

TIDEWATER COMMUNITY COLLEGE BOARD

MAY 14, 2024

4:00 P.M.

VISUAL ARTS AND DESIGN CENTER

LYNN CLEMENTS, CHAIR

PRESIDING

AGENDA

1. **Welcome and Call Meeting to Order – (4.00 p.m.)**
2. **Program Highlight – (10 min.)**

“Grants Update”

Dr. Michelle Woodhouse, VP of Academic Affairs and Chief Academic Officer
Dr. Jenefer Snyder, AVP for Sponsored Programs & Center for Teaching Excellence

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 #338 for March 19, 2024 **(Attached)**
 - b. Proposed 2024-25 Business and Industry Advisory Committees **(Attached)**
 - c. New Program Request for Career Studies Certificate, Electrified Powertrains Technician **(Attached)**
 - d. Discontinuance of the Career Studies Certificate in Restaurant Management **(Attached)**
 - e. Proposed Policy 3201 – Naming of College Facilities **(Attached)**
 - f. Proposed 2024-25 Local Fund Budgets **(Attached)**
 - g. Skilled Trades Academy Lease Amendment **(Attached)**
 - h. Resolution Honoring William (Bill) Crow **(Attached)**
5. **Academics, Student Affairs & Workforce Development Committee Report –**
Dr. Barry Brown, Chair **(10 min.)**
 - a. Academic Affairs Updates – Dr. Michelle Woodhouse
 - b. Student Affairs Updates – Dr. Karen Campbell
 - c. Workforce Solutions Updates – Mr. Art Hall

COLLEGE BOARD AGENDA

May 14, 2024

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6. **Finance & Facilities Committee Report** – Dr. Kirk Houston, Chair *(10 min.)*
 - a. Local Fund Financial Statements for Month Ending March 31, 2024 **(Attached)**
 - b. Norfolk Campus Walker Building and Roper Theater Updates
7. **Advocacy Committee Report** – Ms. Kim McCallum, Chair *(10 min.)*
8. **Educational Foundation Liaison Report** – Mr. Andy Tysinger
9. **Real Estate Liaison Report** – Dr. Kirk Houston
10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
11. **President’s Report** – *(15 min.)*
12. **Chair’s Report & Announcements** – *(30 min.)*
 - a. General Updates
 - b. Report on Board Nominating Committee **(Attached, for action)**
 - c. Executive Committee Report **(Attached)**
 - d. Closed Session
13. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 338

MARCH 19, 2024

Meeting number three hundred thirty-eight of the Tidewater Community College Board was held at the Chesapeake Campus Student Center on Tuesday, March 19, 2024.

Members Present: Dr. Barry Brown Jerome A. Bynum
Lynn B. Clements Dr. Marcia Conston
Ron Green Dr. Kirk Houston
James (Jay) Lucado Kim R. McCallum
Hope Sinclair Charles A. Tysinger

Members Absent: William (Bill) Crow, Connie Meyer, Matthew Stakes

Others Present: Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness
Chris Bryant, Vice President of Institutional Advancement
Karen Campbell, Vice President for Student Affairs
Lisa Conard, Director of Finance Operations
Sarah DiCalogero, Chair of Faculty Senate
Vincent Gary, Student Center Director
Art Hall, Vice President of Workforce Solutions
Heather Hardiman, Vice President for Administration & Chief Financial Officer
Latesha D. Johnson, Executive Assistant to the President
Sarah (Beth) Lunde, Associate Vice President for Human Resources
Tina Price, Director of Auxiliary Services
Chad Smith, TCC Adjunct Instructor
Adrian Watts, Student Financial Services Manager
Michelle W. Woodhouse, Vice President for Academic Affairs & Chief Academic Officer

1. Welcome and Call to Order

Ms. Clements, chair, determined the presence of a quorum and called the meeting to order at 4:00 p.m. and welcomed guests. Dr. Conston introduced the new Vice President of Workforce Solutions, Mr. Art Hall.

2. Program Highlight

Dr. Campbell introduced Mr. Gary, Ms. Price, and Mr. Smith to present the program highlight featuring an Athletics Update. The college fielded intramural and extramural basketball teams in the early 2000's. The teams played in the VCCS club league. TCC later added a men's soccer program that competed at a club level against community colleges in VA, MD, and NC. Basketball eventually gained membership in region 10 of the National Junior College Athletic Association (NJCAA). By the end of the 2014-15 academic year, the college's athletic offerings

no longer remained active. The current NJCAA includes Camp Community College, Mountain Gateway Community College, Patrick & Henry Community College, Southside Virginia Community College, Southwest Virginia Community College, Virginia Peninsula Community College, Bryant and Stratton, and Richard Bland College. Competing within a specific division of an NJCAA sponsored sport comes with specific policies and guidelines published in the NJCAA Bylaws. Member colleges are responsible for following and abiding by these guidelines. There are three divisions with scholarship guidelines. Mr. Gary, Ms. Price, and Mr. Smith noted steps the college would have to complete to compete in the NJCAA. They also shared a 2024-25 TCC basketball launch timeline.

3. Adoption of Consent Agenda

Ms. Clements 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. Lucado, seconded by Mr. Bynum, the board approved the consent agenda as presented.

4. Approval of Action Items on Consent Agenda

Referring to tab 4a – 4c of the meeting packet, the board approved meeting minutes #337 for January 16, 2024; Discontinuance of the AS in General Studies, Teacher Preparation Specialization; and add the AS in Education; AS in Education, Elementary Education Major; AS in Education, Middle/Secondary Education Major; AS in Education, Special Education Major; AS in Health Sciences; AS in Science, Biology Major; and AS in Science, Chemistry Major.

5. Curriculum & Student Development Committee Report – Dr. Barry C. Brown, Chair

a. **Academic Affairs Update** – Dr. Woodhouse highlighted academic affairs programming and recognitions. TCC offers an A.S. in General Studies with a Teacher Preparation Specialization. Faculty and Pathway Deans determined that the specialization should be replaced with the statewide A.S. in Education curriculum and the three associate majors: Elementary Education, Middle/Secondary Education, and Special Education. These changes will better prepare TCC students to enter and complete teacher preparation programs in Virginia without the loss of credit. The new Associate of Science degree in Education is designed for students who plan to transfer to a four-year college or university to earn a baccalaureate degree in education and meet Virginia's teacher certification requirements. The college does not currently offer a transfer program that provides a natural pathway and required coursework for students who plan to transfer and pursue four-year degrees in health profession programs. The proposed Associate of Science: Health Sciences is a TransferVA (TRVA) Parent Degree program and includes the necessary preparatory coursework. TCC currently offers an Associate of Science: Science degree that serves as a general transfer degree for students interested in any science or science-related transfer programs at four-year institutions. These majors allow students to complete the necessary math and specific science coursework needed for a bachelor's degree in biology or chemistry.

The TCC Pharmacy Technician Program was granted initial accreditation on October 24, 2023 by the American Society of Health-System Pharmacists. A new requirement by the State of VA requires that all Pharmacy Technician Programs be accredited.

The *Chancellor's Award for Teaching Excellence* is awarded annually to one teaching faculty member in the VCCS who distinctly represents teaching excellence found at the VCCS colleges. The award provides the recipient with a VCCS stole and \$5,000. Dr. Meagan Taliaferro is the recipient of this year's award. The *George B. Vaughan Leadership Award for Outstanding Adjunct Faculty* is the first VCCS award to recognize the approximately 4,600 adjunct faculty members who are making an impact with our countless students across Virginia. TCC's faculty, Mr. Jeffrey Acosta, was the recipient of this award.

The college's Cyber Security Team (T4) won the 2024 Virginia Cyber Cup Competition in the community college division.

- b. **Student Affairs Update** – Dr. Campbell highlighted student affairs updates. The grand opening of The Free Market at TCC was a huge success. Over 40 individuals from the campus and local community, including the media, participated in the momentous occasion. The 2nd Annual Career and Job Fair was held at the Chesapeake Student Center. TCC's Spring 2024 Open House was held at the Chesapeake campus, Norfolk campus, and Regional Automotive Center. The Women in STEM Panel was held at the Advanced Technology Center. The event was a collaboration between STEM Promise, Career Services and Computer Science. The college hosted a Trailblazing Women Symposium in honor of Women's History Month. The symposium featured a panel of three inspiring women and a keynote address from the first African American woman to command the largest Naval Complex in the world. The Red Sand Project, an interactive art installation that is dedicated to raising awareness about human trafficking, was held at the Portsmouth campus. Through a unique blend of art and activism, students and faculty engaged with the community to ignite change to end human trafficking. Dr. Campbell shared that the Portsmouth campus has a new Dean of Retention, Dr. Valerie Burge-Hall.
- c. **Workforce Solutions Update** – Mr. Hall shared his academia, education, and other experiences. He reported an assessment of areas in Workforce at TCC. Mr. Hall also provided an initial 5-year enrollment overview of the top programs (over 5 years): approximately 23,582 enrollments; 61% of enrollments from Business, Professional Development & Management and Health Sciences & Safety; Transportation (7%); Hospitality/Culinary (4%); IT (4%); Welding (3%); WorkKeys (3%); Military (3%); and 81% of programming. His vision for Workforce includes strengthening and expanding lower enrollment areas; exploring and adding programs; onsite certification assessments; and strengthening and adding business partnerships.

6. Finance & Facilities Committee Report – Dr. Kirk Houston, Chair

- a. Local Fund Financial Statements for Month Ending January 31, 2024 - At the invitation of Dr. Houston, Ms. Hardiman provided local fund financial statements reflecting activity for seven months of the fiscal year. She highlighted revenues and expenditures respectively for the student activities budget (68% / 46%), institutional auxiliary budget (68% / 48%), student center budget (65% / 77%), and auxiliary services budget (105% / 58%). FY23-24 local investments and contributions from each city remained as expected. Investments of \$51.8 million earned \$1,108,815 through January 31, 2024.

b. Mid-Year Report on 2023-24 State Operating Budget – The college’s state budget continues to be in sound financial order. Revenues, including carryforward and HEERF-related funding, are anticipated to be \$123,427,875. Expenses, including personnel, are anticipated to cost \$117,168,7209. The college is anticipating a carryforward balance at the end of the fiscal year, which will be used to cover federally mandated work related to the Americans with Disabilities Act (ADA) at the Norfolk and Virginia Beach campuses. The total cost of this project will be \$8 million; however, the anticipated college share is \$4 million.

7. Advocacy Committee Report – Ms. Kim McCallum, Chair

Ms. McCallum asked Ms. Lunde to provide an update. The Legislative Reception was held in January. Governor Youngkin and Delegate Don Scott outlined their vision for higher education. Dr. Conston had the pleasure of introducing the Speaker of the House, Delegate Scott. The General Assembly Visit was very successful. The visit started with a briefing by Dr. Doré, Chancellor. He shared the VCCS legislative priorities for our region, which are healthcare, clean energy, and skilled trades. Dr. Conston, board members, TCC staff, and 3 students met with senators and delegates from the Hampton Roads region. Ms. Lunde shared photos of the General Assembly Visit.

8. Educational Foundation Liaison Report – Mr. Andy Tysinger

Mr. Tysinger invited Mr. Bryant to provide an update. Fundraising increased tremendously in 2023, compared to 2010. However, there are opportunities for growth as we solicit more donors. Most of the funds raised in 2023 were centered around our capital campaign for the Visual Arts & Design Center and the Skilled Trades Academy. TCC Proud, the college’s internal staff campaign, raised \$31,265 with 118 staff donors. Mr. Bryant shared a list of recently established scholarships. In FY23-24, the Educational Foundation awarded 652 scholarships in the amount of \$608,500. Mr. Tysinger emphasized that the board’s financial contributions are also important to support the students and college.

9. Real Estate Liaison Report – Dr. Kirk Houston

The Real Estate Foundation (REF) completed the negotiations with the Hampton Roads Sanitation District (HRSD) on the permanent and temporary easements needed at the College Point property in Suffolk. An agreement was signed in February and the REF received the payment in March 2024. Installation of the underground pipeline will begin this summer and continue through 2024 with uninterrupted access by TCC’s faculty, staff, and students. Expansion of the Skilled Trades Academy is underway, which will add 13,000 square feet to the existing 20,000 square feet currently in use. Renovations are anticipated to be completed in early June of 2024.

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

Nothing to report.

