

TIDEWATER COMMUNITY COLLEGE BOARD

JANUARY 15, 2019

4:00 P.M.

STUDENT CENTER CHESAPEAKE CAMPUS

TERRI N. THOMPSON, CHAIR
PRESIDING

AGENDA

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

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

“Transfer Engineering and the Advanced Apprenticeship Program”

Thomas Stout, Dean of STEM
William Simmons, Engineering Faculty

3. **Adoption of Consent Agenda** (Board Member(s) may make request(s) to move item(s) from the Consent Agenda that requires further discussion later in the meeting). (Board approves motion to adopt the consent agenda).
4. **Approval of Action Item(s) on Consent Agenda** (All item(s) under the Consent Agenda are enacted by one motion). (**Attachment(s)**) – (5 min.)
 - a. Previous Meeting Minutes #306 for November 13, 2018 (**Attached**)
 - b. Discontinuance of the Career Studies Certificate in Cloud Computing (**Attached**)
 - c. Discontinuance of the Career Studies Certificate in Virtualization(**Attached**)
 - d. Discontinuance of the Associate of Applied Science: Information Systems Technology (Virtualization) (**Attached**)
 - e. Discontinuance of the Associate of Applied Science: Information Systems Technology (Cloud Computing) (**Attached**)
 - f. Proposed Increase in Auxiliary Capital Fee (**Attached**)
5. **Curriculum & Student Development Committee Report** – Mr. John Murray, Chair (10 min.)
 - a. None
6. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair (10 min.)
 - a. Routine Financial Statements for Month Ending November 30, 2018 (**Attached**)

7. **Advocacy Committee Report** – Ms. Cynthia (Cindy) Free, Chair *(10 min.)*
 - a. General Assembly Visit
8. **Educational Foundation Liaison Report** – Ms. Delceno Miles *(5 min.)*
9. **Real Estate Liaison Report** – Mr. John Padgett *(5 min.)*
10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
11. **President’s Report** – *(15 min.)*
 - a. Fall Enrollment Update (w/Mr. Aasen)
12. **Chair’s Report & Announcements** – *(10 min.)*
 - a. None
13. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 306

NOVEMBER 13, 2018

Meeting number three hundred and six of the Tidewater Community College Board was held on Tuesday, November 13, 2018, in the Student Center on the Norfolk Campus.

Members Present: Barry C. Brown
William (Bill) W. Crow
Paulette D. Franklin-Jenkins
James (Jay) N. Lucado
John M. Murray
Terri N. Thompson
Lynn B. Clements
Gregory T. DeCinque
Cynthia (Cindy) S. Free
Delceno C. Miles
John D. Padgett

Members Absent: Jerome A. Bynum
Linda D. Ridenour

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice President for Information Systems
Marian Anderfuren, Interim Vice President for Institutional Advancement
Matthew J. Baumgarten, Executive Director of Real Estate Foundation/COO of Facilities & Public Safety
Emanuel Chestnut, Interim Provost of Norfolk Campus
Stacey Deputy, Chair of College Faculty Senate
Thomas Geary, Chair of President's Advisory & Planning Council
Latesha D. Johnson, Executive Assistant to the President
Steve Jones, Interim Chief Fundraising/Chief Development Officer
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Corey L. McCray, Interim Executive Vice President for Academic & Student Affairs and Vice President for Workforce Solutions
Dominic Mellito, Assistant to Delegate Cheryl Turpin
Phyllis F. Milloy, Vice President for Finance
Sylvia Ross, Associate Professor
Beno Rubin, Director of the Regional Automotive Center
Michael D. Summers, Provost of Virginia Beach Campus
Cheryl Turpin, Delegate in the Virginia House of Delegates

1. **Welcome and Call to Order**

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

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2. **Presentation of TCC 50th Anniversary Resolution**

Delegate Cheryl Turpin presented TCC with House Resolution No. 570 for its 50th Anniversary.

3. **Program Highlight**

At the invitation of Ms. Thompson, Dr. Summers updated the board on Initiatives at the Virginia Beach Campus as the featured program highlight.

Dr. Summers discussed 2017-18 initiatives and 2018-19 initiatives. In support of the college's QEP, the PACE initiative, Progressive Academic and Career Experience, and the new advising model, TCC has expanded the capacity of its Career Services Office by moving it to the Student Center. The expanded Career Services Center triples the space to serve students and the public at large with job searching and career interest work.

The Virginia Beach Campus also had some new accreditations and approvals. Thanks to the hard work of Dr. Taliaferro, TCC received AVMA accreditation for the Veterinary Assisting Program this past year, while at the same time creating a new Veterinary Technician Program that began this fall in 2018. This is the first new Veterinary Program in Virginia in 34 years. After three years of work, TCC's Paralegal Program was approved by the American Bar Association for a period of seven years in February 2018. TCC is the only 5th Associate degree program in America to be currently approved by the American Bar Association. In addition, TCC received a notification of NAEYC accreditation in late July 2018. The colleges Early Childhood Education program has achieved first-time national accreditation from the world's largest organization working on behalf of young children. TCC is one of only two associate programs in the state accredited by the National Association for the Education of Young Children (NAEYC). Northern Virginia Community College is the other. TCC also has program reaccreditations. In April, TCC received notice that the colleges Respiratory Therapy program received the "Distinguished RRT Credentialing Success Award." The award was presented on July 17th in San Antonio. The EMT program was reaccredited for another 5 years, until 2022. The Radiologic Technology program was also reaccredited for 8 years, until 2025.

