

TIDEWATER COMMUNITY COLLEGE BOARD

NOVEMBER 13, 2018

4:00 P.M.

MULTIPURPOSE ROOM, 5TH FLOOR
STUDENT CENTER NORFOLK CAMPUS

TERRI N. THOMPSON, CHAIR
PRESIDING

REVISED AGENDA

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

1. **Welcome and Call Meeting to Order – (4.30 p.m.)**
2. **Presentation of TCC 50th Anniversary Resolution** – Delegate Cheryl Turpin
3. **Program Highlight – (15 min.)**

“Initiatives at the Virginia Beach Campus”

Dr. Michael Summers
Provost

4. **Remarks by State Board Member** – Ms. Peggy Layne
5. **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).
6. **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 #303 for May 15, 2018 (**Attached**)
 - b. Previous Meeting Minutes #304 for August 9, 2018 (**Attached**)
 - c. Proposed 2018-19 Business and Industry Advisory Committees (**Attached**)
7. **Curriculum & Student Development Committee Report** – Mr. John M. Murray, Chair (**10 min.**)
 - a. Previous Meeting Minutes #305A for October 9, 2018 (**Attached**)
 - b. New Automotive Technology Training Center
8. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair (**10 min.**)
 - a. Final Local Financial Statements for Year Ending June 30, 2018 (**Attached**)
 - b. Routine Local Financial Statements for Month Ending July 31, 2018 (**Attached**)

- c. Routine Local Financial Statements for Month Ending September 30, 2018
(Attached)
 - d. Final Financial Report for 2017-18 (Attached)
 - e. State Operating Budget for 2018-19 (Attached)
 - f. VCCS Shared Services Update
 - g. Student Financial Aid Cohort Default Rate (Attached)
 - h. Real Estate Foundation Update
9. **Advocacy Committee Report** – Ms. Cindy Free, Chair (10 min.)
- a. Fall Legislative Visits to Campuses
10. **Educational Foundation Liaison Report** – Ms. Delceno Miles (5 min.)
11. **Real Estate Liaison Report** – Mr. John Padgett (5 min.)
12. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – (10 min.)
13. **President’s Report** – (15 min.)
- a. Campaign Update (w/Mr. Jones)
 - b. Neon Festival (w/Mr. Jones)
 - c. Brother Rutter Event (w/Mr. Jones)
 - d. ACOP Meeting Items of Interest
 - e. Campus Visits
 - f. Meetings with Local Leaders
14. **Chair’s Report & Announcements** – (10 min.)
- a. Update on Board Member Contributions
 - b. Progress on Board Priorities
 - c. Information Items
15. **Adjournment**

HOUSE RESOLUTION NO. 570

Offered April 17, 2018

Commending Tidewater Community College.

Patrons-- Turpin, Ayala, Boysko, Bulova, Cole, Convirs-Fowler, Delaney, Guzman, Heretick, Hope, Jones, S.C., Keam, Kory, Krizek, Lindsey, Rasoul, Rodman, Roem, Sickles, Simon, Tran, Tyler, Ward and Watts

WHEREAS, Tidewater Community College, the largest provider of higher education and workforce solutions in Hampton Roads, which serves the Cities of Chesapeake, Norfolk, Portsmouth, Virginia Beach, and portions of Suffolk, is observing its 50th anniversary during the 2018 - 2019 academic year; and

WHEREAS, Tidewater Community College was established in 1968 at the confluence of the James and Nansemond Rivers in Suffolk on the site of the former Frederick College when the Beazley Foundation, on behalf of Fred W. Beazley, generously gifted to the Commonwealth more than 700 acres of property, buildings, and \$1 million for the purpose of establishing a community college in the Tidewater region; and

WHEREAS, since those humble beginnings, Tidewater Community College has grown to encompass four campuses and seven regional academic centers, becoming the second largest public provider of undergraduate education in Virginia; and

WHEREAS, Tidewater Community College's regional accreditation was reaffirmed in 2017 by the Southern Association of Colleges and Schools Commission on Colleges; and

WHEREAS, Tidewater Community College has awarded degrees and certificates to about 80,000 individuals, and many Tidewater Community College alumni live and work in Hampton Roads, contributing to the local economy in fields associated with their areas of study; and

WHEREAS, diversity and inclusion are central to Tidewater Community College's recruitment, hiring, electronic technology, and instructional policies and practices; and

WHEREAS, Tidewater Community College enrolls the greatest number of African American undergraduates in Virginia and is ranked 10th nationally for the number of associate degrees awarded to African American students; and

WHEREAS, three out of five Tidewater Community College graduates have no student debt, thanks to the college's affordable tuition, scholarships, and financial aid; and

WHEREAS, Tidewater Community College was the first regionally accredited institution of higher learning to offer an entire degree program, the Associate of Science in Business, using open educational resources, which eliminated the need for students to purchase textbooks; and

WHEREAS, Tidewater Community College students have saved more than a million dollars thanks to the college's innovative no-textbook-cost degrees and courses; and

WHEREAS, Tidewater Community College awarded more than 80 workforce credentials under the Workforce Credential Grant Program between August 1, 2016, and June 30, 2017; and

WHEREAS, Tidewater Community College's Center for Workforce Solutions has served more than 1,500 companies and individuals over the past 18 years; and

WHEREAS, the maritime and ship repair industries in Hampton Roads rely on Tidewater Community College to equip their current and future employees with industry-relevant skills and knowledge; and

WHEREAS, Tidewater Community College is recognized by Virginia's Congressional delegation as uniquely qualified to become a Domestic Maritime Center of Excellence, which, as outlined under the National Defense Authorization Act of 2018, would advance the capabilities of community and technical colleges to help secure the talent pipeline for the domestic maritime industry; and

WHEREAS, Tidewater Community College's programs, faculty, and alumni serve the workforce needs of major Hampton Roads industries, including health care, advanced manufacturing, construction, hospitality, and culinary arts; and

WHEREAS, nearly two-thirds of Tidewater Community College graduates transfer to four-year colleges and universities, most of them in Virginia, thanks to General Articulation Agreements with the Virginia Community College System and program-specific articulation agreements; and

WHEREAS, Tidewater Community College serves more military-related students than any college in Virginia, with one-third of its enrollment made up of active-duty military, veterans, spouses, and dependents; it is consistently ranked "Best for Vets" by *Military Times* and "Military Friendly"; and

WHEREAS, Tidewater Community College is dually certified as a Virginia Values Veterans (V3) Employer and Educator; and

WHEREAS, Tidewater Community College continues to increase the number of high school students who are attaining college credits and industry-relevant credentials through dual-enrollment programs, giving them a head start on their college careers; and

WHEREAS, Tidewater Community College is among the few community colleges in the nation to provide on-campus child care, recognizing that lack of child care is a major barrier to college completion; and

WHEREAS, Tidewater Community College demonstrates its commitment to protecting the environment with LEED-certified buildings and recognition of the Chesapeake Campus as a Certified Audubon Cooperative Sanctuary; and

WHEREAS, Tidewater Community College lives up to its promise, "From Here, Go Anywhere," providing students with the skills and knowledge they need to succeed in college and in careers; now, therefore, be it

RESOLVED by the House of Delegates, That Tidewater Community College hereby be commended on the occasion of its 50th anniversary; and, be it

RESOLVED FURTHER, That the Clerk of the House of Delegates prepare a copy of this resolution for presentation to Edna V. Baehre-Kolovani, president of Tidewater Community College, as an expression of the House of Delegates' admiration for the college's commitment to higher education and longtime service to the citizens of the Commonwealth.

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 303

MAY 15, 2018

Meeting number three hundred and three of the Tidewater Community College Board was held on Tuesday, May 15, 2018, in the Green District Administration Building in Norfolk.

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

Members Absent: William W. Crow and James N. Lucado

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice
President for Information Systems
Marian Anderfuren, Vice President for Institutional Advancement
Matthew J. Baumgarten, Executive Director for Real Estate
Development/COO of Facilities
Jeffrey S. Boyd, Provost of Norfolk Campus
Dr. Jane Bray, Dean Darden College of Education, ODU
Elizabeth Briggs, Faculty
Maureen Cahill, Faculty Senate Chair Virginia Beach
Vy Calhoun, Faculty
KR Campbell, Jr., Vice President Operations, Virginia Natural Gas
Emanuel Chestnut, Dean
Bill Clement, Dean
Daniel T. DeMarte, Vice President for Academic Affairs & CAO
Stacey Deputy, Faculty Senate Chair Chesapeake
Tammi Dice, ODU
Paul English, Faculty
Michael "Todd" Estes, Interim Associate Vice President for Business &
Corporate Solutions & Director of the Apprenticeship Institute
George Faatz, Director of Growth & Strategic Planning, Virginia Natural Gas
Joseph Fairchild, Chair of President's Advisory & Planning Council
Judy Gill, Chair of College Faculty Senate
Richard Gill, Faculty
Kelly Gillerlain, Dean
Olga Gonzalez, Database Administrator

Stephanie Gorham, Development Officer
Matthew Gorris, Faculty
Donna Henderson, Development and Campaign Manager
Jennifer Hopkins, Faculty
Latesha D. Johnson, Executive Assistant to the President
Steven Jones, Faculty
Dr. Petros Katsioloudis, Associate Professor & Chair STEM Education, ODU
Sean LaCroix, Faculty
Donald Liburd, Faculty
Sarah Elizabeth (Beth) Lunde, Associate Vice President for Human
Resources
Timothy Mallory, Director of Public Safety
Bruce Meyer, TCC Alumni
Corey L. McCray, Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
Gary Noah, Faculty
Amy Poulter, The Virginian-Pilot
Nancy Prather-Johnson, Faculty Senate Chair Portsmouth
Lisa B. Rhine, Provost of Chesapeake Campus
Alexandra Rice, Development Officer
Sylvia Ross, Faculty
Cameron Russell, Faculty
Kellie Sorey, Associate Vice President for Academics
Sarah Stevenson, Faculty
Thomas Stout, Dean
Michael D. Summers, Provost of Virginia Beach Campus
Michael Tarpey, Faculty
Gregg Tennefoss, Faculty
CDR Greg Tozzi, Commanding Officer, USCGC HARRIET LANE

1. **Welcome and Call to Order**

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

Amended Agenda

On behalf of the College Board, Chairwoman Thompson congratulated Dr. Kolovani on her retirement and provided a statement to recognize her leadership and accomplishments at Tidewater Community College. She wished her the best and thanked Dr. Kolovani for her contributions to TCC. Ms. Thompson stated that the work at TCC must continue, and she encouraged everyone to focus on the mission of the college and the students. Additionally, Ms. Thompson noted that she communicated with Chancellor DuBois and he emphasized that Guided Pathways, and the academic restructure associated with it, would continue starting July 1, 2018. Therefore, she asked the faculty to be a part of the solution so that it can succeed.

Chairwoman Thompson recognized guests and asked all to introduce themselves. She amended the agenda to provide six faculty members 5 minutes each to address the board. Ms. Briggs read a prepared statement with concerns regarding the academic restructure detailed in the document attached. Mr. English stated the following: 1) in the meetings he was in 2012/13 during the Appreciative Inquiry Strategic Plan Process there was no mention of the academic re-organization, 2) Guided Pathways is a state-mandated program and TCC is fully complying. However, it is his opinion that it is separate from the present academic re-organization, 3) Implementing Pathways involves many changes for faculty, including individual advising and using a new software program, and 4) he suggested to implement Pathways and Academic Re-organization sequentially, not simultaneously. Ms. Deputy addressed concerns regarding communication and initiative fatigue detailed in the document attached. Mr. Gill read the statement detailed in document attached. In conclusion, Mr. Tarpey had concerns about communication at the college. Ms. Thompson thanked everyone who addressed the board and requested copies of their statements. She stated that the goal of the board is to listen and determine what actions are appropriate as a College Board. She acknowledged the concerns from faculty at the March 13 board meeting and stated that she would report out at the end of the meeting. Chairwoman Thompson closed public comments, welcomed guests the option to stay at the meeting or depart, and then proceeded with the agenda.

2. Presentation of Resolution to Susan M. James

Chairwoman Thompson presented Ms. James with a resolution for her years of service and dedication to the College Board.

3. Program Highlight

Mr. Clement and Mr. Fairchild, Guided Pathways Deans, were invited to present the program highlight on Wave 1 of Guided Pathways.

Guided Pathways is not unique to TCC. It is an academic approach that places similar programs and courses together to establish a clear path to program completion, moving beyond access to enrollment, to access to completion. Students have difficulty navigating the community college landscape. However, Guided Pathways will help students: 1) more efficiently complete their programs, 2) reduce costs by providing a clear path to completion, 3) to select an academic program earlier, 4) to receive stackable programs that provide interim milestones, and 5) focus on programs versus individual courses; thereby, providing opportunities for earning academic credentials. TCC's transition to Guided Pathways began with the Strategic Plan (i.e. One College, One Voice, One Future) in 2013. The strategy was examining and recommending changes to various administrative structures of the college with an eye for currency and preserving forecasted trends in education. Guided Pathways Planning and Implementation, as part of the TCC Strategic Plan, has been an ongoing effort since Fall 2015. It included 18 planning events that were held over 26 dates. Attendance included a broad base of college representation. Through these meetings, nine Career Pathways were identified to support the academic structure of the college. Each Career Pathway will have college-wide leadership vs. multi-campus supervision. All Academic Deans' offices will continue to provide student support regardless of pathway and provide support for faculty. Additional information regarding Guided Pathways is included in the PowerPoint attached.

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. Per that request, agenda items 5b “Proposed 2018-19 Business and Industry Advisory Committees” and 5c “Proposed 2018-19 Local Fund Budgets” were removed from the consent agenda for further discussion on the full agenda later in the meeting. Chairwoman Thompson called for a motion on the amended consent agenda. On a motion by Ms. Free, seconded by Mr. Murray, the board approved the amended consent agenda as presented.

5. Approval of Action Items on Consent Agenda

Referring to Tabs 5a through 5e of the meeting packet, the board approved Meeting Minutes #301 for March 13, 2018 and the Resolutions Honoring Connie A. Meyer and Dwight M. Parker (attached).

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

- a. New AAS Technical Studies: Technical Supervision. At the invitation of Ms. Meyer and referring to Tab 6a of the meeting packet, Dr. DeMarte acknowledged guests from ODU and Virginia Natural Gas who attended the meeting to present on the New AAS Technical Studies: Technical Supervision Degree. However, due to a lack of time, they had to depart. Dr. DeMarte noted that a signing ceremony was scheduled for May 21 to announce the new degree.
- b. 2017-18 Governance Committee Charges—Academic and Student Affairs. Dr. DeMarte shared that collegial governance of TCC is founded on the belief that the internal constituencies of the institution—administration, faculty, classified employees and students—are to be genuinely represented and have a meaningful voice in the decisions affecting the operation, policy development, and strategic planning of the college. He explained the governance structure, constituent groups, and governance committees detailed in the document attached.

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

- a. Routine Financial Statements for Month Ending March 31, 2018. In the absence of Mr. Lucado, Ms. Franklin-Jenkins invited Ms. Milloy to report on Tab 7a of the meeting packet. Ms. Milloy noted that the budgets reflect activity for nine months of the fiscal year. The Cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach made their contributions for FY17-18.
- b. Proposed Norfolk Campus Master Plan. Mr. Baumgarten presented the 2019 Norfolk Campus Master Plan detailed in the document attached. He noted that the plan is a requirement from the state at the 10-year cycle. Furthermore, the purpose in having a Master Plan is to guide the 6-year Capital Improvement Plan. On a motion by Mr. Padgett, seconded by Ms. Miles, the board approved the Norfolk Campus Master Plan as presented.

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

- a. Committee Update. Ms. Ridenour emphasized the importance of visits to the General Assembly. She noted that the next General Assembly day is February 2019 and suggested that students, business representatives, and veterans attend with the board members. She also proposed sending an invitation to delegates in the Hampton Roads area to visit and tour TCC campuses. Ms. Anderfuren provided the board with a report and draft letter.

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

Referring to Tab 5b of the meeting packet on the “Proposed 2018-19 Business and Industry Advisory Committees,” Ms. Ridenour inquired about committee members serving for one year and their reappointment. She asked if the board should review and revise the proposed membership. Chairwoman Thompson advised that the College Board plays a role in appointing Advisory Committees. She referenced Section 4.2, Program Advisory Committees, in the College Board Policies and Procedures Manual. At the invitation of Chairwoman Thompson, Dr. DeMarte noted that the deans and department chair review the committee membership on an annual basis. In the past, this was included in the March agenda as an information item, providing the board an opportunity to make recommendations. However, none was given; therefore, the item was moved to the May agenda. Mr. Padgett suggested that the Executive Committee have a discussion to determine a process with evaluating the committees. Ms. Clements noted that the Curriculum & Student Development Committee discussed this item during their meeting. Hearing no further discussions, Ms. Thompson inquired if the board wanted to approve or defer the item. On a motion by Mr. Padgett, seconded by Mr. Murray, the board deferred the item to the Curriculum & Student Development Committee for further discussion.

Referring to Tab 5c of the meeting packet on the “Proposed 2018-19 Local Fund Budgets,” Chairwoman Thompson asked Ms. Milloy to provide an update on the Childcare Centers at TCC. Ms. Milloy noted that the College Board agreed to a subsidy to help the YWCA be viable as TCC’s childcare provider. For the past three years, the YWCA has offered very inexpensive childcare for our low-income students. Last year, the board approved a subsidy up to \$150,000. Recently, they indicated that they would like to discontinue the partnership with the college. The current CEO feels that this partnership is not in alignment with the YWCA’s mission. She would like to focus her attention in other areas. Therefore, she would like to end the partnership the end of December 2018. At the Finance & Facilities Committee meeting, Ms. Milloy proposed a \$100,000 subsidy to continue through December. On a motion by Ms. Franklin-Jenkins, seconded by Ms. Miles, the board approved the 2018-19 Local Fund Budgets.

10. President’s Report

- a. Results of College Preview Day and Marketing Update. Dr. Baehre-Kolovani invited Mr. Wynn to give the results of College Preview Day and the Marketing Update. The Recruitment Task Force had a college-wide open house, College Preview Day, at the Chesapeake Campus on April 14. This large event represented all of TCC’s programs and services. Attendance was 1,296, including 602 prospective students and 694 guests. TCC launched a new ad campaign April 23 that will continue through the start of classes in

August. Additional components are in development, including updated lead generation focused microsite.

- b. Update on Major Gifts Campaign. Dr. Kolovani reported that she raised 20% of the fundraising goal. TCC will open a Skill Trade Facility in Portsmouth, June 1, 2018. Potentially, the entire purchased price will be covered through private donations. The land transfer of the Norfolk Greyhound Bus Station is expected to be completed by June 30, 2018. The title transfer of the Glass Wheel Studio will likely occur in July. TCC has received several truck donations and a cash donation for a glider kit, a conversion kit to convert an outdated truck to a fully functional truck. Dr. Kolovani noted that she has many meetings in the next six weeks with prospective donors.

11. Chair's Report & Announcements

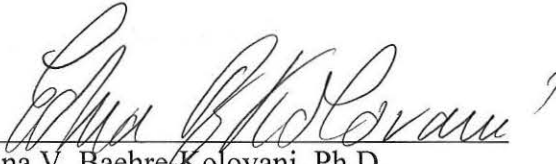
- a. Report of Board Nominating Committee. At Ms. Thompson's invitation and referring to Tab 11a of the meeting packet, Mr. Bynum gave the report in Mr. Lucado's absence. Mr. Bynum stated that the Committee comprised of himself, Jay Lucado, Cindy Free, and Paulette Franklin-Jenkins. After some discussion, on a motion by Ms. Franklin-Jenkins, seconded by Mr. Bynum, the committee voted unanimously to nominate Paulette Franklin-Jenkins as board vice chair for a two-year term beginning July 1, 2018. And, on a motion by Mr. Bynum, seconded by Ms. Franklin-Jenkins, the committee voted unanimously to nominate John Murray as board chair for a one-year term beginning July 1, 2018. At the conclusion of his report, Chairwoman Thompson inquired if there were any other nominations from the floor. Hearing no further nominations, the floor was opened for discussions. Following the protocol of the *Tidewater Community College Board Policies & Procedures Manual College Board By-Laws*, the board conducted its election in open session. Ms. Meyer stated concerns regarding John Murray's eligibility. She referenced Section 2.1 of the *College Board By-Laws*, which states *the College Board shall elect a Chair and Vice Chair for two-year terms from its membership*. In addition, she referenced Section 2.2 that states *the Ad-hoc Nominating Committee shall be sensitive to locality representation and board rotation*. After much discussion, on a motion by Mr. Bynum, seconded by Ms. Miles, the committee withdraw the vote to nominate Mr. Murray as chair and Ms. Franklin-Jenkins as vice chair. Chairwoman Thompson will get further clarification from VCCS prior to July 1.
- b. Executive Committee Report. Referring to Tab 11b of the of the meeting packet, Ms. Thompson noted that the board met with Dr. Kolovani to determine the board's role regarding concerns from the faculty senate. As a result, she emailed a letter, and included the statement from Ms. Gill, to the State Board Chair, Eleanor Saslaw and the VCCS Chancellor.
- c. Review Section 2.16 of TCCB Policies and Procedures Manual w/By-Laws. Item deferred to next board meeting.
- d. Executive Committee Report. No report.

- e. Proposed 2017-18 Board Meeting Schedule. Referring to Tab 11e of the meeting packet, the board reviewed the proposed 2018-19 Board Meeting Schedule. On a motion by Ms. Ridenour, seconded by Ms. Miles, the board approved the meeting schedule attached.
- f. Joint Board Recognition Reception—June 28, 4:30 – 5:30 PM, Student Center Norfolk Campus. Ms. Thompson advised that the Recognition Reception will convene on June 28.
- g. Other. Chairwoman Thompson acknowledged Dr. Boyd for his tenure and TCC and wished him much success on his new role as President of Rochester Community and Technical College.

12. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 8:00 p.m.

Respectfully submitted,



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

APPROVAL



Terri N. Thompson
Chair

Statement to the Board – Elizabeth Briggs, Chesapeake Campus

I am here today to speak regarding the academic restructure that is set to take effect in part on July 1st, 47 days from now. I want to make it clear that the concerns with the proposed academic restructure are not concerns with guided pathways. Guided pathways are supported by the majority of faculty, and faculty have been fully engaged in working to create a more structured curriculum for students to help them achieve greater success.

The academic structure is separate from guided pathways and is how students and faculty on our campuses will be supported. In this proposed plan, now scheduled to be implemented in two waves, Deans will be assigned to a pathway instead of a campus or division. To date, no written plan has ever been presented to faculty regarding how this will function, on individual campuses or across the college.

The primary concerns that arise stem from the uncertainty this creates for students, faculty no longer having their supervising Dean on their campus, and the disparity in responsibility across pathways. These concerns have been raised repeatedly over the course of the past year, and have never been addressed.

The first concern is the uncertainty this creates for students. If students need assistance from a Dean, where do they go? Many of the forms that students need signed require a Dean's signature. In terms of making sure that someone is available, how are Deans going to coordinate their schedules with all of the traveling that is inherent in this proposed structure? How is this going to impact their ability to respond to issues quickly? Many times when students are coming to seek assistance, they have had to take off time from work, are riding the bus, have had to ask someone to watch their children. While no one could ever plan for every moment, this new proposed structure creates situations where it is more likely for a Dean to not be available for a student, and for faculty and staff to be unaware of a Dean's schedule or whereabouts. Consistency in support for the students will inevitably be compromised. This is only scratching the surface of how this proposal will impact students, but there is no written plan to address these concerns, and the first wave of implementation is only 47 days away. We are already struggling with low enrollment and retention, and creating a structure where students are likely to have more difficulty getting help creates barriers for them that we do not want.

The second concern is that many faculty will no longer have their supervising Dean on their campus. This means that it will also take more time for faculty issues and concerns to be addressed, which also affects our students. It also means that most Deans will now have to spend a great amount of time traveling between all four campuses in order to be able to meet with faculty and students, and address all of the curriculum concerns. To have Deans bouncing around between campuses does not seem like an efficient use of their time or TCC's resources. It also means that the ability for Deans to form strong working relationships with faculty, and to interact with the students on campus is limited. We are one college, but we are four unique campuses that each have their own personality. The student population of each campus also has distinct characteristics. With this new proposed structure, Deans will be less effective, and the efficiency of operations on campuses will be impacted as well. Deans with the largest

Statement to the Board – Elizabeth Briggs, Chesapeake Campus

pathways will be most impacted, which will also have a greater impact on the students in those programs, which are our most popular programs.

