ 111,146		\$ 117,514	49%
b. Utilities	120,000	63,633		56,367	53%
c. Security	154,246	80,618	73,255	373	100%
d. Custodial	30,000	8,421	10,847	10,732	64%
e. General Maintenance	90,000	24,431	19,900	45,669	49%
f. Insurance	5,906	5,748		158	97%
g. Network & Telecommunications	81,626	47,615		34,011	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 710,438</b>	<b>\$ 341,612</b>	<b>\$ 104,002</b>	<b>\$ 264,824</b>	<b>63%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 12,980	\$ 10,136	\$ 9,874	\$ (7,030)	154%
<b>Subtotal--Food Services</b>	<b>\$ 12,980</b>	<b>\$ 10,136</b>	<b>\$ 9,874</b>	<b>\$ (7,030)</b>	<b>154%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 1,273,856</b>	<b>\$ 634,184</b>	<b>\$ 123,863</b>	<b>\$ 515,809</b>	<b>60%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 644,753	\$ 323,032		\$ 321,721	50%
b. Operating Expenses	67,969	37,633	4,840	25,496	62%
<b>Subtotal--General Operations</b>	<b>\$ 712,722</b>	<b>\$ 360,665</b>	<b>\$ 4,840</b>	<b>\$ 347,217</b>	<b>51%</b>
<b>2. Facility Operations</b>					
a. Personnel	\$ 334,750	\$ 161,077		\$ 173,673	48%
b. Utilities	162,000	20,484		141,516	13%
c. Security	87,202	42,851	43,450	901	99%
d. Custodial	50,000	15,832	10,908	23,260	53%
e. General Maintenance	140,000	25,247	28,361	86,392	38%
f. Insurance	8,865	8,628		237	97%
g. Network & Telecommunications	84,659	49,384		35,275	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 867,476</b>	<b>\$ 323,503</b>	<b>\$ 82,719</b>	<b>\$ 461,254</b>	<b>47%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 12,900	\$ 16,377	\$ 7,365	\$ (10,842)	184%
<b>Subtotal--Food Services</b>	<b>\$ 12,900</b>	<b>\$ 16,377</b>	<b>\$ 7,365</b>	<b>\$ (10,842)</b>	<b>184%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,593,098</b>	<b>\$ 700,545</b>	<b>\$ 94,924</b>	<b>\$ 797,629</b>	<b>50%</b>
<b>Total Expenditures</b>	<b>\$ 10,443,521</b>	<b>\$ 7,597,049</b>	<b>\$ 436,469</b>	<b>\$ 2,410,003</b>	<b>77%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>		<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 1/31/18</b>		<b>\$ 17,880,332</b>			

Approved by the Local College Board on May 11, 2017

AVP-DF 2/13/18

<b>Capital Maintenance Reserve Fund</b> <b>FY14-FY17</b>	<b>\$ 5,500,000</b>
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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 - January 31, 2018**