The East Coast Operations of The Honor Foundation was established on the VB Campus in 2016. There have been 98 retired or retiring Special Operations Forces and Navy Seals that have gone through the Honor Foundation's transition program. Ninety-seven percent of these men are employed, in college, or self-employed within 90 days of completing the program. The average salary is over \$121,000 a year.

For the past two years, Engineering faculty and students have been involved in the NAS Oceana Air Show in late September. Many TCC Engineering students and faculty created some great interactive displays for their Outdoor STEM Lab, including a bicycle-powered generator, a robot race-tract, and 3D printers. Hundreds of spectators pedaled the bike to power lights, raced robots, and watched 3D printers building parts.

Since its beginning in 2009, The Computer Club has given away more than 11,000 computers, has worked on 375 projects involving non-profit agencies, providing 2,100 computers. The Beach House and the Judeo-Christian Outreach Center are just two examples of locations in

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Virginia Beach that have benefitted from the Club. This past summer, three TCC teams competed in the American Society for Engineering Education (ASEE) Model Design Robotics Competition in Salt Lake City. The teams worked long hours for about 6 months to design their robots and one of the teams from the Virginia Beach Campus captured 1st place.

Dr. Summers stated that the faculty and staff at the Virginia Beach Campus will continue to provide the highest quality experience for students. He discussed initiatives for 2018-19. Three of the four pathways (Public & Professional Services, Health Professions, and Computer Science & IT) launched July 1, 2018 and are based at the Virginia Beach Campus. Also, one of the bright spots for enrollment at the Virginia Beach continues to be the growth Dual Enrollment. Dr. Summers shared that the Virginia Beach Campus will be the permanent home for University of Virginia's School of Continuing and Professional Studies offices. Another opportunity presented to Dr. Summers is The Institute for Learning Retirement. It started in 1993 in conjunction with ODU and has operated out of offices in the Virginia Beach Higher Ed Center. However, with the announced expansion of ODU programming at the VBHEC in 2019, they are being forced to move. As a result, the Institute reached out to Dr. Summers to request use of space at the Virginia Beach Campus. He consented and was able to accommodate one thousand retirees that engaged in non-credit learning workshop and seminars. It is a wonderful marketing opportunity for the college.

Dr. Summers shared that the Virginia Beach Campus will continue to be involved in college-wide projects, planning, and implementation of initiatives. It will be a part of shaping the future of the college.

4. Remarks by State Board Member

At the invitation of Chairwoman Thompson, Ms. Peggy Layne, State Board member, was invited to share the role of the State Board, the board's priorities, and ways to cultivate collaboration with the College Board.

Ms. Layne noted that Mr. Robin Sullenberger is the Chairman of the VCCS State Board and his engagement in community colleges has been a lifelong endeavor. There are 15 State Board members who are appointed by the Governor. Members serve four years with an opportunity to be reappointed. The State Council for Higher Education in Virginia (SCHEV) provides a board orientation. All State Board members are required to attend the orientation within the first two years of appointment. Ms. Layne shared that SCHEV provided a good perspective on how boards should conduct its work, which was "eyes on and hands off". They stated that boards should watch and oversee, but also practice hands off to the daily operation of the business. The State Board meets every other month and all meetings are open to the public. It has five committees: the Budget and Finance Committee, Academic, Student Services and Workforce Development Committee, Facilities Committee, Personnel Committee, and the Audit Committee.

Ms. Layne discussed a few of the State Boards priorities including: enrollment trends, dual enrollment, student success coaches, and tuition and student fees. She had the opportunity to sit on the Chancellors Enrollment Task Force. The Task Force learned that all 23 VCCS colleges have a unique operation. However, they emphasized that the colleges must find a commonality

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in order to be cost-effective and have streamline processes that will benefit students. The task force met several months and proposed recommendations, such as a state-wide marketing campaign that is data-driven and focusing on adult learners. All recommendations were adopted by the VCCS college presidents. During the discussion on dual enrollment, the Joint Legislative Audit & Review Commission (JLARC) found that the quality standards of learning and tuition rates were not uniformed. The State Board received a huge amount of pushback from the rural colleges on the uniformed tuition rates. Also, Southern Association of Colleges and Schools (SACSCOC) found a lack of quality courses being taught. The President of SACSCOC is revisiting the concept of blended classes. After much discussion, JLARC recommended that community colleges have more career coaches and take charge of helping first generation students. Ms. Layne shared that affordability and accessibility are primary responsibilities of the community college system. Therefore, all boards are engaged in a discussion regarding tuition and student fees. She emphasized that community colleges must be careful that tuition does not outweigh what students can afford. Consequently, the Budget and Finance Committee has the responsibility of managing tuition rates and being more efficient.

Ms. Layne discussed collaboration between the State Board and the local College Board. She noted that much of the duties and responsibilities of both boards are aligned. However, she recommended that the College Board gives conscious thought when reviewing and endorsing items. It is very important that the local board approves items prior to presenting them to the State Board Committees. The State Board relies on the fact that the College Board has done its due diligence providing them with accurate information. Therefore, if the local board does not approve an item, the State Board will not approve it. A discussion of how the State Board and College Board can connect and support one another is included on the next meeting agenda. In closing, Ms. Layne re-emphasized that State Board meetings are open to the public and more local participation is welcomed. She also suggested that TCC host a State Board meeting in the future.