This leads into the final concern, the disparity in responsibility across the pathways. From one of the last emails that was sent in regards to the new structure, a chart was given that identified how many full-time and adjunct faculty each Pathway Dean would be responsible for. On the handout provided, it shows the significant difference in the number of faculty reporting to each Dean.

The disparity in responsibility is not just in regards to the number of faculty that each Dean would be responsible for, but also in regards to the number of programs and curriculum issues that the Deans would need to be able to focus on.

For example, most of the public and professional services have an advisory board that is made up of people who are in the industry that meet multiple times a year. In these meetings, the discussion centers on curriculum concerns, and current concerns or trends that exist in the industry. Currently, the Deans of the divisions attend those advisory meetings with the program head. This change would mean that all of these programs report to one Dean, and it would not be possible for one person to attend all of these advisory meetings. In picking and choosing which advisory meetings to attend, how will that impact the relationships that the college has developed with these boards? What message will inconsistency of attendance and participation send about our care and concern for these programs?

Also, the Engineering, Science and Math pathway has a significant number of programs, while also being the pathway with the largest number of faculty. It is also a pathway where faculty are pretty evenly spread out across the four campuses. This would mean that the Dean for that pathway would be spending a significant amount of time in travel between the campuses and be pulled in different directions. It is easy to see how the responsibilities for that pathway would be much greater than the Maritime and Skilled Trades pathway, which has only five full time faculty and is concentrated on one campus. Are these disparities in responsibilities going to be addressed? How can the claim be made that this structure is going to help things run more efficiently, when our largest pathways, with the most faculty and most students, will also be the most strained under this structure? Currently there are three Dean's not assigned to a pathway remaining on one campus, with undefined responsibilities. There are also department chairs, but when you have almost 100 department chairs across four campuses, how does that help efficiency?

As I said before, faculty have not received a written plan to explain how this is going to work. It is my request that while the work and implementation of guided pathways proceeds, the changes to the academic structure be put on hold until a full written plan can be developed with input from all constituent parties. In these times of low enrollment and limited resources, ignoring these concerns seems reckless. It is imperative that any plan implemented be fully developed, and show clearly how students will be supported on our campuses in a way that helps them have their needs met, not put more obstacles in their way. Thank you for your willingness to listen to my concerns, and I appreciate your time.

Ratio of Full time Faculty and Adjunct Faculty by Pathway

Pathway	Full-Time Faculty	Adjunct Faculty
Arts and Humanities	75	192
Business	29	73
Engineering, Science and Math	105	176
Manufacturing and Transportation	18	21
Computer Science and IT	13	52
Public and Professional Services	19	104
Health Professions	38	102
Maritime and Skilled Trades	5	16
Social Sciences and Education	32	104

Good Afternoon. I am Stacey Deputy, the newly elected Faculty Senate Chair for 2018/19 and a Biology faculty member on the Chesapeake campus. I am joined today by my colleagues, Judy Gill-past senate chair, Maureen Cahill-Virginia Beach senate chair, and Nancy Prather-Johnson-Portsmouth senate chair. As you know the faculty senate attended the TCC Board meeting March 13th to request guidance on several concerns, including authentic two way communication. In an effort to increase communication between all facets of the college, the faculty senate approved an April motion to add a standing agenda item called "Items for the TCC Board." I am here today as Faculty Senate Chair to share the two topics identified under this agenda item at our May meeting: communication and initiative fatigue.

TCC is made stronger by collegial communication amongst all constituent groups. Each constituent group has unique skills and perspectives that contributes to the success of our students and to the college. We were optimistic about the Communication plan announced by the President in March. This communication plan included President's Town Hall meetings on each campus. In advance of those town halls, the President held campus listening sessions with 6-9 faculty members meant to represent faculty concerns on each campus. The President's Cabinet reviewed those concerns and determined which to address at the President's Town Hall meetings. The listening sessions occurred on each campus in late March and early April. The President's Town Hall meetings followed in mid to late April. Town halls traditionally are open question and answer sessions between constituents and leaders; as a result, faculty, staff, and students arrived expecting to ask and have questions answered. However, the President's Town Halls consisted of presentations made by members of the President's Cabinet followed by an "Open Session on Shared Governance." During this open session faculty and staff were instructed to ask questions and raise concerns only on the issues of shared governance; however, on most campuses, faculty and staff raised concerns on a variety of topics. Instead of answering, the questions and concerns were recorded on paper with the promise of addressing them in the future. To date, no information has been provided as to how or when these concerns will be addressed, or by whom. In the absence of a well communicated plan for follow up, faculty and staff continue to have concerns.

The presentations provided by members of the President's cabinet at the Town Halls were on the topics of budget, guided pathways, marketing, and the strategic plan. While development of the strategic plan should have begun last fall, the presentation provided a process for its creation. It included the formation of a committee of representatives from the various constituent groups, who will gather input from those groups, and then develop the plan. There was also a detailed timeline for completion by January 2019 and for annual assessment once the plan is in use. It is our hope that this collegial process occurs.

The presentation on guided pathways described the upcoming academic reorganization of Deans. Most of the information presented was not new. The presentation described the constituency of the nine pathways and listed the campus for each, information that has been available since Fall 2017. The presentation also described the implementation schedule, announced in February, which will occur in two waves. Limited information was provided on the implementation plan. An implementation team was described, yet there remains a major gap in how the college will support faculty and students. Department Chairs are expected to be the first point of contact for faculty and students; however, Wave 1 will go live on July 1, and faculty are concerned that the necessary details will not be complete in time.

Communication problems at the college are not limited to pathways. Many examples exist; the most recent is the interim replacement of Norfolk's Provost. Faculty and staff learned that an interim Provost appointment had been made by reading the program at graduation this past Saturday, which listed Dean Emanuel Chestnut as interim Provost of the Norfolk campus. Formal notification of the appointment to all faculty and staff would have been appropriate.

One final note on communication. The President has reached out to the chairs of the faculty senate and offered to meet with us. This meeting is scheduled to occur on May 18th. We see this as a good opportunity to begin improving communication and are happy to participate.

The second item for the TCC Board is initiative fatigue. The college is undertaking many new initiatives at one time. Some of these initiatives were mandated by the VCCS, others were not. TCC is currently implementing:

- Guided Pathways for curriculum
- Academic Reorganization of Deans
- Structured Programs Review
- Navigate
- Ad Astra
- Faculty Advising
- P.A.C.E.
- Redesign of Mathematics Courses
- Adoption of a new Learning Management System July 2019

The faculty are concerned because many of these initiatives are large and incredibly complex. While undertaking so many at one time, the fear is that our resources will be spread too thin and that no one initiative will receive the proper time, planning, and attention needed to ensure its success. The redesign of Mathematics courses is a good example. While occurring at all 23 VCCS colleges, it has not been well advertised to students at TCC. Enrollment in Mathematics courses for the fall is down approximately 40%. Faculty suspect that this is due in large part to the fact that students aren't aware of the new course names and numbers. Faculty are concerned that this kind of unintended consequence could occur with the other large initiatives as well.

Faculty are often told that all the initiatives are interrelated and dependent on each other: essentially that all the initiatives must move forward together. The initiatives are all intended to improve student success, a goal which absolutely has faculty support. We are concerned that with the large number of initiatives being undertaken at once it will be difficult to determine the success or failure of any one initiative. If an improvement to student success is achieved, how will we know if it is due to Navigate or Faculty advising? If one initiative is detrimental to student success, its effect could be masked by the success of another initiative. How will we know which initiatives work well and which need to be adjusted? As a Biology faculty member, I will admit I am personally biased to the scientific method where one variable is tested at a time. However, I can report that this concern has been voiced by many faculty from various disciplines at the college.

In closing, the faculty senate is dedicated to Tidewater Community College and the success of our students. We work with students every day to help them in classes and achieve their life goals. We have a stake in their progress and completion, and we have a stake in the success of the college. TCC will

be more successful with open communication between all constituent groups. Therefore, we look forward to having a collegial relationship with current and future leadership.

Address to the Board of Tidewater Community College

April 15, 2018

Richard W. Gill

Greetings Chairman, members of the board and guests. My name is Richard Gill and I teach mathematics at the Norfolk Campus. I want to speak briefly on two points: shared governance and the reputation of the faculty at TCC. I was the Chair of the TCC College Senate during Dr. DiCroce's first year as TCC President. During her second year, she appointed me chair of the committee that created the current governance system. I am not foolish enough to think that a governance system will never change with the times but I am alarmed when changes are made with an eye toward taking shared governance out of the decision-making process. I understand that the faculty operate from a very weak position within the governance structure. By this I mean that all decisions that are made, all initiatives that are created, all votes that are cast, all are subject to veto by the president or by the academic vice president. I have participated in committees too numerous to mention where our hard work goes down the veto drain. We understand that all of our decisions are just recommendations. We hear it all of the time.

The faculty make up the heart and soul of any institution of higher learning. The institutional wisdom of a college resides in the faculty. The faculty are connected to the decision-making process via the governance structure, which lives and dies via good faith. When the administration no longer has faith in the governance structure, by definition, it no longer has faith in the faculty.

TCC expects its professors to contribute to the college outside of the classroom and quite frequently we fulfill this commitment via the governance structure. I have had the fantastic luxury of being surrounded by talented people at work—people who like to collaborate, who like to share, who appreciate a challenge. It did not take me long to realize that my best bet here at TCC was to stand on the shoulders of giants. And so I have. When the administration of a college casts a vote of no confidence in the governance structure it cuts itself off from a built-in system of checks and balances but also from a built-in system of wisdom and creativity. Such an administration decides not to use the remarkable in-house system of consulting talent but instead to remove it from the equation. Such a strategy can speed things up but in the end, it means that we are going nowhere fast.

My second topic concerns the accusation that the faculty at TCC are a bunch of trouble-makers. This is the greatest irony and in fact, I would argue the opposite against the backdrop of the only two events that anyone could possibly use to label us as trouble-makers. The first event happened three years ago when the TCC faculty mobilized against some of the core features of the new faculty evaluation system that was being imposed on the faculty by the VCCS. The most egregious feature was the default assumption that each faculty member does not meet expectations. Faculty members who had been working for years, sometimes decades to fine tune their lectures and projects and assessments were all of a sudden deemed to be incompetent. I was one of a group of faculty who met three Saturday afternoons in a row to create our rebuttal. Our objections and our protests were so on point that we convinced the CFAC to reform the evaluation system and that these reforms were put into effect state-wide. I am extraordinarily proud of the work that we accomplished on this front.

The second event happening as we speak. As far as I know, these last two meetings are the first time that a group of faculty have ever appeared before the TCC Board of Visitors. What kind of faculty would we be if we were not alarmed by the current state of affairs? What kind of faculty would we be if we

were not pursuing every avenue available to us in order to right the ship? If the current state of affairs does not set off alarms, then something is wrong with the alarm system.

Dr. Kolovani, I want to wish you a vibrant and happy retirement. Dr. Boyd, I wish you luck and success in your new job in the frozen tundra. Members of the Board I want to thank you for making us feel welcome. I know that everyone in this room wants the same thing. In order to accomplish this goal we have to listen to each other and work with each other. I look forward to the way forward. Thank you very much.

Tidewater Community College

Guided Pathways

Tom Calogrides, William Clement
Joe Fairchild, Johnna Harrell

Guided Pathways

Nationwide Initiative / VCCS Initiative / TCC Initiative

- Guided Pathways is an academic approach that places similar programs and courses together to establish a clear path to program completion, **moving beyond access to enrollment to access to completion.**

NVCC going live July 1 with Pathways and a new Academic Structure including Meta Deans and Associate Deans.

Guided Pathways (cont'd)

Guided Pathways will help students:

- More efficiently complete their programs
- Reduce costs by providing a clear path to completion
- Encourages students to select an academic program earlier
- Stackable programs provide interim milestones
- Guided Pathways focus on programs versus individual courses thereby providing opportunities for earning academic credentials

Cafeteria Model of Education

- Paths to student goals unclear
- Focus is on courses rather than programs
- Intake sorts, diverts students
- Students' progress not monitored
- Learning outcomes not defined and assessed across programs

Content Above from Dr. Rob Johnstone, TCC Professional Development Day, Reimagining our Model to Improve Student Completion, January 2017

Guided Pathways Model of Education

- Clear roadmaps to student goals
- Intake redesigned as an on-ramp
- Students' progress closely tracked
- Learning outcomes/assessments aligned across programs

Content Above from Dr. Rob Johnstone, TCC Professional Development Day, Reimagining our Model to Improve Student Completion, January 2017

TCC Transition to Guided Pathways

TCC Strategic Plan, 2013-2018 : One College, One Voice, One Future

Goal Three Internal Resource Development:

- Invest in the college's human capital and assess the college's infrastructure for efficiency and effectiveness.
- Strategy 1. Examine and recommend changes to the various administrative structures of the college with an eye for currency and keeping with forecasted trends in education.

TCC Transition to Guided Pathways

- Guided Pathways Planning and Implementation as part of the TCC Strategic Plan has been an ongoing effort since fall 2015.
- Since October 22, 2015, Guided Pathways planning and implementation included 18 planning events that were held over 26 dates. Attendance included a broad base of college representation.
- Through these meetings, 9 Career Pathways were identified to support the academic structure of the college.

Career Pathways Structured Programs

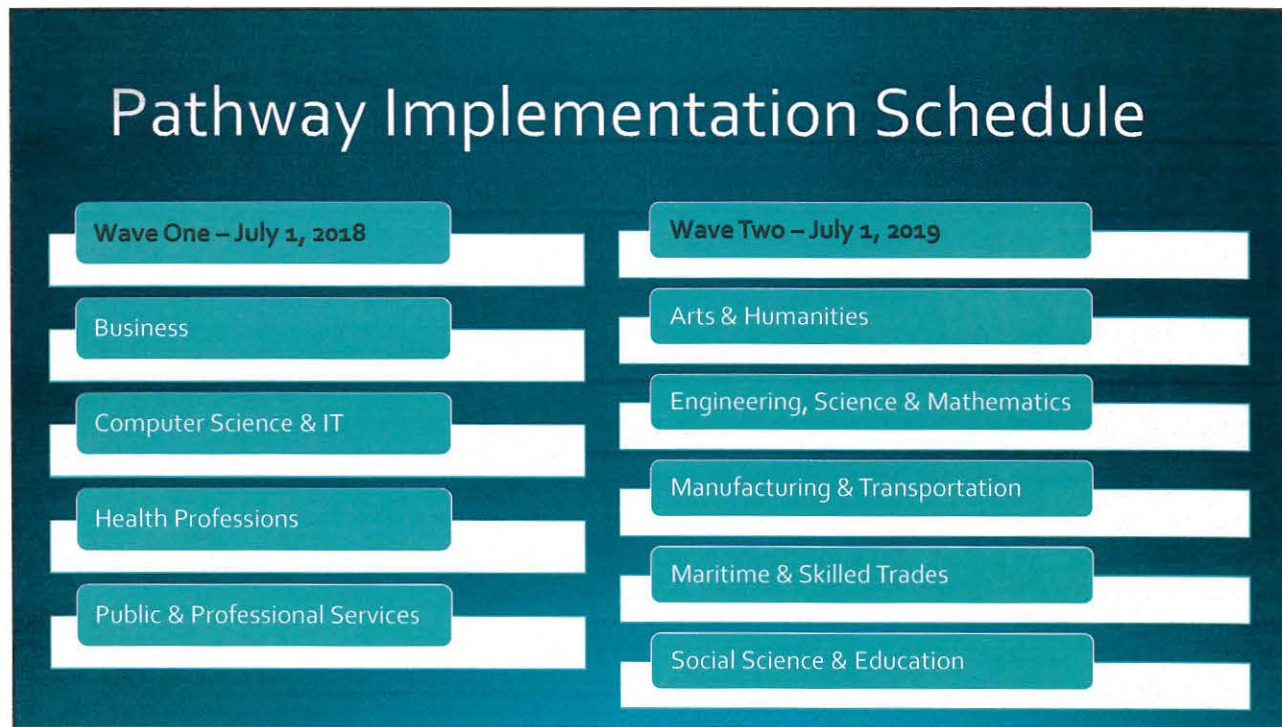
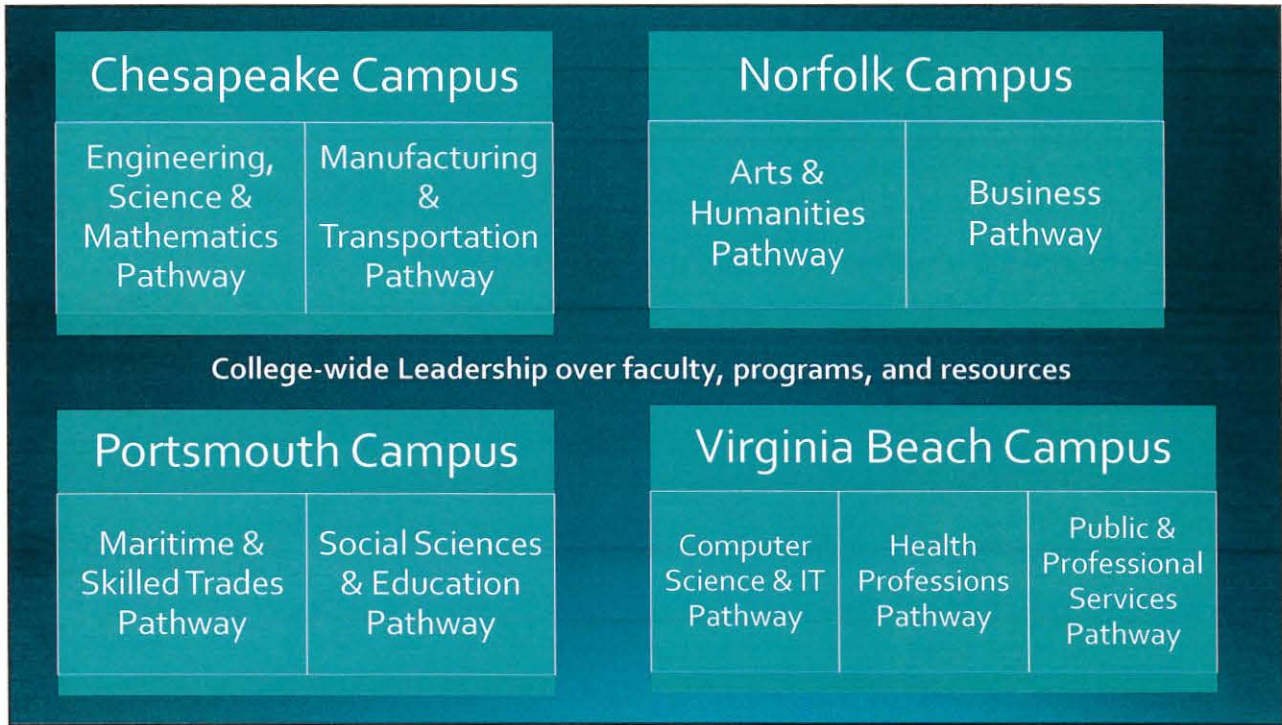
- All programs and disciplines aligned within a career pathway
- Programs aligned to facilitate clear choices, appropriate electives and a clear destination to completion
- Degrees and certificates aligned to provide interim milestones
- Each Career Pathway to have college-wide leadership
 - College-wide leadership vs. multi-campus supervision

Chesapeake campus	Norfolk campus	Portsmouth campus	Virginia Beach campus
Engineering Science & Mathematics Dean Ryan	Manufacturing & Transportation Dean Rubin	Arts & Humanities Dean Ragno	Business Dean Harrell
ARC BIO BLD CAD CHM CIV EGR ENV ETR GOL IND MEC MTE MTH NAS PHY VET	AUB AUT DSL ELE INS TRK	ART ASL CHI CRF CST ENF ENG ESL FRE GER HUM INT MUS PHI PHT REL RUS SPA	ACC ACO AST BUS ECO FIN MKT
		Maritime & Skilled Trades Dean Stout	Social Sciences & Education Dean Snyder
		AIR ENE MAC MAR SAF WEL	EDU GEO HIS HMS PLS PSY SOC SSC
			Computer Science & IT Dean Clement
			CSC GIS ITD ITE ITN ITP
			Health Professions Dean Calogrides
			DIT DMS EMS HCT HIM HLT MDL NUR OCT PTH RAD RTH
			Public and Professional Services Dean Fairchild
			ADJ CHD FNS FST HRI HRT IDS LGL PED

Guided Pathway Implementation Plan

Pathway Deans identified Summer 2017





Guided Pathway Implementation Plan

- 2017-2018 academic year included nearly weekly Pathway Planning and Implementation meetings with Provosts, Academic Deans, Faculty representatives and others.
- Workgroups

Workgroups: <ul style="list-style-type: none">• Reassigned time• Staffing• Budget	Implementation Team <ul style="list-style-type: none">• Human Resources• Office of Information Systems• Finance	Pathway Deans' Council
--	--	-------------------------------

Pathway Implementation Team

Human Resources

- Teaching Faculty
- Security Tree

OIS

- Pathway Codes/New Academic Org Structure
- Course Catalog
- Instructor/Advisor Record
- Program/Class Schedule

Finance

- AIS Access
- Budgets
- eVA Workflow
- Fixed Assets

Academic

- Pathway Organization Chart
- Pathway Textbook List

Pathway Playbook

- Documenting implementation steps and details

Student Support

- All Academic Deans' offices will continue to provide student support regardless of pathway
- Mapping underway to evaluate:
 - Forms to be eliminated or created electronically
 - Creation of academic guides for support personnel
 - Processes and best practices for handling various student matters

Faculty Support

- All academic deans' offices will continue to provide support for faculty
- Supplies and routine matters will be resolved at every academic dean's office
- Support personnel continue development of processes to ensure faculty services and support remain available at each campus (i.e.):
 - Faculty emergency class cancelations (sickness/leaves)
 - Access to instructional spaces
 - Facilities needs



Resolution

Whereas, Connie A. Meyer was appointed by the Virginia Beach City Council as a member of the Tidewater Community College Board in August 2010 and was subsequently reappointed to the Board in July 2014; and,

Whereas, Connie A. Meyer served ably and diligently as a member of the Advocacy Committee from 2010 to 2016, and as Chair of that same committee from 2011 to 2014; and,

Whereas, Connie A. Meyer served ably and diligently as a member of the Curriculum and Student Development Committee from 2016 to 2018, and as Chair of that same committee from 2017 to 2018; and,

Whereas, Connie A. Meyer demonstrated outstanding devotion to all her duties as College Board member, including regular attendance at College Commencements, Joint Board Dinners, Dedications, Groundbreakings, Chancellor's Retreats, State Board Annual Meetings, Virginia Community College System Legislative Receptions, and Scholarship Programs; and,

Whereas, Connie A. Meyer has helped elevate the profile of Tidewater Community College with her appointment, from July 2017 to January 2021, by the Speaker of the Virginia House of Delegates to the Commonwealth of Virginia Task Force to Commemorate the Centennial Anniversary of Women's Right to Vote:

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

Be It Further Resolved that a copy of this resolution be given to Connie A. Meyer with our warmest wishes on this the 28th day of June, 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, Dwight M. Parker was appointed by the Chesapeake City Council as a member of the Tidewater Community College Board in June 2012 and was subsequently reappointed to the Board in July 2016; and,

Whereas, Dwight M. Parker served ably and diligently as a member of the Advocacy Committee from 2012 to 2016; and,

Whereas, Dwight M. Parker served ably and diligently as both member and chair of the Curriculum and Student Development Committee from 2016 to 2017; and,

Whereas, Dwight M. Parker showed devotion to all his duties as a College Board member, including consistent attendance at College Commencements, Joint-Board Dinners, Dedications, Groundbreakings, State Board Annual Meetings, Virginia Community College System Legislative Receptions, and Scholarship Programs; and,

Whereas, Dwight M. Parker was re-called to serve on the Chesapeake City Council in November of 2017, having served on that same body for fourteen years previously, ending in 2010:

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

Be It Further Resolved that a copy of this resolution be given to Dwight M. Parker with our warmest wishes on this the 28th day of June, 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

From here, go anywhere.™

2018

GOVERNANCE

The collegial governance of TCC is founded on the belief that the internal constituencies of the institution — administration, faculty, classified employees and students — are to be genuinely represented and have a meaningful voice in the decisions affecting the operation, policy development, and strategic planning of the college.