11. President’s Report

a. Proposed 2023-24 Emeritus Appointment Resolutions. Dr. Conston appointed one faculty member and two classified staff to emeritus status, respectively:

Teaching Faculty:

- Ellyn Hodgis, Associate Professor of Radiography

DRAFT

Classified Staff:

- Nancy Jones, Trainer and Instructor I
- Gloria McKinney, Information Technology Specialist II

The appointments were vetted through the college's formal policies and procedures governing emeritus status and come with Dr. Conston's endorsement. On a motion by Dr. Houston, seconded by Mr. Bynum, the board approved the appointments as presented.

- b. Spring Enrollment Update (w/ Mr. Aasen). Spring 2024 Full-time Equivalent (FTE) enrollment declined -3.0% and student headcount decreased -4.8%. Key metrics included: dual enrollment (-3.8%); first-time-in-college students (-16.4%); average credits high school (+5.1%); and average credits regular (+1.4%). Registrations for Workforce Solutions decreased (-2.8%) in the 3rd quarter and (-32%) in FY 2024. Mr. Aasen presented a chart of the VCCS credit enrollment for Spring 2024, noting TCC's declines in FTE enrollment - 3.0% and in student headcount -4.7%. Dr. Conston asked Dr. Campbell to share some initiatives the college has in place to get to a break-even point. The college is offering a free SDV course for students who were planning to start in the Summer to come in the Fall. TCC was selected as an education partner for Amazon's Career Choice program, providing Amazon's hourly employees access to all TCC career and technical programs, as well as the college's transfer programs that enable students to build a solid academic foundation and save on the cost of college.

12. Chair's Report & Announcements

- a. Continuation of the Presidential Evaluation Process. Ms. Clements noted that the board will receive information to complete the College Board's assessment of the president's performance. Per section 2.15.4 of the College Board Policies & Procedures Manual, the president shall submit a self-evaluation to the board chair. Ms. Clements will distribute the self-evaluation electronically to the full board and receive feedback and input by April 12. The board's executive committee will meet with Dr. Conston to discuss her performance. The board will meet in closed session at the May 14 board meeting to finalize comments for the signed letter that will be forwarded to the Chancellor.
- b. Appointment of Board Nominating Committee. Chairwoman Clements named Mr. Green as chair, Mr. Bynum, Mr. Crow, Dr. Sinclair, and Mr. Stakes to serve on the nominating committee. She charged them to nominate officers as board chair and board vice chair for the period of 2022-24. The committee will reference section 2.1 of the board's *Policies and Procedures Manual w/By-Laws* in nominating candidates and to present their report at the May board meeting.

Announcements:

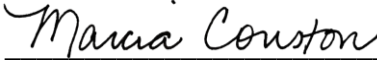
- The Spring Commencement Exercise is scheduled for Monday, May 6 at 4:00 pm in the Chartway Arena in Norfolk. Expect to receive the details from Ms. Johnson in early April.

- The next board meeting is May 14 at 4:00 pm at the Visual Arts and Design Center in Norfolk.

13. Adjournment

There being no further business to come before the board, Ms. Clements adjourned the meeting at 5:42 p.m.

Respectfully submitted,



Marcia Conston, Ph.D.
Secretary to the Board

APPROVAL

Lynn B. Clements
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 14, 2024

COMMITTEE: Academic Affairs, Student Affairs, & Workforce Development
Committee

AGENDA ITEM: Proposed 2024-25 Business and Industry Advisory Committees

BACKGROUND:

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

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

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

STAFF RECOMMENDATION:

That the College Board approves the 2024-25 Business and Industry Advisory Committees.

STAFF LIAISON:

Michelle W. Woodhouse, Ed.D.
Vice President for Academic Affairs and Chief Academic Officer
mwoodhouse@tcc.edu
757-822-1061

TCC BUSINESS AND INDUSTRY ADVISORY

COMMITTEES 2024-2025 Membership

ACCOUNTING

Traneisha Bailey-Williams
Blake Wilson Group, LLC

Joseph "Joe" Baptiste
Ernst & Young

Robin Bianco (Co-Chair)
DesRoches & Company, CPAs

Brandi Davis (Co-Chair)
Ernst & Young

Clarence Harris
ACG Financial Group

Cynthia Johndrow
Robert Half, Inc.

Lyndon Remias
City of Virginia Beach

Theresa Rohm
A Rohm Smith and Company

ADMINISTRATIVE SUPPORT TECHNOLOGY

Sonja Bridgers
Norfolk Public Schools

Gail Joyner (Chair)
Norfolk Naval Shipyard

Melissa Small
Norfolk Naval Shipyard

AMERICAN SIGN LANGUAGE

Rebecca Hillegass
Virginia Beach City Public Schools

Carrie Humphrey
Reynolds Community College

Leah Weaver (Chair)
Tidewater Community College
Adjunct Faculty

AUTOMOTIVE

Bob Barton
Barton Ford

Keith Bradshaw
Hall Chrysler/Jeep/Dodge/Ram

Wayne Champigny
Virginia Beach Technical and Career
Education Center

Jay Craig
RK Chevrolet

Vernon Crawley
Ford Motor Company

Jakob DeBerry
Ford Motor Company

John Deuso
Southern Chrysler/Jeep Greenbrier

C. Tom Ellmer (Chair)
Priority Toyota Greenbrier

Keith Estes
Cavalier Ford Greenbrier

Tracey Everitt
Barton Ford

Fred Griesman
Bill Talley Ford

Chris Haynie
Richmond Ford

Amanda Hayslett
Checkered Flag Honda

* Proposed Member

** Chair to be selected at first meeting

2024-25 Business and Industry Advisory Committees

May 14, 2024

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AUTOMOTIVE - continued

Butch Hora
Hall Chrysler/Jeep/Dodge/Ram

Pierre Howard
Norfolk Technical Center

O. William Kuehrmann
Fiat Chrysler Automobile

Jerry Matos
Safford Ford

Neil McClanan (Vice-Chair)
First Team Toyota

Mike Owen
Southern Auto Group

Mona Parker
The College and Career Academy
The Pruden Center

Chris Peterson
Central Atlantic Toyota

Fred Phillips
Hall Toyota

David Pickett
Hall Automotive Group

Doug Reader
RK Subaru

Michaela Reardon
Checkered Flag Toyota

Michael Rentz
Stellantis

Lucas Ryan
Beach Ford

Jim Rose
Priority Honda

Paul Saltarelli
Cavalier Ford Lincoln

Jill Saunders
Toyota Motor North America, Inc.

Ken Strain
Casey Honda

Jim Todd
Ford Motor Company

Aris Woolfolk
Virginia Automobile Dealer Association

COLLISION REPAIR**

Peter Agbakpe
Tidewater Community College
Interim Dean Manufacturing and
Transportation

Todd Babb
Beamon and Johnson

Sharon Corey
Hall Automotive

Wes Cummings
Priority Collision Center

Justin Daniels
First Team Auto

Tom Ellmer
Priority Auto

Julia Grim
GEICO

Chad Higginbotham
Hendrick Auto

Kelly Kitchens
Chesapeake Career Center

Michelle Meeker
3 Guns Customs

* Proposed Member

** Chair to be selected at first meeting

COLLISION REPAIR - continued**

Danny Melcher
Mi-Car Collision

Matt Mennel
Tidewater Community College
Instructor

Michelle Moss
Plasser American Corporation

Shawn Neronski
Performance Collision

Clark Plucinski
CREF

John Rial
Caliber Collision

Ryan Rice
Caliber Collision

Charles Sells
Tidewater Community College
Instructor

John Shumaker
BASF

Thomas Smith
Chesapeake Career Center

Joy Speelman
Chesapeake Public Schools
Workforce Development

Carmen Stockard
PPG Industries

Rhyan Thongsavanah
Caliber Collision

Brad Walser
Hendricks Auto

Walter Wilkins
Bay Automotive

Steve Williams
Elite Auto Body

COMPUTER-AIDED DRAFTING AND DESIGN

Todd Bobak
Sumitomo Drive Technologies

Jose Ferrandiz-Gea
Norfolk State University

Ronald Kloster
Hampton University

Errol F. Plata, Jr.
Urban Rainforest

Michael Ross (Chair)
HBA Architecture and Interior Design

Jeenson Sheen
Norfolk State University

Larry Smith
Linx Industries

Johan Stadler
Saunders + Crouse Architects

COMPUTER SCIENCE AND INFORMATION SYSTEMS TECHNOLOGY

Lee Armistead
Peregrine Technical Solutions

Chris Burroughs
PRA Group

Gayle Burton
Honeywell Technology Solutions, Inc.

R. Mark Crowe
Sentara Healthcare

Trent Dorroh
Cisco Systems

* Proposed Member

** Chair to be selected at first meeting

**COMPUTER SCIENCE AND
INFORMATION SYSTEMS
TECHNOLOGY-continued**

Shawn C. Fagan
Marathon Consulting

Kevin Fairley
City of Virginia Beach

Linda Garratt
Stihl

Tracy Gregorio
G2 OPS

Kevin Griffin
Griffin Consulting

Rich Hamady (Chair)
Christian Broadcasting Network

Annette Harris
City of Portsmouth

Steven Troy Holloway
Microsoft Corporation

Cheryl Jackson-Darden (Vice-Chair)
Human Capital Management
Office/Defense Counterintelligence and
Security Agency

Joseph Lee
JL GOV, LLC

Corren McCoy
G2 OPS

Kevin McKenzie
Dollar Tree Stores, Incorporated

Joseph Quinn
SAIC

Deborah Rhodes
Sentara Healthcare

Guy St. John
Oceaneering International, Inc.

Gene Starr
XEROX Corporation

Clay Wise
Hampton Roads Sanitation District (HRSD)

Ken York
Optima Health Plans, Incorporated

CRIMINAL JUSTICE**

Jason Armstrong
Norfolk Police Department

Sadie R. Boone
Department of Motor Vehicles

Scott C. Burke
Portsmouth Police Department

James Cervera
Virginia Beach Police Department, (Retired)

Wally Driskell
Tidewater Community College
Adjunct Faculty

John Gandy
Virginia Beach Police Department

John Gregory
Tidewater Community College
Adjunct Faculty

David A. Hackworth
Regional Jail, (Retired)

Don Haley
Tidewater Community College
Adjunct Faculty

Kelly Kraynak
Tidewater Community College
Professor- Norfolk Lead

Antonio Passaro
Tidewater Community College
Professor- Department Chair

* Proposed Member

** Chair to be selected at first meeting

CRIMINAL JUSTICE- continued**

William "Bill" Pearsall
Tidewater Community College
Adjunct Faculty

**CULINARY ARTS AND HOSPITALITY
MANAGEMENT**

Lawrence Adler
Chef Instructor

Omar Boukkriss (Chair)
Omar's Carriage House

Nicholas Clark
The Butcher's Son

James Corprew
Norfolk State University

Lawrence Epplein
Norfolk State University

Duane Gauthier
Commonwealth Lodging

Matt Green
Sysco Hampton Roads

Ron Houghton
Kate's Catering Service

Phillip James
PJay's Kitchen

Alan Lindauer, Jr.
Water Fish and Produce Company

Carol Mahan
Crest Restaurant Supply

John Mannino
Mannino's Italian Bistro

Louie Marcelo-Glenn
Landmark Hotel Group

Bobby Melatti
IMGoing

Harvey Moore
Harmony Hospitality, Inc.