5. Adoption of Consent Agenda

Ms. Thompson inquired if there were requests to remove any item(s) from the consent agenda to the full agenda. Hearing none, she asked for a motion to accept the consent agenda. On a motion by Mr. Padgett, seconded by Mr. Murray, the board approved the consent agenda as presented.

6. Approval of Action Items on Consent Agenda

Referring to Tabs 6a through 6d of the meeting packet, the board approved Meeting Minutes #303 for May 15, 2018, Meeting Minutes #304 for August 9, 2018, Meeting Minutes #305A for October 9, 2018, and Proposed 2018-19 Business and Industry Advisory Committees (all attached).

7. Curriculum & Student Development Committee Report – Mr. John M. Murray, Chair

- a. Previous Meeting Minutes #305A for October 9, 2018. At the invitation of Mr. Murray, Dr. McCray provided a report on Meeting Minutes #305A. Proposals for the Restaurant Management Career Studies Certificate and Associate of Applied Science Maritime Technologies: Specialization—Trades Technician were unanimously approved by the

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Executive Committee and the Curriculum & Student Development Committee. In addition, Discontinuances of the Career Studies Certificates in Emergency Medical Services—Paramedic and Intermediate were also approved.

- b. New Automotive Technology Training Center. Dr. McCray invited Dr. Rubin to discuss TCC's Re-Entry Program with Priority Automotive. The Re-Entry Program is a joint venture among Priority Automotive, TCC, the Norfolk Sheriff's Office, and the City of Norfolk. It provides non-violent offenders training in automotive repairs while enrolled in Automotive Chassis Systems (19 credits) at TCC. There are currently 15 students in the program and they are required to have the following: 1) only 12-18 months remaining on their sentence, 2) must be originally from the Hampton Roads area, 3) completed a work release program, and 4) have a high school diploma or GED. Benefits of the program include: part-time employment with Priority and full time employment after completion of the program, paid tuition by Priority during the program and upon their release, and the possibility of low cost housing through the City of Norfolk. Dr. Rubin noted that Priority wants to start two additional cohorts. A meeting will be held next week to discuss how TCC will be able to manage the additional cohorts with the colleges' current resources.

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

- a. Final Local Financial Statements for Year Ending June 30, 2018. At the invitation of Mr. Lucado, Ms. Milloy provided the final local financial statements for year ending June 30, 2018. Referring to Tab 8a of the meeting packet, she highlighted balances with the Student Activities Budget (\$1.1 million), Institutional Auxiliary Budget (\$11.9 million), Student Center Budget (\$19.1 million), and the Auxiliary Services Budget (\$9.5 million). She noted that expenditures exceeded revenues for the Student Center Budget. This budget is the result of the drop in enrollment. The Student Centers were built with and must be maintained with this budget. TCC cannot use any states funds for the Student Centers. The Capital Maintenance Reserve Fund is \$6.5 million. If enrollment continues to decline, this fund will encounter challenges because the college is making \$5 million every year in bond payments. Local investments and contributions from Chesapeake, Norfolk, Portsmouth, and Virginia Beach remained as expected. The average yield on investments of \$43.3 million earned \$490,301.
- b. Routine Local Financial Statements for Month Ending July 31, 2018. No report provided.
- c. Routine Local Financial Statements for Month Ending September 30, 2018. Ms. Milloy provided the routine local financial statements reflecting activity for three months of the fiscal year. Referring to Tab 8b of the meeting packet, she highlighted expenditures with the Student Activities Budget (20%), Institutional Auxiliary Budget (77%), Student Center Budget (54%), and the Auxiliary Services Budget (38%). Local investments and contributions from Chesapeake, Norfolk and Virginia Beach remained as expected. However, the City of Portsmouth is not contributing in FY18-19. Investments of approximately \$41 million have earned \$124,273 since June 2018.
- d. Final Financial Report for 2017-18. Directing the board's attention to Tab 8d. Revenues for 2017-18 are \$138.8 million that represents state funds, grants and contracts, local contributions, and student fees. It does not include any revenues or expenses from the

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foundations. The state is contributing 41% of the budget and students are contributing 59%. Expenditures are \$138.6 million and less than they were in 2016-17. Financial Aid is \$75.1 million for 2017-18. Federal grants, state grants, and scholarships represent free aid that goes to students. Federal loans went down 2.3% from the previous year.