THE COLLEGIAL GOVERNANCE OF TCC

Governance Structure



The College Board: Acts in an advisory capacity to the State Board

President: Responsible for the efficient management of the college's human, physical, and fiscal resources

Constituent Groups: Represent their peers on college-wide matters

Governance Committees: Serve a specific purpose



Constituent Groups



- Student Government Association Federation Council
 - Faculty Senate
 - Classified Association
 - Administrative Association
- 

Governance Committees



Academic & Student Affairs Committees

- Curriculum Committee
- Instruction Committee
- Online Learning Committee*
- Faculty Promotions Committee*
- General Education Committee*
- Classroom Technology Committee
- Global and Intercultural Learning Committee
- OER Advisory Group*
- Student Success Committee
- Faculty Professional Development Committee*

Additional Committees

- President's Planning and Advisory Council
- Internal Relations Committee
- Workforce Solutions Committee

*New committees since 2009



TIDEWATER COMMUNITY COLLEGE BOARD

2018-19 MEETING SCHEDULE

Thursday	August 9, 2018	Student Center Virginia Beach Campus (Work Session)
Tuesday	September 11, 2018	Green District Administration Building Norfolk
Tuesday	November 13, 2018	Student Center Portsmouth Campus
Tuesday	January 15, 2019	Student Center Chesapeake Campus
Tuesday	March 12, 2019	Regional Health Professions Center Virginia Beach Campus
Tuesday	May 14, 2019	TCC Regional Workforce Solutions Center, Suffolk
Thursday	August 8, 2019	Student Center Norfolk Campus (Work Session)

Notes

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

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 304

AUGUST 9, 2018

Meeting number three hundred and four of the Tidewater Community College Board was held on Thursday, August 9 2018, in the Virginia Beach Campus Student Center. The meeting constituted the boards 2018-19 work session. Terri N. Thompson, Board Chair, presided.

Members Present: Barry C. Brown
Lynn B. Clements
Cynthia (Cindy) S. Free
John D. Padgett
Terri N. Thompson
Jerome A. Bynum
Gregory T. DeCinque
Delceno C. Miles
Linda D. Ridenour

Members Absent: William W. Crow
James N. Lucado
Paulette D. Franklin-Jenkins
John M. Murray

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Marian Anderfuren, Vice President for Institutional Advancement
Matthew J. Baumgarten, Executive Director of Real Estate Foundation/COO of Facilities & Public Safety
Emanuel Chestnut, Interim Provost of Norfolk Campus
Thomas Geary, Chair of President's Advisory & Planning Council
Latesha D. Johnson, Executive Assistant to the President
Steven Jones, Interim Chief Fundraising/Chief Development Officer
Sarah Elizabeth (Beth) Lunde, Associate Vice President for Human Resources
Corey L. McCray, Interim Executive Vice President for Academic & Student Affairs & Vice President for Workforce Solutions
Phyllis F. Milloy, Vice President for Finance
Michael D. Summers, Provost of Virginia Beach Campus
Michelle W. Woodhouse, Provost of Portsmouth Campus

1. **Welcome and Call to Order**

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

D R A F T

2. Discuss Purpose of Work Session

Ms. Thompson stated that the purpose of the work session was to focus on the board's role within the context of the College's Strategic Plan; to effect communication as an advisory board representing the respective municipalities, and to reach consensus on board goals for 2018-19.

3. Approval of Action Item(s) on Consent Agenda

On a motion by Ms. Clements, seconded by Mr. Bynum, the board approved the Joint Resolution Honoring Dr. Edna V. Baehre-Kolovani (attached).

4. Performance-Based Funding

Mr. Aasen provided an update on Performance-Based Funding for FY2019. VCCS receives funds from the state that is distributed to the 23 colleges. TCC receives a portion of those funds. The distribution of funds are based on an FTE efficiency model. Performance Funding started three years ago, which takes money away from General Funding. It is based on metrics and points to include: 1) ten measures of student success, 2) three categories of entry, retention & progression, and completions, 3) colleges earn "points" based on weighted number of successful students, 4) greater number of successful student's results in more points earned, and 5) colleges compete against each other based on total points earned. Mr. Aasen reported that TCC has a total of 14,831 points compared to 15,184 points for FY2018, a decrease of -2.3% in one year. He provided measures for several metrics as noted in the document attached.

5. Update on Summer Enrollment

Mr. Aasen reported that the FTE for 2018 Summer Enrollment increased by +2.6%. However, as a result of the Summer Pell Grant Funding being reinstated, the student headcount decreased by -1.5%. The grant impacts full-time and existing students, not new students. However, part-time students are not large recipients of the grant.

6. Financials

Ms. Milloy presented a Comprehensive Audit Report for Year Ended 2017. The Commonwealth of Virginia's Auditor of Public Accounts performs annual audits of state agencies that includes basic financial statements of the VCCS for the year ended June 30, 2017. It also includes testing of federal Student Financial Assistance in accordance with the U.S. Office of Management and Budget Compliance Supplement Part 5 Student Financial Assistance Programs. TCC and NVCC are audited every year (because of size), whereas the remaining colleges are generally audited every three years. The Auditor of Public Accounts also performs annual federal funds audit of state agencies. This report contains: 1) internal control over financial reporting and compliance, 2) compliance for each major federal program, 3) internal control related to compliance, 4) schedule of expenditures of Federal Awards, and 5) schedule of findings and questioned costs. TCC had no findings in both the Single Audit (performed on all federal funds) and the Comprehensive Commonwealth of Virginia Auditor of Public Accounts audits. Complete audit reports for the VCCS are posted at http://www.apa.state.va.us/APA_Reports/Reports.aspx.

7. Update on Major Gifts Campaign

At the invitation of Ms. Anderfuren, Mr. Jones provided an update on the Major Gifts

D R A F T

Campaign. To date, we have approximately \$4.5 million in-kind services and pledges. The goal is \$5 million per year. Mr. Jones noted that he has meetings with potential donors in the next several weeks.

8. Update on Guided Pathways

Dr. McCray presented an update on Guided Pathways. He noted that the goal is to help students achieve career success through Progressive Academic & Career Experience (P.A.C.E.), Advising, Structured Programs, and Academic & Student Affairs Structure EAB Navigate. Students will benefit through career exploration, targeted academic, college and career advising, course offerings and schedule management, curricular consistency and structured programs, relevant curriculum, and industry-driven career opportunities.

9. Discuss & Adopt Proposed 2018-19 College Board Working Priorities

Ms. Thompson noted that the proposed Working Priorities referenced in Tab 9 of the meeting packet were last year's priorities. She distributed a revised draft of the 2018-19 Working Priorities, which included priorities from 2017-18 and a few of Dr. DeCinque's Working Goals, as noted in the document attached. The board suggested modifications to proposed priorities #6 and #8, to include keeping the language from last year's goal of "supporting the TCC Educational Foundation in the Major Gifts Campaign..." and to be more specific when advocating for the college at the state level. Mr. Padgett suggested that the board invite Ms. Peggy Layne, a member of the State Board, to one of the College Board meetings. In addition, Dr. DeCinque suggested that board members attend a few of the State Board meetings. After some discussion on the proposed recommendations, on a motion by Ms. Miles, seconded by Mr. Bynum, the board approved the revised 2018-19 College Board Working Priorities. Ms. Thompson will amend the priorities and provide the board with a final copy.

10. Review & Amend Tidewater Community College Board Policies and Procedures Manual w/By-Laws. One of the 2017-18 working priorities of the board was to review sections of the College Board Policies and Procedures Manual w/By-Laws. The board previously discussed the number of guests who requested to speak at the March and May board meetings. In speaking with the Chancellor, Ms. Thompson noted there is language in the VCCS Policies and Procedures Manual that addresses public comments. She provided the board with an amended copy that adheres to TCC's College Board, as noted in the document attached. Chairwoman Thompson suggested that the language be included as 2.12.9 under Section 2.12 of the manual. After some discussion on the proposed recommendations, on a motion by Ms. Miles, seconded by Mr. Bynum, the board approved the addition to the TCC Board Policies and Procedures Manual.

11. Overview of Board Members Roles and Responsibilities. Chairwoman Thompson deferred this item to the College Board Retreat.

12. President's Report

- a. Update on Staff Changes/Interim Appointments. Dr. DeCinque apprised the board of the following interim appointments, effective July 1, 2018:
- Emanuel Chestnut - Interim Provost for the Norfolk Campus

D R A F T

- Karen Campbell - Interim Associate Vice President for Student Affairs
 - Nancy Prather-Johnson - Interim Pathway Dean for Business, Norfolk Campus
 - Kia Hardy - Interim Campus Dean of Student Services for the Norfolk Campus
 - Brittany Horn – Interim Director of the Joint Use Library
 - Rita Bouchard – Interim Associate Dean of the Beazley School of Nursing
 - Steven Jones – Interim Chief Fundraising /Chief Development Officer
- b. President’s Working Priorities. Dr. DeCinque shared a draft of his 2018-19 Working Priorities as noted in the document attached. He asked the board to review the priorities and provide him with any comments or questions. Dr. DeCinque further stated that in order to keep communication open at the campuses, he will meet with the Provosts and approximately 15-20 faculty and staff at each campus bi-weekly. His working philosophy is Transparency, Collaboration and Communication.
- c. College Convocation. Dr. DeCinque invited the board to join him at the College Convocation on Thursday, August 16th at 9:00 a.m. at the Chesapeake Campus Student Center.
- d. College Board Retreat. Dr. DeCinque reported that he and Chairwoman discussed a retreat for the College Board. He suggested that Chancellor DuBois and the State Board Chair meet with the College Board.

13. Chair’s Report & Announcements

- a. Update on Selection Process from Chancellor DuBois. Ms. Thompson provided the board with an overview of the Presidential Selection Process. The College Board will participate in the selection of a new president, particularly in the following areas: Initiating the Search, Recruiting and Interviewing, and Campus and Community Interviews. The Chancellor will appoint a Presidential Screening Committee which will consist of approximately ten members representing a broad constituency within VCCS. The chair of the Presidential Screening Committee will be a VCCS president and the co-chair will be a second VCCS president. Three members of the College’s Local Board will be members of the committee and should preferably be the Board’s Chair, Vice Chair, and on other member—such as a past chair. Ms. Thompson noted that the process will begin sometime in January.
- b. Changes to College Board Meeting Agenda Items. The College Board Meeting Agenda will now include the Educational Foundation Liaison Report and the Real Estate Liaison Report as standard items. Also, proposed items that are recommended by the board will be included on the agenda, at the discretion of Ms. Thompson and Dr. DeCinque. In addition, Ms. Thompson reported that the board will complete a self-evaluation and determine how they measured up to the goals in that year.
- c. Information Packet
- The 2018-19 Standing Committees reflects the committee assignments and chairs.

D R A F T

- Referring to the revised 2018-19 Meeting Schedule/Upcoming Events in the information packet, Ms. Thompson noted that the August 16, 2018, November 13, 2018, March 12, 2019, and the August 8, 2019 meeting locations were changed.
- The 2018-19 Board Membership Roster and Organizational Chart reflects updates to the board as it currently stands.

14. Closed Session – Closed Session was not held.

15. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 6:51 p.m.

Respectfully submitted,



Gregory T. DeCinque, Ph.D.
Secretary to the Board

APPROVAL

Terri N. Thompson
Chair of the Board

D R A F T



Joint Resolution

Whereas, Edna V. Baehre-Kolovani became the fifth president of Tidewater Community College on July 9, 2012; and

Whereas, Edna V. Baehre-Kolovani utilized her wide-ranging experience in higher education to provide thoughtful and deliberate leadership to advance the College's mission; and

Whereas, Edna V. Baehre-Kolovani, recognizing the crucial importance of supplying a highly educated and trained workforce to South Hampton Roads, convened the first TCC Jobs Summit in August of 2013, attracting local business and political leaders; and

Whereas, Edna V. Baehre-Kolovani, noting specific curricular needs of TCC students and area employers, oversaw expanded course and degree offerings to include cybersecurity, small business management and entrepreneurship, maritime trades, veterinary technology, technical studies, music, and others; and

Whereas, Edna V. Baehre-Kolovani, cognizant of the financial challenges facing TCC students, encouraged the creation of the nation's first textbook-free degree, the Z-Degree, which has saved students nearly one million dollars, while increasing student retention and improving grades; and

Whereas, Edna V. Baehre-Kolovani, sensitive to the child-care needs of TCC students, endorsed the College's partnership with the YWCA South Hampton Roads to provide state-certified quality care at all four of TCC's campuses; and

Whereas, Edna V. Baehre-Kolovani expanded TCC's dual-enrollment program by 130 percent to offer more high school students a faster and more efficient route to in-demand degrees; and

Whereas, Edna V. Baehre-Kolovani, working with TCC's United States' Congressional delegation, pursued TCC's designation as a Domestic Maritime Center of Excellence to address the critical need for trained workers in the maritime industry; and

Whereas, Edna V. Baehre-Kolovani, recognizing the critical need for specific apprenticeship programs in Hampton Roads, raised TCC's workforce profile through the college's Apprenticeship Institute, partnering with local employers to guide companies through the registered apprenticeship development process for full state and national recognition; and

Whereas, Edna V. Baehre-Kolovani, through consistent and concise leadership and delegation, maintained TCC's regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges, receiving notice of continued accreditation on July 5, 2017, to continue through 2027; and

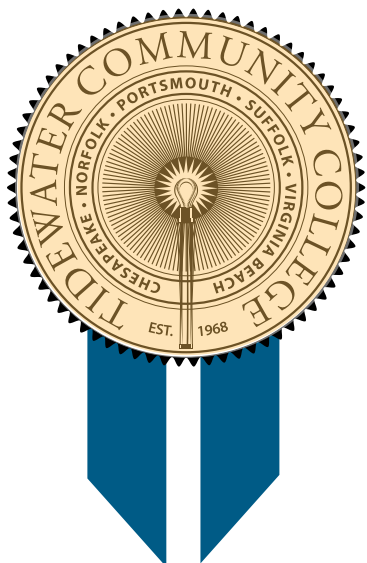
Whereas, Edna V. Baehre-Kolovani, highly sensitive to TCC's regional influence and stature as a driver of economic and educational opportunity, worked closely with the City of Norfolk to acquire by donation the former Greyhound bus station in Norfolk, making way for the Patricia and Douglas Perry TCC Center for Visual and Culinary Arts and Hospitality Management in the heart of the NEON District; and

Whereas, Edna V. Baehre-Kolovani, through her support of new ideas and initiatives, has encouraged innovation and creativity at TCC and, in the face of adversity, has looked for solutions that will raise the profile of TCC and continue the college's considerable influence on education, workforce solutions, and the cultural growth of Hampton Roads; and

Whereas, Edna V. Baehre-Kolovani will retire from Tidewater Community College on June 30, 2018:

Now, Therefore Be It Resolved that the Tidewater Community College Board, the Tidewater Community College Educational Foundation Board and the Tidewater Community College Real Estate Foundation Board express their gratitude and appreciation to Edna V. Baehre-Kolovani for her six years of commitment, dedication, and leadership as president of the college; and

Be It Further Resolved that a copy of this resolution be given to Edna V. Baehre-Kolovani, with our warmest wishes, on this the 28th day of June, 2018, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board, the Tidewater Community College Educational Foundation Board, and the Tidewater Community College Real Estate Foundation Board.



Terri N. Thompson
Chair, College Board

Carol Curtis
Chair, Educational Foundation Board

Burrell F. Saunders
Chair, Real Estate Foundation Board



VCCS Performance Funding Metrics FY 2019

Annual Update



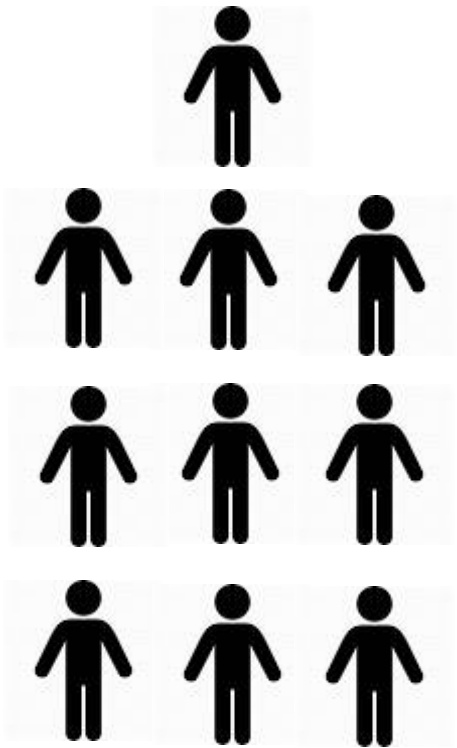
Metrics and Points

- Ten measures of student success
- Three categories of Entry, Retention & Progression, and Completion
- Colleges earn “points” based on weighted number of successful students
- Greater number of successful students results in more points earned
- Colleges compete against each other based on total points earned

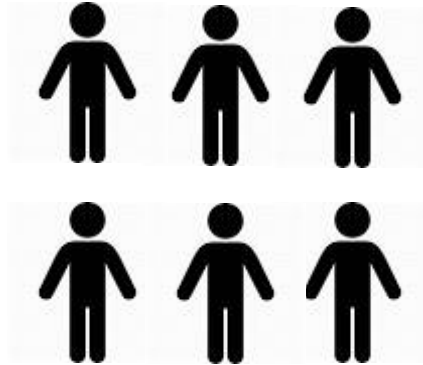
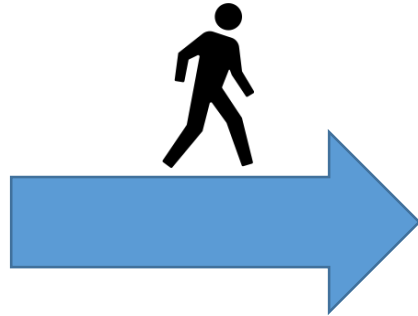
Metrics and Weights

<u>Entry</u>	<u>Weights</u>	<u>Completion</u>	<u>Weights</u>
College-level Math	0.5	Awards	
College-level English	0.5	Associate Degree	1.5
		Certificate/CSC	1.0
		Awards USP	0.5
		Transfer	
		Transfer 16	1.0
		Transfer w/Associate	0.5
		Bachelor's Degree Earned	0.5
<u>Retention and Progression</u>	<u>Weights</u>		
FT/PT Fall-to-spring Retention	0.5		
FT/PT Fall-to-fall Retention	0.5		
Progress 12 (fall & spring)	0.5		
Progress 24 (2 nd spring)	0.5		

Example: Fall-to-fall Retention



**Ten Students
Enrolled Fall
Semester**



**Six Students
Return
Following Fall**



**0.5
Points**



**3
Points**

Weighting Factor

Fall-to-fall Retention Example

Six colleges in the system and \$100 available for distribution

College	Points	Percent	Distribution
A	4	31%	\$31
B	2	15%	\$15
C	1	8%	\$8
TCC	3	23%	\$23
D	1	8%	\$8
E	2	15%	\$15
Total	13	100%	\$100



College	Points	Percent	Distribution	Change
A	4	29%	\$29	-\$2
B	2	14%	\$14	-\$1
C	1	7%	\$7	-\$1
TCC	4	29%	\$29	+\$6
D	1	7%	\$7	-\$1
E	2	14%	\$14	-\$1
Total	14	100%	\$100	\$0

Only TCC improves

Fall-to-Fall Retention Example

College	Points	Percent	Distribution	Original	Change
A	6	30%	\$30	\$31	-\$1
B	3	15%	\$15	\$15	\$0
C	2	10%	\$10	\$8	+\$2
TCC	4	20%	\$20	\$23	-\$3
D	2	10%	\$10	\$8	+\$2
E	3	15%	\$15	\$15	\$0
Total	20	100%	\$100	\$100	\$0

All colleges improve

VCCS FY 2019 Performance Funding Allocation

College	FY19 In-State Adjusted Points	FY18 In-State Adjusted Points	Point Change Rate	FY19 Point Ratio	FY18 Point Ratio	Share of Total Funds Available	One-year Change	One-year Change Rate	One-year Change with Same Funding Level	Constant Funding Allocation Change Rate
Blue Ridge	2,770	3,119	-11.2%	2.70%	3.04%	\$ 1,443,494	\$ 74,298	5.4%	\$ (155,476)	-11.4%
Central Virginia	2,843	2,894	-1.8%	2.77%	2.82%	\$ 1,481,633	\$ 211,412	16.6%	\$ (24,433)	-1.9%
Dabney S. Lancaster	778	732	6.3%	0.76%	0.71%	\$ 405,324	\$ 84,097	26.2%	\$ 19,578	6.1%
Danville	1,960	2,037	-3.8%	1.91%	1.99%	\$ 1,021,593	\$ 127,369	14.2%	\$ (35,247)	-3.9%
Eastern Shore	455	430	5.9%	0.44%	0.42%	\$ 237,383	\$ 48,574	25.7%	\$ 10,788	5.7%
Germanna	4,521	4,281	5.6%	4.41%	4.18%	\$ 2,356,239	\$ 477,078	25.4%	\$ 102,016	5.4%
Reynolds	4,925	4,788	2.9%	4.80%	4.67%	\$ 2,566,731	\$ 465,249	22.1%	\$ 56,681	2.7%
John Tyler	4,907	4,546	8.0%	4.78%	4.44%	\$ 2,557,697	\$ 562,410	28.2%	\$ 155,280	7.8%
Lord Fairfax	4,622	4,116	12.3%	4.50%	4.02%	\$ 2,408,757	\$ 602,257	33.3%	\$ 218,835	12.1%
Mountain Empire	1,776	1,780	-0.2%	1.73%	1.74%	\$ 925,731	\$ 144,258	18.5%	\$ (3,099)	-0.4%
New River	2,498	2,413	3.5%	2.43%	2.36%	\$ 1,302,220	\$ 243,065	22.9%	\$ 35,779	3.4%
Northern Virginia	30,309	30,541	-0.8%	29.53%	29.81%	\$ 15,797,069	\$ 2,391,433	17.8%	\$ (123,121)	-0.9%
Patrick Henry	1,655	2,043	-19.0%	1.61%	1.99%	\$ 862,484	\$ (34,457)	-3.8%	\$ (171,746)	-19.1%
Paul D. Camp	752	633	18.9%	0.73%	0.62%	\$ 391,975	\$ 114,270	41.1%	\$ 51,876	18.7%
Piedmont Virginia	3,221	2,961	8.8%	3.14%	2.89%	\$ 1,678,682	\$ 379,022	29.2%	\$ 111,812	8.6%
Rappahannock	1,859	1,802	3.2%	1.81%	1.76%	\$ 969,087	\$ 177,945	22.5%	\$ 23,688	3.0%
Southside Virginia	2,873	3,075	-6.6%	2.80%	3.00%	\$ 1,497,665	\$ 147,770	10.9%	\$ (90,626)	-6.7%
Southwest Virginia	1,757	1,854	-5.2%	1.71%	1.81%	\$ 915,656	\$ 101,852	12.5%	\$ (43,901)	-5.4%
Thomas Nelson	4,988	5,111	-2.4%	4.86%	4.99%	\$ 2,599,637	\$ 356,120	15.9%	\$ (57,686)	-2.6%
Tidewater	14,831	15,184	-2.3%	14.45%	14.82%	\$ 7,729,946	\$ 1,064,877	16.0%	\$ (165,564)	-2.5%
Virginia Highlands	1,447	1,466	-1.3%	1.41%	1.43%	\$ 754,322	\$ 110,715	17.2%	\$ (9,357)	-1.5%
Virginia Western	4,904	4,589	6.9%	4.78%	4.48%	\$ 2,555,834	\$ 541,457	26.9%	\$ 134,623	6.7%
Wytheville	1,970	2,060	-4.3%	1.92%	2.01%	\$ 1,026,945	\$ 122,765	13.6%	\$ (40,702)	-4.5%
VCCS Total	102,620	102,455	0.2%	100.00%	100.00%	\$ 53,486,105	\$ 8,513,837	18.9%	\$ -	0.0%

FY 18 VCCS:
\$44,972,268

FY 19 VCCS:
\$53,486,105

+18.9%

FY 18 TCC:
\$6,665,069

FY 19 TCC:
\$7,729,946

+16.0%



One-year change in allocation holding total allocation constant.