Anthony Mowery
Signature

Patrick Reed
Virginia Beach City Public Schools

Rob Reper
Sysco Hampton Roads

Tasha Roberts
Bonjou Creole Catering

Cynthia Roseman
Dreams 2 Reality, LLC

Stacy Rouse
Gold Key Resorts

Stacy Shiflet
Virginia Beach Hotel and
Conference Center

John Spicer
Crest Restaurant Supply

John M. Ulp
CATLEE Inc./McDonalds

Jim Wilson
Crest Foodservice Equipment

Eric Yeager
Cedar Point Country Club

DIESEL

David W. Boyce
Liebherr Mobile and Crawler Cranes

Jason Crowder
Excel Truck
Group

Rick Ezell
Western Branch Diesel

* Proposed Member

** Chair to be selected at first meeting

DIESEL-continued

Jessica Frederick
TFC Recycling

Ernie Fritz
Virginia Truck Center of Tidewater

George Hirschak
City of Chesapeake

Zack Johnston
Coastal Equipment Corp

Mike McColgan (Chair)
City of Chesapeake

Bob Perry
Coastal Equipment Corp

Rob Robins
Bay Diesel

Mike Smith
Penske Truck Rental

EARLY CHILDHOOD DEVELOPMENT

Beth Anderson
Childrens Harbor

Beverly Becket
Square One

Amy Benham
Chesapeake Public Schools

Wayne Bell
Childrens Harbor

Joetta Camp (Chair)
Virginia Star Quality Improvement
Initiative

Kelli Cedo
Norfolk Public Schools

Lisa Embry

- * Proposed Member
- ** Chair to be selected at first meeting

Virginia Beach Technical and Career Center

Shikee Franklin
Headstart Hampton Roads

Jane E. Glasgow
Minus 9 - 5 Early Childhood Initiative

Cheryl Gould
Regent University

Courtney Hundley
Chesapeake Public Schools

Christine John
Eastern Region Infant & Toddler Specialist
Network

Barbara Lito
Virginia Beach Economic Development

Daphine Lovely
Virginia Beach Technical and Career
Education Center

Claudia Martinez
Tidewater Community College
Portsmouth Director

Patricia Myer
Department of Education
Eastern Region Licensing

William O'Donnell Portsmouth
Public Schools

Lauren Small
Hampton Roads Small Business Development

Ciera Streeter
Tidewater Community College Child
Development Centers

Kim Sutton
Portsmouth Public Schools

Jayla Tisdale
Tidewater Community College
Norfolk Director

**EARLY CHILDHOOD DEVELOPMENT -
continued**

Kathleen Vuono
Office of Technical & Career Education
Advanced Technology Center

Kristen Whalen
Parish Day School at Eastern Shore
Chapel

Kyra Woolley
Norfolk Vocational Center

Cindy Zerr
Kids of Grace

EMERGENCY MEDICAL SERVICES**

Deborah Akers
Virginia Office of EMS

April Achesinski
Virginia Beach Fire

Michael Barakey
Suffolk Fire Department

Jamie Boyer
Tidewater Community College
EMS Faculty

Carlos Cajares
Tidewater Community College
EMS Faculty

Riana Castilloreitia
Federal Fire

Mark Day
Virginia Beach General Hospital

Lani DeForest
Virginia Beach EMS

Greg DeYoung
Northampton County

Ksenia Gale
Norfolk Fire

John Greer
Accomack County

Sam Gulisano
Chesapeake Fire Department

Deborah Hartman
Tidewater Community College
Interim Dean of Health Professions

Amber Jensen
Tidewater Community College
EMS Faculty

David Keeter
Tidewater EMS Council

David Keller
Tidewater Community College
Graduate C-15 Cohort

David Long
Tidewater EMS Council

Kristina Long
Tidewater Community College
Program Director

Matt Owens
Virginia Beach EMS

Tim Riley
Children's Hospital of the King's Daughters

Paul Savage
Tidewater Community College
EMS Faculty

Jarrold Sergi
Norfolk Fire

Zane Shuck
Tidewater Community College
Medical Director

Frank Signorelli
Tidewater Community College
EMS Faculty

David Silvis
Tidewater Community College Student
C-17 Cohort

* Proposed Member

** Chair to be selected at first meeting

EMERGENCY MEDICAL SERVICES -**
continued

Chris Smith
Isle of Wight County

Rachel Wheby
Tidewater Community College
Graduate C-15 Cohort

ENGINEERING TECHNOLOGY

Courtney Addison
STIHL, Incorporated

Kamel Alboaouh
Norfolk State University

Afi Anuar
Old Dominion University

Clarence "Trip" Canterbury
Chesapeake Municipal
Offices

Mike Cook
Newport News Shipbuilding

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

Brandon
Hamby STIHL,
Inc.

Carl Hebert
City of Virginia Beach

Warren Hill
Weber State University (Retired)

Felix Ikner
Valkyrie Enterprises

Christina
Jackson
City of Newport News

Murat Kuzlu
Old Dominion University

* Proposed Member

** Chair to be selected at first meeting

Jon Lester
Old Dominion University
Nathan Luetke
Old Dominion University

Chad Oxtan (Chair)
City of Suffolk

Shawn Schultz
Breedon Construction

Kevin Wood
Pennoni

ENGLISH SECOND LANGUAGE**

Marcee Andersen
Tidewater Community College ESL
Discipline Dean

Michelle Barnes
Tidewater Community College ESL
Faculty Chair

Susan Boland
Tidewater Community College ESL
Faculty (Emeritus)

Kathleen Cahoon-Newchok
Virginia Beach City Public Schools

Natasha Christian Adult
Learning Center

Heidi Decker
Tidewater Community College International
Student Services

Staci Defibaugh
Old Dominion University

Gillian Durham
Tidewater Community College ESL
Faculty

Sirje Russell
Tidewater Community College Faculty
Chair

Kaori Southall
Tidewater Community College Alumni

FIRE SCIENCE**

Robert G. Burton
Norfolk Fire-Rescue

Michael Carter
Virginia Beach Fire Department

Sam Gulisano
Chesapeake Fire Department

Travis Halstead
Virginia Beach Fire Department

Emil Majetich
Portsmouth Fire Department

Doreen McAndrews
Virginia Department of Fire Programs

Daniel Vecchiolla*
Norfolk Fire-Rescue

FUNERAL SERVICES**

Edward Cowell
Altmeyer Funeral
Home

Giovanni Evans
JT Fisher Funeral Services

Angela George
Riverside Altmeyer Funeral Home

Casey M. Jones
Hollomon-Brown Funeral Home

Aubrey Mitchell
Mitchell Funeral Care and Cremations

Theresa Norrell
LifeNet Health

Chavalía Painter
O.H. Smith & Son Funeral Home

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

Christopher Sissler Altmeyer
Funeral Home

GRAPHIC DESIGN

Jared Beck
GROW

Louisa Caragan
Hunter PR

Landon Cooper
Cooper Design Company

Courtney Leonard (Chair)
Visa

Truly Matthews
Virginia Museum of Contemporary Art

Matthew Singleton
Matt Singleton Design

LaMar Smith
Newport News Shipbuilding

Ely Sunglao
Atlantic Coast Mortgage

HEALTH INFORMATION MANAGEMENT

Christine Brooks
Ciox Health

Angela Dust
Riverside Health System

Alexandra Flannery
Westminster Canterbury

Monica Hales Sentara
Healthcare

Rachel Marie Malone
University Hospital

Susan Mason
Atlantic General Hospital and Health
Services

* Proposed Member

** Chair to be selected at first meeting

**HEALTH INFORMATION
MANAGEMENT - continued**

Tina Stevens
Sentara Healthcare

Leslie Twine (Chair)
Athena Health

Christina Upton
Old Dominion University

Carol Waters
Optum Insight

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

Robert Gunderson
Damuth Trane

Rick Jester
Chesapeake Controls, Inc.

Andy Styron
R.A. Styron Heating & Air Conditioning

Ralph Styron
R.A. Styron Heating & Air Conditioning

John Tucker
Damuth Trane

Stanley Yeskolski
Investigative Inspection Services

HORTICULTURE**

Billy Almond
WPL

Mike Andruczyk
Chesapeake VCE

Chip Ashton
Ashton's Landscaping

Theresa Augustin Norfolk
Botanical Garden

Wes Bray
Lawns and Gardens Plus, Inc.

Andrea Davis
Suffolk VCE

Joshua Despinis
Riparian Water Quality Control

Laurie Fox
Hampton Roads Agricultural Research &
Extension Center

Eric Gunderson
Southern Branch Nursery, Inc.

Richard Jarrett
London Bridge Nursery

Helen Kuhns Lynnhaven
River Now

Robert Nye
Basnight Land and Lawn

Andrea Tomlin
Tidewater Community College
Program Head

Taylor Treadway
Tidewater Community College
Adjunct Instructor

HUMAN SERVICES

Glenda Benion (Chair)
Talk Family of Virginia, Inc.

Jacquelyn Chapman
City of Chesapeake Human Services
(Retired)

Kathy Dial
Kin & Kids Consulting

Francina Harrison
The Career Engineer

Roneiko Henderson-Beasley
Self-Actualization Counseling Services

* Proposed Member

** Chair to be selected at first meeting

HUMAN SERVICES - continued

Sharon Houston
Garden of Hope, Inc.

Shelby Powell-Johnson
Virginia Premium Health
Plan

Melvilyn Scott
Tidewater Community
College Lead Counselor

Gwendolyn Williams (Vice-Chair)
Norfolk Redevelopment and
Housing Authority

INTERIOR DESIGN**

Bill Boyce
RRMM Architects

Josh Harris
Jerry Harris Remodeling

Matt Keane
Matt Keane Design

Mycala Kiracofe
Alternate Representative
Jerry Harris Remodeling

Matt Lee
Hanbury Architecture

Robert Pappas
Newport News Redevelopment and
Housing Authority

Laura Rodriguez
PC & A Business Environments

Lana Sapozhnikov
Whynow? LLC

Melodi E. Terhune
Clark Nexsen
Architects

Melody Zuniga
Jerry Harris Remodeling

* Proposed Member

** Chair to be selected at first meeting

MANAGEMENT

Akosua Acheamponmaa Norfolk State
University

Elizabeth Duncan-Hawker (Chair) Red Hawk
Strategic Solutions, LLC

Blair Durham (Vice Chair)
Black Brand

Nancy Grden
Hampton Roads Executive Roundtable

Terry Hall
Hall Analytics, LLC

Cristi Hargrave Epsilon
Systems

Michael Paris City of
Norfolk

Linda Peck
Norfolk Innovation Corridor

MANUFACTURING**

Roger Baxter
Yupo

Jeb Brit
Elite Services & Enterprises, LLC

Chris Chapman
Steel America

Dena Coor
Bauer Compressors

Haley Diedrick
Target

Mcoumba Dimsey
S&S Precision

Brett Ferris
American GFM

Joe Gopi
Sumitomo Machinery Corporation of America

MANUFACTURING - continued**

Justin Larivee
Target Upstream Distribution Center

Xavier Martin
Target Upstream Distribution Center

Dacia Marxrieser
Manufacturing & Design Technologies,
Inc.

Karen Miller
National Aeronautics and
Space Administration

Yajaida Pacheco
Mitsubishi Chemical Composites America

Dan Purcell
Electric Motor and Contracting

Christian
Richter IMS
Gear

Charles Ritinski
Sumitomo Machinery Corporation of
America

James Rivoir
Mitsubishi Kagaku Imaging Corporation

Grant Stanley
Chesapeake Public Schools

Brian Stevenson
Busch Vacuum Pumps

Bradley Stoker
Target Upstream Distribution

Robert Twine Sr.
Collins Machine
Works

James Walter
Plasser
American

Phillip Zarate
Sumitomo Machinery Corporation

* Proposed Member

** Chair to be selected at first meeting

MARITIME TECHNOLOGIES**

Alex Biehn
Colonna's Shipyard

Ali Broemeling
Colonna's Shipyard

Catherine Evans
HII Mission Tech

Taylor Gavin Tecnico
Corporation

Guy St. John
Oceaneering International, Inc.

MEDICAL LABORATORY TECHNOLOGY

Terry Allen
Bon Secours Maryview Hospital

Kirby Badger
Chesapeake Regional Medical Center

Belinda Barnes
USAF Hospital Langley

Susan Elliott
Riverside Regional Medical Center

Barbara Kraj
Old Dominion University

Jessica Lindhart
Sentara Norfolk General Hospital

Miranda Malone
LifeNet Health

Jennifer McLeod (Chair)
VCU Health System

Deitra Phillips
VA Medical Center

Mary Shields
Children's Hospital of the King's Daughters

2024-25 Business and Industry Advisory Committees

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**MEDICAL LABORATORY
TECHNOLOGY - continued**