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2017</b>		\$ 8,866,857			
<b>I. Revenues</b>					
A. Bookstore	\$ 1,450,000	\$ 709,621		\$ 740,379	49%
B. Vending					
1. Exclusive Beverage Contract	71,000	42,307		28,693	60%
2. Vending - CRH	44,385	22,469		21,916	51%
C. Food Service - Joint-Use Library					
D. Municipal Support	24,000	18,000		6,000	75%
E. Interest Earnings	300,000	192,500		107,500	64%
F. Miscellaneous Revenue	10,000	7,248		2,752	72%
<b>Total Revenues</b>	<b>\$ 1,899,385</b>	<b>\$ 992,145</b>	<b>\$ -</b>	<b>\$ 907,240</b>	<b>52%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		\$ 9,859,002			
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 2,488	\$ 3,512	\$ -	100%
2. Miscellaneous Expenses	1,000	1,219	586	(805)	181%
<b>Subtotal - Operating Expenses</b>	<b>\$ 7,000</b>	<b>\$ 3,707</b>	<b>\$ 4,098</b>	<b>\$ (805)</b>	<b>112%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 406,000</b>	<b>\$ 198,364</b>	<b>\$ 207,636</b>	<b>\$ -</b>	<b>100%</b>
<b>C. College Community Events</b>	<b>\$ 15,000</b>	<b>\$ 1,650</b>	<b>\$ 173</b>	<b>\$ 13,177</b>	<b>12%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 14,000</b>	<b>\$ (23,600)</b>		<b>\$ 37,600</b>	<b>-169%</b>
<b>E. Auxiliary Service Operations</b>					
1. Personnel	\$ 267,366	\$ 152,418		\$ 114,948	57%
2. General Operating Costs	15,000	3,240		11,760	22%
3. Equipment/Software/Installation	43,500	448	215	42,837	2%
4. StormCard Marketing	20,000	1,750		18,250	9%
5. Child Care Subsidy	150,000	91,160		58,840	61%
6. Consultant Fees	50,000			50,000	0%
<b>Subtotal - Auxiliary Service Operations</b>	<b>\$ 545,866</b>	<b>\$ 249,016</b>	<b>\$ 215</b>	<b>\$ 296,635</b>	<b>46%</b>
<b>F. Community Support</b>					
1. College Board	\$ 2,500			\$ 2,500	0%
2. President	27,000	3,696	3,656	19,648	27%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	3,352	528	2,120	65%
b. Vice President for Finance	6,000	3,584	523	1,893	68%
c. Vice President for Information Systems	6,000	1,159	528	4,313	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	1,275	1,497	3,228	46%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	1,181	395	4,424	26%
g. Director of Institutional Effectiveness	6,000	96		5,904	2%
4. Campus Provosts					
a. Chesapeake	6,000	2,427	93	3,480	42%
b. Norfolk	6,000	173		5,828	3%
c. Portsmouth	6,000	1,683	624	3,693	38%
d. Virginia Beach	12,000	3,921	402	7,677	36%
5. Community Outreach	27,000	13,568		13,432	50%
6. Contingencies	3,500			3,500	0%
<b>Subtotal - Community Support</b>	<b>\$ 132,000</b>	<b>\$ 36,174</b>	<b>\$ 8,265</b>	<b>\$ 87,562</b>	<b>34%</b>

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 5,000	\$ 1,975	\$ 156	\$ 2,869	43%
2. Norfolk	5,000	(499)	2,975	2,524	50%
3. Portsmouth	5,000	2,060		2,940	41%
4. Virginia Beach	10,000	(466)		10,466	-5%
<b>Subtotal - Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ 3,070</b>	<b>\$ 3,131</b>	<b>\$ 18,799</b>	<b>25%</b>
<b>Subtotal- Expenditures</b>					
	<b>\$ 1,144,866</b>	<b>\$ 468,381</b>	<b>\$ 223,518</b>	<b>\$ 452,968</b>	<b>60%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ 9,000		\$ 6,000	60%
2. Student Study Abroad Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000	375		2,625	13%
4. Martin Luther King Scholarship	5,364			5,364	0%
5. Military Scholarships	26,820	6,882		19,938	26%
6. ROTC Scholarships	13,014			13,014	0%
7. High School Scholarships					
a. Chesapeake	75,096	33,504		41,592	45%
1. LaVonne P. Ellis Scholarship	10,728			10,728	0%
b. Norfolk	53,640	23,362		30,278	44%
1. John T. Kavanaugh Scholarship	10,728			10,728	0%
c. Portsmouth	21,456	15,126		6,330	70%
1. Lee B. Armistead Scholarship	10,728			10,728	0%
d. Suffolk (Northern)	10,728			10,728	0%
e. Virginia Beach	96,552	54,137		42,415	56%
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%
<b>Subtotal - TCC Scholarships &amp; Awards</b>	<b>\$ 400,538</b>	<b>\$ 142,386</b>	<b>\$ -</b>	<b>\$ 258,152</b>	<b>36%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>					
	<b>\$ 1,545,404</b>	<b>\$ 610,767</b>	<b>\$ 223,518</b>	<b>\$ 711,120</b>	<b>54%</b>
<b>Fund Balance 1/31/18</b>					
		<b>\$ 9,248,236</b>			

Approved by the Local College Board on May 11, 2017

AVP-DF 2/13/18

**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
<b>PORTSMOUTH:</b>						
LOCAL BOARD (Operating)	6,000	6,000	5,400	6,000		
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 5,400</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>VIRGINIA BEACH:</b>						
JOINT-USE LIBRARY <sup>1</sup>						550,000
LOCAL BOARD (Operating)	6,000	5,100	5,100	5,100	5,100	5,100
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 555,100</b>
<b>CHESAPEAKE:</b>						
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
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>
<b>NORFOLK:</b>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>TOTAL</b>	<b>\$ 84,500</b>	<b>\$ 83,600</b>	<b>\$ 83,000</b>	<b>\$ 83,600</b>	<b>\$ 77,600</b>	<b>\$ 627,600</b>