Paul D. Camp	18.7%
Lord Fairfax	12.1%
Piedmont Virginia	8.6%
John Tyler	7.8%
Virginia Western	6.7%
Dabney S. Lancaster	6.1%
Eastern Shore	5.7%
Germanna	5.4%
New River	3.4%
Rappahannock	3.0%
Reynolds	2.7%
Mountain Empire	-0.4%
Northern Virginia	-0.9%
Virginia Highlands	-1.5%
Central Virginia	-1.9%
Tidewater	-2.5%
Thomas Nelson	-2.6%
Danville	-3.9%
Wytheville	-4.5%
Southwest Virginia	-5.4%
Southside Virginia	-6.7%
Blue Ridge	-11.4%
Patrick Henry	-19.1%

Entry – Math

Math DE – Number of developmental math cohort students who successfully completed a college-level math course within four (4) semesters of their first enrollment.

Cohorts

FY18 – Fall 15
FY19 – Fall 16

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	120.5	124.5	-4.0	-3.2%
VCCS	666.0	683.5	+17.5	+2.6%

Math CR – Number of college-ready math cohort students who successfully completed a college-level math course within three (3) semesters of their first enrollment.

Combined

TCC +2.0%
VCCS +4.3%

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	509.0	492.5	+16.5	+3.4%
VCCS	4,154.0	3,970.5	+183.5	+4.6%

Entry – English

English DE – Number of developmental English cohort students who successfully completed a college-level English course within four (4) semesters of their first enrollment.

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	47.0	57.5	-10.5	-18.3%
VCCS	322.5	319.0	-3.5	-1.1%

Cohorts

FY18 – Fall 15

FY19 – Fall 16

English CR – Number of college-ready English cohort students who successfully completed a college-level English course within three (3) semesters of their first enrollment.

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	1,091.5	1,088.5	+3.0	+0.3%
VCCS	7,928.0	7,867.0	+61.0	+0.8%

Combined

TCC -0.7%

VCCS +0.7%

Retention – Fall-to-spring

Full-time Fall-to-spring – Number of full-time fall cohort students who enrolled in the spring of the same academic year.

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	995.5	985.0	+10.5	+1.1%
VCCS	7,088.5	7,122.0	-33.5	-0.5%

Cohorts

FY18 – Fall 15

FY19 – Fall 16

Part-time Fall-to-spring – Number of part-time fall cohort students who enrolled in the spring of the same academic year.

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	544.5	571.5	-27.0	-4.7%
VCCS	3,131.5	3,147.0	-15.5	-0.5%

Combined

TCC -1.1%

VCCS -0.5%

Retention – Fall-to-fall

Full-time Fall-to-fall – Number of full-time fall cohort students who enrolled in the fall of the next academic year.

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	703.0	689.0	+14.0	+2.0%
VCCS	5,344.5	5,301.0	+43.5	+0.8%

Cohorts

FY18 – Fall 15

FY19 – Fall 16

Part-time Fall-to-fall – Number of part-time fall cohort students who enrolled in the fall of the next academic year.

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	335.0	329.0	+6.0	+1.8%
VCCS	2,139.5	2,050.0	+89.5	+4.4%

Combined

TCC +1.9%

VCCS +1.8%

Progression – 12 & 24 College Credits

Progress 12 – Number of the fall cohort students who completed 12 college credits with a cumulative GPA of 2.0 or higher by the end of the spring of the same academic year.

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	920.5	959.5	-39.0	-4.1%
VCCS	6,917.0	7,083.0	-166.0	-2.3%

Cohorts

FY18 – Fall 14

FY19 – Fall 15

Progress 24 – Number of fall cohort students who completed 24 college credits with a cumulative GPA of 2.0 or higher by the end of the spring of the next academic year.

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	745.0	810.0	-65.0	-8.0%
VCCS	5,955.5	6,115.5	-160.0	-2.6%

Awards

Degrees – AA, AS, AAS, and AAA degrees. One award counted per year.

2016-17
Academic
Year

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	4,240.5	4,441.5	-201.0	-4.5%
VCCS	27,115.5	27,922.5	-807.0	-2.9%

Certificates and Career Studies Certificates (CSC) – One award counted per year (no award counted if degree is earned). Excludes Certificate in General Education.

Combined
TCC -2.6%
VCCS -2.0%

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	796.0	730.0	+66.0	+9.0%
VCCS	5,640.0	5,504.0	+136.0	+2.5%

USP Awards

Underserved Population (USP) – One award counted per year (degree, certificate, or career studies certificate w/same weighting). Excludes Certificate in General Education.

2016-17
Academic
Year

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	1,328.0	1,333.0	-5.0	-3.8%
VCCS	7,990.5	8,090.5	-100.0	-1.2%

Transfer

Transfer 16 – The number of students that transfer with 16 or more credit hours, but no associate degree award.

2016-17
Academic
Year

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	1,057.0	1,093.0	-36.0	-3.3%
VCCS	9,707.0	9,387.0	+320.0	+3.4%

Transfer AS – The number of students that transfer with an associate degree.

Combined
TCC -0.1%
VCCS +5.5%

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	415.0	381.0	+34.0	+8.9%
VCCS	3,001.0	2,661.5	+339.5	+12.7%

Bachelor's Degree

Transfer Grad – The number of students that transfer with 16 or more credits and earn a bachelor's degree within 6 years from initial enrollment with the community college.

2016-17
Academic
Year

College	FY2019 Points	FY2018 Points	Change	% Change
TCC	1,443.5	1,560.5	-117.0	-7.5%
VCCS	9,597.0	9,433.0	+164.0	+1.7%



¿ Questions?

TIDEWATER COMMUNITY COLLEGE BOARD

2018-19 WORKING PRIORITIES

1. Participate in the selection of a president in accordance with procedures adopted by the State Board of Community Colleges.
2. Develop a mutually supportive relationship with the Interim President and support Interim President's priorities and goals.
3. Enhance communication and strategic engagement among board members and the college leadership.
4. Ensure board meeting effectiveness through collaboration, preparation and feedback.
5. Identify and participate in activities for the College Board that support professional development and accountability.
6. Support the TCC Educational Foundation through connections, attendance at events and personal giving.
7. Support the College's heightened focus on student success and the Institutional Priorities of the College's 2013-2018 Strategic Plan.
8. Advocate for the College by developing and maintaining relationships with elected officials, school districts and business partners.

Proposed Addition to the Tidewater Community College Board Policies and Procedures Manual

2.13 Meetings of College Board

2.13.9

Public comment will be received at each regular meeting of the TCC Board following the approval of the minutes of the preceding meeting. Comments must address issues that are relevant to the TCC Board's agenda for that meeting. Speakers must notify the Office of the President at least two work days prior to the beginning of the meeting of their intention to speak and the topic of their comments. The Chairperson reserves the right to limit the length of speakers' comments in the interest of time and/or duplication.

TIDEWATER COMMUNITY COLLEGE BOARD

2018-19 STANDING COMMITTEES

Executive Committee

Terri N. Thompson, Board Chair
Paulette D. Franklin-Jenkins, Board Vice Chair
James (Jay) N. Lucado, Chair – Finance & Facilities Committee
John M. Murray, Chair – Curriculum & Student Development Committee
Cynthia (Cindy) S. Free, Chair – Advocacy Committee
Gregory T. DeCinque, President (*ex officio*)
Latesha D. Johnson, Executive Assistant to the President (*board liaison & staff support*)

Finance & Facilities Committee

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

Curriculum & Student Development Committee

John M. Murray, Chair
Barry C. Brown
Lynn B. Clements
Linda Ridenour
Terri N. Thompson, Board Chair (*ex officio*)
Gregory T. DeCinque, President (*ex officio*)
Corey L. McCray, Interim Executive Vice President for Academic & Student Affairs (*staff liaison*) and Vice President for Workforce Solutions (*staff liaison*)

Advocacy Committee

Cynthia (Cindy) S. Free, Chair
Jerome A. Bynum
William (Bill) W. Crow
Terri N. Thompson, Board Chair (*ex officio*)
Gregory T. DeCinque, President (*ex officio*)
Marian Anderfuren, Vice President for Institutional Advancement (*staff liaison*)

Educational and Real Estate Foundation Board Representatives

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

TIDEWATER COMMUNITY COLLEGE
REVISED 2018-19 UPCOMING EVENTS

TCC Board Work Session: Thursday, August 9th – 4:00 p.m. to 6:00 p.m., Student Center
Virginia Beach Campus

Fall Convocation: Thursday, August 16th – 9:00 a.m. – 11:00 a.m., Student Center,
Chesapeake Campus

TCC Board Meeting: Tuesday, September 11th – 4:00 p.m. to 6:00 p.m., Green District
Administration Building, Norfolk

Chancellor's Retreat: Tuesday, October 9th – 8:00 a.m. to 4:00 p.m. – Wednesday, October
10th – 8:00 a.m. to 12:00 p.m., The Founders Inn, Virginia Beach

TCC Board Meeting: Tuesday, November 13th – 4:00 p.m. to 6:00 p.m., **Student Center
Norfolk Campus**

Commencement Exercises: Monday, December 17th – 6:00 p.m., Ted Constant Convocation
Center, Norfolk

2019

TCC Board Meeting: Tuesday, January 15th – 4:00 p.m. to 6:00 p.m., Student Center
Chesapeake Campus

TCC Board Meeting: Tuesday, March 12th – 4:00 p.m. to 6:00 p.m., **Student Center Virginia
Beach Campus**

TCC Board Meeting: Tuesday, May 14th – 4:00 p.m. to 6:00 p.m., TCC Regional Workforce
Solutions Center, Suffolk

TCC Board Work Session: Thursday, August 8th – 4:00 p.m. to 6:00 p.m., **Student Center
Portsmouth Campus**

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 11, 2018

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Proposed 2018-19 Business and Industry Advisory Committees

BACKGROUND:

In accordance with Section 5.2.4 of the *VCCS Policy Manual*, Business and Industry Advisory Committees must be consulted in the establishment and review of all career and technical degree and standalone certificate programs. Further, these committees must be appointed by the College President with the approval of the local College Board.

Business and Industry Advisory Committees provide assurance that the curricula in the college's career and technical programs meet the needs of business, industry, labor, the professions, technical trades, and the community they are designed to serve. They also ensure that the graduates of these programs are capable of performing entry-level skills in the career pathways in which they are trained.

The committees serve in an advisory capacity to program faculty and their deans on programmatic design, development, implementation, evaluation, maintenance, and revision. Their membership is drawn largely from employers and employees outside of the field of education. Committee members serve for one year and are eligible for reappointment without limitation on the recommendation of the Program Head, Supervising Dean, Provost, and Executive Vice President for Academic & Student Affairs.

STAFF RECOMMENDATION:

That the College Board approves the 2018-19 Business and Industry Advisory Committees.

STAFF LIAISON:

Corey L. McCray
Interim Executive Vice President for Academic & Student Affairs
cmccray@tcc.edu
757-822-1061

TCC BUSINESS AND INDUSTRY ADVISORY COMMITTEES

Proposed 2018-2019 Membership

ACCOUNTING**

Robert Albertson
Virginia Wesleyan College

Royce Burnett*
Old Dominion University

Lyndon Remias
City of Virginia Beach

Theresa Rohm
A Rohm Smith and Company

R. Paul Speece
McPhillips, Roberts & Deans, PLC

ADMINISTRATIVE SUPPORT TECHNOLOGY**

Geraldine Gilliam
The Murray Center

Crystal Jones
Bills R Us

Stephen Jones
Bills R Us

Shatina Simpson
Maryview Emergency Department

Shaina Yowel
Towne Bank Mortgage

AMERICAN SIGN LANGUAGE

Marissa Barone
Independent Contractor

Rebecca Hillegass
Virginia Beach City Public Schools

Erin James
Sorenson Communications

Mary Nunnally
Department of Aging and Rehabilitative
Services

Joshua Pennise (Chair)
Sorenson Communications

Deborah Pfeiffer
Virginia School for the Deaf and Blind

Sabrina Smith
STS Interpreting

Sally Thompson
Hampton Roads Chapter of VAD

Deandra Wood
Hampton City Schools

AUTOMOTIVE

David Aldridge
Priority Toyota

Bob Barton
Barton Ford

Joe Bonney
Starr Motors

Bobby Bowen
POMOCO Chrysler of Newport News

Keith Bradshaw
Hall Chrysler/Jeep/Dodge/Ram

D. Sean Brickell
Hampton Roads Automobile Dealers
Association

Dan Bruner
Hall Acura

Wayne Champigny
Virginia Beach Technical and Career
Education Center

Jay Craig
RK Chevrolet

Laura Darwin
Cavalier Ford Chesapeake Square

* Proposed New Members

** Chair to be selected at first meeting

AUTOMOTIVE – continued

Eric Dauphin
Bridgestone/Firestone

Phil Dawson
Central Atlantic Toyota Distributors

John Deuso
Southern Chrysler/Jeep Greenbrier

C. Tom Ellmer (Chair)
Priority Toyota Greenbrier

Ernie Fornie
GTO Owners Association of Tidewater

Fred Griemsman
Williamsburg Ford

Butch Hora
Tidewater Mopar Club

Pierre Howard
Norfolk Technical Center

Evan Jones
Fiat Chrysler Automobile

Mel Jordan
Greenbrier Dodge

Kim Kelly
Tysinger Motor Company

O. William Kuehrmann
Fiat Chrysler Automobile

Kent Mathews
First Team Honda

Neil McClanan
First Team Toyota

Debbie McHugh
New Horizons

Steve Moore
POMOCO Chrysler/Jeep of Hampton

Bobby Moro
AAA of Tidewater

Jeff Osakowicz
Fiat Chrysler Automobile

Bob Owen
Virginia Auto Dealers Association

Mike Owen
Southern Auto Group

Chris Peterson
Central Atlantic Toyota Distributors

Jeff Peterson
Priority Acura

Fred Phillips
Charles Barker Toyota

David Pickett
Hall Automotive Group

Robert Pippen
Bridgestone/Firestone

Jim Ribero
Haley Ford

Jim Rose
Priority Honda

Paul Saltarelli
Cavalier Ford Lincoln

Greg Shank
Charles Barker Automotive

Steve Spinks
Priority Ford

Mark Stevens
Checkered Flag Honda

Ken Strain
Casey Honda

Jim Todd
Ford Motor Company

* Proposed New Members

** Chair to be selected at first meeting

AUTOMOTIVE – continued

Devin West
Ford Motor Company

Robert West
West Service Center, Inc.

Bryan Wynne
Wynne Ford

CIVIL ENGINEERING TECHNOLOGY

William B. Denison, Jr.
ESC Mid-Atlantic, LLC

Brian Dresen LS
Clark Nexsen

Nester Escobales
Old Dominion University

Christina Jackson*
City of Norfolk

Richard Nettleton
City of Virginia Beach, Public Utilities

David Neubert*
S.B. Ballard Construction

Chad Oxtan (Chair)
City of Virginia Beach

Shawn Schultz*
RH Builders

Kevin Wood*
Pennoni

COLLISION REPAIR

Todd Babb
Beamon and Johnson

Lance Carson
Hall Automotive

Sharon Corey
First Team Collision Center

Julia Grim
Geico

Bill Moison
Southern Collision Repair Center

John Rial
Freedom Automotive

John Shoemaker (Chair)
Bowditch Ford

Jeff Stewart
Tape Inc.

Carmen Stockard
PPG Industries

Roy Taylor
I-CAR

COMPUTER-AIDED DRAFTING AND DESIGN

Edward Abete
General Dynamics Information Technology

Todd Bobak
Sumitomo Drive Technologies

Thad A. Broom
Architects and Designers, PC

Chris Brown
Newport News Shipbuilding

Jason Ewick
CDI Marine

Jean-Claud Guilbaud
Guilbaud Enterprises and Construction

Tony Jones
The Apprentice School

Ronald Kloster
Hampton University

Ronald J. Lauster, Jr.
W. M. Jordan Company, Inc.

* Proposed New Members
** Chair to be selected at first meeting

COMPUTER-AIDED DRAFTING AND DESIGN – continued

Errol F. Plata, Jr.
Hampton Roads Green Building Council

Michael Ross (Chair)
HBA Architecture and Interior Design

Jeenson Sheen
Norfolk State University

Larry Smith
Linx Industries

Johan Stadler
Clark Nexsen

Thomas N. Tortomasi
Virginia Beach City Public Schools

Alok Verma
Old Dominion University

CRIMINAL JUSTICE

Jason Armstrong
Norfolk Police Department

John Bell
Virginia Beach Police Department

Kellie J. Blount
Chesapeake Police Department

Sadie R. Boone
Department of Motor Vehicles

Scott C. Burke
Portsmouth Police Department

James Cervera
Virginia Beach Police Department

Sharon Chamberlin
Norfolk Police Department

Tonya Chapman
Portsmouth Police Department

John Gandy (Chair)
Virginia Beach Police Department

David A. Hackworth
Chesapeake Sheriff's Office

John Meston
Suffolk Police Department

Kimberly Wilson
Portsmouth Police Department

CULINARY ARTS

Omar Boukhriss (Chair)
Omar's Carriage House

William S. Cabell
Distinctive Event Rentals

Matt Green
Sysco Hampton Roads

Ron Haughton
Kate's Catering Service

Johanna Heidler
Gold Key Resorts and Professional Hospitality

Alan Lindauer
Waterside Fish and Produce

John Mannino
Mannino's Italian Bistro

John McLure
Virginia Beach Resort Hotel

Anthony Mower
Westneck Signature Grille

Erika Nestler
Christopher Newport University

Patrick Reed
Virginia Beach Technical and Career Education Center

Rob Reper
Sysco of Hampton Roads

* Proposed New Members

** Chair to be selected at first meeting

CULINARY ARTS – continued

Karen Rickettes
Crest Foodservice Equipment

Lailani Rockholt
Norfolk Health Department

John Spicer
Crest Foodservice Equipment

DIESEL

Jack Bell
Cummins Atlantic

David W. Boyce
Liebherr

Patrick Carroll
TFC Recycling

Ernie Fritz
Virginia Truck Center of Tidewater

Michael Glaeser
Hampton Roads Transit

Thomas Harrington
Naval Facilities Engineering Command

George Hrichak
City of Chesapeake

Mike McColgan (Chair)
City of Chesapeake

Bob Perry
Coastal Equipment

Bill Reinholtz
Carter Machinery Company

Rob Robins
Bay Diesel

EARLY CHILDHOOD DEVELOPMENT

Joetta Camp (Chair)
Virginia Star Quality Improvement Initiative

Kristen Cater
Children's Harbor

April Cook
Parish Day School at Eastern Shore Chapel

Ronnica Edmonds
Mid-Atlantic Navy Child and Youth Programs

Lisa Embry
Virginia Beach Technical and Career Center

Jane E. Glasgow
Minus 9 - 5 Early Childhood Initiative

Courtney Hundley
Portsmouth Public Schools

Kathryn Jessee
Chesapeake RU Ready

Christine John
Eastern Region Infant & Toddler Specialist
Network

Jacqueline Johnson
Norfolk State University

Heather Kitsis
Virginia Quality

Barbara Lito
Virginia Beach Economic Development

B. Malcom Lively
Virginia Wesleyan

Daphne Lovely
Virginia Beach Technical and Career Center

Jamie Pfistner
Norfolk Public Schools

Lauren Small
Hampton Roads Small Business
Development

Priscilla Spencer
Norfolk Technical Center

* Proposed New Members
** Chair to be selected at first meeting

**EARLY CHILDHOOD DEVELOPMENT –
continued**

Virginia Staylor
Norfolk Ready by Five

Sarah Sterzing
Early Childhood Quality Initiative

Kristine Sunday
Old Dominion University

Ipek Taffe
The Planning Council

Kristen Whalen
Parish Day School at Eastern Shore Chapel

Cindy Zerr
Western Branch Academy

ELECTRONICS

John Hackworth
Old Dominion University

Paul McDuffie
CPIS, LLC

Darrell Riddick
Old Point National Bank

Michael Royal
Landstown High School

Richard Seriani
Arinc, LLC

Suzanne Steffensen
Bauer Compressor

Munir Sulaiman
Norfolk State University

Charles Thomas
First Colonial High School

Richard Walker
Thomas Jefferson National Accelerator
Facility

Russell White (Chair)
SUPSHIP, U.S. Navy

George Wood
Dominion Power

EMERGENCY MEDICAL SERVICES**

Michael Barakey
Virginia Beach Fire Department

John Bianco
Virginia Beach EMS

Robert Craft
Newport News Fire Department

Brandon Dommel
Norfolk Fire-Rescue

Robert W. Hundley
Emergency Physicians of Tidewater

John Keyes
Virginia Beach Fire Department

Stewart Martin
Virginia Beach EMS

Jeffrey Meyer
Department of Fire, Rescue and Emergency
Services

Michael B. Player
Peninsulas EMS Council, Inc.

Jay Porter
Tidewater EMS Council, Inc.

Thomas Schawlenberg
City of Chesapeake

Warren Short, Jr.
Office of Emergency Medical Service

Brian Spicer
Suffolk Department of Fire & Rescue

* Proposed New Members

** Chair to be selected at first meeting

FIRE SCIENCE

Robert G. Burton
Norfolk Fire-Rescue

Robert Craft
Newport News Fire Department

Pat Dent
Williamsburg Fire Department

Edmund Elliott (Chair)
Chesapeake Fire Department

Travis Halstead
Virginia Beach Fire Department (Retired)

John Keyes
Virginia Beach Fire Department

Joshua Tomon
Navy Regional Fire Rescue

Levin Turner
Portsmouth Fire Department

FUNERAL SERVICE**

Donna B. Alexander
Metropolitan Funeral Service

K. Carter Bell
Funeral Consultant

Edward Cowell*
Altmeyer Funeral Home

Casey Jones*
Hollomon-Brown Funeral Home

Michael J. Leonard
H.D. Oliver Funeral Apartments

Aubrey Mitchell*
Mitchell Funeral Care and Cremations

Theresa Norrell
LifeNet Health

Robert Oman
Oman Funeral Home

Thomas Roland, Esq.
Roland Vaults, LTD

Leslie Schrembs-Rose
Lions Medical Eye Bank and Research
Center of Eastern Virginia

GRAPHIC DESIGN

Ivanete Blanco*
Old Dominion University

Germaine Clair (Chair)
GC Designs

Savannah Kaylor*
American Institute of Graphic Arts (AIGA)

Janice Pang*
Grow

David Shields*
Old Dominion University

Mary Lee Shumate
M'Lee Designs

HEALTH INFORMATION MANAGEMENT

Mary Ann Clark
Virginia Beach Psychiatric Center

Mary Beth Dunlap
Hampton Roads Specialty Hospital

Christy L. McMurray
Chesapeake Regional Medical Center

Chris Pogue
Sentara Healthcare

Tina Stevens
Norfolk Community Services Board

Susan M. Tarkenton
Sentara Health Systems

Margaret Theodorakis (Vice Chair)
Optima Healthcare

* Proposed New Members

** Chair to be selected at first meeting

**HEALTH INFORMATION MANAGEMENT –
continued**

Leslie Twine (Chair)
GE Healthcare

Christina Upton
Old Dominion University

**HEATING, VENTILATION, AND AIR
CONDITIONING****

Robert Gunderson
Damuth Trane

Thomas Harrington
Naval Facilities Engineering Command

Rick Ilich
Virginia Air Distributors

Matthew Miller
Colonial Webb Contractors

Andy Styron
R.A. Styron Heating & Air Conditioning

Ralph Styron
R.A. Styron Heating & Air Conditioning

Ray Walsh
House Call Company

Stanley Yeskolski
Investigative Inspection Services

HORTICULTURE**

Billy Almond
WPL

Mike Andruczyk
Cooperative Extension – Chesapeake Unit

Theresa Augustin*
Norfolk Botanical Garden

Wes Bray
Lawns and Gardens Plus

Josh Despinis*
EMCOR Government Services

Laurie Fox
Hampton Roads Agricultural Research &
Extension Center

Eric Gunderson*
Southern Branch Nursey, Inc.