Felicia Wilkins
LabCorp of America

Darren Wilson
Patient First

NURSING**

Rosa Abbott
Virginia Beach School of Practical
Nursing

Terri Anderson
Our Lady of Perpetual Help

Lisa Prather-Betancourt
Tidewater Community College
Beazley School of Nursing

Peggy Braun
Sentara Virginia Beach General Hospital

Robin Brevard
Tidewater Community College
Beazley School of Nursing

Deborah Brown
Riverside Shore Memorial Hospital

Manuel Caday
Tidewater Community College
Beazley School of Nursing

Adrienne Campbell
Tidewater Community College
Beazley School of Nursing

Evelyn Coutee
Tidewater Community College
Beazley School of Nursing

Joan Daversa
Bon Secours Maryview Hospital

Catina Davis
Tidewater Community College
Beazley School of Nursing

Monica Fowlkes
Tidewater Community College Beazley
School of Nursing

Catherine Fruit
Tidewater Community College
Beazley School of Nursing

Kimberly Geib
Tidewater Community College
Beazley School of Nursing

Shirley Greenway
Tidewater Community College Beazley
School of Nursing

Deborah Hartman
Tidewater Community College Beazley
School of Nursing

Deborah Hazlet-Borrini
Sentara Norfolk General Hospital

Angie Horsley
Riverside Regional Medical Center

Sarah Hutton
Children's Hospital of the King's Daughters

Colleen Ignacio
Tidewater Community
College
Beazley School of Nursing

Stephanie Jackson Sentara
Obici Hospital

Trudy Jelderks
Chesapeake Public Schools

Crystal Jones
Veterans Administration Medical Center

Terri Long
Eastern Shore Community College

Dawn Martinez
Tidewater Community College Beazley
School of Nursing

* Proposed Member

** Chair to be selected at first meeting

NURSING - continued

Deborah McDermott
Tidewater Community
College Beazley School of
Nursing

Tiana Ramos
Tidewater Community
College Beazley School
of Nursing

Elina Reynolds
Tidewater Community College
Beazley School of Nursing

Cindy Tumilty
Tidewater Community College
Beazley School of Nursing

Suzanne VanOrden
Old Dominion University
School of Nursing

Lita Warren
Tidewater Community College
Beazley School of Nursing

Shannon Washington
Tidewater Community College
Beazley School of Nursing

**OCCUPATIONAL THERAPY
ASSISTANT**

Jennifer Bledsoe
Children's Therapy Concepts

Lynn Chatfield
Powerback Rehab

Palma Falacco
Riverside Health
System

Christine Grogg
Bon Secours In Motion Physical Therapy

Patricia Laverdure
Old Dominion University

Dacia Layton
Tidewater Community College
Adjunct Faculty

Ynez Peterson
Virginia DOE Training and Technical
Assistance Center

Jan-Michael Reyes
Virginia Health Services

PARALEGAL STUDIES

Kimball Boone
Wahab Public Law Library

Maggie Charlton
Tidewater Community College
Interim Pathway Dean

Teresa Conlon
Chesapeake Office of the Commonwealth's
Attorney

Donna Hall
Goodman, Allen, Donnelly, PLC

Valerie Herman
David, Kamp and Frank, LLC

William Joshua Holder, J.D.
Chesapeake Public Defender's Office

Kristina Hopkins, ACP (Chair)
Virginia Beach Office of the
Commonwealth's Attorney

Stephanie Hunter
Crenshaw, Ware & Martin

Bridget Medina (Vice-Chair)
Department of the Navy, Sealift Command
Office of the General Counsel

Paul Powers
Virginia Beach Office of the
Commonwealth's Attorney

- * Proposed Member
- ** Chair to be selected at first meeting

PARALEGAL STUDIES - continued

Dawn Smith
Crenshaw, Ware, & Martin PLLC

Michele Turner
DC Wicker, PLLC

Tameeka Williams
Norfolk General District Court

PHARMACY TECHNICIAN**

John Austin
Bon Secours Maryview Medical Center

Elaine Beale
Tidewater Community
College Program Lead

Johanna Clark
Pharmacist
(Retired)

Lan Dhillon
Bon Secours Medical Center

Monica Fowlkes
Tidewater Community College
Beazley School of Nursing

Deborah Hartman
Tidewater Community
College Beazley School of
Nursing

Rose Jackson
Harris Teeter
Certified Pharmacy
Technician

Nysheena Kello
Chesapeake Career
Center

P Blair Noble
Kroger Mid-Atlantic Division

Tina Vance
Walmart Retail Pharmacy

PHYSICAL THERAPIST ASSISTANT

Brian Beaulieu
Pivot Physical Therapy

Christopher Bertani
Children's Hospital of the King's Daughters

Tory Bishop
Pivot Physical Therapy

Missy Folta (Vice- Chair)
Sentara Healthcare

Angie Fortin Aegis
Therapies

Dawn Gaimaro
Sentara Health
Care

Lisa Koperna (Chair) Old
Dominion University

Nenneh Marshall
Saber Healthcare-Autumn Care of Norfolk

Cori Zirkle
Ivy Rehab

**RADIOGRAPHY/ DIAGNOSTIC MEDICAL
SONOGRAPHY**

Vanessa Altman Jordan-
Young Institute

Louis Caron
Sentara Virginia Beach General Hospital

Suzanne Dickinson (DMS) Eastern
Virginia Medical School

Marcus Foster
Chesapeake Regional Medical Center

Simeon Fuller
Medical Staffing Solutions, USA

* Proposed Member

** Chair to be selected at first meeting

**RADIOGRAPHY/ DIAGNOSTIC
MEDICAL SONOGRAPHY - continued**

Elizabeth Jacobs (also
DMS) Sentara Princess
Anne Hospital

Alayna Johnson
Sentara Princess Anne Hospital

Karen Miller
Coastal Family Practice

Mark Nehlen
Sentara Virginia Beach Hospital

Jennifer Roland
Sentara Norfolk General Hospital

Rachel Rowe
Sentara Norfolk General Hospital

Janice Rumsey
Chesapeake Regional Medical Center

Oscar Sotomayor
Sentara Port Norfolk

Maggie Trimmer
Sentara Leigh Hospital

Karen Wiedmaier
Bon Secours Maryview Medical Center

Rita Winfield (Chair)
Sentara Princess Anne Hospital (Retired)

RESPIRATORY THERAPY

Jason Alfano
Sentara CarePlex Hospital

Tara Almony
Sentara Norfolk General Hospital

Alisha Arthur
Riverside Regional Medical Center

Kelly Atkins
Sentara Williamsburg Regional Medical
Center

* Proposed Member

** Chair to be selected at first meeting

Felisa Aycud
Sentara Obici Hospital
Bea Barajas-Williams
Sentara Virginia Beach General Hospital

Santiera Brown-Yearling
Sentara Norfolk General Hospital

Melody Carter
Lake Taylor Transitional Care Hospital

Antoinette Davis
Sentara CarePlex Hospital

Laurie Duncan
Sentara Albemarle Hospital

George Fields
Chesapeake Regional Medical

Maisha Giles
Riverside Regional Medical Center

Felecia Golden-Thomas
Sentara Norfolk General Hospital

Aileen Holgado
Hampton Roads Specialty Hospital

Joanna Hudak (Chair) Sentara
Leigh Hospital

Brian McHale
Sentara Norfolk General

Krista Parks
Sentara Princess Anne Hospital

Robin Pope
Southampton Memorial Hospital

Kimby Powell
Bon Secours Maryview Medical Center

Shirley Rich
Sentara Norfolk General Hospital

Betsy Ryland
Sentara Leigh Hospital

Justin Seemueller
Sentara Norfolk General Hospital

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RESPIRATORY THERAPY - continue

Joshua Sill
Eastern Virginia Medical School

Christesia Smith
Sentara Virginia Beach Hospital

Susan Swedish
Sentara Norfolk General Hospital

Joshua Taylor
Cystic Fibrosis Foundation

Ginger Villanueva
Sentara Obici
Hospital

Rachael Watson
Children's Hospital of the King's
Daughters

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

STUDIO ARTS

Alison Byrne (Chair)
Virginia Museum of Contemporary Art

Phil Guilfoyle
Virginia Wesleyan University

Sam Hughes
Norfolk State University

Solomon Isekeije (Vice-
Chair) Norfolk State
University

Charlotte
Kasic Barry Art
Museum

Janet Kempf
Eastern Virginia Medical School

Rachel McCall
Downtown Norfolk Council

Craig McClure
City of Virginia Beach

Julia Rogers Chrysler Museum

John Roth
Old Dominion University

Karen Rudd
City of Norfolk (Norfolk Arts)

Echard Wheeler
Echard Wheeler Photography

Lisa Wigginton
Arts Alliance

TRUCKING**

Otho Babbs
BBC Trucking, Inc.

Larry Battle
Consolidated Logistics, CLC

Brooke Deems
Century Express, Inc.

Cheryl Freauff
TMC Transportation, Inc.

Charles Glover
GTL Transport Company

Tina Harvey
Capital Concrete, Inc.

Edward O'Callaghan
Century Express, Inc.

George Woodruff
Givens Transportation

* Proposed Member

** Chair to be selected at first meeting

VETERINARY SCIENCES

Hannah Adams
Academy Animal Care

Amaiya Armstrong
Tidewater Community College
Student

Elizabeth Bell
Covetrus

Heather Brookshire
Animal Vision Center of Virginia

Jill Caccia
Tcc Student

Geoff Campbell
Edinburgh Animal Hospital

Samantha DeShields
People for the Ethical Treatment of
Animals

Gemma Gilera
Beach Pet Hospital

Tara Golden, DVM
Golden Paws Veterinary Service

Annalee Lanz
Tidewater Community College
Student

Danielle Russ
The Center of Veterinary Expertise

L. Allison Rye
The Center of Veterinary Expertise

Christina Sims
Beach Pet Hospital

Sharon Siry
Nansemond Veterinary Clinic

Ella Smithie
Tidewater Community College
Student

Aimee Walker
Great Neck Veterinary Hospital

Marcie Willis, LVT
Bay Beach Veterinary Hospital

Teresa Zielinski
Tidewater Community College
Student

WELDING**

Mike Cook
Huntington Ingalls Shipyard

Mike Renwick
American GFM

James Templeton
Allfirst LLC

- * Proposed Member
- ** Chair to be selected at first meeting

TIDEWATER COMMUNITY COLLEGE BOARD AGENDA ITEM

MEETING: May 14, 2024

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: New Program Request for Career Studies Certificate, Electrified Powertrains Technician

BACKGROUND:

TCC offers several Automotive Technology programs. TCC faculty and the Pathway Dean, in collaboration with the Toyota Technician Training and Education Network (T-TEN), determined that a new program was necessary as the College must continually adapt to prepare students for the diagnosis and repair of current and future vehicle systems. The Career Studies Certificate in Electrified Powertrains Technician will prepare students to service, repair, and diagnose automotive high voltage systems. It will also prepare students for the Automotive Service Excellence (ASE) certification exams in Electrical Systems (A6), Engine Performance (A8), and Light Duty Hybrid/Electrical vehicles (L3).

STAFF RECOMMENDATION:

That the College Board approves the initiation of the Career Studies Certificate in Electrified Powertrains Technician.

STAFF LIAISON:

Dr. Michelle Woodhouse
Vice President for Academic Affairs and Chief Academic Officer
mwoodhouse@tcc.edu
757-822-1061



Official Curriculum Guide

Name: _____

Date Entered TCC: _____

SIS Empl ID: _____

Counselor: _____

Career Studies Certificate: Electrified Powertrains Technician (XXX-XX-XX)

The Electrified Powertrains Career Studies Certificate is designed to prepare students to safely service, repair, and diagnose automotive high voltage systems. The program includes preparation for the ASE certification exams in Electrical Systems (A6), Engine Performance (A8), and Light Duty Hybrid/Electrical vehicles (L3).

A valid driver's license is required for admission into any Automotive Technology program. Students must visit the Regional Automotive Center prior to registration. Students are advised to consult with the program faculty prior to admission into the program.

Students must successfully complete the Automotive Maintenance and Light Repair (MLR) Career Studies Certificate before selecting this program.

Semester 1

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
AUT 249	Advanced Electrical Systems	5	AUT 149	None	_____	()
AUT 255	Advanced Engine Performance	5	AUT 155	None	_____	()
Semester Total		10				

Semester 2

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
AUT XXX	Automotive Drivetrains (NEW)	5	AUT 149	None	_____	()
AUT 233	Hybrid/Electrical Vehicle Technology	3	AUT-249, AUT 255	None	_____	()
Semester Total		8				

Total Minimum Credits 18

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 14, 2024

COMMITTEE: Curriculum and Student Development Committee

AGENDA ITEM: Discontinuance of the Career Studies Certificate in Restaurant Management

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 Restaurant Management. The need to discontinue this program was prompted by the lack of student interest and faculty expertise. The proposal has been reviewed and recommended by the supervising dean, the curriculum committee, and the chief academic officer.

STAFF RECOMMENDATION:

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

STAFF LIAISON:

Dr. Michelle Woodhouse
Vice President for Academic Affairs & Chief Academic Officer
mwoodhouse@tcc.edu
757-822-1061



Official Curriculum Guide

Name: _____

Date Entered TCC: _____

SIS Empl ID: _____

Counselor: _____

Career Studies Certificate: Restaurant Management(221-241-60)

The Career Studies Certificate in Restaurant Management prepares students for entry-level management positions in foodservice operations such as restaurants, catering companies, hotels, and resorts. Instruction consists of menu planning, staff management and supervision, food purchasing, and food and beverage service management.