- e. State Operating Budget for 2018-19. Ms. Milloy stated that TCC anticipates a budget shortage of approximately \$1 million due to loss of revenue from continued enrollment decline. However, a \$1 million reserve will be established at the end of the fiscal year. The college has never been able to carry over funds. The state of Virginia will not allow it. Last year, state legislative approved higher education institutions to establish a reserve—3% of general funds, \$1.2 - \$1.5 million for TCC. Ms. Milloy noted that Dr. DeCinque wants to position the college for the next president to come in and not have an immediate budget problem if enrollment does not increase. Therefore, TCC will accomplish the \$2 million shortage and reserve by a reduction in operating and wage employee budgets. No full-time employees will be affected.
- f. VCCS Shared Services Update. Because college budgets are so constrained, the system office believed there were certain administrative functions that could better be handled in a centralized way. Services included are time and labor absence management, employee onboarding, payroll, procure-to-pay, accounts payable, travel & expenses, and travel booking. Ms. Milloy noted that TCC is taking a step backwards concerning procurement. The college has full authority from the Department of Purchasing and Supply; however, Shared Services does not have full authority. Nevertheless, the end goal for procurement purposes is to get level-two authority, which relinquishes the college from some requirements of eVA (the states purchasing system). Shared Services must pass some audits before they receive level-two authority. TCC made the decision to wait and transition during the last wave. The college transitioned October 2018.
- g. Student Financial Aid Cohort Default Rate. Directing the board to Tab 8g of the meeting packet, Ms. Milloy noted that TCC's three-year (2013, 2014, and 2015) default rate of 30% or higher may result in loss of Direct Loan and Pell grant eligibility. A default rate of 40% in a single year may result in immediate loss of eligibility for three years. The average rate for VCCS colleges is 16.59. TCC's default rate is 14.8.
- h. Real Estate Foundation Update. Referring to Tab 8h of the meeting packet, Mr. Baumgarten provided an update on the Suffolk Property Development. The building is completely gone and the materials have been recycled. The crushed concrete was certified to meet VDOT Spec 21B. TCC sold the material to VICO Construction for \$13.00 per ton. Net proceeds are \$160,657. East of the Lake Site Cleanup, all buildings were demolished, the soil removal was completed, post-removal soil sampling is in progress, and the foundation had on-site inspections during the soil removal by USEPA and VDEQ.

Mr. Baumgarten also apprised the board with an update on the Neon District Project. The Perry's vacated the Glass Wheel building and it is sitting idle for now. As previously discussed, the Perry's are holding the title to the property until the college breaks ground at the Greyhound site. The Real Estate Foundation has entered into a 3-year lease agreement for \$1.00 per year with Suburban Capital, owned by Chris Perry and Tim Stiffler. This building will be used by TCC as a gallery and event space. The college will move the gallery

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from Portsmouth to the Glass Wheel building over the next few months. The first major show is scheduled for May 2019. On October 19th, TCC joined the Virginia Arts Festival and Downtown Norfolk Corporation to host a fun-filled night of art, food, and music as one of the premier attractions of Norfolk's NEON Fest. The college signed a purchase agreement with the City of Norfolk on September 26th for the Greyhound Site. TCC is in the midst of its 90-day due diligence period, which includes but not limited to, hazardous material testing, geo-technical testing, flood plain determination, site survey, and title search. Building planning is underway with the goal of issuing an RFP in early January.

9. Advocacy Committee Report – Ms. Cynthia (Cindy) Free, Chair

- a. Fall Legislative Visits to Campuses. Ms. Free thanked board members who were able to join Dr. DeCinque for the legislative campus visits. She noted that Dr. DeCinque, board members, and cabinet members had meaningful conversations with Delegates Glenn Davis, Steve Heretick, Cheryl Turpin, Cliff Hayes, Joseph Lindsey, and Kelly Convirs-Fowler. The next visit is with Senator Linwood Lewis, November 29th at the Norfolk Campus. Additional visits will be scheduled with more legislators through 2019. Ms. Free informed the board of upcoming events, including TCC's Graduation Brunch Saturday, December 15, 2018 at the Chesapeake Campus Student Center, a visit to the General Assembly the last week in January 2019, and the Legislative Reception in Richmond on February 6, 2019.

10. Education Foundation Liaison Report – Ms. Delceno Miles

Ms. Miles reported that the Education Foundation Development Committee had a Strategy Session in October. The committee is raising funds for five projects. However, the priority is the Perry Center. Ms. Miles emphasized the importance of participation from the College Board, Education Foundation Board, and the Real Estate Board to assist in donating and raising funds for the TCC Campaign. She provided board members with a quick reference card noting 5 reasons to support the Patricia and Douglas Perry TCC Center for Visual & Culinary Arts and Hospitality Management detailed in the attached document.

11. Real Estate Liaison Report – Mr. John Padgett

Mr. Padgett emphasized that the Real Estate Foundation will be the key to TCC's future. It will distinguish TCC from any other community college in the world. He stated that selling the Suffolk property will benefit the mission of TCC. It also creates a unique means —the ability to acquire property and lease it back to the college, as noted in Mr. Baumgarten's presentation.

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

- a. Nothing to report.

13. President's Report

- a. Campaign Update (w/Mr. Jones). Dr. DeCinque invited Mr. Jones to give the campaign update. To date, the college has approximately \$5.25 million in-kind services, pledges, and cash donations. Dr. DeCinque will make a public announcement in December about two projects. TCC officially has a name sponsor for the Culinary and Restaurant Management Program. Part of the 7-figure donation will be used to build the building and the additional

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portion will be used for scholarships for Norfolk Public Schools students. Mr. Jones also reported that classes started at the Skills Trade Academy. One of the world's largest tools companies donated tools for the Academy in addition to the tools donated by VSRA. The grand opening and ribbon cutting ceremony for the Skills Trade Academy is December 10, 2018, 10:30 a.m. at 3303 Airline Blvd. in Portsmouth. Invitations will be forwarded to board members within the next two weeks.

- b. Neon Festival (w/Mr. Jones). Mr. Baumgarten provided the report on the Neon Festival Event.
- c. Brother Rutter Event (w/Mr. Jones). Mr. Jones reported that Brother Rutter hosted an event at his art gallery/loft space in the Neon District for TCC. Approximately 70 business leaders from the community attended.
- d. ACOP Meeting Items of Interest. Dr. DeCinque noted that many items he was going to discuss were covered in other aspects of the meeting. However, he shared that the VCCS system office is taking a hands-on approach to provide food and housing for students. The problem is widespread on college campuses. TCC is working to meet those needs. The college has food pantries on each campus.
- e. Campus Visits. Dr. DeCinque will continue to visit campuses monthly. This provides a great opportunity to have meaningful dialogue with faculty and staff.
- f. Meetings with Local Leaders. Dr. DeCinque noted that his meetings with local leaders were very successful. He will continue to highlight TCC as he engages with community leaders.