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Notes:

<sup>1</sup> 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 JANUARY 31, 2018**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
<b>PORTSMOUTH:</b>			
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	
<b>VIRGINIA BEACH:</b>			
LOCAL BOARD (Operating)	6,000		6,000
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>		<b>\$ 6,000</b>
<b>CHESAPEAKE:</b>			
TECHNOLOGY	60,500	60,500	
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	
<b>NORFOLK:</b>			
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	
<b>TOTAL</b>	<b>\$ 84,500</b>	<b>\$ 78,500</b>	<b>\$ 6,000</b>

AVP-DF 2/13/18

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

	<b>BALANCE INVESTED</b>	<b>AVERAGE YIELD All Investments</b>	<b>INTEREST 2017-2018</b>
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	\$ 43,256,603	0.98%	\$ 35,220
01/31/18	\$ 41,979,167	1.30%	\$ 45,375
02/28/18			
03/31/18			
04/30/18			
05/31/18			
06/30/18			
<b>TOTAL</b>			<b>\$ 233,071</b>

Note 1

AVP-DF 2/13/18

**Detail:**

<b>Investment Category</b>	<b>Average Yield</b>	<b>Balance</b>
Towne Bank - Repurchase Agreements	1.46%	\$ 4,542,365
Towne Bank - Raymond James	1.24%	\$ 36,515,648
Commonwealth - LGIP	1.46%	\$ 921,154
<b>Total</b>		<b>\$ 41,979,167</b>

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: March 13, 2018

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2017-18 State Operating Budget

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### BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2017-18 State Operating Budget was presented at the September 12, 2017 meeting; the Mid-Year report provides an update on the budget.

### STAFF RECOMMENDATION:

None. This item is for information only.

### STAFF LIAISON:

Phyllis F. Milloy  
Vice President for Finance  
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**TIDEWATER COMMUNITY COLLEGE  
2017-18 STATE OPERATING BUDGET  
MID-YEAR REPORT**

<b>REVENUES</b>	<b>2017-18</b>	<b>Adjustments</b>	<b>Adjusted 17-18</b>	
BASE BUDGET	118,143,021		118,143,021	
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	1,154,253		1,154,253	
WORKFORCE SOLUTIONS	2,700,000		2,700,000	
ANTICIPATED ADDITIONAL APPROPRIATION	1,582,637		1,582,637	
<b>TOTAL REVENUES EXPECTED</b>	<b>123,579,911</b>		<b>123,579,911</b>	
<b>EXPENDITURES - PERSONNEL SERVICES</b>				
<b>PERSONNEL SERVICES</b>				
TEACHING FACULTY	21,793,726		21,793,726	
ADMINISTRATIVE & PROFESSIONAL FACULTY	10,083,920		10,083,920	
CLASSIFIED	24,295,295		24,295,295	
ADJUNCT/OVERLOAD/SUMMER PAY	15,600,000		15,600,000	
WAGE EMPLOYEES	8,160,898	(1,567,876)	6,593,022	Note 1
WORKFORCE SOLUTIONS	1,807,140		1,807,140	
REALLOCATION, SICK/ANNUAL LEAVE	400,000		400,000	
FRINGES	26,050,000	(650,000)	25,400,000	Note 2
VACANCY	(3,500,000)	(2,889,779)	(6,389,779)	Note 3
<b>TOTAL PERSONNEL SERVICES</b>	<b>104,690,979</b>	<b>(5,107,655)</b>	<b>99,583,324</b>	
<b>EXPENDITURES - OPERATING</b>				
CHESAPEAKE CAMPUS	334,788	(113,675)	221,113	Note 4
REGIONAL AUTOMOTIVE CENTER	31,200	(333)	30,867	Note 4
NORFOLK CAMPUS	325,179	(133,248)	191,931	Note 4
PORTSMOUTH CAMPUS	345,272	(35,627)	309,645	Note 4
BEAZLEY SCHOOL OF NURSING	95,700	(42,108)	53,592	Note 4
VISUAL ARTS CENTER	55,000	(40,000)	15,000	Note 4
VIRGINIA BEACH CAMPUS	498,880	(192,703)	306,177	Note 4
ADVANCED TECHNOLOGY CENTER	465,831		465,831	
REGIONAL HEALTH PROFESSIONS CENTER	267,900	(20,855)	247,045	Note 4
CENTER FOR MILITARY EDUCATION	150,000		150,000	
ROPER CENTER	200,000		200,000	
<b>CAMPUS AND CENTER TOTALS</b>	<b>2,769,750</b>	<b>(578,549)</b>	<b>2,191,201</b>	
<b>OTHER OPERATING</b>				
WORKFORCE SOLUTIONS	776,141		776,141	
DUAL ENROLLMENT	1,053,000		1,053,000	
FACILITIES MANAGEMENT	7,421,282	(1,314,344)	6,106,938	Note 4
FIXED COSTS	4,291,487	(588,452)	3,703,035	Note 4
GENERAL ADMINISTRATION	475,966	(147,552)	328,414	Note 4
INFORMATION SYSTEMS	3,978,030	(853,000)	3,125,030	Note 4
INSTITUTIONAL ADVANCEMENT	2,012,608		2,012,608	
LEARNING RESOURCES	462,482		462,482	
PROFESSIONAL DEVELOPMENT	348,500		348,500	
SAFETY & SECURITY	2,700,000	322,927	3,022,927	Note 5
VCCS SHARED SERVICES	500,000		500,000	
<b>OTHER OPERATING TOTAL</b>	<b>24,019,496</b>	<b>(2,580,421)</b>	<b>21,439,075</b>	
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>131,480,225</b>	<b>(8,266,625)</b>	<b>123,213,600</b>	
<b>BUDGET REDUCTIONS</b>	<b>(8,500,000)</b>			
<b>BALANCE - CONTINGENCY RESERVE</b>	<b>599,686</b>		<b>366,311</b>	