Semester 1

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
HRI 109	Introduction to Restaurant Management	2	None	None	_____	()
CUL 134	Food and Beverage Service Management	3	HRI 158 (prerequisite or	None	_____	()
HRI 158	Sanitation and Safety	3	None	None	_____	()
HRI 215	Food Purchasing	3	Eligible to enroll in MTH 130 or higher	None	_____	()
HRI 241	Supervision in the Hospitality Industry	3	HRI 154 for students in Hospitality Management Program	HRI 109 for students in Restaurant Management Program	_____	()
Semester Total		14				

Semester 2

Classification Course No.	Course Title	Credits	Prerequisites	Co-Requisites	When Taken	Grade
HRI 224	Recipe and Menu Management	3	Eligible to enroll in MTH 130 or higher	None	_____	()
HRI 245	Labor Cost Control	3	Eligible to enroll in MTH 130 or higher	None	_____	()
CUL 259	Beverage Management	3	Eligible to enroll in MTH 130 or higher	None	_____	()
CUL 290	Coordinated Internship in Restaurant Management	5	Instructor permission	None	_____	()
Semester Total		14				

Total Minimum Credits 28

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 14, 2024
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: TCC Policy 3201, Naming of College Facilities

BACKGROUND:

The College has updated Policy 3201 – Naming of College Facilities.

[TCC Policy 3201 Rev. 1, Naming of College Facilities](#)

STAFF RECOMMENDATION:

That the College Board approves the revised TCC Policy 3201, Naming of College Facilities as presented. Once approved, the policy will be sent to the Chancellor for approval.

STAFF LIAISON:

Heather Hardiman
Vice President for Administration and
Chief Financial Officer
hardiman@tcc.edu
757-822-1738

Subject: Naming of College Facilities

1. Purpose	1
2. Policy.....	1
3. Responsibilities	3
4. Procedures.....	3
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8. Effective Date and Approval	3
9. Review and Revision History	4

1. Purpose

This policy provides for the naming of college facilities consistent with the policy of the Virginia Community College System ([VCCS Policy Manual, Section 2A-2.9.07c](#)).

2. Policy

The Tidewater Community College Board ("Board"), upon recommendation of the College President, shall approve the naming of any of the college's State-owned facilities. In those cases where college facilities have been named prior to the implementation of this policy, the names shall be considered to have been so adopted

a) Criteria: College facilities may be named after:

1. Individuals who have provided significant service to Tidewater Community College or the communities it serves.
2. Individuals or corporations from the private sector that have contributed major gifts to the college such as land, buildings, or major financial contributions.

Such recognition should typically occur after the gift has been received rather than on a prospective basis. Individuals employed within the Virginia Community College System or serving on the Tidewater Community College Board, or the State Board for Community Colleges are not eligible for such recognition. A separation from such employment or service of at least one month is a prerequisite for eligibility for the recognition afforded by a facility naming.

b) Suggested Monetary Levels for Naming Opportunities:

Facility Commemoration Opportunities	Suggested Gift Ranges
Campus	\$10,000 minimum
Off-Campus Center	\$5,000 minimum
New Building	Negotiable
Existing Academic/Administration Building (<30 KSF)	\$1,000,000 minimum
Existing Academic/Administration Building (30-60 KSF)	\$1,500,000 minimum
Existing Academic/Administration Building (>60 KSF)	\$2,000,000 minimum
Campus Student Center	\$1,500,000 minimum
Academic Program (i.e., Nursing, Engineering, IT)	\$1,000,000 minimum
Endow a Specific Initiative (i.e., Distance Learning, Dual Enrollment)	\$500,000 minimum
Endow a Specific Program (i.e., Pathways Programs, STEM, CMVE)	\$500,000 minimum
Miscellaneous Options (roadways, ponds, rooms, auditoriums)	\$100,000 - \$250,000

c) Nomination

Nomination for a proposed dedication and/or memorial for an individual or a group will be made to the TCC College Board by the President. The fact that a memorial or a proposed dedication is being considered by the Board will be considered confidential.

d) Permanency of Names

1. When a gift from an individual or family is involved, a facility receives designation that shall last the lifetime of the family as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance, subject to the following:
 - i. Demolition or significant renovation of the facility may terminate the designation.
 - ii. Any legal impropriety or other act which brings dishonor to the College on the part of the donor shall make the gift and naming subject to reconsideration by the College.
2. When a corporate donor makes the gift, the corporation keeps the

designation until the corporation is no longer in existence as long as the facility remains in use and serves its original function unless otherwise stipulated at the time of the gift acceptance, subject to the following:

- i. Demolition or significant renovation of the facility may terminate the designation.
- ii. Any legal impropriety or other act which brings dishonor to the College on the part of the corporation shall make the gift and naming subject to reconsideration by the College.

e) Funds Received

All funds received through this policy will be received by the TCC Educational Foundation. The Educational Foundation will distribute the funds per the donor's direction.

3. Responsibilities

The Vice President for Administration & Chief Financial shall develop and maintain procedures that are consistent with this policy.

4. Procedures

No procedures are associated with implementation of this policy.

5. Definitions

No definitions are associated with the implementation of this policy.

6. References

[VCCS Policy Manual](#)

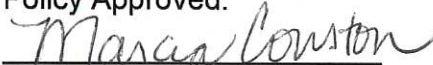
7. Review Periodicity and Responsibility

The Vice President for Administration and Chief Financial Officer shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions. The policy shall also be reviewed when changes to the relevant policies and procedures are made.

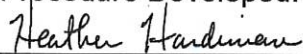
8. Effective Date and Approval

The revision of the policy is effective upon its approval by the College President on April 15, 2024.

Policy Approved:


Dr. Marcia Conston
President

Procedure Developed:


Heather Hardiman
Vice President for Administration &
Chief Financial Officer

9. Review and Revision History

The initial version of this policy was approved April 18, 2019.

Revision	Description	Date Approved
1	Reflects updated position titles.	April 15, 2024

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 14, 2024
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Proposed 2024-25 Local Fund Budgets

BACKGROUND:

The Commonwealth of Virginia operates on a July 1st fiscal year.

The college's Local Fund Budgets consists of four parts—the Student Activities Budget, which draws its revenue predominantly from the Student Activity Fee; the Institutional Auxiliary Budget, which draws its revenue from the Institutional Auxiliary Fee; the Student Center Budget, which draws its revenue predominantly from the Auxiliary Capital Fee; and the Auxiliary Services Budget, which draws its revenue predominantly from Commissions and includes Municipal Support.

The board acts on these budgets annually at its May meeting.

STAFF RECOMMENDATION:

That the College Board approves the proposed Fiscal Year 2024-25 Local Fund Budgets as presented.

STAFF LIAISON:

Heather Hardiman
Vice President for Administration and
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**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
FY 2025**

	Budget 2024	Anticipated 2024	Proposed Budget 2025
Fund Balance 07/01	\$ 1,927,661	\$ 1,927,661	\$ 1,785,393
I. Revenues			
A. Student Activity Fee	\$ 724,743	\$ 724,743	\$ 751,144
B. ID Card Replacements	3,000	4,000	4,000
Total Revenues	\$ 727,743	\$ 728,743	\$ 755,144
Total Resources (Revenue & Fund Bal.)	\$ 2,655,404	\$ 2,656,404	\$ 2,540,537
II. Expenditures			
A. College-wide Student Activities			
1. Student Government Association	\$ 6,000	\$ 4,000	\$ 6,000
2. Programming	50,000	50,000	50,000
3. Student Organizations	10,000	10,000	10,000
4. Contingency Fund	6,000	6,000	6,000
5. Gear Up to Lead	10,000	10,000	10,000
6. VCCS Leadership Conference	10,000	10,000	10,000
7. Visual Arts & Design Center	3,100	2,000	3,100
8. Student Resource & Empowerment Center	11,000	4,000	11,000
9. Virtual Student Center	8,000	8,000	8,000
10. Student Honors Event	15,000	15,000	15,000
11. Literary Festival	5,000	5,000	5,000
Subtotal--College-wide Student Activities	\$ 134,100	\$ 124,000	\$ 134,100
B. College-wide Learning Assistance Fund			
1. College-wide Learning Assistance Fund	\$ 77,793	\$ 80,127	\$ 85,000
Subtotal--College-wide Learning Assistance Fund	\$ 77,793	\$ 80,127	\$ 85,000
C. College-wide Contingency Fund			
1. College-wide Contingency Fund	\$ 15,000	\$ 6,000	\$ 15,000
Subtotal--College-wide Contingency Fund	\$ 15,000	\$ 6,000	\$ 15,000
D. Deans' Contingency Fund			
1. College-wide Deans' Contingency Fund	\$ 20,500	\$ 20,500	\$ 20,500
Subtotal--Deans' Contingency Fund	\$ 20,500	\$ 20,500	\$ 20,500
E. Student Activities Identification System			
1. Equipment, Software, and Supplies	\$ 36,000	\$ 36,000	\$ 36,000
Subtotal--Student Activities Identification System	\$ 36,000	\$ 36,000	\$ 36,000
Total Expenditures	\$ 283,393	\$ 266,627	\$ 290,600
III. Transfers			
A. Transfer to Student Center Budget	\$ 604,384	\$ 604,384	\$ 622,516
Subtotal--Transfers	\$ 604,384	\$ 604,384	\$ 622,516
Anticipated Fund Balance 06/30	\$ 1,767,627	\$ 1,785,393	\$ 1,627,422

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT ACTIVITIES BUDGET
Narrative Justification
FY 2025**

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 10,228 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.

II. EXPENDITURES

- A. College-wide Student Activities** – Student Activities offices provide holistic student development and programming inclusive of, but not limited to, Student Government Association, student organizations, engagement, volunteerism, community outreach, leadership development, marketing, recreation, E-sports, diversity, and cultural inclusion that has been approved by the Dean of Campus Life. Student activities professionals utilize local funds to support the needs of the student population, promote student engagement and retention, and support the college’s strategic plan initiatives.
 - 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 Dean of Campus Life.
 - 2. Programming** – Funding is provided for planned student life programming which includes, but is not limited to, life skills, social integration, self-management, wellness, social responsibility, cultural awareness, diversity, inclusion, student and community engagement, enrichment, volunteerism, and leadership development. Programming support needs include, but are not limited to, speakers, presenters, entertainment, marketing, promotional materials, and apparel.
 - 3. Student Organizations** – Funding is used for leadership development, club and organization support, conferences, training, speakers, enrichment, honor societies, campus initiatives, community outreach, student engagement, honorariums, and recognitions.
 - 4. Contingency Fund** – Funding is provided to fund special initiatives, technology and equipment upkeep, and other miscellaneous expenses that may emerge during the fiscal year.
 - 5. Gear Up to Lead** – Funding is provided for the Student Leadership program.
 - 6. VCCS Leadership Conference** – Funding is provided for students to attend the VCCS Leadership Conference.

7. **Visual Arts & Design Center** – Funds are provided for special art exhibitions, honoraria, refreshments for opening receptions, and other college-wide activities of the Visual Arts & Design Center.
 8. **Student Resource & Empowerment Center** – Funds support college-wide programs and services focused on issues critical to the success of all students, but specifically populations of underserved students to persist in their academic pursuits.
 9. **Virtual Student Center** – Funding is provided to support the Virtual Student Center special initiatives and programming. Initiatives and programming support include, but is not limited to, speakers, presenters, entertainment, marketing, promotional materials, and apparel.
 10. **Student Honors Event** – Funding to support an annual academic event to celebrate students' academic achievements.
 11. **Literary Festival** – Funds to support the annual Literary Festival.
- B. **College-wide 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.
 - C. **College-wide Contingency Fund** – Provides the campus with funding to support campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.
 - D. **Deans' Contingency Fund** – Provides funding for the campus deans to support student success activities. These include welcome 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.
 - E. **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 activities and student ID personnel.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
FY 2025**

	Budget 2024	Anticipated 2024	Proposed Budget 2025
Fund Balance 07/01	\$ 18,453,959	\$ 18,453,959	\$ 16,916,347
I. Revenues			
A. Institutional Fee	\$ 2,074,753	\$ 2,074,753	\$ 2,150,335
B. Student Parking Sales	25,000	10,000	11,000
C. Student HRT Pass Sales	15,000	17,500	18,000
D. Miscellaneous Revenue	1,000	21,000	23,000
Total Revenues	\$ 2,115,753	\$ 2,123,253	\$ 2,202,335
Total Resources (Revenue & Fund Bal.)	\$ 20,569,712	\$ 20,577,212	\$ 19,118,682
II. Expenditures			
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,639,240	\$ 1,639,240	\$ 1,636,997
B. Chesapeake Campus Parking Lot - Debt Service	332,625	332,625	329,875
C. Chesapeake Parking Garage Operating Expenses			
1. Personnel			70,000
2. Utilities	9,000	11,500	12,000
3. Security	10,000		10,000
4. General Maintenance	75,000	35,000	75,000
D. College-wide Parking Lot Improvements	250,000	250,000	250,000
E. Hampton Roads Transit (HRT) Passes	67,500	67,500	70,000
F. Student Parking	65,000	15,000	65,000
G. College-wide Wayfinding	3,000,000	1,300,000	2,000,000
H. Security Camera Implementation	225,000	10,000	530,000
Total Expenditures	\$ 5,673,365	\$ 3,660,865	\$ 5,048,872
Anticipated Fund Balance 06/30	\$ 14,896,347	\$ 16,916,347	\$ 14,069,810

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TIDEWATER COMMUNITY COLLEGE
PROPOSED INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY 2025

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 10,228 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 the City of Norfolk parking garage spaces to students on the Norfolk Campus. Student cost is at a reduced rate because the Institutional Fee subsidizes the 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 the total cost.
- D. **Miscellaneous Revenue** – Revenue from leasing of the TCC parking lots or garage.