14. Chair's Report & Announcements

- a. Update on Board Member Contributions. Ms. Thompson provided an update on board member contributions. She recalled that Mr. Jones emphasized the importance of board member contributions at the August board meeting. Therefore, she requested a report. Chairwoman Thompson found that the majority of board members have contributed.
- b. Progress on the Board Priorities. Ms. Thompson stated that she is still working on the board priorities. She thanked all who attended the Chancellor's Retreat, Legislative meetings and TCC's Convocation. She will provide the board with a progress report at a later date.
- c. Information Items. Ms. Thompson noted that she will update the board on the presidential selection and provide additional information soon. In addition, she encouraged participation in the college's Commencement Exercises on Monday, December 17th, at 6:00 PM in the Ted Constant Convocation Center. The board's first meeting in the New Year is scheduled for Tuesday, January 15, 2019 in the Student Center, Chesapeake Campus.

15. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 6:45 p.m.

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Respectfully submitted,

A handwritten signature in cursive script that reads "Gregory T. DeCinque".

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

APPROVAL

Terri N. Thompson
Chair

DRAFT

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: January 15, 2019

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Discontinuance of the Career Studies Certificate in Cloud Computing

BACKGROUND:

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

Within this context, the academic staff proposes discontinuance of the Career Studies Certificate in Cloud Computing. The program has had an average headcount of 2 over the last five years, with an FTE average of 1.081. There is one student currently enrolled in the program.

This program is related to the Associate of Applied Science: Information Systems Technology (Cloud Computing) degree which is also being requested for discontinuance.

STAFF RECOMMENDATION:

That the College Board approves the discontinuance of the Career Studies Certificate in Cloud Computing.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: January 15, 2019

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Discontinuance of the Career Studies Certificate in Virtualization

BACKGROUND:

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

Within this context, the academic staff proposes discontinuance of the Career Studies Certificate in Virtualization. The program has had an average headcount of 3.6 over the last five years, with an FTE average of 1.746. There are 3 students currently enrolled in the program.

This program is related to the Associate of Applied Science: Information Systems Technology (Virtualization) degree which is also being requested for discontinuance.

STAFF RECOMMENDATION:

That the College Board approves the discontinuance of the Career Studies Certificate in Virtualization.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: January 15, 2019

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Discontinuance of the Associate of Applied Science:
Information Systems Technology (Virtualization)

BACKGROUND:

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

Within this context, the academic staff proposes discontinuance of the Associate of Applied Science: Information Systems Technology (Virtualization) degree. There are currently 2 students enrolled in the program who will be directed to an active AAS degree in Information Systems Technology. The program dean will work with students to ensure no credits are lost. Historically, this program has minimal enrollment (1 headcount and .8 FTEs in 2017).

This program is related to the CSC: Virtualization program which is also being requested for discontinuance.

STAFF RECOMMENDATION:

That the College Board approves the discontinuance of the Associate of Applied Science: Information Systems Technology (Virtualization) degree.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: January 15, 2019

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Discontinuance of the Associate of Applied Science:
Information Systems Technology (Cloud Computing)

BACKGROUND:

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

Within this context, the academic staff proposes discontinuance of the Associate of Applied Science: Information Systems Technology (Cloud Computing) degree. There are currently 10 students enrolled in the program who will be directed to an active AAS degree in Information Systems Technology. The program dean will work with students to ensure no credits are lost. Historically, this program has minimal enrollment (1 headcount and .27 FTEs in 2017).

This program is related to the CSC: Cloud Computing program which is also being requested for discontinuance.

STAFF RECOMMENDATION:

That the College Board approves the discontinuance of the Associate of Applied Science: Information Systems Technology (Cloud Computing) degree.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: January 15, 2019
COMMITTEE: Finance and Facilities Committee
AGENDA ITEM: Increase in Auxiliary Capital Fee

BACKGROUND:

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

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

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

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

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

each campus, with funds provided by the Commonwealth's Department of the Treasury bond financing program along with funds from the localities to pay for infrastructure costs within five feet of the buildings. The Business Plan was built on a projected annual FTE of 16,312; the college's 2017-18 FTE was 14,973, and is projected to decrease further this year. Operating costs have increased since 2007, employees have been granted salary and fringe benefit increases, and debt service payments amount to \$5 million annually; the latter accounts for over 50% of total expenses each year.

The Business Plan included a \$20 per credit hour fee to support the four centers. In the fall of 2013, the college decreased the fee to \$19 per credit hour in "exchange" for a one-dollar tuition differential increase to support a 2% salary increase for teaching faculty. In January 2018, the TCC Local College Board approved a \$.50 increase in the fee, bringing it to \$19.50 per credit hour. The SBCC approved the increase in May 2018.

The college has reduced the Student Center budget for the past two years and will continue to reduce it in the upcoming proposed budget for 2019-20.

Increasing the fee by \$.50 next year is estimated to generate an additional \$166,000. This additional revenue will help support a fund balance for future operations of the Student Centers.

