

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.

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 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 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 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 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 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, geotechnical 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 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.

Respectfully submitted,



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

APPROVAL



Terri N. Thompson
Chair