**Notes:**

1. Reflects reductions in Wage budgets.
2. Reflects reduction in Fringe budgets due to increased vacancy savings and reduced wage budgets.
3. Reflects reductions due to the hiring freeze and employee lay-offs.
4. Reflects reductions in operating budgets.
5. Reflects additional costs incurred for Security.

**TIDEWATER COMMUNITY COLLEGE BOARD**  
**AGENDA ITEM**

MEETING: March 13, 2018  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: Norfolk Campus Master Plan

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**BACKGROUND:**

This item requests College Board endorsement of the Norfolk Campus Master Plan for approval by the State Board for Community Colleges.

The Norfolk Campus was developed as a partnership with the City of Norfolk through the Norfolk Redevelopment and Housing Authority (NRHA). A capital lease is in place for the first four buildings of the campus – the Andrews, Martin, and Walker buildings and the Roper Performing Arts Center – the lease term expires June 30, 2020 at which time the buildings and associated land will convey to the State Board for Community Colleges. The Norfolk Campus Student Center was funded with TCC student fees and constructed by the state on land provided by NRHA.

The Norfolk Campus has not previously had a master plan.

**DISCUSSION:**

The purpose of the Norfolk Campus Master Plan is to create a roadmap for growth into the foreseeable future. It will inform development of the college's 6-year capital outlay plan consistent with the TCC strategic plan. The plan was approved by the College Board at its November 2015 meeting. The VCCS rejected the plan based on current known changes to the Library and Culinary programs and requested that it be edited to reflect these new changes. During the re-write, the State Board initiated a new requirement that all Master Plans must include a section on the MS4 program (storm water management).

The first plan submission also substantiated a space deficit for the campus based on 2015 enrollments that generated a requirement for an additional building in the near term and one more building in the long term based on projected enrollment growth over the next ten years. The revised plan recommends no new buildings. The campus will be able to

provide additional science classrooms and labs in the Walker Building after Culinary moves out to the new building in Norfolk.

The plan also provides suggestions for enhancing accessibility for those with physical challenges on the Norfolk Campus. It recommends several initiatives to improve the campus's identity. And the plan identifies approaches that can be employed to meet storm water goals for urbanized areas.

#### STAFF RECOMMENDATION:

That the College Board approve the master plan for the Norfolk Campus, as amended, for subsequent approval by the State Board for Community Colleges.

#### STAFF LIAISON:

Matthew J. Baumgarten  
Chief Operating Officer, Facilities and Public Safety  
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# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 13, 2018

COMMITTEE: N/A – President’s Report

AGENDA ITEM: Proposed 2018 Emeritus Appointments

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### BACKGROUND:

The college has had a formal emeritus program for recognizing those retired or retiring employees whose individual service and contributions have been particularly meritorious and significant over the course of their careers since 2002. The following rights and privileges accompany such appointments.