STAFF RECOMMENDATION:

That the TCC College Board recommend to the State Board for Community Colleges an increase of \$.50 per credit hour in its Auxiliary Capital Fee, effective Fall Semester 2019. The \$.50 increase will complete the re-instatement of the one dollar decrease the college made effective Fall Semester 2013 when it reduced the per credit hour fee from \$20 to \$19.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: January 15, 2019

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending November 30, 2018

BACKGROUND:

The routine Local Fund Financial Statements for the month ending November 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, 2018 - November 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	\$ 598,998		\$ 461,108	57%
B. ID Card Replacements	16,000	5,990		10,010	37%
C. Miscellaneous Revenue	5,000			5,000	0%
Total Revenues	\$ 1,081,106	\$ 604,988		\$ 476,118	56%
Total Resources (Revenue & Fund Bal.)		\$ 1,797,324			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 2,005	\$ 1,905		\$ 100	95%
2. Programming	25,265	14,866	8,409	1,990	92%
3. Student Organizations	9,698	1,882	2,121	5,695	41%
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	\$ 22,079	\$ 10,530	\$ 9,976	77%
B. Norfolk Campus					
1. Student Government Association	\$ 3,000			\$ 3,000	0%
2. Programming	29,000	10,866	7,119	11,015	62%
3. Student Organizations	4,480	2,243		2,237	50%
4. Recreational Sports	4,000	2,939		1,061	73%
5. Operating Expenses	1,000			1,000	0%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Norfolk Campus	\$ 42,480	\$ 16,048	\$ 7,119	\$ 19,313	55%
C. Portsmouth Campus					
1. Student Government Association	\$ 3,000		\$ 991	\$ 2,009	33%
2. Programming	41,000	11,122	1,689	28,189	31%
3. Student Organizations					
4. Recreational Sports					
5. Student Organizations	4,480	250	550	3,680	18%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Portsmouth Campus	\$ 49,480	\$ 11,372	\$ 3,230	\$ 34,878	30%
D. Virginia Beach Campus					
1. Student Government Association	\$ 3,500			\$ 3,500	0%
2. Programming	37,079	1,413	60	35,606	4%
3. Student Organizations	22,960	4,402		18,558	19%
4. Recreational Sports					
5. Operating Expenses					
6. Contingency Fund					
Subtotal--Virginia Beach Campus	\$ 63,539	\$ 5,815	\$ 60	\$ 57,664	9%
E. Student Activities--College-wide					
1. Visual Arts Center	\$ 3,175	\$ 655	\$ 223	\$ 2,297	28%
2. Women's Center	4,175	1,583	691	1,901	54%
3. Student Federation Council	4,175			4,175	0%
4. Intercultural Learning	16,600	7,248	930	8,422	49%
Subtotal--Student Activities--College-wide	\$ 28,125	\$ 9,486	\$ 1,844	\$ 16,795	40%
F. Learning Assistance Fund					
1. Chesapeake	\$ 24,030	\$ 8,773		\$ 15,257	37%
2. Norfolk	19,234	13,531		5,703	70%

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Portsmouth	18,000	5,637		12,363	31%
4. Virginia Beach	60,000	13,548		46,452	23%
Subtotal--Learning Assistance Fund	\$ 121,264	\$ 41,489	\$ -	\$ 79,775	34%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 7,130	\$ 2,000	\$ 2,183	\$ 2,947	59%
2. Norfolk	6,000	43		5,957	1%
3. Portsmouth	5,815	5,157	439	219	98%
4. Virginia Beach	5,000			5,000	0%
Subtotal--Provosts' Contingency Fund	\$ 23,945	\$ 7,200	\$ 2,622	\$ 14,123	41%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 4,550	\$ 1,409	\$ 224	\$ 2,917	36%
2. Norfolk	10,580	4,720	15	5,845	45%
3. Portsmouth	5,000	144	1,042	3,814	24%
4. Virginia Beach	10,000	904	6,282	2,814	72%
Subtotal--Deans' Contingency Fund	\$ 30,130	\$ 7,177	\$ 7,563	\$ 15,390	49%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 47,000	\$ 8,360	\$ 4,411	\$ 34,229	27%
Subtotal--Student Activities Identification System	\$ 47,000	\$ 8,360	\$ 6,836	\$ 34,229	27%
Total Expenditures	\$ 448,548	\$ 129,026	\$ 39,804	\$ 279,718	38%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 263,545		\$ 368,963	42%
Subtotal--Transfers	\$ 632,508	\$ 263,545	\$ -	\$ 368,963	42%
Fund Balance 11/30/2018		\$ 1,404,753			

Approved by the Local College Board on May 15, 2018

AVP-DF 12/10/18

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 - November 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	\$ 1,656,460		\$ 1,378,354	55%
B. Student Parking Sales	106,220	37,743		68,477	36%
C. Student HRT Pass Sales	109,000	36,713		72,287	34%
Total Revenues	\$ 3,250,034	\$ 1,730,916		\$ 1,519,118	53%
Total Resources (Revenue & Fund Bal.)					
		\$ 13,705,258			
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	19,141		28,239	40%
2. Utilities	14,000	3,750		10,250	27%
3. Security	103,302			103,302	0%
4. General Maintenance	45,000	12,598	26,777	5,625	88%
D. College-wide Parking Lot Improvements	250,000	59,113	171,290	19,597	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	31,800		51,000	38%
Total Expenditures	\$ 2,878,557	\$ 1,952,852	\$ 314,567	\$ 611,138	79%
Fund Balance 11/30/2018					
		\$ 11,752,406			