II. EXPENDITURES

- A. **Chesapeake Campus Parking Garage – Debt Service** – Funds for the debt service of the Chesapeake Campus Parking Garage. Anticipated Bond payment end date September 2032.
- B. **Chesapeake Campus Parking Lot – Debt Service** – Funds for the debt service of the Chesapeake Campus parking lot. Anticipated Bond payment end date September 2024.
- C. **Chesapeake Campus Parking Garage – Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, security services, custodial, and the utilities associated with the Chesapeake Campus garage.
- 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 GoSemester Passes from HRT to provide transportation services to students, including light rail, bus, and ferry.
- F. **Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- G. **College-wide Wayfinding** – Costs to improve and enhance signage across all campuses and the district office.
- H. **Security Camera Implementation** – Cost to design and implement security cameras across all campuses.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
FY 2025**

	Budget 2024	Anticipated 2024	Proposed Budget 2025
Fund Balance 07/01	\$ 15,877,758	\$ 15,877,758	\$ 12,349,177
I. Revenues			
A. Auxiliary Capital Fee	\$ 5,661,900	\$ 5,661,900	\$ 5,891,328
B. Transfer-In from Student Activities Budget	604,384	604,384	622,516
C. Food Service Revenue	7,950	1,500	9,000
D. Miscellaneous Revenue	75,000	20,000	20,000
Total Revenues	\$ 6,349,234	\$ 6,287,784	\$ 6,542,844
Total Resources (Revenue & Fund Balance)	\$ 22,226,992	\$ 22,165,542	\$ 18,892,021
II. Expenditures			
A. Bond Debt Service			
1. Student Center - Norfolk Campus	\$ 1,140,474	\$ 1,140,474	\$ 1,136,224
2. Student Center - Chesapeake Campus	1,213,249	1,213,249	1,210,324
3. Student Center - Portsmouth Campus	1,217,773	1,217,773	1,203,119
4. Student Center - Virginia Beach Campus	1,734,205	1,734,205	1,725,009
Subtotal--Bond Debt Service	\$ 5,305,701	\$ 5,305,701	\$ 5,274,676
B. Norfolk Student Center			
1. General Operations			
a. Personnel	\$ 349,995	\$ 290,000	\$ 360,495
b. Operating Expenses	25,000	25,000	25,000
Subtotal--General Operations	\$ 374,995	\$ 315,000	\$ 385,495
2. Facility Operations			
a. Utilities	\$ 105,600	\$ 122,545	\$ 130,000
b. Security	115,000	75,000	115,000
c. Custodial			
1. Personnel	120,000	96,000	123,600
2. Expenditures	12,000	10,000	12,000
d. General Maintenance			
1. Personnel	101,000	101,000	104,030
2. Expenditures	213,000	100,000	130,000
e. Insurance	8,200	8,733	9,933
f. Network & Telecommunications	35,942	35,942	35,942
Subtotal--Facility Operations	\$ 710,742	\$ 549,220	\$ 660,505
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 8,500	\$ 2,000	\$ 20,000
Subtotal--Food Services	\$ 8,500	\$ 2,000	\$ 20,000
Subtotal--Norfolk Student Center	\$ 1,094,237	\$ 866,220	\$ 1,066,000
C. Chesapeake Student Center			
1. General Operations			
a. Personnel	\$ 349,694	\$ 300,000	\$ 360,185
b. Operating Expenses	25,000	25,000	25,000
Subtotal--General Operations	\$ 374,694	\$ 325,000	\$ 385,185

	Budget 2024	Anticipated 2024	Proposed Budget 2025
2. Facility Operations			
a. Utilities	\$ 115,500	\$ 130,000	\$ 140,000
b. Security	80,000	80,000	80,000
c. Custodial			
1. Personnel	125,500	120,000	129,265
2. Expenditures	10,000	8,000	10,000
d. General Maintenance			
1. Personnel	95,000	89,000	97,850
2. Expenditures	124,000	100,000	124,000
e. Insurance	9,000	9,586	10,786
f. Network & Telecommunications	34,686	34,686	34,686
Subtotal--Facility Operations	\$ 593,686	\$ 571,272	\$ 626,587
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 2,000	\$ 15,000
Subtotal--Food Services	\$ 10,000	\$ 2,000	\$ 15,000
Subtotal--Chesapeake Student Center	\$ 978,380	\$ 898,272	\$ 1,026,772
D. Portsmouth Student Center			
1. General Operations			
a. Personnel	\$ 352,364	\$ 323,500	\$ 362,935
b. Operating Expenses	25,000	2,000	25,000
Subtotal--General Operations	\$ 377,364	\$ 325,500	\$ 387,935
2. Facility Operations			
a. Utilities	\$ 101,200	\$ 70,000	\$ 75,000
b. Security	90,000	80,000	90,000
c. Custodial			
1. Personnel	122,000	78,000	125,660
2. Expenditures	12,500	8,000	12,500
d. General Maintenance			
1. Personnel	95,000	97,250	97,850
2. Expenditures	94,000	94,000	94,000
e. Insurance	9,000	9,391	10,591
f. Network & Telecommunications	40,045	40,045	40,045
Subtotal--Facility Operations	\$ 563,745	\$ 476,686	\$ 545,646
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 2,000	\$ 4,000
Subtotal--Food Services	\$ 10,000	\$ 2,000	\$ 4,000
Subtotal--Portsmouth Student Center	\$ 951,109	\$ 804,186	\$ 937,581
E. Virginia Beach Student Center			
1. General Operations			
a. Personnel	\$ 456,932	\$ 331,000	\$ 470,640
b. Operating Expenses	40,000	25,000	40,000
Subtotal--General Operations	\$ 496,932	\$ 356,000	\$ 510,640

	Budget 2024	Anticipated 2024	Proposed Budget 2025
2. Facility Operations			
a. Utilities	\$ 54,000	\$ 50,000	\$ 54,000
b. Security	110,000	80,000	110,000
c. Custodial			
1. Personnel	182,000	150,000	187,460
2. Expenditures	15,000	7,000	15,000
d. General Maintenance			
1. Personnel	105,000	150,000	108,150
2. Expenditures	112,500	90,000	112,500
e. Insurance	13,300	14,096	15,200
f. Network & Telecommunications	35,890	35,890	35,890
Subtotal--Facility Operations	\$ 627,690	\$ 576,986	\$ 638,200
3. Food Services			
a. Equipment Mtce. & Replacement	\$ 12,000	\$ 9,000	\$ 12,000
Subtotal--Food Services	\$ 12,000	\$ 9,000	\$ 12,000
Subtotal--Virginia Beach Student Center	\$ 1,136,622	\$ 941,986	\$ 1,160,840
Total Expenditures	\$ 9,466,049	\$ 8,816,365	\$ 9,465,868
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Anticipated Fund Balance 06/30	\$ 11,760,944	\$ 12,349,177	\$ 8,426,153

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Capital Maintenance Reserve Fund FY14-FY25	\$ 12,500,000
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**TIDEWATER COMMUNITY COLLEGE
PROPOSED STUDENT CENTER BUDGET
Narrative Justification
FY 2025**

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 10,228 annualized FTEs.

- A. **Auxiliary Capital Fee** – A fee is assessed to all students up to a maximum of 15 credit hours. The fee is \$20.00 per credit hour.
- B. **Transfer-In from Student Activities Budget** – This transfer reflects the funding of positions from the Student Activities budget.
- C. **Food Service Revenue** – Estimated revenue from the college’s food service contracts.
- D. **Miscellaneous Revenue** – Revenue generated from rental of student center facilities and other activities at the student centers.

II. EXPENDITURES

- A. **Bond Debt Service** – Principal and interest payments due on VCBA Pooled Bonds used to finance the student centers. Anticipated last bond payment dates – Norfolk and Portsmouth, September 2030, Virginia Beach and Chesapeake, September 2031.

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 activities 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. Also includes additional funds for the cost of repairs and replacement of access controls at the student centers.
- 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. Additional funds are included for anticipated maintenance and repairs.
- e. **Insurance** – Estimated cost of insurance for the student centers.

- 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 two percent of the cost of the student center buildings will be transferred to a maintenance reserve account to fund future costs.

**TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
FY 2025**

	Budget 2024	Anticipated 2024	Proposed Budget 2025
Fund Balance 07/01	\$ 12,135,450	\$ 12,135,450	\$ 12,652,461
I. Revenues			
A. Bookstore	\$ 750,000	\$ 750,000	\$ 525,000
B. Vending			
1. Exclusive Beverage Contract	60,000	81,000	80,000
2. Vending - CRH	26,000	23,000	25,000
C. Municipal Support	18,000	18,000	18,000
D. Interest Earnings	600,000	1,500,000	800,000
E. Miscellaneous Revenue	400	600	500
Total Revenues	\$ 1,454,400	\$ 2,372,600	\$ 1,448,500
Total Resources (Revenue & Fund Bal.)	\$ 13,589,850	\$ 14,508,050	\$ 14,100,961
II. Expenditures			
A. Operating Expenses			
1. Banking Costs	\$ 6,000	\$ 700	\$ 1,000
2. Miscellaneous Expenses	1,000	1,000	1,000
3. Joint-Use Library Food Service Equipment	1,840		1,840
Subtotal--Operating Expenses	\$ 8,840	\$ 1,700	\$ 3,840
B. Faculty/Staff Parking	\$ 300,000	\$ 350,000	\$ 400,000
C. College Community Events	\$ 30,000	\$ 30,000	\$ 30,000
D. Financial Aid Adjustments	\$ 10,000	\$ 10,000	\$ 10,000
E. Childcare Subsidy			
1. Norfolk	\$ 120,000	\$ 30,000	\$ 50,000
2. Portsmouth	120,000		75,000
3. Virginia Beach			120,000
Subtotal--Child Care Subsidy	\$ 240,000	\$ 30,000	\$ 245,000
F. College-wide Athletics			
1. Personnel	\$ 100,000	\$ 25,000	\$ 300,000
2. General Operating Costs			40,000
Subtotal--College-wide Athletics	\$ 100,000	\$ 25,000	\$ 340,000
G. Auxiliary Service Operations			
1. Personnel	\$ 199,314	\$ 199,314	\$ 205,293
2. General Operating Costs	3,500	8,000	3,500
3. Equipment/Software/Installation	35,640	10,000	35,640
4. StormCard Marketing	10,000	10,000	10,000
Subtotal--Auxiliary Service Operations	\$ 248,454	\$ 227,314	\$ 254,433
H. Community Support			
1. College Board	\$ 2,500	\$ 2,500	\$ 2,500
2. President	15,000	10,000	15,000
3. Vice Presidents			
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	4,000	6,000
b. Vice President for Administration & Chief Financial Officer	6,000	5,000	6,000
c. Vice President for Information Systems & Institutional Effectiveness	6,000	3,000	6,000
d. Vice President for Institutional Advancement	6,000	6,000	6,000
e. Vice President for Workforce Solutions	6,000	1,000	6,000
f. Vice President for Student Affairs	6,000	4,000	6,000
g. Associate Vice President for Human Resources			6,000