1. Listing in the faculty and staff section of the *Tidewater Community College Catalog*, with identification as professor emeritus.
2. The option to participate in the academic procession at commencement exercises and other such official college events, marching at the head of the faculty. *(This is not applicable to Classified Staff)*
3. Full use of the facilities of the college’s learning resources centers.
4. Employee parking privileges.
5. College ID card.
6. A standing invitation to attend special events, concerts, presentations, or lectures sponsored by the college, as well as to participate in college intramural and recreational programs.
7. The employee discount at the college bookstores.
8. A college e-mail account.

### DISCUSSION:

Nominations for emeritus status are submitted by members of the college community and are reviewed by ad hoc committees comprised of long-serving employees representing a cross-section of the college. After reviewing the nominations received, the committees recommended individuals to the President who, in turn, reviews the nominations and makes a recommendation to the College Board for approval of appointment of individuals to emeritus status.

**STAFF RECOMMENDATION:**

That the College Board approve the appointment of the following individuals to emeritus status and the issuance of the attached resolutions.

Teaching Faculty:

Debra K. Benham, Professor of Information Systems Technology

Administrative and Professional Faculty:

Robert C. Noyes, Counselor

James E. Perkinson, Dean of Business, Information Technology and Public Services

**STAFF LIAISON:**

Sarah E. (Beth) Lunde  
Associate Vice President for Human Resources  
[blunde@tcc.edu](mailto:blunde@tcc.edu)  
822-1711





## Resolution

**Whereas**, Debra K. Benham joined the faculty of Tidewater Community College as a professor of Information Systems Technology at the Virginia Beach Campus in 1980; and

**Whereas**, Debra K. Benham quickly and efficiently developed the Word Processing Curriculum, a critically needed program, and, together with a colleague, demonstrated initiative and prescience by creating the Web Development Specialist Program at the Virginia Beach Campus and lent her expertise as Web Development Specialist Program Lead, to help ensure the success of the program; and

**Whereas**, Debra K. Benham demonstrated consistent attention to developments in her field through her ongoing certifications as a Certified Internet Web professional and a Microsoft Office Systems professional; and

**Whereas**, Debra K. Benham was recognized for her exemplary efforts with TCC's Faculty Meritorious Recognition four times and the Faculty Special Achievement Award in 2012; and

**Whereas**, Debra K. Benham has shared her considerable expertise with the community by utilizing classroom projects to provide no-cost web design for over thirty local small businesses and non-profit organizations, including the Susan G. Komen Foundation, Area 29 Special Olympics, and Computers for Student Success; and

**Whereas**, Debra K. Benham's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

**Whereas**, Debra K. Benham retired from college service on June 1, 2017:

**Now, Therefore, Be It Resolved** that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Debra K. Benham for her thirty-seven years of commitment and dedication; and

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

**Be It Further Resolved** that a copy of this resolution be given to Debra K. Benham with our warmest wishes, on this, the \_\_\_\_ day of \_\_\_\_\_, 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



## Resolution

**Whereas**, Robert C. Noyes joined the staff of Tidewater Community College as the Coordinator of Veterans Affairs at the Frederick Campus in 1975 and, in 1977, transferred to the student services staff as a Professional Counselor; and

**Whereas**, Robert C. Noyes demonstrated initiative and dedication to the mission of the college through his service on the Campus Faculty Senate from September 1990 through June 2014; and

**Whereas**, Robert C. Noyes, as an advisor, greatly assisted the Portsmouth Campus Phi Theta Kappa Honor Society Chapter from 2001 through 2014, raising the chapter's status to the highest level of Phi Theta Kappa recognition, resulting in his receiving the Paragon Award for outstanding chapter advising; and

**Whereas**, Robert C. Noyes provided crucial academic advising during the transition to the current Student Information System, guiding the college on the advisory portion of the new system; and

**Whereas**, Robert C. Noyes' service and contributions to Tidewater Community College have been particularly meritorious and significant; and

**Whereas**, Robert C. Noyes retired from college service on January 1, 2018:

**Now, Therefore, Be It Resolved** that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Robert C. Noyes for his forty-two years of commitment and dedication; and

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

**Be It Further Resolved** that a copy of this resolution be given to Robert C. Noyes with our warmest wishes, on this the \_\_\_\_ day of \_\_\_\_, 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



## Resolution

**Whereas**, James E. Perkinson Jr. taught woodworking and drafting at Tidewater Community College as an adjunct instructor of from 1972 through 1978; and

**Whereas**, in 1978, James E. Perkinson Jr. was hired as a full-time professor of woodworking and remained in that position until 1989; and