Jason Heizer
Bartlett Tree Company

Shereen Hughes*
Wetlands Watch, CBLP

Lisa Lankford-Needy*
Renaissance Academy

Robert Nye*
Basnight land and Lawn

Chad Peevy
Old Dominion University

Sheri White*
White's Nursery and Greenhouses

Laurie Yates
Virginia Beach Vo-Tech

HOSPITALITY MANAGEMENT

William S. Cabell
Distinctive Event Rentals

James C. Corprew
Norfolk State University

Lawrence E. Epplien
Norfolk State University

Duane Gauthier
Commonwealth Lodging

Dave Makarsky
Professional Hospitality Resources

Louie Marcelo-Glenn
Landmark Hotel Group

* Proposed New Members

** Chair to be selected at first meeting

HOSPITALITY MANAGEMENT - continued

Cliff Myers (Chair)
Virginia Beach Convention Center and
Visitors Bureau

Anthony J. Parrow
LTD Hospitality

Cynthia Roseman*
Dreams 2 Reality LLC

Stacey S. Shiflet
Virginia Beach Resort Hotel & Conference
Center

John M. Ulp
Catlee Incorporated / dba McDonalds

Lindsey Usher*
Old Dominion University

Lynne Williams
Virginia Beach City Public Schools

HUMAN SERVICES**

Brian Bean
The Focus Center

Jocquelyn Chapman
City of Chesapeake – Human Services
(Retired)

Kathy Dial
Kin and Kids Consulting

Angela Duke
Sentara Norfolk General Hospital

Brenda Exum
Norfolk State University

Barbara Fletcher
Aid and Information for the Elderly

Earl Ford Jr.
City of Virginia Beach – Human Services

Bridget Freeman
Rehabilitation Services

Denise Gallop
Norfolk Department of Human Services

Roneiko Henderson-Beasley
Self-Actualization Counseling &
Development Services

Sharon Houston
Garden of Hope, Inc.

Oneiceia Howard
City of Norfolk

Carrie Waites
Norfolk State University

Shawn Ware-Avant
Eastern Virginia Medical School (EVMS)

Nathan Woodard
VA Dept. of Behavioral Health and
Development Services

INDUSTRIAL TECHNOLOGY

Lyle Bagley
Bauer Compressors, Inc.

Erika Berry (Chair)
Naval Station Norfolk

William W. Fleming
Network Interfaces Corporation

James P. Healy
Society of Manufacturing Engineers (SME)

Jeff Jaycox
Tabet Manufacturing Company, Inc.

Ronald Jerasa
CRSA, LLC

Sam Richards
STIHL, Incorporated

Lou Ruggeri
Standard Calibrations, Inc.

Joseph M. Sabol
Newport News Shipbuilding

* Proposed New Members

** Chair to be selected at first meeting

INDUSTRIAL TECHNOLOGY – continued

K. George Skena
Norfolk Public Schools

Robert Twine
Collins Machine Works

Alok Verma
Old Dominion University

INFORMATION SYSTEMS TECHNOLOGY

Leigh Armistead
Peregrine Technical Solutions

Gayle Burton
Honeywell Technology Solutions, Inc.

R. Mark Crowe
Sentara Healthcare

Shawn Fagan
Marathon Consulting

Linda Garratt
Dollar Tree

Kevin Fairley
City of Virginia Beach

Kimberly Fields
Amerigroup

Kevin Griffin
Griffin Consulting

Rich Hamady (Chair)
GEICO

Annette Harris
City of Portsmouth

Karen Havekost
City of Virginia Beach

Stephen Troy Hollowell
Microsoft Corporation

Scott Howell
Christopher Consultants

Joseph Lee
JLGOV LLC

Kevin McKenzie
Dollar Tree Stores, Incorporated

Joseph Quinn
SAIC

Deborah Rhodes
Sentara Healthcare

Robert Rychlicki
City of Norfolk

Gene Starr
Electronic Systems, Inc.

Clay Wise
Hampton Roads Sanitation District (HRSD)

Ken York
Optima Health Plans, Inc.

INTERIOR DESIGN

Ron Austin
Design First

Frank Brannon
CBN Scenic Design

Sarah Butler
Rodriquez Ripley Maddox & Motley

Garland Hall
Garland Hall Interiors

Teresa L. Harrington (Chair)
Virginia Beach City Public Schools

Dan Hickok
Rodriquez Ripley Maddox & Motley

Matt Keane
AEKB

David Klemt
Klemt and Associates

* Proposed New Members

** Chair to be selected at first meeting

INTERIOR DESIGN – continued

Matt Lee
Hanbury, Evans, Wright, Vlattas & Company

Robert D. Pappas
NRHA

Alex Reichardt
Architectural Design and Rendering

Lana Sapozhnikov
LS Designs

Melodi E. Terhune
Clark Nexsen

MANAGEMENT

Laura Baxter
Military Newspaper of VA

Jason Benedict
Touch Stone Business Solutions

Michael Camden
Troy University

Robert Camlin
Associate Builders and Contractors

Cathy Davis
Macy's Lynnhaven

Elizabeth Duncan-Hawker
Red Hawk Strategic Solutions, LLC

Terry Hall Hall
Analytics, LLC

Cecil Jenkins
Cecil Jenkins & Associates, Inc.

Bob Kerr
Kerr Environmental Services Corp.

Sam Manning (Chair)
Management Information Solutions

Bert Ortiz
AVMAC, LLC

Christina Tate
Habitat for SHR

Caroline Taylor
Taylor Made Diagnostics

Troy Thorn
Chesapeake Conference Center

MARINE TECHNOLOGY**

Peter Babilonia
Centerville Marina

Brian Baker
Suntex Marinas

John Cobb
Cobb's Marina

Jason Gray
Tidewater Yacht Marina

Joe Maniscalco
Yamaha Motor Corporation, USA

Jon Nichols
Norfolk Marine

Bill Noell
Bill's Marine Inc.

Wes Ripley
Virginia Dept. of Transportation

Ed Sherman
American Boat & Yacht Council

Dallas Wilson
Cummins Atlantic

MARITIME TECHNOLOGIES**

Jim Bento
Ocean Marine

Amanda Berce
BAE Systems Norfolk Ship Repair

William Goodwin
Norfolk Naval Shipyard

* Proposed New Members

** Chair to be selected at first meeting

MARITIME TECHNOLOGIES - continued**

Thomas Harrington
Naval Facilities Engineering Command

Katie Hedges
Oceaneering International, Inc.

Steve Jackson
MARAD

Vukica Jovanovic
Old Dominion University

Ross Leach
AMSEC, LLC

Sarah McCoy
Virginia Port Authority

Regina McLean
Newport News Shipbuilding

Eileen Pietila
Portsmouth Public Schools

Guy St. John
Oceaneerin International, Inc.

Kira Wong
Colonna's Shipyard, Inc.

**MECHANICAL ENGINEERING
TECHNOLOGY****

Cecil Achord
Seaward Marine Services, Inc.

Courtney Addfison
STIHL, Incorporated

Teresa Behr
STIHL, Incorporated

Amanda Berce
BAE Systems Norfolk Ship Repair

Brian Burroughs
Newport News Shipbuilding

Phillip Capehart
Flowserve Corporation

William Goodwin
Norfolk Naval Shipyard

Carl Hebert
City Virginia Beach

Felix Ikner
Valkyrie Enterprises

Ronald Jerasa
CSRA LLC

Doug Kint
Lockheed Martin

John Kropcho
Mid-Atlantic Reg. Maintenance Center

Regina McLean
Newport News Shipbuilding

Alan Morrison
Mid-Atlantic Reg. Maintenance Center

Lee Newton
Bay Diesel & Generator

Maria Rangel
Flowserve Corp

Maria Vejar
Valkyrie Enterprises

Alok Verma
Old Dominion University

Clint Vollono
Colonna's Shipyard, Inc.

MECHATRONICS

Carray Banks
Norfolk State University

Dan Disharoon
Hampton Roads Sanitation District

* Proposed New Members
** Chair to be selected at first meeting

MECHATRONICS – continued

Ken Donahue
R.E.W. Corporation

Mark Dorsch
Bauer Compressors

John Dwyer
Bauer Compressors

Les Ferguson
Mitsubishi Chemical

Von Gilbreath
City of Chesapeake

John Girard (Chair)
BASF Corporation

Richard Good
Solar Services, Inc.

Thomas Harrington
Naval Facilities Engineering Command

M. Craig Hill
Portsmouth Public Schools

Steve Hsiung
Old Dominion University

Michael Iacobellis
NJATC

William (Skip) Johnson
STIHL, Inc.

Vukica Jovanovic
Old Dominion University

Linda Kaiser
Hermes Abrasives, Ltd.

Matt Kellam
Dominion Power

Terri Leitner
R.E.W. Corporation

Dacia Marxrieser
Manufacturing & Design Technologies, Inc.

Zach Mazur
Flow Serve Corp., Chesapeake Operation

Ralf Moosman
IMS Gear

Matthew Oliver
Dominion Power

Rick Raike
Hampton Roads Sanitation District

Charles Ritinski
Sumitomo Machinery Corporation of America

James Rivoir
Mitsubishi Kagaku Imaging Corporation

Bob Shanks
Virginia Beach City Public Schools

Bradley Stoker
Target Distribution Center

Munir Sulaiman
Norfolk State University

Mileta M. Tomovic
Old Dominion University

Donnie Ward
Hampton Roads Sanitation District

MEDICAL LABORATORY TECHNOLOGY

Faye Coleman (Chair)
Old Dominion University

Beth Ellington
Riverside Regional Medical Center

Margaret Goodman
Riverside Doctors Hospital

Barbara Kraj
Old Dominion University

* Proposed New Members
** Chair to be selected at first meeting

**MEDICAL LABORATORY TECHNOLOGY -
continued**

Jessica Lindhart
Sentara Norfolk General Hospital

Miranda Malone*
LifeNet Health

Gail Maxey
Riverside Regional Medical Center

Linda McClenney
Bon Secours Mary Immaculate Hospital

Sandy Odegaard
DePaul Medical Center

Lynn Onesty
Riverside Regional Medical Center

Deitra Phillips
VA Medical Center

Barbara Shields
Chesapeake Regional Medical Center

Lisa Shook
LabCorp of America

NURSING

Terri Anderson
Our Lady of Perpetual Help

Peggy Braun (Chair)
Sentara Virginia Beach General Hospital

Myra Burton
Norfolk Technical Center

Darren Clark
Sentara Home Care

Linda Grasmick
Children's Hospital of the King's Daughters

Frances Gray
Portsmouth Public Schools

Hannah Harris
Veterans Administration Medical Center

Jennifer Herbert
Chesapeake Regional Medical Center

Lynette Kirkbride
Maryview Medical Center

Patty MacDougall
Riverside Shore Memorial Hospital

Beverly Misuna
Riverside Shore Memorial Hospital

Phyllis Stoneburner
Sentara Obici Hospital

OCCUPATIONAL THERAPY ASSISTANT

Anne Moody Ashe
Bon Secours in Motion Physical Therapy

Steve Brown*
Sentara Neonatal Intensive Care

Lynn Chatfield
Genesis Rehab

Hannah Cooper*
Sentara Life Care

Dacia Layton*
Tidewater Community College

Paula Naudziunas (Chair)
Sentara Therapy Center

Ryan Patterson*
Sentara Acute Care

Ynez Peterson
Virginia DOE Training and Technical
Assistance Center

Jackie Tallon
American Senior Care

Evelyn Zirkle
Southeastern Cooperative Educational
Programs

* Proposed New Members

** Chair to be selected at first meeting

PARALEGAL STUDIES

Thomas Ammons
General District Court Judge (Retired)

Nikki Duncan-Talley*
Help and Emergency Response, Inc.

Maria Grise
GEICO Staff Counsel

Valarie Herman
David, Kamp and Frank, LLC

William Joshua Holder
Chesapeake Public Defender's Office

Stephanie Hunter
Crenshaw, Ware & Martin

Jaye Koch
Virginia Beach Office of the
Commonwealth's Attorney

Donald Shenenberger, MD
Virginia Dermatology and Skin Cancer

Elizabeth Summers (Chair)
Sykes, Bourdon, Ahern, & Levy, P.C.

Jean Tancredi
Wahab Law Library

Michele Turner*
DC Wicker, PLLC

PHYSICAL THERAPIST ASSISTANT

Dianna (Tory) L. Bishop
Pivot Physical Therapy

Lori M. Boone
Consultant

Mark S. Casto
Sentara Leigh Hospital

Lisa Koperna
Old Dominion University

Kimberly Kranz (Chair)
Children Hospital of the King Daughters
(CHKD)

Christiana N. Marshall
Envoy of Thornton Hall

Renee Stendel
Sentara Home Care

Alan Wilson
Battlefield Therapy Center

**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY**

Mary Balonek
Sentara Virginia Beach General Hospital

Cathy Boomer
Chesapeake Regional Medical Center

Don Byars
Sentara Norfolk General

Louis Caron
Sentara Virginia Beach General Hospital

Benita D. Carson
Sentara CarePlex Hospital

Suzanne Dickinson
Sentara Virginia Beach General Hospital

Jason Drane
Sentara Norfolk General Hospital

Marcus Foster
Chesapeake Regional Medical Center

Simeon Fuller
Medical X-Ray Staffing Solutions

Elizabeth Jacob
Sentara Bayside Hospital

Laura Kippes
Bon Secours HSO

* Proposed New Members
** Chair to be selected at first meeting

**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY – continued**

Paula McPeak
Riverside Regional Medical Center

Mark Nehlen
Chesapeake Regional Medical Center

Christopher Pierson
Sentara Leigh Hospital

Felicia Toreno
Eastern Virginia Medical School

Maggie Trimmer
Sentara Leigh Hospital

Jodi Warren
Sentara Independence AIC

Rita Winfield (Chair)
Sentara Princess Anne Hospital

RESPIRATORY THERAPY

Alisha Arthur
Riverside Regional Medical Center

Felisa Aycud
Sentara CarePlex Hospital

Ann Burdi-Lietz
Naval Medical Center Portsmouth

Heather Chessick
Sentara Princess Anne Hospital

Macie Christian
Riverside Regional Medical Center

Susan Davis
Sentara Norfolk General Hospital

Stephanie Dubaniewicz
Sentara Princess Anne Hospital

Tonya Ford
Sentara CarePlex Hospital

Jeff Hartenburg
Bon Secours Maryview Medical Center

Lorenzo Hinton
Naval Medical Center Portsmouth

Aileen Holgado
Hampton Roads Specialty Hospital

Joanna Hudak (Chair)
Sentara Leigh Hospital

Kathy McCabe
Southampton Memorial Hospital

Shelley Mishoe
Old Dominion University

Rob Owens
Lincare Home Care

Shawn Price
Sentara Norfolk General Hospital

Shirley Rich
Sentara Norfolk General Hospital

Ignacio Ripoll, MD
Sleep Specialists of Tidewater

LaVese Russell
Bon Secours DePaul Medical Center

Betsy Ryland
Sentara Leigh Hospital

Dolly Saunders
Chesapeake Regional Medical Center

Stephen Sibole
Sentara Norfolk General Hospital

Susan Swedish
Sentara Princess Anne Hospital

Jessica Terry
Program Graduate

Courtney Von Tersch
Community Representative

* Proposed New Members
** Chair to be selected at first meeting

RESPIRATORY THERAPY – continued

Walter (Lee) Williford
Children's Hospital of the King's Daughters

Millicent Zanders
Laker Taylor Transitional Care Hospital

STUDIO ARTS

Kimberli Gant*
Chrysler Museum

Sam Hughes
Norfolk State University

Solomon Isekeje*
Norfolk State University

Craig McClure
The Virginian Pilot

Ali Rogan
Cristallo Art Center

Robin Rogers*
Chrysler Museum

John Roth
Old Dominion University

Sharon Swift (Chair)
Virginia Wesleyan College

Chuck Thomas
Old Dominion University

TRUCKING**

Otho Babbs
BBC Trucking, Inc.

Larry Battle
Consolidated Logistics, CLC

Patrick E. Carroll
TFC Recycling

Howard Davis
NDV Nash Finch, Inc.

Danny Glover
GTL Transport Company

Tina Harvey
Capital Concrete, Inc.

Edward O'Callaghan
Century Express, Inc.

Dan Osbourne
Commercial Ready Mix Products

Mark Sawyer
Sovereign Freight Inc.

VETERINARY ASSISTANT

Layne B. Brett, DVM
Courthouse Veterinary Clinic

Heather Brookshire
Animal Vision Center of VA

Bryan Brown
MWI Veterinary Supply

Geoff Campbell
Edinburgh Animal Hospital

Adam Henderson
Banfield Pet Hospital

Kate Henderson
Banfield Pet Hospital

Herbert Maissenbacher
Veterinary Heart Care

Emily Peck (Chair)
Virginia Beach SPCA

Danielle Russ
Center of Veterinary Expertise

L. Allison Rye
Bay Beach Veterinary Hospital

WELDING**

Ronnie Allen
International Longshoremen Association

* Proposed New Members

** Chair to be selected at first meeting

WELDING – continued

Jenord Alston
Jefferson Lab

Luther Bundy
Norfolk Naval Shipyard

Brian Burroughs
Huntington Ingalls Newport News
Shipbuilding

Michael Conroy
ARCET Welding Equipment and Supplies

Troi Croswell
Tecnico Corporation

William C. Goodwin
Norfolk Naval Shipyard

Stephanie J. Irvine
Miller Electric Manufacturing Company

James Jones
Virginia Beach Technical and Career
Education Center

Michael Kerr
Virginia Pipe Trades Association

Scott McLeod
Oceaneering International, Inc.

Charles L. Spear
Chesapeake Machine Works, Inc.

Andre' H. Sullivan
Norfolk Technical Center

John Williamson
AMSEC, LLC

* Proposed New Members

** Chair to be selected at first meeting

TIDEWATER COMMUNITY COLLEGE BOARD

JOINT MEETING OF THE

EXECUTIVE COMMITTEE & CURRICULUM & STUDENT DEVELOPMENT COMMITTEE

OCTOBER 9, 2018

The Executive and Curriculum & Student Development Committees of the Tidewater Community College Board met on October 9, 2018, in the President's Conference Room at 121 College Place in Norfolk.

Members Present:

Executive Committee:

Terri N. Thompson
Paulette Franklin-Jenkins
James (Jay) N. Lucado (phone)
John M. Murray
Cynthia (Cindy) S. Free (phone)

Curriculum Student Development Committee:

John M. Murray
Lynn C. Clements
Linda Ridenour

Members Absent:

Barry C. Brown

Others Present:

Jason Ambrose, EMS Program Director
Donald Averso, Culinary Arts Program Head
Thomas Calogrides, Academic Dean
Latesha D. Johnson, Executive Assistant to the President & Board Liaison
Corey L. McCray, Interim Executive Vice President for Academic & Student Affairs, Vice President for Workforce Solutions & Student Development Committee Liaison
Nancy Prather-Johnson, Interim Pathway Dean
Kellie Sorey, Associate Vice President for Academics
Jenefer Snyder, Academic Dean
Dave Steinhower, Apprenticeship Program at NNSY

1. Welcome and Call to Order

Ms. Thompson determined the presence of a quorum and called the meeting to order at 4:01 p.m., thanking the members for attending.

2. Report of Curriculum & Student Development Committee (Mr. Murray)

2.1 & 2.2 Discontinuances of the Career Studies Certificates in Emergency Medical Services—Paramedic and Intermediate. At the invitation of Mr. Murray, Dr. McCray noted Discontinuances of the Career Studies Certificates in Emergency Medical Services—Paramedic and Intermediate. He invited Dr. Sorey and staff to report on both items. Mr. Ambrose stated that changes in the EMS Program was based on accreditation standards. The need to discontinue the certificates was prompted by the National Registry of Emergency Medical Technicians' announcement of its termination of certification at the EMT-Paramedic and EMT-Intermediate levels on January 1, 2020. The VCCS EMS Program Directors worked on a curriculum together. As a result, TCC discontinued both certificates and combined them into the Associates Degree in Emergency Medical Services.

2.3 Proposal for Restaurant Management Career Studies Certificate. Mr. Averso stated that a prominent business manager in the community requested the possibility of a degree in Restaurant Management at TCC. The college researched the need to offer a Restaurant Management program. After reviewing the labor market data, the need for a program was clear. Many of the courses are currently in the curriculum. The Career Studies Certificate in Restaurant Management prepares students for entry-level management positions in food service operations such as restaurants, catering companies, hotels, and resorts. With the board's approval, the certificate will start next week. In the future, the college plans to provide an Associate Degree in Restaurant Management.

2.4 Proposal for Associate of Applied Science Maritime Technologies: Specialization—Trades Technician (746-XX). Norfolk Naval Shipyard (NNSY) contracts with Tidewater Community College, specifically Portsmouth Campus, to provide formalized academic training culminating with students in the apprentice program earning a Career Studies Certificate: Trades Technician. In February 2018, the new contract included a provision requesting TCC to evaluate NNSY's apprenticeship programs' Trade Theory courses and On the Job Learning to assess and award experiential credits as appropriate. Mr. Steinhower stated that the shipyard averages approximately 200 students in the Apprenticeship Program who earn a Career Studies Certificate. The students have an opportunity to take the credits that are earned and apply them to a Maritime Technology Degree. In addition, students receive 8,000 hours of training over four years. Therefore, by awarding academic credit to students for their significant and documented occupational experience and technical training, TCC can provide viable degree pathway opportunities to apprentice for both personal growth and career advancement. The committee proposed awarding up to 15 credits toward the degree upon completion of the 4-year apprenticeship and earning a jouryman's card. This will allow TCC to serve this population seeking opportunities for continuing education while also meeting the needs of its maritime partners.

On a motion by, Ms. Ridenour, seconded by Mr. Lucado, the Committees voted unanimously to approve all items. The action was taken with the understanding that it would be presented to the full College Board at its November 13, 2018 meeting for information.

3. Adjournment

There being no further business to come before the Committees, Ms. Thompson adjourned the meeting at 4:25 p.m.