	Budget 2024	Anticipated 2024	Proposed Budget 2025
4. Campus Deans			
a. Portsmouth	6,000	5,000	6,000
b. Virginia Beach	12,000	4,000	12,000
c. Chesapeake	6,000	4,000	6,000
d. Norfolk	6,000	5,000	6,000
5. Community Outreach	27,000	6,000	27,000
6. Contingencies	3,500		3,500
Subtotal--Community Support	\$ 114,000	\$ 59,500	\$ 120,000
I. Deans' Discretionary Aid Fund			
1. Chesapeake	\$ 6,000	\$ 1,000	\$ 6,000
2. Norfolk	6,000	2,500	6,000
3. Portsmouth	6,000	1,200	6,000
4. Virginia Beach	11,000	4,000	11,000
Subtotal--Deans' Discretionary Aid Fund	\$ 29,000	\$ 8,700	\$ 29,000
Subtotal--Expenditures	\$ 980,294	\$ 687,214	\$ 1,432,273
III. Student Financial Assistance			
A. TCC Scholarships & Awards			
1. Art Scholarships	\$ 15,000	\$ 10,000	\$ 15,000
2. International Student Scholarships	15,500	10,000	15,500
3. Culinary Match Program	3,000	3,000	3,000
4. Martin Luther King Scholarship	5,576	5,576	5,743
5. Military Scholarships	28,103	7,500	28,103
6. ROTC Scholarships	13,489	2,000	13,489
7. High School Scholarships			
a. Chesapeake	66,096	57,000	68,079
1. LaVonne P. Ellis Scholarship	11,121	11,121	11,455
2. Terri N. Thompson Scholarship	11,121	11,121	11,455
b. Norfolk	43,704	22,000	45,015
1. John T. Kavanaugh Scholarship	11,151	11,151	11,486
2. John D. Padgett Scholarship	11,151	11,151	11,486
c. Portsmouth	21,132	16,000	21,766
1. Lee B. Armistead Scholarship	11,151	11,151	11,486
d. Suffolk (Northern)	11,151		11,486
e. Virginia Beach	88,668	55,000	91,328
1. Stanley Waranch Scholarship	11,151	11,151	11,486
2. Dorcas T. Helfant-Browning Scholarship	11,151	11,151	11,486
3. Thomas H. Wilson Scholarship	11,151	11,151	11,486
4. Cynthia S. Free	11,151	11,151	11,486
8. Dual Enrolled Scholarships			
1. Chesapeake	5,700		
2. Norfolk	5,700		
3. Portsmouth	5,700		
4. Virginia Beach	5,700		
9. L.E.A.P. Scholarships	750,000	750,000	850,000
a. L.E.A.P. Book Scholarships	200,000	100,000	
10. College-wide Scholarships	77,000	30,000	77,000
11. Summer Camp Scholarships			35,000
Subtotal--TCC Scholarships & Awards	\$ 1,461,518	\$ 1,168,375	\$ 1,383,816
Total Expenditures & Student Financial Assistance	\$ 2,441,812	\$ 1,855,589	\$ 2,816,090
Anticipated Fund Balance 06/30	\$ 11,148,038	\$ 12,652,461	\$ 11,284,871

TIDEWATER COMMUNITY COLLEGE
PROPOSED AUXILIARY SERVICES BUDGET
Narrative Justification
FY 2025

I. REVENUES

- A. **Bookstore** – Includes sales commissions and sign-on bonus from the new bookstore contract.
- B. **Vending** – Commissions from vending sales at all four campuses and the District Office.
- C. **Municipal Support** – Contributions from the cities of Norfolk, Portsmouth, and Virginia Beach.
- D. **Interest Earnings** – Interest earnings are calculated on a \$51.5 million average investment.
- E. **Miscellaneous Revenue** – Miscellaneous income from expired StormCard plans and other miscellaneous receipts.

II. EXPENDITURES

- A. **Operating Expenses** – Cost of bank fees, check stock, credit card fees, miscellaneous service fees, etc.
- B. **Faculty/Staff Parking** – Cost of faculty/staff parking in Norfolk, including parking for adjunct faculty and visitors.
- C. **College Community Events** – Funds to sponsor events to enhance the spirit of community among the college’s faculty and staff.
- D. **Financial Aid Adjustments** – Funding for financial aid adjustments resulting from administrative errors or similar circumstances.
- E. **Childcare Subsidy** – Funding to assist students with financial need for the cost of childcare on the Norfolk and Portsmouth campuses. Also includes the cost to build-out the Virginia Beach campus center and subsidy costs for Childcare Center operations.
- F. **College-wide Athletics** – Costs to support the college-wide athletics program.
- G. **Auxiliary Service Operations**
 - 1. **Personnel** – Salaries and benefits for the college’s Auxiliary Services personnel.
 - 2. **General Operating Costs** – Funds for training, office supplies, travel, and other miscellaneous expenses for 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** – Funds used each year for promotional purposes.
- H. **Community Support**
 - 1. **College Board** – Funds for expenses of Board meetings and other Board related expenses.
 - 2., 3., & 4. **President, Vice Presidents, and Campus Deans** – 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; memberships in local and regional organizations to promote the college.
5. Community Outreach – Cost of attending functions sponsored by various civic organizations, sponsorships, and other community outreach activities.
 6. Contingencies – Funds to support additional obligations of the Board.
- I. **Deans' Discretionary Aid Fund** – Funds to assist students with emergency financial needs and 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. International Student Scholarships – Awards to international 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.
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.

The Terri N. Thompson Scholarship will be awarded annually to a Chesapeake high school graduate. The Local College Board named the scholarship in honor of Ms. Thompson on January 14, 2019, for her dedication and exemplary service to Tidewater Community College and those it serves.

The John D. Padgett Scholarship will be awarded annually to a Norfolk high school graduate. The Local College Board named the scholarship in honor of Mr. Padgett on May 11, 2021, for his dedication and exemplary service to Tidewater Community College and those it serves.

The Cynthia S. Free Scholarship will be awarded annually to a Virginia Beach high school graduate. The Local College Board is naming the scholarship in honor of Ms. Free on May 9, 2023, for her dedication and exemplary service to Tidewater Community College and those it serves.

Suffolk Scholarship will be awarded annually to Northern Suffolk outstanding high school seniors.

8. Dual Enrolled Scholarships – Awards to high school students from the cities of Portsmouth, Virginia Beach, Chesapeake, and Norfolk. This scholarship will no longer be awarded as the college is providing tuition free dual enrollment to Portsmouth, Norfolk, Chesapeake, and Virginia Beach public high school students.
9. L.E.A.P. Scholarships – Awards to recent high school graduates who are enrolled in courses within the Learn Explore Accelerate Persevere (L.E.A.P.) Program. This scholarship will pay for tuition and fees as well as textbooks.
 - 9a. L.E.A.P. Book Scholarships – Awards to recent high school graduates who are enrolled in courses within the Learn Explore Accelerate Persevere (L.E.A.P.) Program to cover the cost of books. This item has been combined with the L.E.A.P. scholarship.
10. College-wide Scholarships - Awards to new first-time-in-college (FTIC) students or stop-out students to encourage academic success.
11. Summer Camp Scholarships – Awards to community residents for the cost of the TCC Summer Camp program.

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 14, 2024
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Skilled Trades Academy Lease Amendment

BACKGROUND:

Pursuant to the provisions of the initial 2018 lease, Landlord, Tidewater Community College Real Estate Foundation (TCC REF), leased to Tidewater Community College (TCC) 20,000 square feet of space comprised of the 20,000 square foot warehouse condominium (Units 6A through 6D) and shared common area surface parking.

DISCUSSION:

On July 19, 2022, the TCC REF purchased the condominium unit(s) 5A (Parcel ID# 0572-0680), 5B (Parcel ID# 0572-0690), 5C (Parcel ID# 0572-0700), and 5D (Parcel ID# 0572-0710) at 3303 Airline Boulevard. TCC REF proposes to lease TCC for ten years Units 5A through 5D consisting of a first floor of 12,000 square feet and a partial second floor of 1,191 square feet.

STAFF RECOMMENDATION:

The request at this time is for approval to present the proposed lease amendment to the Chancellor for approval.

STAFF LIAISON:

Heather Hardiman
Vice President for Administration and
Chief Financial Officer
hhardiman@tcc.edu
757-822-1738

SECOND AMENDMENT TO DEED OF LEASE

This SECOND AMENDMENT TO DEED OF LEASE (this “Second Amendment”), dated and effective as of _____, 2024, is made part of the Deed of Lease dated August 15, 2018, as amended by First Amendment to Deed of Lease dated as of June 14, 2021 (as amended by the “First Amendment” to the Lease), by and between **TIDEWATER COMMUNITY COLLEGE REAL ESTATE FOUNDATION, INC.**, a §501(c)(3) nonprofit non-stock Virginia corporation established to support the Tenant, as Grantor (“**Landlord**”), and the **COMMONWEALTH OF VIRGINIA, TIDEWATER COMMUNITY COLLEGE, ON BEHALF OF THE STATE BOARD FOR COMMUNITY COLLEGES**, as Grantee (“**Tenant**”), pursuant to §§ 2.2-1149 and 23.1-1002 of the Code of Virginia (1950), as amended.

WITNESSETH

WHEREAS, by the Terms of the Lease, Landlord leases to Tenant an approximately 20,000 square foot warehouse condominium with shared common area surface parking located at 3303 Airline Boulevard, Units 6A through 6D, Portsmouth, VA 23701; and

WHEREAS, the term of the lease expires August 14, 2028; and

WHEREAS, on July 19, 2022 the Landlord purchased the condominium unit(s) 5A (Parcel ID# 0572-0680), 5B (Parcel ID# 0572-0690), 5C (Parcel ID# 0572-0700) and 5D (Parcel ID# 0572-0710) at 3303 Airline Boulevard, with a building consisting of a first floor of 12,000 square feet and a partial second floor of 1,191 square feet (hereafter collectively referred to as the “Expansion Premises”); and

WHEREAS, after acquiring the Expansion Premises, Landlord will proceed to renovate the Expansion Premises with an expected substantial completion date of May 15, 2024 (the “Renovation Date”); and

WHEREAS, Landlord and Tenant desire to amend the Lease to provide, among other things, an extension to the Lease term, the terms and conditions for the addition, and build out of, and rent for the Expansion Premises, as hereinafter set forth.

NOW THEREFORE, it is agreed that the Lease is hereby amended as follows:

1. Premises. This section is amended to include the “Expansion Premises” as of the Renovation Date. Exhibit A attached hereto and made a part hereof replaces the former Lease Exhibit A. The attached Exhibit A depicts the entire Premises.
2. Rent. Section 4 of the Lease is amended to include the following:
 - (a) Base Rent. Rent for the duration of the term shall include an additional amount for the Expansion Premises, estimated to be \$170,000 per year, subject to change via terms of the loan and prorated based on the actual Renovation Date. See attached

Exhibit B – Rent Chart.

- (b) Ratification. Except as amended herein, the Lease shall remain in full force and effect.

This Amendment shall not be effective or binding unless and until signed by all parties, and all appropriate approvals are obtained pursuant to §§ 2.2-1149 and 23.1-1002 of the Code of Virginia (1950), as amended.

[Remainder of page intentionally blank. Signature pages follow.]

IN WITNESS WHEREOF, the parties hereto have affixed their signatures and seals.

LANDLORD: TIDEWATER COMMUNITY COLLEGE REAL ESTATE
FOUNDATION, INC.
a Virginia corporation

By: _____
Prescott Sherrod, Chair

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF NORFOLK, VIRGINIA, to wit:

The foregoing Second Amendment to Deed of Lease was acknowledged before me this _____ day of _____, 2024 by Prescott Sherrod acting in his capacity as Chair, Board of Directors, of Tidewater Community College Real Estate Foundation, Inc. on behalf of the corporation.

My commission expires: _____
My registration number is: _____

Notary Public

TENANT: COMMONWEALTH OF VIRGINIA, TIDEWATER
COMMUNITY COLLEGE, ON BEHALF OF THE
STATE BOARD FOR COMMUNITY COLLEGES

By: _____
Marcia Conston, Ph.D., President

COMMONWEALTH OF VIRGINIA
CITY OF NORFOLK, VIRGINIA, to wit:

The foregoing Second Amendment to Deed of Lease was acknowledged before me this
_____ day of _____, 2024 by Marcia Conston, Ph.D., acting in her capacity as President of
TIDEWATER COMMUNITY COLLEGE.