Approved by the Local College Board on May 15, 2018

AVP-DF 12/10/18

**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 - November 30, 2018

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2018		\$ 19,183,504			
I. Revenues					
A. Auxiliary Capital Fee	\$ 8,076,703	\$ 4,594,571		\$ 3,482,132	57%
B. Transfer-In from Student Activities Budget	632,508	263,545		368,963	42%
C. Food Service Commission	59,000	13,022		45,978	22%
D. Miscellaneous Revenue	79,500	20,731		58,769	26%
E. Facility Use Fee	1,000	465		535	47%
Total Revenues	\$ 8,848,711	\$ 4,892,334	\$ -	\$ 3,956,377	55%
Total Resources (Revenue & Fund Balance)		\$ 24,075,838			
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	\$ 152,142		\$ 302,822	33%
b. Operating Expenses	56,719	7,855	8,101	40,763	28%
Subtotal--General Operations	\$ 511,683	\$ 159,997	\$ 8,101	\$ 343,585	33%
2. Facility Operations					
a. Utilities	105,127	36,857		68,270	35%
b. Security	108,203	28,839	67,744	11,620	89%
c. Custodial					
1. Personnel	117,005	46,502		70,503	40%
2. Expenditures	16,000	5,980	3,276	6,744	58%
d. General Maintenance					
1. Personnel	69,180	35,635		33,545	52%
2. Expenditures	80,000	20,202	22,912	36,886	54%
e. Insurance	7,696			7,696	0%
f. Network & Telecommunications	70,613	29,422		41,191	42%
Subtotal--Facility Operations	\$ 573,824	\$ 203,437	\$ 93,932	\$ 276,455	52%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 17,980	\$ 5,111	\$ 14,925	\$ (2,056)	111%
Subtotal--Food Services	\$ 17,980	\$ 5,111	\$ 14,925	\$ (2,056)	111%
Subtotal--Norfolk Student Center	\$ 1,103,487	\$ 368,545	\$ 116,958	\$ 617,984	44%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 435,524	\$ 136,110		\$ 299,414	31%
b. Operating Expenses	98,991	26,419	22,483	50,089	49%
Subtotal--General Operations	\$ 534,515	\$ 162,529	\$ 22,483	\$ 349,503	35%

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	106,818	59,033		47,785	55%
b. Security	86,120	31,824	53,201	1,095	99%
c. Custodial					
1. Personnel	122,675	54,475		68,200	44%
2. Expenditures	16,000	3,951	3,282	8,767	45%
d. General Maintenance					
1. Personnel	66,869	20,233		46,636	30%
2. Expenditures	80,000	21,464	44,283	14,253	82%
e. Insurance	8,449			8,449	0%
f. Network & Telecommunications	61,556	25,648		35,908	42%
Subtotal--Facility Operations	\$ 548,487	\$ 216,628	\$ 100,766	\$ 231,093	58%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 14,740	\$ 760	\$ 15,427	\$ (1,447)	110%
Subtotal--Food Services	\$ 14,740	\$ 760	\$ 15,427	\$ (1,447)	110%
Subtotal--Chesapeake Student Center	\$ 1,097,742	\$ 379,917	\$ 138,676	\$ 579,149	47%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 450,761	\$ 155,211		\$ 295,550	34%
b. Operating Expenses	54,472	6,454	3,978	44,040	19%
Subtotal--General Operations	\$ 505,233	\$ 161,665	\$ 3,978	\$ 339,590	33%
2. Facility Operations					
a. Utilities	119,000	57,838		61,162	49%
b. Security	154,246	26,490	74,608	53,148	66%
c. Custodial					
1. Personnel	119,509	39,759		79,750	33%
2. Expenditures	16,000	3,817	5,092	7,091	56%
d. General Maintenance					
1. Personnel	72,001	31,006		40,995	43%
2. Expenditures	80,000	20,166	26,693	33,141	59%
e. Insurance	8,276			8,276	0%
f. Network & Telecommunications	73,463	30,610		42,853	42%
Subtotal--Facility Operations	\$ 642,495	\$ 209,686	\$ 106,393	\$ 326,416	49%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 6,190	\$ 16,887	\$ (2,077)	110%
Subtotal--Food Services	\$ 21,000	\$ 6,190	\$ 16,887	\$ (2,077)	110%
Subtotal--Portsmouth Student Center	\$ 1,168,728	\$ 377,541	\$ 127,258	\$ 663,929	43%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 591,883	\$ 171,882		\$ 420,001	29%
b. Operating Expenses	61,172	13,115	5,517	42,540	30%
Subtotal--General Operations	\$ 653,055	\$ 184,997	\$ 5,517	\$ 462,541	29%
2. Facility Operations					
a. Utilities	160,000	24,900		135,100	16%
b. Security	87,202	31,067	56,135		100%
c. Custodial					
1. Personnel	191,270	66,321		124,949	35%
2. Expenditures	20,000	7,470	12,530		100%
d. General Maintenance					
1. Personnel	109,764	52,190		57,574	48%
2. Expenditures	160,000	53,707	33,196	73,097	54%
e. Insurance	12,423			12,423	0%
f. Network & Telecommunications	76,193	31,747		44,446	42%
Subtotal--Facility Operations	\$ 816,852	\$ 267,402	\$ 101,861	\$ 447,589	45%