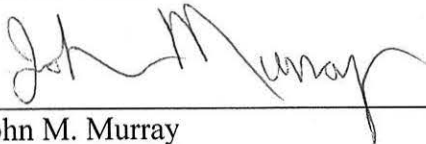
Respectfully submitted,



Gregory T. DeCinque, Ph.D.
Secretary to the Board

TCC Board
Joint Meeting of the Executive and
Curriculum & Student Development Committees
October 9, 2018
Page 3

APPROVAL:



John M. Murray
Chair, Curriculum & Student Development Committee



Terri N. Thompson
Chair, Executive Committee

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 11, 2018

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Final Local Financial Statements for Year Ending June 30, 2018

BACKGROUND:

The final Local Fund Financial Statements for the year ending June 30, 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

757-822-1064

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2017 - June 30, 2018

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Beginning Fund Balance 7/1/17		\$ 1,104,426			
I. Revenues					
A. Student Activity Fee	\$ 1,104,354	\$ 1,141,935		\$ (37,581)	103%
B. ID Card Replacements	20,000	15,502		4,498	78%
C. Miscellaneous Revenue	5,000	666		4,334	13%
Total Revenues	\$ 1,129,354	\$ 1,158,103		\$ (28,749)	103%
Total Resources (Revenue & Fund Bal.)		\$ 2,262,529			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 3,180	\$ 622		\$ 2,558	20%
2. Programming	40,070	38,379		1,691	96%
3. Student Organizations	11,449	9,885		1,564	86%
4. Recreational Sports	1,272	520		752	41%
5. Operating Expenses	1,272	733		539	58%
6. Contingency Fund	6,360	6,294		66	99%
Subtotal--Chesapeake Campus	\$ 63,603	\$ 56,433		\$ 7,170	89%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300	\$ 3,295		\$ 5	100%
2. Programming	48,564	45,558		3,006	94%
3. Student Organizations	3,000	2,820		180	94%
4. Recreational Sports	5,000	3,245		1,755	65%
5. Operating Expenses	2,000			2,000	0%
6. Contingency Fund	1,200	900		300	75%
Subtotal--Norfolk Campus	\$ 63,064	\$ 55,818		\$ 7,246	89%
C. Portsmouth Campus					
1. Student Government Association	\$ 3,000	\$ 1,492		\$ 1,508	50%
2. Programming	57,021	40,753		16,268	71%
3. Student Organizations	3,500	2,100		1,400	60%
4. Recreational Sports	500	472		28	94%
5. Operating Expenses	2,100	506		1,594	24%
6. Contingency Fund	2,109	1,834		275	87%
Subtotal--Portsmouth Campus	\$ 68,230	\$ 47,157		\$ 21,073	69%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,500	\$ 3,192		\$ 308	91%
2. Programming	72,199	14,256		57,943	20%
3. Student Organizations	18,000	8,000		10,000	44%
Subtotal--Virginia Beach Campus	\$ 93,699	\$ 25,448		\$ 68,251	27%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 4,000	\$ 4,018		\$ (18)	100%
2. Women's Center	5,000	3,082		1,918	62%
3. Student Federation Council	5,000	4,746		254	95%
4. College-wide Clubs & Committees	15,000	14,694		306	98%
5. Intercultural Learning	20,000	18,064		1,936	90%
Subtotal--Student Activities--College-wide	\$ 49,000	\$ 44,604		\$ 4,396	91%
F. Learning Assistance Fund					
1. Chesapeake	\$ 38,104	\$ 32,431		\$ 5,673	85%
2. Norfolk	28,852	20,592		8,260	71%
3. Portsmouth	32,007	29,056		2,951	91%
4. Virginia Beach	107,641	47,904		59,737	45%
Subtotal--Learning Assistance Fund	\$ 206,604	\$ 129,983		\$ 76,621	63%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368	\$ 7,733		\$ 3,635	68%
2. Norfolk	12,841	5,500		7,341	43%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Portsmouth	10,176	3,788		6,388	37%
4. Virginia Beach	10,000	1,000		9,000	10%
Subtotal--Provosts' Contingency Fund	\$ 44,385	\$ 18,021		\$ 26,364	41%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 5,508		\$ 1,781	76%
2. Norfolk	8,949	2,790		6,159	31%
3. Portsmouth	6,111	4,282		1,829	70%
4. Virginia Beach	15,000	9,425		5,575	63%
Subtotal--Deans' Contingency Fund	\$ 37,349	\$ 22,005		\$ 15,344	59%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 47,000	\$ 38,216		\$ 8,784	81%
Subtotal--Student Activities Identification System	\$ 47,000	\$ 38,216		\$ 8,784	81%
Total Expenditures	\$ 672,934	\$ 437,685		\$ 235,249	65%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 632,508			100%
Subtotal--Transfers	\$ 632,508	\$ 632,508			100%
Ending Fund Balance 6/30/18		\$ 1,192,336			

Approved by the Local College Board on May 11, 2017

AVP-DF 8/15/18

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2017 - June 30, 2018**

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Beginning Fund Balance 7/1/2017		\$ 11,246,373			
I. Revenues					
A. Institutional Fee	\$ 3,127,644	\$ 3,135,592		\$ (7,948)	100%
B. Student Parking Sales	110,000	87,224		22,776	79%
C. Student HRT Pass Sales	133,850	99,838		34,012	75%
Total Revenues	\$ 3,371,494	\$ 3,322,654		\$ 48,840	99%
Total Resources (Revenue & Fund Bal.)					
		\$ 14,569,027			
II. Expenditures					
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	46,212		23,862	66%
2. Utilities	50,000	11,948		38,052	24%
3. Security	103,302	63,591		39,711	62%
4. General Maintenance	48,500	39,319		9,181	81%
D. College-wide Parking Lot Improvements	250,000	42,636		207,364	17%
E. Hampton Roads Transit (HRT) Passes	268,500	254,725		13,775	95%
F. Student Parking	132,675	87,763		44,912	66%
G. Visual Arts Center Parking Lease	82,800	76,320		6,480	92%
Total Expenditures	\$ 2,984,201	\$ 2,594,685		\$ 389,516	87%
Ending Fund Balance 6/30/18					
		\$ 11,974,342			

Approved by the Local College Board on May 11, 2017

AVP-DF 8/15/18

TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
July 1, 2017 - June 30, 2018

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Beginning Fund Balance 7/1/17		\$ 20,461,188			
I. Revenues					
A. Auxiliary Capital Fee	\$ 8,228,520	\$ 8,422,448		\$ (193,928)	102%
B. Transfer-In from Student Activities Budget	632,508	632,508			100%
C. Food Service Commission		51,268		(51,268)	
D. Miscellaneous Revenue	65,000	43,420		21,580	67%
E. Facility Use Fee	12,000	1,280		10,720	11%
Total Revenues	\$ 8,938,028	\$ 9,150,924		\$ (212,896)	102%
Total Resources (Revenue & Fund Balance)					
		\$ 29,612,112			
II. Expenditures					
A. Bond Debt Service					
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%
Subtotal--Bond Debt Service	\$ 5,025,348	\$ 4,970,823		\$ 54,525	99%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 495,604	\$ 430,797		\$ 64,807	87%
b. Operating Expenses	61,355	37,419		23,936	61%
Subtotal--General Operations	\$ 556,959	\$ 468,216		\$ 88,743	84%
2. Facility Operations					
a. Personnel	\$ 220,420	\$ 205,903		\$ 14,517	93%
b. Utilities	97,000	103,439		(6,439)	107%
c. Security	108,203	91,809		16,394	85%
d. Custodial	30,000	18,463		11,537	62%
e. General Maintenance	90,000	65,794		24,206	73%
f. Insurance	5,492	5,346		146	97%
g. Network & Telecommunications	78,459	78,459		-	100%
Subtotal--Facility Operations	\$ 629,574	\$ 569,213		\$ 60,361	90%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,980	\$ 14,635		\$ (1,655)	113%
Subtotal--Food Services	\$ 12,980	\$ 14,635		\$ (1,655)	113%
Subtotal--Norfolk Student Center	\$ 1,199,513	\$ 1,052,064		\$ 147,449	88%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 474,427	\$ 463,079		\$ 11,348	98%
b. Operating Expenses	104,434	78,357		26,077	75%
Subtotal--General Operations	\$ 578,861	\$ 541,436		\$ 37,425	94%
2. Facility Operations					
a. Personnel	\$ 230,300	\$ 197,805		\$ 32,495	86%
b. Utilities	102,000	119,019		(17,019)	117%
c. Security	86,120	76,756		9,364	89%
1. Access Control	152,000	135,472		16,528	89%
d. Custodial	30,000	13,128		16,872	44%
e. General Maintenance	90,000	65,476		24,524	73%
f. Insurance	6,029	5,868		161	97%
g. Network & Telecommunications	68,396	68,396			100%
Subtotal--Facility Operations	\$ 764,845	\$ 681,920		\$ 82,925	89%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 8,000	\$ 9,748		\$ (1,748)	122%
Subtotal--Food Services	\$ 8,000	\$ 9,748		\$ (1,748)	122%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Subtotal--Chesapeake Student Center	\$ 1,351,706	\$ 1,233,104		\$ 118,602	91%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 491,025	\$ 435,196		\$ 55,829	89%
b. Operating Expenses	59,413	37,396		22,017	63%
Subtotal--General Operations	\$ 550,438	\$ 472,592		\$ 77,846	86%
2. Facility Operations					
a. Personnel	\$ 228,660	\$ 182,747		\$ 45,913	80%
b. Utilities	120,000	98,154		21,846	82%
c. Security	154,246	134,123		20,123	87%
d. Custodial	30,000	8,251		21,749	28%
e. General Maintenance	90,000	47,520		42,480	53%
f. Insurance	5,906	5,748		158	97%
g. Network & Telecommunications	81,626	81,626			100%
Subtotal--Facility Operations	\$ 710,438	\$ 558,169		\$ 152,269	79%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,980	\$ 15,477		\$ (2,497)	119%
Subtotal--Food Services	\$ 12,980	\$ 15,477		\$ (2,497)	119%
Subtotal--Portsmouth Student Center	\$ 1,273,856	\$ 1,046,238		\$ 227,618	82%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 644,753	\$ 502,828		\$ 141,925	78%
b. Operating Expenses	67,969	30,731		37,238	45%
Subtotal--General Operations	\$ 712,722	\$ 533,559		\$ 179,163	75%
2. Facility Operations					
a. Personnel	\$ 334,750	\$ 286,568		\$ 48,182	86%
b. Utilities	162,000	35,833		126,167	22%
c. Security	87,202	72,486		14,716	83%
d. Custodial	50,000	20,502		29,498	41%
e. General Maintenance	140,000	61,618		78,382	44%
f. Insurance	8,865	8,628		237	97%
g. Network & Telecommunications	84,659	84,659			100%
Subtotal--Facility Operations	\$ 867,476	\$ 570,294		\$ 297,182	66%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,900	\$ 22,526		\$ (9,626)	175%
Subtotal--Food Services	\$ 12,900	\$ 22,526		\$ (9,626)	175%
Subtotal--Virginia Beach Student Center	\$ 1,593,098	\$ 1,126,379		\$ 466,719	71%
Total Expenditures	\$ 10,443,521	\$ 9,428,608		\$ 1,014,913	90%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000			100%
Ending Fund Balance 6/30/18		\$ 19,183,504			

Approved by the Local College Board on May 11, 2017

AVP-DF 8/15/18

Capital Maintenance Reserve Fund	
FY14-FY18	\$ 6,500,000

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
July 1, 2017 - June 30, 2018

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Beginning Fund Balance 7/1/2017		\$ 8,866,857			
I. Revenues					
A. Bookstore	\$ 1,450,000	\$ 1,241,737		\$ 208,263	86%
B. Vending					
1. Exclusive Beverage Contract	71,000	67,447		3,553	95%
2. Vending - CRH	44,385	33,479		10,906	75%
C. Food Service - Joint-Use Library		4,858		(4,858)	
D. Municipal Support	24,000	24,000			100%
E. Interest Earnings	300,000	489,319		(189,319)	163%
F. Miscellaneous Revenue	10,000	13,677		(3,677)	137%
Total Revenues	\$ 1,899,385	\$ 1,874,517		\$ 24,868	99%
Total Resources (Revenue & Fund Bal.)					
		\$ 10,741,374			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 4,005		\$ 1,995	67%
2. Miscellaneous Expenses	1,000	1,592		(592)	159%
Subtotal - Operating Expenses	\$ 7,000	\$ 5,597		\$ 1,403	80%
B. Faculty/Staff Parking					
	\$ 406,000	\$ 388,162		\$ 17,838	96%
C. College Community Events					
	\$ 15,000	\$ 3,414		\$ 11,586	23%
D. Financial Aid Adjustments					
	\$ 14,000	\$ (31,300)		\$ 45,300	-224%
E. Auxiliary Service Operations					
1. Personnel	\$ 267,366	\$ 250,659		\$ 16,707	94%
2. General Operating Costs	15,000	4,451		10,549	30%
3. Equipment/Software/Installation	43,500	31,713		11,787	73%
4. StormCard Marketing	20,000	2,350		17,650	12%
5. Child Care Subsidy	150,000	137,700		12,300	92%
6. Consultant Fees	50,000			50,000	0%
Subtotal - Auxiliary Service Operations	\$ 545,866	\$ 426,873		\$ 118,993	78%
F. Community Support					
1. College Board	\$ 2,500			\$ 2,500	0%
2. President	27,000	11,864		15,136	44%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	5,865		135	98%
b. Vice President for Finance	6,000	3,882		2,118	65%
c. Vice President for Information Systems	6,000	1,972		4,028	33%
d. Vice President for Institutional Advancement & Executive Director of TCC Educational Foundation	6,000	2,756		3,244	46%
e. Vice President for Workforce Services	6,000	4,396		1,604	73%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	2,503		3,497	42%
g. Director of Institutional Effectiveness	6,000	96		5,904	2%
4. Campus Provosts					
a. Chesapeake	6,000	3,580		2,420	60%
b. Norfolk	6,000	449		5,551	7%
c. Portsmouth	6,000	2,572		3,428	43%
d. Virginia Beach	12,000	4,029		7,971	34%
5. Community Outreach	27,000	13,664		13,336	51%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 132,000	\$ 57,628		\$ 74,372	44%
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 4,547		\$ 453	91%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Norfolk	5,000	3,869		1,131	77%
3. Portsmouth	5,000	4,094		906	82%
4. Virginia Beach	10,000	5,469		4,531	55%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 17,979		\$ 7,021	72%
Subtotal- Expenditures	\$ 1,144,866	\$ 868,353		\$ 276,513	76%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
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	750		2,250	25%
4. Martin Luther King Scholarship	5,364			5,364	0%
5. Military Scholarships	26,820	12,134		14,686	45%
6. ROTC Scholarships	13,014			13,014	0%
7. High School Scholarships					
a. Chesapeake	75,096	67,550		7,546	90%
1. LaVonne P. Ellis Scholarship	10,728			10,728	0%
b. Norfolk	53,640	47,448		6,192	88%
1. John T. Kavanaugh Scholarship	10,728			10,728	0%
c. Portsmouth	21,456	17,118		4,338	80%
1. Lee B. Armistead Scholarship	10,728			10,728	0%
d. Suffolk (Northern)	10,728	7,787		2,941	73%
e. Virginia Beach	96,552	96,552			100%
1. Stanley Waranch Scholarship	10,728			10,728	0%
2. Dorcas T. Helfant-Browning Scholarship	10,728	10,728			100%
3. Thomas H. Wilson Scholarship	10,728	5,534		5,194	52%
Subtotal - TCC Scholarships & Awards	\$ 400,538	\$ 274,601		\$ 125,937	69%
Total Expenditures & Student Financial Assistance	\$ 1,545,404	\$ 1,142,954		\$ 402,450	74%
Ending Fund Balance 6/30/18		\$ 9,598,420			

**TIDEWATER COMMUNITY COLLEGE
LOCAL CONTRIBUTIONS
AS OF JUNE 30, 2018**

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

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

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

AVP-DF 8/15/18

Notes:

¹ City of Virginia Beach's share of design, site development, and construction costs of the Joint-Use Library. Does not include the City's share of the cost of furniture and equipment (\$1.2 million).

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

	BALANCE INVESTED	AVERAGE YIELD All Investments	INTEREST 2017-2018
07/31/17	\$ 39,985,487	0.85%	\$ 28,166
08/31/17	\$ 40,012,603	0.77%	\$ 25,589
09/30/17	\$ 40,461,167	0.78%	\$ 26,381
10/31/17	\$ 42,924,158	1.22%	\$ 43,541
11/30/17	\$ 42,922,864	0.81%	\$ 28,799
12/31/17	\$ 43,256,603	0.98%	\$ 35,220
01/31/18	\$ 41,979,167	1.30%	\$ 45,375
02/28/18	\$ 43,622,364	0.75%	\$ 27,206
03/31/18	\$ 46,517,191	0.86%	\$ 33,525
04/30/18	\$ 46,540,060	1.87%	\$ 72,415
05/31/18	\$ 46,180,546	1.43%	\$ 54,985
06/30/18	\$ 46,234,534	1.79%	\$ 69,099
TOTAL			\$ 490,301

Note 1

AVP-DF 8/15/18

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	1.82%	\$ 8,623,845
Towne Bank - Raymond James	1.82%	\$ 36,682,727
Commonwealth - LGIP	2.01%	\$ 927,962
Total		\$ 46,234,534

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 1.40% to 2.38%, and payment frequency varies from monthly to annually.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 11, 2018

COMMITTEE: Finance & Facilities Committee

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

BACKGROUND:

The routine Local Fund Financial Statements for the month ending July 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
757-822-1064

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

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/18		\$ 1,192,336			
I. Revenues					
A. Student Activity Fee	\$ 1,060,106			\$ 1,060,106	0%
B. ID Card Replacements	16,000	530		15,470	3%
C. Miscellaneous Revenue	5,000			5,000	0%
Total Revenues	\$ 1,081,106	\$ 530		\$ 1,080,576	0%
Total Resources (Revenue & Fund Bal.)		\$ 1,192,866			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 2,005	\$ 1,905		\$ 100	95%
2. Programming	25,265		1,749	23,516	7%
3. Student Organizations	9,698		1,208	8,490	12%
4. Recreational Sports	803			803	0%
5. Operating Expenses	803			803	0%
6. Contingency Fund	4,011			4,011	0%
Subtotal--Chesapeake Campus	\$ 42,585	\$ 1,905	\$ 2,957	\$ 37,723	11%
B. Norfolk Campus					
1. Student Government Association	\$ 3,000			\$ 3,000	0%
2. Programming	29,000	320	2,533	26,147	10%
3. Student Organizations	4,480			4,480	0%
4. Recreational Sports	4,000			4,000	0%
5. Operating Expenses	1,000		1,749	(749)	175%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Norfolk Campus	\$ 42,480	\$ 320	\$ 4,282	\$ 37,878	11%
C. Portsmouth Campus					
1. Student Government Association	\$ 3,000			\$ 3,000	0%
2. Programming	41,000	50	7,216	33,734	18%
3. Student Organizations					
4. Recreational Sports					
5. Student Organizations	4,480			4,480	0%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Portsmouth Campus	\$ 49,480	\$ 50	\$ 7,216	\$ 42,214	15%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,500			\$ 3,500	0%
2. Programming	37,079	426		36,653	1%
3. Student Organizations	22,960			22,960	0%
4. Recreational Sports					
5. Operating Expenses					
6. Contingency Fund					
Subtotal--Virginia Beach Campus	\$ 63,539	\$ 426	\$ -	\$ 63,113	1%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 3,175			\$ 3,175	0%
2. Women's Center	4,175			4,175	0%
3. Student Federation Council	4,175			4,175	0%
4. Intercultural Learning	16,600		540	16,060	3%
Subtotal--Student Activities--College-wide	\$ 28,125	\$ -	\$ 540	\$ 27,585	2%
F. Learning Assistance Fund					
1. Chesapeake	\$ 24,030	\$ 1,540		\$ 22,490	6%
2. Norfolk	19,234	1,661		17,573	9%

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Portsmouth	18,000	1,627		16,373	9%
4. Virginia Beach	60,000	3,557		56,443	6%
Subtotal--Learning Assistance Fund	\$ 121,264	\$ 8,385	\$ -	\$ 112,879	7%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 7,130		\$ 1,183	\$ 5,947	17%
2. Norfolk	6,000			6,000	0%
3. Portsmouth	5,815		821	4,994	14%
4. Virginia Beach	5,000			5,000	0%
Subtotal--Provosts' Contingency Fund	\$ 23,945	\$ -	\$ 2,004	\$ 21,941	8%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 4,550		\$ 1,199	\$ 3,351	26%
2. Norfolk	10,580	19	2,366	8,195	23%
3. Portsmouth	5,000			5,000	0%
4. Virginia Beach	10,000	48	5,267	4,685	53%
Subtotal--Deans' Contingency Fund	\$ 30,130	\$ 67	\$ 8,832	\$ 21,231	30%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 47,000	\$ 3,950	\$ 6,836	\$ 36,214	23%
Subtotal--Student Activities Identification System	\$ 47,000	\$ 3,950	\$ 6,836	\$ 36,214	23%
Total Expenditures	\$ 448,548	\$ 15,103	\$ 32,667	\$ 400,778	11%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 52,709		\$ 579,799	8%
Subtotal--Transfers	\$ 632,508	\$ 52,709	\$ -	\$ 579,799	8%
Fund Balance 7/31/18		\$ 1,125,054			

Approved by the Local College Board on May 15, 2018

AVP-DF 8/15/18

**TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2019**

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 14,435 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.

- 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 2018-19 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. The Portsmouth Campus manages this budget.
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.
3. Student Federation Council – Provides funds for supporting the activities and development of the college-wide Student Federation Council. The Coordinator of Student Leadership Development and Community Engagement and campus student life coordinators approve these expenditures. The Chesapeake Campus manages this budget.
4. Intercultural Learning – Provides funds to support intercultural activities across all campuses (e.g. Hispanic Heritage Month and Black History Month). The Director of Intercultural Learning/Women’s Center manages this budget.

F. Learning Assistance Fund – Provides salaries for administrative support, tutors, and supplemental instructors to assist students experiencing academic difficulties and operating funds for tutoring centers on each campus.

G. Provosts’ Contingency Fund – Provides the provosts with funding to support specific campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.

H. Deans’ Contingency Fund – Provides funding for the campus Deans of Student Services to support student success activities. These include welcoming receptions for various

student groups, student and staff recognitions, professional development, travel and other related expenses, campus improvements, meetings with students, staff and student workshops and retreats, and various student retention efforts.

- I. **Student Activities Identification System** – These funds are used for supplies and the CBORD software maintenance agreement for the college-wide student identification system.

- III. **Transfers** – Funds are transferred to the Student Center budget to cover the costs of campus Student Life and Student ID personnel.

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2018 - July 31, 2018**

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2018		\$ 11,974,342			
I. Revenues					
A. Institutional Fee	\$ 3,034,814	\$ 8,641		\$ 3,026,173	0%
B. Student Parking Sales	106,220	1,478		104,742	1%
C. Student HRT Pass Sales	109,000	(3,409)		112,409	-3%
Total Revenues	\$ 3,250,034	\$ 6,710		\$ 3,243,324	0%
Total Resources (Revenue & Fund Bal.)					
		\$ 11,981,052			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,643,475	\$ 1,300,731		\$ 342,744	79%
B. Chesapeake Campus Parking Lot - Debt Service	332,500	286,494		46,006	86%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	47,380	3,797		43,583	8%
2. Utilities	14,000	582		13,418	4%
3. Security	103,302			103,302	0%
4. General Maintenance	45,000	167	33,023	11,810	74%
D. College-wide Parking Lot Improvements	250,000	27,587	3,562	218,851	12%
E. Hampton Roads Transit (HRT) Passes	232,000		227,625	4,375	98%
F. Student Parking	128,100		17,312	110,788	14%
G. Visual Arts Center Parking Lease	82,800			82,800	0%
Total Expenditures	\$ 2,878,557	\$ 1,619,358	\$ 281,522	\$ 977,677	66%
Fund Balance 7/31/18					
		\$ 10,361,694			

Approved by the Local College Board on May 15, 2018

AVP-DF 8/15/18

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2019**

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 14,435 annualized FTES.