**Whereas**, James E. Perkinson Jr. demonstrated initiative and dedication to TCC's mission by managing TCC's Norfolk Naval Shipyard Apprentice Program from 1990 to 1992; and

**Whereas**, James E. Perkinson Jr. demonstrated leadership and organizational knowledge in his roles of Assistant Division Chair for the Portsmouth Campus from 1992 to 1994, and as the Facility Manager of the newly-opened Visual Arts Center in Olde Towne Portsmouth from 1994 to 1996, where he was influential in the development of the Interior Design program; and

**Whereas**, James E. Perkinson Jr. greatly assisted the college in his position as Interim Division Chair of the Engineering and Industrial Technologies Division at the Virginia Beach Campus from 1997 to 1999; and

**Whereas**, James E. Perkinson Jr. progressed from Academic Officer on the Chesapeake Campus in 1999 to Academic Dean of Business, Information Technology and Public Service in 2006, a position he held until his retirement from TCC in 2017; and

**Whereas**, James E. Perkinson also lent his drive and vision to the development of the Maritime Technologies program, the Regional Automotive Center, and the Mechatronics program; and

**Whereas**, James E. Perkinson Jr. was recognized for his outstanding contributions to TCC when he was awarded the TCC Administrator of the Year Award in 2009; and

**Whereas**, James E. Perkinson Jr.'s service and contributions to Tidewater Community College have been particularly meritorious and significant; and

**Whereas**, James E. Perkinson Jr retired from college service on January 1, 2017:

**Now, Therefore, Be It Resolved** that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to James E. Perkinson Jr. for his thirty-eight years of commitment and dedication; and

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

**Be It Further Resolved** that a copy of this resolution be given to James E. Perkinson Jr. with our warmest wishes, on this the \_\_\_\_ day of \_\_\_\_, 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

## **2.16 Presidential Evaluation Procedure** [VCCS *Policy Manual*, Section 3.15.2]

### **2.16.1 Purpose**

The purpose of presidential evaluation is the improvement of performance, both individual and institutional.

Improvement of performance is a continuing process, a concept consistent with the premise that education, or learning, should be lifelong. It is consistent, too, with the reality that communities and people change over time, giving rise to new and different conditions and needs to which the community college should be responsive.

### **2.16.2 Objectives**

The objectives of annual presidential evaluations are:

- a. to provide the president with a formal statement on the adequacy of the president's performance based on predetermined measures;
- b. to provide the college board and the chancellor with an appropriate mechanism for setting and monitoring progress toward attaining specified goals/objectives; and
- c. to identify serious problems that may require special attention.

### **2.16.3 Conditions**

The Virginia Community Colleges are accountable to the State Board for compliance with System and State policy and for judicious management of resources.

The individual college is responsible to its college board for assuring that its mission, and its programs and activities, are based on and consistent with local needs, interests, and aspirations.

The position of president, defined by the State Board, includes reporting relationships to the college board and to the chancellor.

The role of president, defined in large measure by the interaction and interrelationships between the individual president and the communities and constituencies comprising the individual college, is situationally determined.

The president is singularly qualified and located to judge the performance of the institution and to be judged by same.

#### **2.16.4 Evaluation Plan**

The president shall be evaluated annually. The evaluation shall include, as part of its basis, an independent assessment of the president's accomplishments conducted by the college board. The final evaluation letter shall list each goal/objective followed by a narrative statement detailing the degree of accomplishment. The chancellor conducts an independent assessment.

a. College Board's Evaluation

The evaluation of the president by the college board shall be conducted by the executive committee working in conjunction with the president. The evaluation letter shall be reviewed by the president and shall be signed by the board chair and by the president and submitted to the chancellor no later than the May meeting of the college board.

b. Predetermined Goals/Objectives

At the board's August work session the college board and president shall establish goals/objectives to be used in the board's evaluation of the president for the ensuing evaluation period, with the goals provided by the chancellor as the primary basis for said evaluation.

c. Evaluation Process

The evaluation process shall be as follows:

- i. At the August work session of the college board, the president and the full board shall have a discussion of the goals/objectives and adopt them officially.
- ii. By March 15, the president shall submit a self-evaluation to the college board chair.
- iii. By April 15, the chair shall distribute the self-evaluation electronically to the full college board and receive feedback and input on the president's performance via electronic reply.

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

- iv. By May 1, the president and the executive committee of the college board shall have a discussion in closed session regarding the president's performance.
- v. No later than the May meeting of the college board, the board shall have completed its evaluation of the president and submitted the appropriately signed evaluation letter to the chancellor.