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 5,756	\$ 21,127	\$ (5,883)	128%
Subtotal--Food Services	\$ 21,000	\$ 5,756	\$ 21,127	\$ (5,883)	128%
Subtotal--Virginia Beach Student Center					
	\$ 1,490,907	\$ 458,155	\$ 128,505	\$ 904,247	39%
Total Expenditures					
	\$ 9,895,982	\$ 5,661,001	\$ 511,397	\$ 3,723,584	62%
III. Capital Maintenance Reserve					
	\$ 1,000,000	\$ 1,000,000			100%
Fund Balance 11/30/2018					
		\$ 17,414,837			

Approved by the Local College Board on May 15, 2018

AVP-DF 12/10/18

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 - November 30, 2018

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2018		\$ 9,598,420			
I. Revenues					
A. Bookstore	\$ 1,050,665	\$ 594,739		\$ 455,926	57%
B. Vending					
1. Exclusive Beverage Contract	73,425	41,787		31,638	57%
2. Vending - CRH	34,184	12,704		21,480	37%
C. Food Service - Joint-Use Library	9,987	1,954		8,033	20%
D. Municipal Support	24,000			24,000	0%
E. Interest Earnings	600,000	170,232		429,768	28%
F. Miscellaneous Revenue	10,000	6,494		3,506	65%
Total Revenues	\$ 1,802,261	\$ 827,910		\$ 974,351	46%
Total Resources (Revenue & Fund Bal.)		\$ 10,426,330			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 1,403	\$ 5,400	(803)	113%
2. Miscellaneous Expenses	1,000	(79)		1,079	-8%
3. Joint-Use Library Food Service Equipment	2,150	3,426	1,647	(2,923)	236%
Subtotal - Operating Expenses	\$ 9,150	\$ 4,750	\$ 7,047	\$ (2,647)	129%
B. Faculty/Staff Parking	\$ 420,580	\$ 123,589	\$ 296,991		100%
C. College Community Events	\$ 15,000	\$ 7,149	\$ 636	\$ 7,215	52%
D. Financial Aid Adjustments	\$ 14,000	\$ (5,923)		\$ 19,923	-42%
E. Auxiliary Service Operations					
1. Personnel	\$ 236,900	\$ 98,583		\$ 138,317	42%
2. General Operating Costs	10,000	1,419		8,581	14%
3. Equipment/Software/Installation	35,000	1,462		33,538	4%
4. StormCard Marketing	20,000	1,100		18,900	6%
5. Child Care Subsidy	100,000	28,157		71,843	28%
Subtotal - Auxiliary Service Operations	\$ 401,900	\$ 130,721	\$ -	\$ 271,179	33%
F. Community Support					
1. College Board	\$ 2,500			2,500	0%
2. President	15,000	3,636	3,151	8,213	45%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	1,306	695	3,999	33%
b. Vice President for Finance	6,000	679	889	4,432	26%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	740	288	4,972	17%
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	1,532		4,468	26%
4. Campus Provosts					
a. Chesapeake	6,000	2,050	1,459	2,491	58%
b. Norfolk	6,000	607	247	5,146	14%
c. Portsmouth	6,000	2,150	779	3,071	49%
d. Virginia Beach	12,000	3,820		8,180	32%
5. Community Outreach	27,000	11,843	1,843	13,314	51%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 114,000	\$ 28,363	\$ 10,187	\$ 75,450	34%
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 1,221	\$ 397	3,382	32%

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
2. Norfolk	5,000	323	448	4,229	15%
3. Portsmouth	5,000	1,284	722	2,994	40%
4. Virginia Beach	10,000	651	146	9,203	8%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 3,479	\$ 1,713	\$ 19,808	21%
Subtotal- Expenditures	\$ 999,630	\$ 292,128	\$ 316,574	\$ 390,928	61%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 13,000		2,000	87%
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	2,811		2,810	50%
5. Military Scholarships	28,103	13,716		14,387	49%
6. ROTC Scholarships	13,489			13,489	0%
7. High School Scholarships					
a. Chesapeake	78,687	42,290		36,397	54%
1. LaVonne P. Ellis Scholarship	11,241			11,241	0%
b. Norfolk	56,205	24,311		31,894	43%
1. John T. Kavanaugh Scholarship	11,241			11,241	0%
c. Portsmouth	22,482	12,233		10,249	54%
1. Lee B. Armistead Scholarship	11,241			11,241	0%
d. Suffolk (Northern)	11,241			11,241	0%
e. Virginia Beach	101,169	50,531		50,638	50%
1. Stanley Waranch Scholarship	11,241	2,780		8,461	25%
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	\$ 161,672	\$ -	\$ 256,270	39%
Total Expenditures & Student Financial Assistance	\$ 1,417,672	\$ 453,800	\$ 316,574	\$ 647,198	54%
Fund Balance 11/30/2018		\$ 9,972,530			

Approved by the Local College Board on May 15, 2018

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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 NOVEMBER 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

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**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	\$ 45,175,819	1.22%	\$ 45,959
11/30/18	\$ 45,086,972	1.13%	\$ 42,361
12/31/18			
01/31/19			
02/28/19			
03/31/19			
04/30/19			
05/31/19			
06/30/19			
TOTAL			\$ 212,593

Note 1

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Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	2.01%	\$ 7,280,267
Towne Bank - Raymond James	0.92%	\$ 36,870,114
Commonwealth - LGIP	2.35%	\$ 936,591
Total		\$ 45,086,972

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.