- A. Institutional Fee** – A fee of \$7.30 per credit hour, up to a maximum of 15 credits, is assessed to all students, except those under special arrangement contracts.
- 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 sixth 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 ninth year of a 15-year annual debt service payment.
- C. Chesapeake Campus Parking Garage – Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, sweeping, custodial, and the utilities associated with the Chesapeake Campus garage. Provides security staffing Monday through Friday and related security equipment and supervision expenses.
- D. College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- E. Hampton Roads Transit (HRT) Passes** – Cost to purchase the 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, 2018 - July 31, 2018**

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/18		\$ 19,183,504			
I. Revenues					
A. Auxiliary Capital Fee	\$ 8,076,703			\$ 8,076,703	0%
B. Transfer-In from Student Activities Budget	632,508	52,709		579,799	8%
C. Food Service Commission	59,000			59,000	0%
D. Miscellaneous Revenue	79,500	16,527		62,973	21%
E. Facility Use Fee	1,000			1,000	0%
Total Revenues	\$ 8,848,711	\$ 69,236	\$ -	\$ 8,779,475	1%
Total Resources (Revenue & Fund Balance)					
		\$ 19,252,740			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,115,888	\$ 905,577		\$ 210,311	81%
2. Student Center - Chesapeake Campus	1,166,478	930,744		235,734	80%
3. Student Center - Portsmouth Campus	1,091,639	918,861		172,778	84%
4. Student Center - Virginia Beach Campus	1,661,113	1,321,661		339,452	80%
Subtotal--Bond Debt Service	\$ 5,035,118	\$ 4,076,843	\$ -	\$ 958,275	81%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 454,964	\$ 32,558		\$ 422,406	7%
b. Operating Expenses	56,719	1,480	9,070	46,169	19%
Subtotal--General Operations	\$ 511,683	\$ 34,038	\$ 9,070	\$ 468,575	8%
2. Facility Operations					
a. Utilities	105,127	8,842		96,285	8%
b. Security	108,203	4,266	34,928	69,009	36%
c. Custodial					
1. Personnel	117,005	9,695		107,310	8%
2. Expenditures	16,000	814	6,847	8,339	48%
d. General Maintenance					
1. Personnel	69,180	7,116		62,064	10%
2. Expenditures	80,000		24,992	55,008	31%
e. Insurance	7,696			7,696	0%
f. Network & Telecommunications	70,613	5,884		64,729	8%
Subtotal--Facility Operations	\$ 573,824	\$ 36,617	\$ 66,767	\$ 470,439	18%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 17,980		\$ 8,352	\$ 9,628	46%
Subtotal--Food Services	\$ 17,980	\$ -	\$ 8,352	\$ 9,628	46%
Subtotal--Norfolk Student Center	\$ 1,103,487	\$ 70,655	\$ 84,189	\$ 948,643	14%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 435,524	\$ 26,876		\$ 408,648	6%
b. Operating Expenses	98,991	2,065	13,255	83,671	15%
Subtotal--General Operations	\$ 534,515	\$ 28,941	\$ 13,255	\$ 492,319	8%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	106,818	12,750		94,068	12%
b. Security	86,120	3,406	38,600	44,114	49%
c. Custodial					
1. Personnel	122,675	10,723		111,952	9%
2. Expenditures	16,000	128	6,303	9,569	40%
d. General Maintenance					
1. Personnel	66,869	4,932		61,937	7%
2. Expenditures	80,000	210	48,416	31,374	61%
e. Insurance	8,449			8,449	0%
f. Network & Telecommunications	61,556	5,130		56,426	8%
Subtotal--Facility Operations	\$ 548,487	\$ 37,279	\$ 93,319	\$ 417,889	24%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 14,740		\$ 6,844	\$ 7,896	46%
Subtotal--Food Services	\$ 14,740	\$ -	\$ 6,844	\$ 7,896	46%
Subtotal--Chesapeake Student Center	\$ 1,097,742	\$ 66,220	\$ 113,418	\$ 918,104	16%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 450,761	\$ 31,668		\$ 419,093	7%
b. Operating Expenses	54,472		3,286	51,186	6%
Subtotal--General Operations	\$ 505,233	\$ 31,668	\$ 3,286	\$ 470,279	7%
2. Facility Operations					
a. Utilities	119,000	9,653		109,347	8%
b. Security	154,246	4,180	47,571	102,495	34%
c. Custodial					
1. Personnel	119,509	7,961		111,548	7%
2. Expenditures	16,000	164	6,333	9,503	41%
d. General Maintenance					
1. Personnel	72,001	6,186		65,815	9%
2. Expenditures	80,000	557	30,376	49,067	39%
e. Insurance	8,276			8,276	0%
f. Network & Telecommunications	73,463	6,122		67,341	8%
Subtotal--Facility Operations	\$ 642,495	\$ 34,823	\$ 84,280	\$ 523,392	19%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000		\$ 12,254	\$ 8,746	58%
Subtotal--Food Services	\$ 21,000	\$ -	\$ 12,254	\$ 8,746	58%
Subtotal--Portsmouth Student Center	\$ 1,168,728	\$ 66,491	\$ 99,820	\$ 1,002,417	14%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 591,883	\$ 33,988		\$ 557,895	6%
b. Operating Expenses	61,172	167	10,128	50,877	17%
Subtotal--General Operations	\$ 653,055	\$ 34,155	\$ 10,128	\$ 608,772	7%
2. Facility Operations					
a. Utilities	160,000	951		159,049	1%
b. Security	87,202	3,246	28,569	55,387	36%
c. Custodial					
1. Personnel	191,270	14,061		177,209	7%
2. Expenditures	20,000	219	15,742	4,039	80%
d. General Maintenance					
1. Personnel	109,764	10,406		99,358	9%
2. Expenditures	160,000	145	45,408	114,447	28%
e. Insurance	12,423			12,423	0%
f. Network & Telecommunications	76,193	6,349		69,844	8%
Subtotal--Facility Operations	\$ 816,852	\$ 35,377	\$ 89,719	\$ 691,756	15%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 730	\$ 5,776	\$ 14,494	31%
Subtotal--Food Services	\$ 21,000	\$ 730	\$ 5,776	\$ 14,494	31%
Subtotal--Virginia Beach Student Center					
	\$ 1,490,907	\$ 70,262	\$ 105,623	\$ 1,315,022	12%
Total Expenditures					
	\$ 9,895,982	\$ 4,350,471	\$ 403,050	\$ 5,142,460	48%
III. Capital Maintenance Reserve					
	\$ 1,000,000	\$ 1,000,000		\$ -	100%
Fund Balance 7/31/18					
		\$ 13,902,269			

Approved by the Local College Board on May 15, 2018

AVP-DF 8/15/18

Capital Maintenance Reserve Fund	
FY14-FY18	\$ 6,500,000

**TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
Narrative Justification
FY2019**

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 14,435 annualized FTEs.

- A. Auxiliary Capital Fee** – A fee is assessed to all students up to a maximum of 15 credit hours. The fee is \$19.00 per credit hour for Summer Semester 2018 and increases to \$19.50 per credit hour for Fall Semester 2018.
- B. Transfer-In from Student Activities Budget** – This transfer reflects the funding of positions from the Student Activities budget.
- C. Food Service Commission** – Estimated commissions from the college’s food service contract with Elite.
- 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** – Revenue generated from employee use of the fitness centers at the Student Centers. The college charges a fee of up to \$105 annually.

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, Chesapeake, Portsmouth, and Virginia Beach Student Centers, including costs for Student Life personnel and student identification personnel.
 - b. Operating Expenses** – Funding for general operating expenses such as office supplies, travel, professional development, equipment repairs, etc.

2. **Facility Operations**

- a. **Utilities** – Utilities services for the student centers. Utilities include electrical, natural gas, water, and sewer.
 - b. **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.
 - c. **Custodial** – Personnel costs, consumable materials for housecleaning, and trash and garbage disposal services for the student centers.
 - d. **General Maintenance** – Personnel costs, consumable materials, and contract services to maintain the student centers' mechanical, electrical, and other building systems.
 - e. **Insurance** – Estimated cost of insurance for the student centers. The increase is due to the inclusion of general liability insurance for the student centers that was not previously budgeted.
 - f. **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, 2018 - July 31, 2018

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/18		\$ 9,598,420			
I. Revenues					
A. Bookstore	\$ 1,050,665	\$ 37,106		\$ 1,013,559	4%
B. Vending					
1. Exclusive Beverage Contract	73,425	23,755		49,670	32%
2. Vending - CRH	34,184	2,631		31,553	8%
C. Food Service - Joint-Use Library	9,987			9,987	0%
D. Municipal Support	24,000			24,000	0%
E. Interest Earnings	600,000	9,275		590,725	2%
F. Miscellaneous Revenue	10,000	3,440		6,560	34%
Total Revenues	\$ 1,802,261	\$ 76,207	\$ -	\$ 1,726,054	4%
Total Resources (Revenue & Fund Bal.)		\$ 9,674,627	\$ -		
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 154	\$ 4,904	942	3%
2. Miscellaneous Expenses	1,000		776	224	0%
3. Joint-Use Library Food Service Equipment	2,150		1,078	1,072	0%
Subtotal - Operating Expenses	\$ 9,150	\$ 154	\$ 6,758	\$ 2,238	2%
B. Faculty/Staff Parking	\$ 420,580	\$ 5,855	\$ 56,734	\$ 357,991	1%
C. College Community Events	\$ 15,000		\$ 6,062	\$ 8,938	0%
D. Financial Aid Adjustments	\$ 14,000	\$ (3,257)		\$ 17,257	-23%
E. Auxiliary Service Operations					
1. Personnel	\$ 236,900	\$ 19,686		\$ 217,214	8%
2. General Operating Costs	10,000		1,211	8,789	0%
3. Equipment/Software/Installation	35,000		1,165	33,835	0%
4. StormCard Marketing	20,000			20,000	0%
5. Child Care Subsidy	100,000	8,627		91,373	9%
Subtotal - Auxiliary Service Operations	\$ 401,900	\$ 28,313	\$ 2,376	\$ 371,211	7%
F. Community Support					
1. College Board	\$ 2,500			2,500	0%
2. President	15,000		496	14,504	0%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000		1,145	4,855	0%
b. Vice President for Finance	6,000		211	5,789	0%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	548	121	5,331	9%
d. Vice President for Institutional Advancement	6,000		98	5,902	0%
e. Vice President for Workforce Services	6,000			6,000	0%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	214	279	5,507	4%
4. Campus Provosts					
a. Chesapeake	6,000		290	5,710	0%
b. Norfolk	6,000			6,000	0%
c. Portsmouth	6,000			6,000	0%
d. Virginia Beach	12,000		2,329	9,671	0%
5. Community Outreach	27,000			27,000	0%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 114,000	\$ 762	\$ 4,969	\$ 108,269	1%

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000		\$ 397	4,603	0%
2. Norfolk	5,000			5,000	0%
3. Portsmouth	5,000			5,000	0%
4. Virginia Beach	10,000	566		9,434	6%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 566	\$ 397	\$ 24,037	2%
Subtotal- Expenditures	\$ 999,630	\$ 32,393	\$ 77,296	\$ 889,941	
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000			15,000	0%
2. Student Study Abroad Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000			3,000	0%
4. Martin Luther King Scholarship	5,621			5,621	0%
5. Military Scholarships	28,103			28,103	0%
6. ROTC Scholarships	13,489			13,489	0%
7. High School Scholarships					
a. Chesapeake	78,687			78,687	0%
1. LaVonne P. Ellis Scholarship	11,241			11,241	0%
b. Norfolk	56,205			56,205	0%
1. John T. Kavanaugh Scholarship	11,241			11,241	0%
c. Portsmouth	22,482			22,482	0%
1. Lee B. Armistead Scholarship	11,241			11,241	0%
d. Suffolk (Northern)	11,241			11,241	0%
e. Virginia Beach	101,169			101,169	0%
1. Stanley Waranch Scholarship	11,241			11,241	0%
2. Dorcas T. Helfant-Browning Scholarship	11,241			11,241	0%
3. Thomas H. Wilson Scholarship	11,241			11,241	0%
Subtotal - TCC Scholarships & Awards	\$ 417,942	\$ -	\$ -	\$ 417,942	0%
Total Expenditures & Student Financial Assistance	\$ 1,417,572	\$ 32,393	\$ 77,296	\$ 1,307,883	2%
Fund Balance 7/31/2018		\$ 9,642,234			

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
Narrative Justification
FY2019

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 currently has a food service contract with Elite, 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** – Investment earnings are calculated on a \$40 million average investment at 1.5%.
- 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. The cost of Harbor Heights parking was erroneously omitted from the FY18 budget resulting in the increase for FY19.
- 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 decrease is due to the elimination of the wage position that is budgeted for FY18.
 - 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 – This line item is not budgeted for FY19.

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 CONTRIBUTIONS
AS OF JULY 31, 2018**

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

AVP-DF 7/31/18

**TIDEWATER COMMUNITY COLLEGE
LOCAL INVESTMENTS
2014 - 2019**

LOCALITIES	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014
PORTSMOUTH:						
LOCAL BOARD (Operating)		6,000	6,000	5,400	6,000	
TOTAL-PORTSMOUTH	\$ -	\$ 6,000	\$ 6,000	\$ 5,400	\$ 6,000	\$ -
VIRGINIA BEACH:						
LOCAL BOARD (Operating)	6,000	6,000	5,100	5,100	5,100	5,100
TOTAL-VIRGINIA BEACH	\$ 6,000	\$ 6,000	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100
CHESAPEAKE:						
TECHNOLOGY	60,500	60,500	60,500	60,500	60,500	60,500
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-CHESAPEAKE	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500
NORFOLK:						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-NORFOLK	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL	\$ 78,500	\$ 84,500	\$ 83,600	\$ 83,000	\$ 83,600	\$ 77,600

**TIDEWATER COMMUNITY COLLEGE
INVESTMENTS
2018-19 STATEMENT OF EARNINGS**

	BALANCE INVESTED	AVERAGE YIELD All Investments	INTEREST 2018-2019
07/31/18	\$ 40,455,135	1.72%	\$ 58,044
08/31/18			
09/30/18			
10/31/18			
11/30/18			
12/31/18			
01/31/19			
02/28/19			
03/31/19			
04/30/19			
05/31/19			
06/30/19			
TOTAL			\$ 58,044

Note 1

AVP-DF 8/16/18

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	1.98%	\$ 2,767,276
Towne Bank - Raymond James	1.54%	\$ 36,758,235
Commonwealth - LGIP	2.11%	\$ 929,624
Total		\$ 40,455,135

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.

Note 2 - Actual interest rates on Raymond James CDs range from 1.40% to 2.38%, and payment frequency varies from monthly to annually.

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2018 - September 30, 2018

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2018		\$ 1,192,336			
I. Revenues					
A. Student Activity Fee	\$ 1,060,106	\$ 228,644		\$ 831,462	22%
B. ID Card Replacements	16,000	419		15,581	3%
C. Miscellaneous Revenue	5,000			5,000	0%
Total Revenues	\$ 1,081,106	\$ 229,063		\$ 852,043	21%
Total Resources (Revenue & Fund Bal.)		\$ 1,421,399			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 2,005	\$ 1,905		\$ 100	95%
2. Programming	25,265	567	17,337	7,361	71%
3. Student Organizations	9,698		1,967	7,731	20%
4. Recreational Sports	803			803	0%
5. Operating Expenses	803			803	0%
6. Contingency Fund	4,011		3,426	585	85%
Subtotal--Chesapeake Campus	\$ 42,585	\$ 2,472	\$ 22,730	\$ 17,383	59%
B. Norfolk Campus					
1. Student Government Association	\$ 3,000			\$ 3,000	0%
2. Programming	29,000	3,156	5,849	19,995	31%
3. Student Organizations	4,480	479		4,001	11%
4. Recreational Sports	4,000	795	889	2,316	42%
5. Operating Expenses	1,000		1,749	(749)	175%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Norfolk Campus	\$ 42,480	\$ 4,430	\$ 8,487	\$ 29,563	30%
C. Portsmouth Campus					
1. Student Government Association	\$ 3,000			\$ 3,000	0%
2. Programming	41,000	5,052	5,271	30,677	25%
3. Student Organizations					
4. Recreational Sports					
5. Student Organizations	4,480			4,480	0%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Portsmouth Campus	\$ 49,480	\$ 5,052	\$ 5,271	\$ 39,157	21%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,500			\$ 3,500	0%
2. Programming	37,079	426		36,653	1%
3. Student Organizations	22,960	1,390		21,570	6%
4. Recreational Sports					
5. Operating Expenses					
6. Contingency Fund					
Subtotal--Virginia Beach Campus	\$ 63,539	\$ 1,816	\$ -	\$ 61,723	3%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 3,175	\$ 294	\$ 360	\$ 2,521	21%
2. Women's Center	4,175	95		4,080	2%
3. Student Federation Council	4,175			4,175	0%
4. Intercultural Learning	16,600		1,589	15,011	10%
Subtotal--Student Activities--College-wide	\$ 28,125	\$ 389	\$ 1,949	\$ 25,787	8%
F. Learning Assistance Fund					
1. Chesapeake	\$ 24,030	\$ 1,540		\$ 22,490	6%
2. Norfolk	19,234	1,661		17,573	9%

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Portsmouth	18,000	1,627		16,373	9%
4. Virginia Beach	60,000	3,557		56,443	6%
Subtotal--Learning Assistance Fund	\$ 121,264	\$ 8,385	\$ -	\$ 112,879	7%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 7,130	\$ 1,000	\$ 2,183	\$ 3,947	45%
2. Norfolk	6,000	43		5,957	1%
3. Portsmouth	5,815	852	3,464	1,499	74%
4. Virginia Beach	5,000			5,000	0%
Subtotal--Provosts' Contingency Fund	\$ 23,945	\$ 1,895	\$ 5,647	\$ 16,403	31%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 4,550	\$ 975	\$ 584	\$ 2,991	34%
2. Norfolk	10,580	4,720	15	5,845	45%
3. Portsmouth	5,000		144	4,856	3%
4. Virginia Beach	10,000	544	5,117	4,339	57%
Subtotal--Deans' Contingency Fund	\$ 30,130	\$ 6,239	\$ 5,860	\$ 18,031	40%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 47,000	\$ 8,360	\$ 2,426	\$ 36,214	23%
Subtotal--Student Activities Identification System	\$ 47,000	\$ 3,950	\$ 6,836	\$ 36,214	23%
Total Expenditures	\$ 448,548	\$ 34,628	\$ 56,780	\$ 357,140	20%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 158,127		\$ 474,381	25%
Subtotal--Transfers	\$ 632,508	\$ 158,127	\$ -	\$ 474,381	25%
Fund Balance 9/30/2018		\$ 1,228,644			

Approved by the Local College Board on May 15, 2018

AVP-DF 10/8/18

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2019

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 14,435 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.

- 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 2018-19 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. The Portsmouth Campus manages this budget.
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.
3. Student Federation Council – Provides funds for supporting the activities and development of the college-wide Student Federation Council. The Coordinator of Student Leadership Development and Community Engagement and campus student life coordinators approve these expenditures. The Chesapeake Campus manages this budget.
4. College-wide Clubs & Committees – This funding has moved to the campuses in accordance with the approved funding formula.
5. Intercultural Learning – Provides funds to support intercultural activities across all campuses (e.g. Hispanic Heritage Month and Black History Month). The Director of Intercultural Learning/Women’s Center manages this budget.

F. Learning Assistance Fund – Provides salaries for administrative support, tutors, and supplemental instructors to assist students experiencing academic difficulties and operating funds for tutoring centers on each campus.

G. Provosts’ Contingency Fund – Provides the provosts with funding to support specific campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.

- H. **Deans' Contingency Fund** – Provides funding for the campus Deans of Student Services to support student success activities. These include welcoming receptions for various student groups, student and staff recognitions, professional development, travel and other related expenses, campus improvements, meetings with students, staff and student workshops and retreats, and various student retention efforts.
 - I. **Student Activities Identification System** – These funds are used for supplies and the CBORD software maintenance agreement for the college-wide student identification system.
- III. **Transfers** – Funds are transferred to the Student Center budget to cover the costs of campus Student Life and Student ID personnel.

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2018 - September 30, 2018**

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2018		\$ 11,974,342			
I. Revenues					
A. Institutional Fee	\$ 3,034,814	\$ 680,719		\$ 2,354,095	22%
B. Student Parking Sales	106,220	13,148		93,072	12%
C. Student HRT Pass Sales	109,000	9,624		99,376	9%
Total Revenues	\$ 3,250,034	\$ 703,491		\$ 2,546,543	22%
Total Resources (Revenue & Fund Bal.)					
		\$ 12,677,833			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,643,475	\$ 1,300,731		\$ 342,744	79%
B. Chesapeake Campus Parking Lot - Debt Service	332,500	286,494		46,006	86%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	47,380	11,411		35,969	24%
2. Utilities	14,000	1,691		12,309	12%
3. Security	103,302			103,302	0%
4. General Maintenance	45,000	11,661	27,220	6,119	86%
D. College-wide Parking Lot Improvements	250,000	33,155	195,908	20,937	92%
E. Hampton Roads Transit (HRT) Passes	232,000	227,625		4,375	98%
F. Student Parking	128,100	11,600	116,500		100%
G. Visual Arts Center Parking Lease	82,800			82,800	0%
Total Expenditures	\$ 2,878,557	\$ 1,884,368	\$ 339,628	\$ 654,561	77%
Fund Balance 9/30/2018					
		\$ 10,793,465			

Approved by the Local College Board on May 15, 2018

AVP-DF 10/8/18

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2019**

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 14,435 annualized FTES.

- A. Institutional Fee** – A fee of \$7.30 per credit hour, up to a maximum of 15 credits, is assessed to all students, except those under special arrangement contracts.
- 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 sixth 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 ninth year of a 15-year annual debt service payment.
- C. Chesapeake Campus Parking Garage – Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, sweeping, custodial, and the utilities associated with the Chesapeake Campus garage. Provides security staffing Monday through Friday and related security equipment and supervision expenses.
- D. College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- E. Hampton Roads Transit (HRT) Passes** – Cost to purchase the 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, 2018 - September 30, 2018**

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2018		\$ 19,183,504			
I. Revenues					
A. Auxiliary Capital Fee	\$ 8,076,703	\$ 1,779,123		\$ 6,297,580	22%
B. Transfer-In from Student Activities Budget	632,508	158,127		474,381	25%
C. Food Service Commission	59,000	266		58,734	0%
D. Miscellaneous Revenue	79,500	18,363		61,137	23%
E. Facility Use Fee	1,000	185		815	19%
Total Revenues	\$ 8,848,711	\$ 1,956,064	\$ -	\$ 6,892,647	22%
Total Resources (Revenue & Fund Balance)					
		\$ 21,139,568			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,115,888	\$ 905,577		\$ 210,311	81%
2. Student Center - Chesapeake Campus	1,166,478	930,744		235,734	80%
3. Student Center - Portsmouth Campus	1,091,639	918,861		172,778	84%
4. Student Center - Virginia Beach Campus	1,661,113	1,321,661		339,452	80%
Subtotal--Bond Debt Service	\$ 5,035,118	\$ 4,076,843	\$ -	\$ 958,275	81%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 454,964	\$ 102,308		\$ 352,656	22%
b. Operating Expenses	56,719	3,846	11,269	41,604	27%
Subtotal--General Operations	\$ 511,683	\$ 106,154	\$ 11,269	\$ 394,260	23%
2. Facility Operations					
a. Utilities	105,127	18,233		86,894	17%
b. Security	108,203	18,795	20,399	69,009	36%
c. Custodial					
1. Personnel	117,005	28,791		88,214	25%
2. Expenditures	16,000	1,230	5,837	8,933	44%
d. General Maintenance					
1. Personnel	69,180	21,295		47,885	31%
2. Expenditures	80,000	6,768	21,540	51,692	35%
e. Insurance	7,696			7,696	0%
f. Network & Telecommunications	70,613	17,653		52,960	25%
Subtotal--Facility Operations	\$ 573,824	\$ 112,765	\$ 47,776	\$ 413,283	28%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 17,980	\$ 4,216	\$ 14,238	\$ (474)	103%
Subtotal--Food Services	\$ 17,980	\$ 4,216	\$ 14,238	\$ (474)	103%
Subtotal--Norfolk Student Center	\$ 1,103,487	\$ 223,135	\$ 73,283	\$ 807,069	27%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 435,524	\$ 82,329		\$ 353,195	19%
b. Operating Expenses	98,991	9,372	32,567	57,052	42%
Subtotal--General Operations	\$ 534,515	\$ 91,701	\$ 32,567	\$ 410,247	23%

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	106,818	36,702		70,116	34%
b. Security	86,120	15,348	26,658	44,114	49%
c. Custodial					
1. Personnel	122,675	32,519		90,156	27%
2. Expenditures	16,000	385	4,999	10,616	34%
d. General Maintenance					
1. Personnel	66,869	13,140		53,729	20%
2. Expenditures	80,000	13,114	34,737	32,149	60%
e. Insurance	8,449			8,449	0%
f. Network & Telecommunications	61,556	15,389		46,167	25%
Subtotal--Facility Operations	\$ 548,487	\$ 126,597	\$ 66,394	\$ 355,496	35%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 14,740		\$ 14,740	\$ -	100%
Subtotal--Food Services	\$ 14,740	\$ -	\$ 14,740	\$ -	100%
Subtotal--Chesapeake Student Center	\$ 1,097,742	\$ 218,298	\$ 113,701	\$ 765,743	30%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 450,761	\$ 90,564		\$ 360,197	20%
b. Operating Expenses	54,472	304	9,037	45,131	17%
Subtotal--General Operations	\$ 505,233	\$ 90,868	\$ 9,037	\$ 405,328	20%
2. Facility Operations					
a. Utilities	119,000	37,036		81,964	31%
b. Security	154,246	17,208	34,542	102,496	34%
c. Custodial					
1. Personnel	119,509	23,991		95,518	20%
2. Expenditures	16,000	493	6,881	8,626	46%
d. General Maintenance					
1. Personnel	72,001	18,577		53,424	26%
2. Expenditures	80,000	7,244	25,490	47,266	41%
e. Insurance	8,276			8,276	0%
f. Network & Telecommunications	73,463	18,366		55,097	25%
Subtotal--Facility Operations	\$ 642,495	\$ 122,915	\$ 66,913	\$ 452,667	30%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 4,910	\$ 16,200	\$ (110)	101%
Subtotal--Food Services	\$ 21,000	\$ 4,910	\$ 16,200	\$ (110)	101%
Subtotal--Portsmouth Student Center	\$ 1,168,728	\$ 218,693	\$ 92,150	\$ 857,885	27%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 591,883	\$ 109,726		\$ 482,157	19%
b. Operating Expenses	61,172	10,224	7,905	43,043	30%
Subtotal--General Operations	\$ 653,055	\$ 119,950	\$ 7,905	\$ 525,200	20%
2. Facility Operations					
a. Utilities	160,000	18,893		141,107	12%
b. Security	87,202	14,617	17,198	55,387	36%
c. Custodial					
1. Personnel	191,270	41,421		149,849	22%
2. Expenditures	20,000	3,832	17,118	(950)	105%
d. General Maintenance					
1. Personnel	109,764	31,176		78,588	28%
2. Expenditures	160,000	33,708	29,139	97,153	39%
e. Insurance	12,423			12,423	0%
f. Network & Telecommunications	76,193	19,408		56,785	25%
Subtotal--Facility Operations	\$ 816,852	\$ 163,055	\$ 63,455	\$ 590,342	28%
3. Food Services					

	Budget 2018	Revenues/ Expenditures	Encumbrances	Variance	% Realized
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 2,362	\$ 20,440	\$ (1,802)	109%
Subtotal--Food Services	\$ 21,000	\$ 2,362	\$ 20,440	\$ (1,802)	109%
Subtotal--Virginia Beach Student Center	\$ 1,490,907	\$ 285,367	\$ 91,800	\$ 1,113,740	25%
Total Expenditures	\$ 9,895,982	\$ 5,022,336	\$ 370,934	\$ 4,502,712	54%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000			100%
Fund Balance 9/30/2018		\$ 15,117,232			

Approved by the Local College Board on May 15, 2018

AVP-DF 10/8/18

Capital Maintenance Reserve Fund	
FY14-FY18	\$ 6,500,000

**TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
Narrative Justification
FY2019**

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 14,435 annualized FTEs.

- A. Auxiliary Capital Fee** – A fee is assessed to all students up to a maximum of 15 credit hours. The fee is \$19.00 per credit hour for Summer Semester 2018 and increases to \$19.50 per credit hour for Fall Semester 2018.
- B. Transfer-In from Student Activities Budget** – This transfer reflects the funding of positions from the Student Activities budget.
- C. Food Service Commission** – Estimated commissions from the college’s food service contract with Elite.
- 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** – Revenue generated from employee use of the fitness centers at the Student Centers. The college charges a fee of up to \$105 annually.

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, Chesapeake, Portsmouth, and Virginia Beach Student Centers, including costs for Student Life personnel and student identification personnel.
 - b. Operating Expenses** – Funding for general operating expenses such as office supplies, travel, professional development, equipment repairs, etc.

2. **Facility Operations**

- a. **Utilities** – Utilities services for the student centers. Utilities include electrical, natural gas, water, and sewer.
 - b. **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.
 - c. **Custodial** – Personnel costs, consumable materials for housecleaning, and trash and garbage disposal services for the student centers.
 - d. **General Maintenance** – Personnel costs, consumable materials, and contract services to maintain the student centers' mechanical, electrical, and other building systems.
 - e. **Insurance** – Estimated cost of insurance for the student centers. The increase is due to the inclusion of general liability insurance for the student centers that was not previously budgeted.
 - f. **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, 2018 - September 30, 2018

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2018		\$ 9,598,420			
I. Revenues					
A. Bookstore	\$ 1,050,665	\$ 59,620		\$ 991,045	6%
B. Vending					
1. Exclusive Beverage Contract	73,425	29,468		43,957	40%
2. Vending - CRH	34,184	5,698		28,486	17%
C. Food Service - Joint-Use Library	9,987	385		9,602	4%
D. Municipal Support	24,000			24,000	0%
E. Interest Earnings	600,000	124,273		475,727	21%
F. Miscellaneous Revenue	10,000	3,885		6,115	39%
Total Revenues	\$ 1,802,261	\$ 223,329		\$ 1,578,932	12%
Total Resources (Revenue & Fund Bal.)					
		\$ 9,821,749			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 981	\$ 4,234	785	87%
2. Miscellaneous Expenses	1,000	(79)		1,079	-8%
3. Joint-Use Library Food Service Equipment	2,150	1,078	960	112	95%
Subtotal - Operating Expenses	\$ 9,150	\$ 1,980	\$ 5,194	\$ 1,976	78%
B. Faculty/Staff Parking	\$ 420,580	\$ 119,589	\$ 300,991		100%
C. College Community Events	\$ 15,000	\$ 6,468	\$ 636	\$ 7,896	47%
D. Financial Aid Adjustments	\$ 14,000	\$ (5,020)		\$ 19,020	-36%
E. Auxiliary Service Operations					
1. Personnel	\$ 236,900	\$ 59,097		\$ 177,803	25%
2. General Operating Costs	10,000	208	1,211	8,581	14%
3. Equipment/Software/Installation	35,000	950	256	33,794	3%
4. StormCard Marketing	20,000	1,000		19,000	5%
5. Child Care Subsidy	100,000	23,694		76,306	24%
Subtotal - Auxiliary Service Operations	\$ 401,900	\$ 84,949	\$ 1,467	\$ 315,484	22%
F. Community Support					
1. College Board	\$ 2,500			2,500	0%
2. President	15,000	390	3,550	11,060	26%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	671	1,300	4,029	33%
b. Vice President for Finance	6,000	662	889	4,449	26%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	548	288	5,164	14%
d. Vice President for Institutional Advancement	6,000		98	5,902	2%
e. Vice President for Workforce Services	6,000		738	5,262	12%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	214	849	4,937	18%
4. Campus Provosts					
a. Chesapeake	6,000	1,463	626	3,911	35%
b. Norfolk	6,000	607		5,393	10%
c. Portsmouth	6,000	2,150		3,850	36%
d. Virginia Beach	12,000	3,440	380	8,180	32%
5. Community Outreach	27,000	1,843		25,157	7%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 114,000	\$ 11,988	\$ 8,718	\$ 93,294	18%
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000		\$ 397	4,603	8%

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
2. Norfolk	5,000		323	4,677	6%
3. Portsmouth	5,000		1,284	3,716	26%
4. Virginia Beach	10,000	566	146	9,288	7%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 566	\$ 2,150	\$ 22,284	11%
Subtotal- Expenditures	\$ 999,630	\$ 220,520	\$ 319,156	\$ 459,954	54%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 1,000		14,000	7%
2. Student Study Abroad Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000			3,000	0%
4. Martin Luther King Scholarship	5,621			5,621	0%
5. Military Scholarships	28,103			28,103	0%
6. ROTC Scholarships	13,489			13,489	0%
7. High School Scholarships					
a. Chesapeake	78,687			78,687	0%
1. LaVonne P. Ellis Scholarship	11,241			11,241	0%
b. Norfolk	56,205			56,205	0%
1. John T. Kavanaugh Scholarship	11,241			11,241	0%
c. Portsmouth	22,482			22,482	0%
1. Lee B. Armistead Scholarship	11,241			11,241	0%
d. Suffolk (Northern)	11,241			11,241	0%
e. Virginia Beach	101,169			101,169	0%
1. Stanley Waranch Scholarship	11,241			11,241	0%
2. Dorcas T. Helfant-Browning Scholarship	11,241			11,241	0%
3. Thomas H. Wilson Scholarship	11,241			11,241	0%
Subtotal - TCC Scholarships & Awards	\$ 417,942	\$ 1,000	\$ -	\$ 416,942	0%
Total Expenditures & Student Financial Assistance	\$ 1,417,572	\$ 221,520	\$ 319,156	\$ 876,896	38%
Fund Balance 9/30/2018		\$ 9,600,229			

Approved by the Local College Board on May 15, 2018

AVP-DF 10/8/18

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
Narrative Justification
FY2019

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 currently has a food service contract with Elite, 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** – Investment earnings are calculated on a \$40 million average investment at 1.5%.
- 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. The cost of Harbor Heights parking was erroneously omitted from the FY18 budget resulting in the increase for FY19.
- 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 decrease is due to the elimination of the wage position that is budgeted for FY18.
 - 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 – This line item is not budgeted for FY19.

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 CONTRIBUTIONS
AS OF SEPTEMBER 30, 2018**

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

AVP-DF 10/8/18

**TIDEWATER COMMUNITY COLLEGE
LOCAL INVESTMENTS
2014 - 2019**

LOCALITIES	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014
PORTSMOUTH:						
LOCAL BOARD (Operating)		6,000	6,000	5,400	6,000	
TOTAL-PORTSMOUTH	\$ -	\$ 6,000	\$ 6,000	\$ 5,400	\$ 6,000	\$ -
VIRGINIA BEACH:						
LOCAL BOARD (Operating)	6,000	6,000	5,100	5,100	5,100	5,100
TOTAL-VIRGINIA BEACH	\$ 6,000	\$ 6,000	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100
CHESAPEAKE:						
TECHNOLOGY	60,500	60,500	60,500	60,500	60,500	60,500
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-CHESAPEAKE	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500
NORFOLK:						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-NORFOLK	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL	\$ 78,500	\$ 84,500	\$ 83,600	\$ 83,000	\$ 83,600	\$ 77,600

**TIDEWATER COMMUNITY COLLEGE
INVESTMENTS
2018-19 STATEMENT OF EARNINGS**

	BALANCE INVESTED	AVERAGE YIELD All Investments	INTEREST 2018-2019
07/31/18	\$ 40,455,135	1.72%	\$ 58,044
08/31/18	\$ 41,438,760	1.05%	\$ 36,359
09/30/18	\$ 41,649,769	0.86%	\$ 29,870
10/31/18			
11/30/18			
12/31/18			
01/31/19			
02/28/19			
03/31/19			
04/30/19			
05/31/19			
06/30/19			
TOTAL			\$ 124,273

Note 1

AVP-DF 10/10/18

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	2.00%	\$ 3,903,640
Towne Bank - Raymond James	1.07%	\$ 36,813,161
Commonwealth - LGIP	2.14%	\$ 932,968
Total		\$ 41,649,769

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.

Note 2 - Actual interest rates on Raymond James CDs range from 1.25% to 2.4%, and payment frequency varies from monthly to annually.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 11, 2018
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Final Financial Report for 2017-18

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is the college's final financial report for FY18.

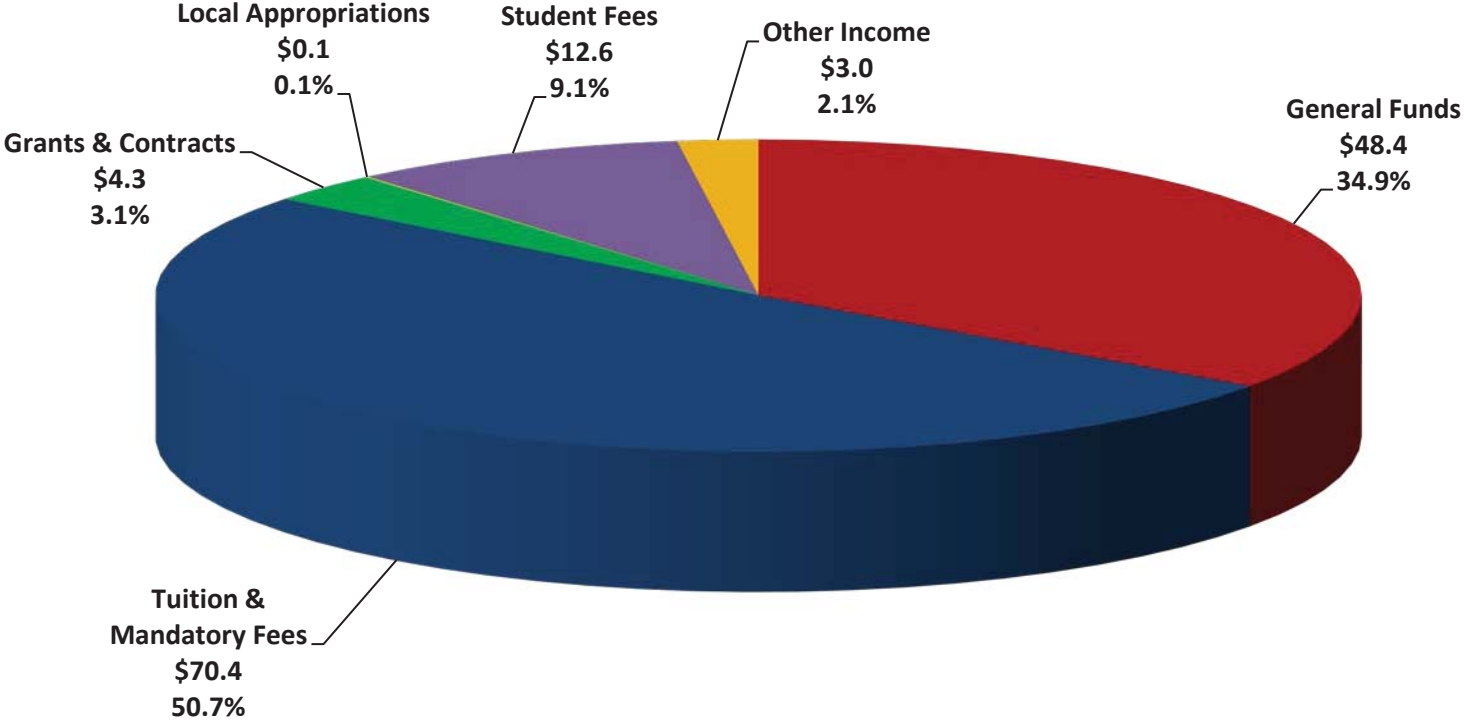
STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

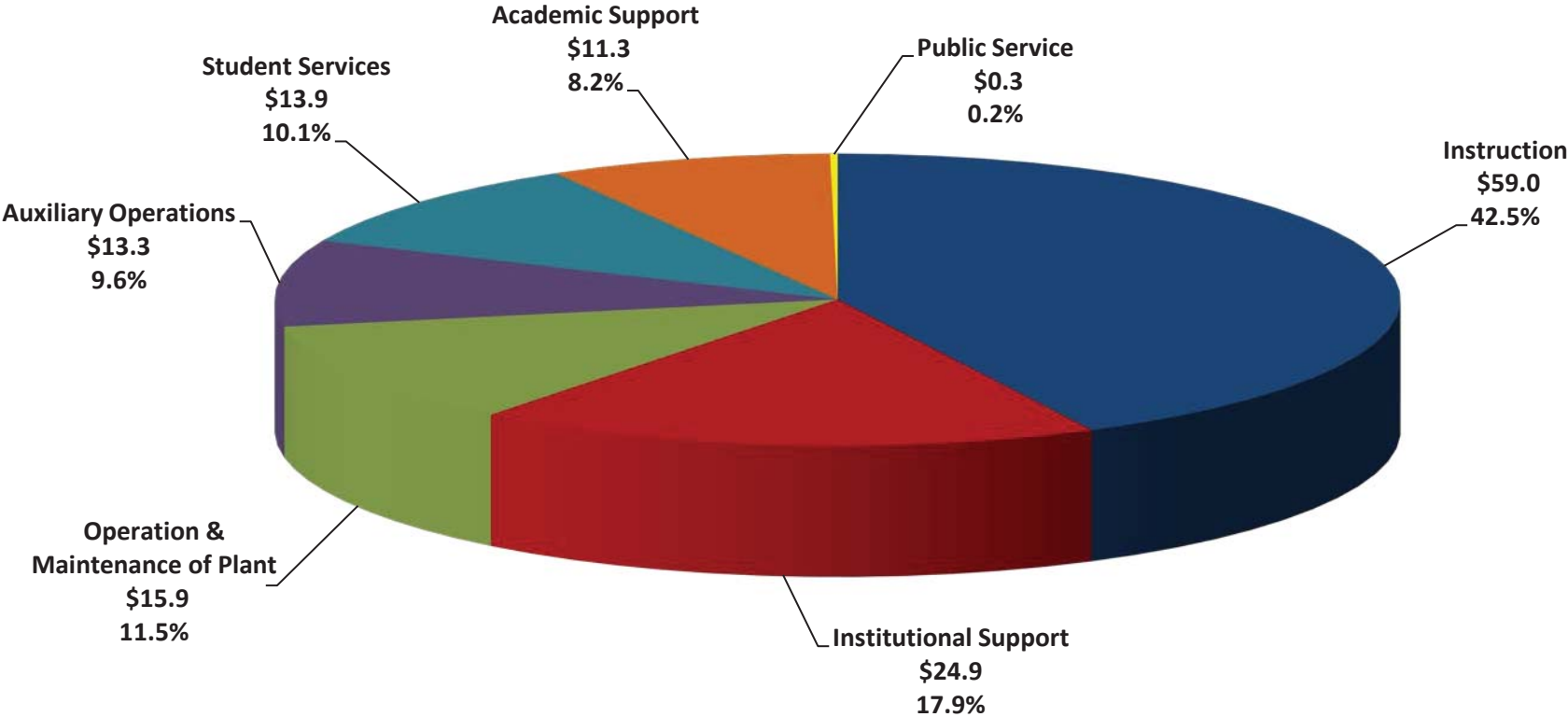
TIDEWATER COMMUNITY COLLEGE
Revenues
2017-18¹
\$138.8 Million



In Millions

¹As of June 30, 2018

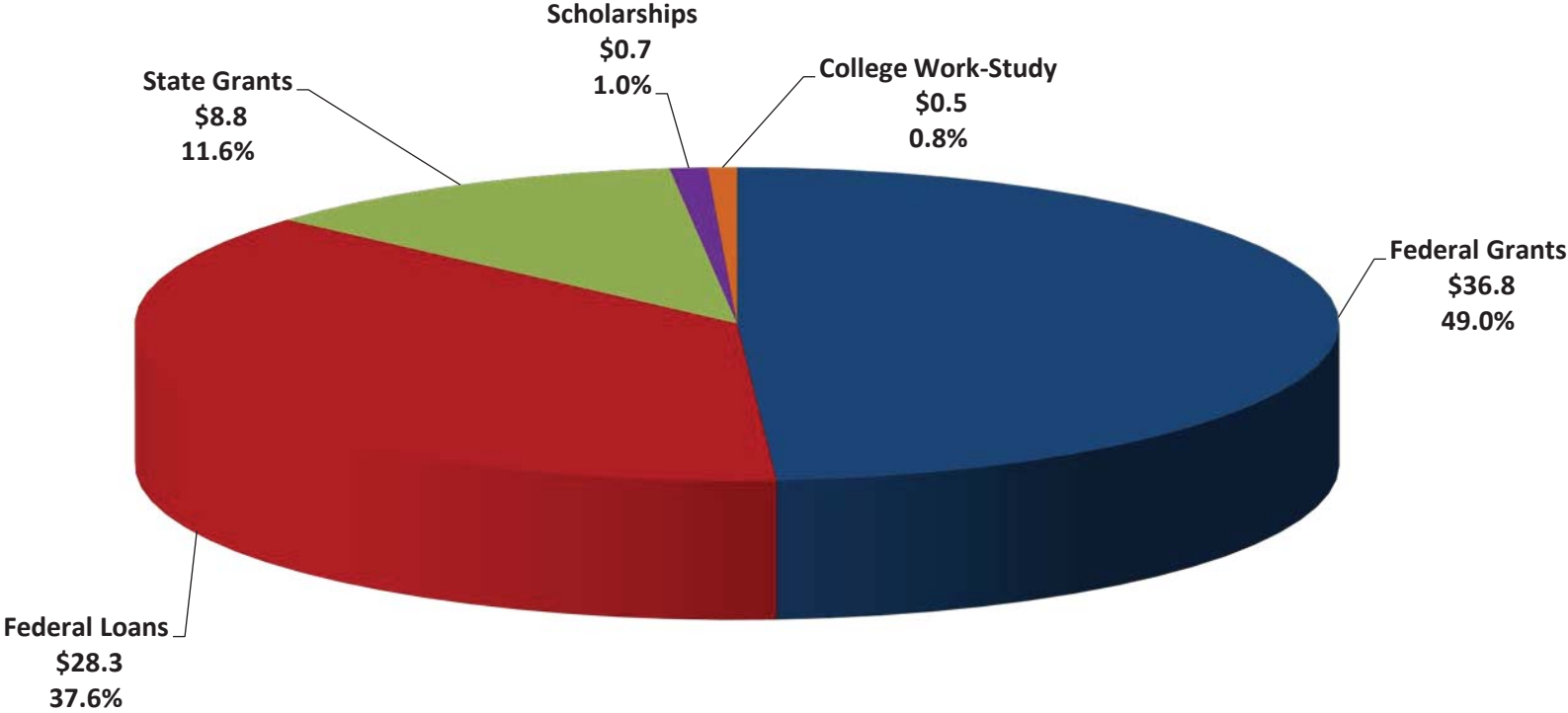
TIDEWATER COMMUNITY COLLEGE
Expenditures
2017-18¹
\$138.6 Million



In Millions

¹As of June 30, 2018

TIDEWATER COMMUNITY COLLEGE
Financial Aid
2017-18¹
\$75.1 Million



In Millions

¹As of June 30, 2018

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 11, 2018
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: State Operating Budget for 2018-19

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is an overview of the college's state operating budget for FY19.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

**TIDEWATER COMMUNITY COLLEGE
STATE OPERATING BUDGET FOR 2018-19**

REVENUES	2018-19
BASE BUDGET	114,569,702
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	1,703,773
WORKFORCE SOLUTIONS	2,200,000
ANTICIPATED ADDITIONAL APPROPRIATION	419,675
TOTAL REVENUES EXPECTED	118,893,150
EXPENDITURES - PERSONNEL SERVICES	
PERSONNEL SERVICES	
TEACHING FACULTY	19,977,354
ADMINISTRATIVE & PROFESSIONAL FACULTY	8,130,649
CLASSIFIED	19,196,900
ADJUNCT/OVERLOAD/SUMMER PAY	15,530,418
WAGE EMPLOYEES	6,286,428
WORKFORCE SOLUTIONS	1,769,491
REALLOCATION, SICK/ANNUAL LEAVE/SEVERANCE	940,773
FRINGES	24,473,000
VACANCY	(2,500,000)
TOTAL PERSONNEL SERVICES	93,805,013
EXPENDITURES - OPERATING	
CHESAPEAKE CAMPUS	231,480
REGIONAL AUTOMOTIVE CENTER	20,500
NORFOLK CAMPUS	222,934
PORTSMOUTH CAMPUS	281,072
BEAZLEY SCHOOL OF NURSING	50,482
VISUAL ARTS CENTER	43,586
VIRGINIA BEACH CAMPUS	352,298
ADVANCED TECHNOLOGY CENTER	500,081
REGIONAL HEALTH PROFESSIONS CENTER	200,925
CENTER FOR MILITARY EDUCATION	105,848
ROPER CENTER	191,678
CAMPUS AND CENTER TOTALS	2,200,884
OTHER OPERATING	
WORKFORCE SOLUTIONS	776,141
DUAL ENROLLMENT	1,500,000
FACILITIES MANAGEMENT	5,728,612
FIXED COSTS	3,703,035
GENERAL ADMINISTRATION	405,900
INFORMATION SYSTEMS	3,450,334
INSTITUTIONAL ADVANCEMENT	2,028,239
LEARNING RESOURCES	482,930
PROFESSIONAL DEVELOPMENT	348,500
SAFETY & SECURITY	2,976,014
VCCS SHARED SERVICES	1,009,970
FY19 STUDENT SERVICES/ENROLLMENT MGMT PLAN	739,645
OTHER OPERATING TOTAL	23,149,320
TOTAL BUDGETED EXPENDITURES	119,155,217
BUDGET REDUCTIONS (Estimated at 8/21/18)	(1,000,000)
BALANCE - CONTINGENCY RESERVE	737,933

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: November 13, 2018
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Student Financial Aid Cohort Default Rate

BACKGROUND:

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

The 2015 three-year cohort represents students who entered repayment between October 1, 2014 through September 30, 2015 and defaulted before September 30, 2017.

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

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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