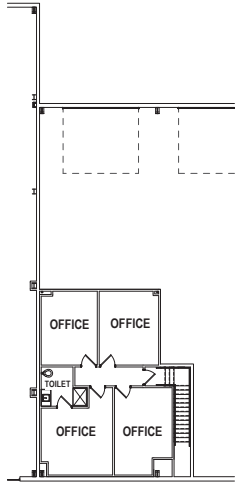
My commission expires: _____
My registration number is: _____

Notary Public

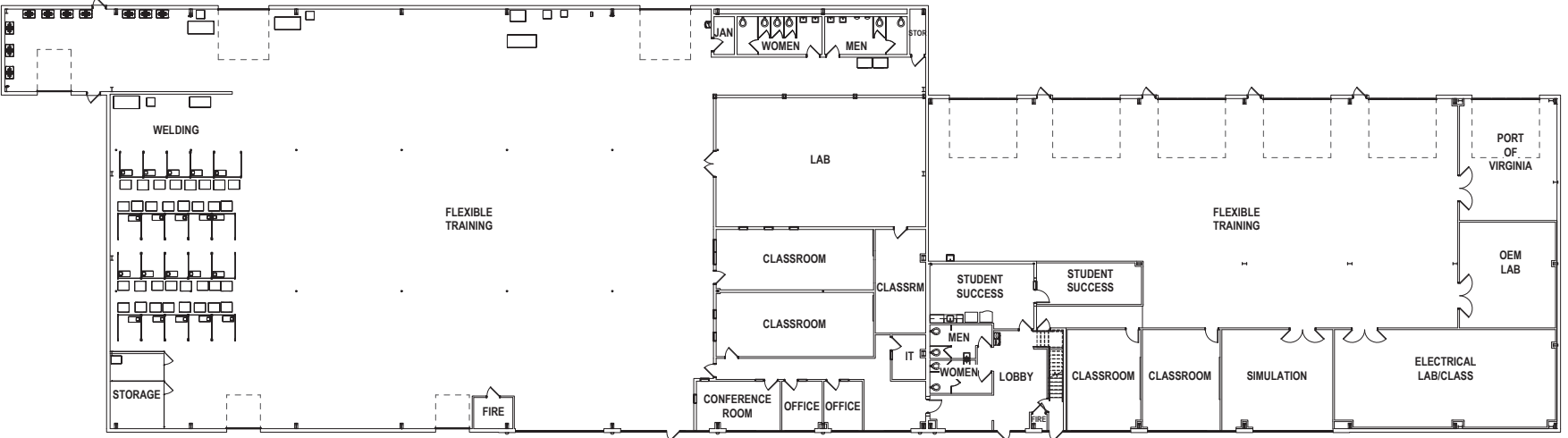
OFFICE OF THE ATTORNEY GENERAL
Approved as to form:

By: _____
Senior Assistant Attorney General

Exhibit A Layout of Premises



MEZZANINE
SCALE: 3/32" = 1'-0"



FIRST FLOOR
SCALE: 3/32" = 1'-0"

PROJECT: TIDEWATER COMMUNITY COLLEGE REAL ESTATE FOUNDATION
 SKILLED TRADES ACADEMY
 3000 ARLINE BOULEVARD
 PORTSMOUTH, VIRGINIA 23701
 DRAWING: FLOOR PLANS



1317 Executive Blvd., Suite 200
Chesapeake, Virginia 23320
(757) 622-2929



Resolution

Whereas, William W. Crow was appointed by the Chesapeake City Council as a member of the Tidewater Community College Board on January 24, 2018, to fill an unexpired term through June 30, 2020; and was subsequently reappointed to the Board in July 2020; and,

Whereas, William W. Crow provided his experience as a business person and community servant to his duties as a member of the Tidewater Community College Board; and,

Whereas, William W. Crow served ably and diligently as a member of the Curriculum & Student Development Committee from 2017 to 2018 and the Advocacy Committee from 2018 to 2024; and,

Whereas, William W. Crow demonstrated devotion to all of his duties as a College Board member, including attendance at College Board meetings, Joint-Board Receptions, Groundbreakings, Community Outreach Initiatives and other college-related events and business; and,

Whereas, William W. Crow was a passionate advocate for Tidewater Community College's Center for Workforce Solutions and Skilled Trades Academy:

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

Be It Further Resolved that a copy of this resolution be given to William W. Crow with our warmest wishes, on this, the 10th day of September 2024 and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

Lynn B. Clements
Chair, College Board

/s/

Marcia Conston, Ph.D.
President

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: May 14, 2024

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Local Funds Financial Statements for Month Ending March 31, 2024

BACKGROUND:

The Local Funds Financial Statements are presented for review.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Heather Hardiman
Vice President for Administration and
Chief Financial Officer
hhardiman@tcc.edu
757-822-1738

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2023 - March 31, 2024

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2023	\$ 1,927,661	\$ 1,927,661			
I. Revenues					
A. Student Activity Fee	\$ 724,743	\$ 515,337	\$ -	\$ 209,406	71%
B. ID Card Replacements	3,000	4,280		(1,280)	143%
Total Revenues	\$ 727,743	\$ 519,617	\$ -	\$ 208,126	71%
Total Resources (Revenue & Fund Bal.)					
	\$ 2,655,404	\$ 2,447,278		\$ 208,126	
II. Expenditures					
A. Student Activities					
1. Student Government Association	\$ 6,000	\$ 1,252	\$ -	\$ 4,748	21%
2. Programming	50,000	38,193	1,138	10,669	79%
3. Student Organizations	10,000	5,926		4,074	59%
4. Contingency Fund	6,000	2,968		3,032	49%
5. Gear Up To Lead	10,000	8,136	1,475	389	96%
6. VCCS Leadership Conference	10,000	9,200		800	92%
7. Visual Arts & Design Center	3,100	300		2,800	10%
8. Student Resource and Empowerment Center	11,000	86	1,206	9,708	12%
9. Student Federation Council					
10. Virtual Student Center	8,000	6,450	1,550		100%
11. Student Honors Event	15,000	3,670	3,392	7,938	47%
12. Literary Festival	5,000		1,500	3,500	30%
Subtotal--Student Activities--College-wide	\$ 134,100	\$ 76,181	\$ 10,261	\$ 47,658	64%
B. College-wide Learning Assistance Fund					
1. College-wide Learning Assistance Fund	\$ 77,793	\$ 43,600	\$ -	\$ 34,193	56%
Subtotal--College-wide Learning Assistance Fund	\$ 77,793	\$ 43,600	\$ -	\$ 34,193	56%
C. College-wide Contingency Fund					
1. College-wide Contingency Fund	\$ 15,000	\$ 2,626	\$ -	\$ 12,374	18%
Subtotal--College-wide Contingency Fund	\$ 15,000	\$ 2,626	\$ -	\$ 12,374	18%
D. Deans' Contingency Fund					
1. College-wide Deans' Contingency Fund	\$ 20,500	\$ 16,386	\$ 2,602	\$ 1,512	93%
Subtotal--Deans' Contingency Fund	\$ 20,500	\$ 16,386	\$ 2,602	\$ 1,512	93%
E. Student Activities Identification System					
1. Equipment, Software, and Supplies	\$ 36,000	\$ 9,420	\$ -	\$ 26,580	26%
Subtotal--Student Activities Identification System	\$ 36,000	\$ 9,420	\$ -	\$ 26,580	26%
Total Expenditures	\$ 283,393	\$ 148,213	\$ 12,863	\$ 122,317	57%
III. Transfers					
A. Transfer to Student Center Budget	\$ 604,384	\$ 453,288	\$ -	\$ 151,096	75%
Subtotal--Transfers	\$ 604,384	\$ 453,288	\$ -	\$ 151,096	75%
Fund Balance 03/31	\$ 1,767,627	\$ 1,845,777			

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2024

I. REVENUES

The revenues for the Student Activities Budget are based on a projection of 11,008 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.

II. EXPENDITURES

- A. Student Activities** – Student Activities offices provide holistic student development and programming inclusive of, but not limited to, Student Government Association, student organizations, engagement, volunteerism, community outreach, leadership development, marketing, recreation, E-sports, diversity, and cultural inclusion that has been approved by the Dean of Campus Life. Student activities professionals utilize local funds to support the needs of the student population, promote student engagement and retention, and support the college's strategic plan initiatives.
 - 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 Dean of Campus Life.
 - 2. Programming** – Funding is provided for planned student life programming which includes, but is not limited to, life skills, social integration, self-management, wellness, social responsibility, cultural awareness, diversity, inclusion, student and community engagement, enrichment, volunteerism, and leadership development. Programming support needs include, but are not limited to, speakers, presenters, entertainment, marketing, promotional materials, and apparel.
 - 3. Student Organizations** – Funding is used for leadership development, club and organization support, conferences, training, speakers, enrichment, honor societies, campus initiatives, community outreach, student engagement, honorariums, and recognitions.
 - 4. Contingency Fund** – Funding is provided to fund special initiatives, technology and equipment upkeep, and other miscellaneous expenses that may emerge during the fiscal year.
 - 5. Gear Up to Lead** – Funding is provided for the Student Leadership program.
 - 6. VCCS Leadership Conference** – Funding is provided for students to attend the VCCS Leadership Conference.

7. **Visual Arts & Design Center** – Funds are provided for special art exhibitions, honoraria, refreshments for opening receptions, and other college-wide activities of the Visual Arts & Design Center.
 8. **Student Resource and Empowerment Center** – Funds support college-wide programs and services focused on issues critical to the success of all students, but specifically populations of underserved students to persist in their academic pursuits.
 9. **Student Federation Council** – Provides college-wide funding and support for the Student Government Association for professional and leadership development, training, conferences, registrations, education initiatives and affiliated student travel, honor cords and recognition, and professional organization memberships. This budget will be discontinued and redistributed to the Student Life SGA budget to enhance the student experience across the entire college ensuring that all students have equal access to high-quality events and activities that are tailored to their interests and needs.
 10. **Virtual Student Center** – Funding is provided to support the Virtual Student Center special initiatives and programming. Initiatives and programming support include, but is not limited to, speakers, presenters, entertainment, marketing, promotional materials, and apparel.
 11. **Student Honors Event** – Funding to support an annual academic event to celebrate students' academic achievements.
 12. **Literary Festival** – Funds to support the annual Literary Festival.
- B. **College-wide 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.
 - C. **College-wide Contingency Fund** – Provides the campus with funding to support campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.
 - D. **Deans' Contingency Fund** – Provides funding for the campus deans to support student success activities. These include welcome 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.
 - E. **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 activities and student ID personnel.

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2023 - March 31, 2024**

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2023	\$ 18,453,959	\$ 18,453,959			
I. Revenues					
A. Institutional Fee	\$ 2,074,753	\$ 1,477,113	\$ -	\$ 597,640	71%
B. Student Parking Sales	25,000	8,362		16,638	0%
C. Student HRT Pass Sales	15,000	16,999		(1,999)	113%
D. Miscellaneous Revenue	1,000	19,436		(18,436)	1944%
Total Revenues	\$ 2,115,753	\$ 1,521,910	\$ -	\$ 593,843	72%
Total Resources (Revenue & Fund Bal.)	\$ 20,569,712	\$ 19,975,869			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,639,240	\$ 1,635,224	\$ -	\$ 4,016	100%
B. Chesapeake Campus Parking Lot - Debt Service	332,625	331,791		834	100%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel					
2. Utilities	9,000	10,646		(1,646)	118%
3. Security	10,000			10,000	0%
4. General Maintenance	75,000	28,441	5,317	41,242	45%
D. College-wide Parking Lot Improvements	250,000		238,897	11,103	96%
E. Hampton Roads Transit (HRT) Passes	67,500	67,500			100%
F. Student Parking	65,000	4,415		60,585	7%
G. Visual Arts & Design Center Parking Lease					
H. College-wide Wayfinding	3,000,000	62,364	1,180,517	1,757,119	41%
I. Security Camera Implementation	225,000	7,531		217,469	3%
Total Expenditures	\$ 5,673,365	\$ 2,147,912	\$ 1,424,731	\$ 2,100,722	63%
Fund Balance 03/31	\$ 14,896,347	\$ 17,827,957			

Approved by the Local College Board on May 9, 2023

VPAF 04/11/24

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2024**

I. REVENUES

The revenues for the Institutional Auxiliary Budget are based on a projection of 11,008 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 the City of Norfolk parking garage spaces to students on the Norfolk Campus. Student cost is at a reduced rate because the Institutional Fee subsidizes the 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 the total cost.
- D. **Miscellaneous Revenue** – Revenue from leasing of the TCC parking lots or garage.

II. EXPENDITURES

- A. **Chesapeake Campus Parking Garage – Debt Service** – Funds for the debt service of the Chesapeake Campus Parking Garage. Anticipated Bond payment end date September 2032.
- B. **Chesapeake Campus Parking Lot – Debt Service** – Funds for the debt service of the Chesapeake Campus parking lot. Anticipated Bond payment end date September 2024.
- C. **Chesapeake Campus Parking Garage – Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, security services, custodial, and the utilities associated with the Chesapeake Campus garage.
- 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 GoSemester Passes from HRT to provide transportation services to students, including light rail, bus, and ferry.
- F. **Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- G. **Visual Arts & Design Center Parking Lease** – Parking lease for 99 spots located in the Green District Building. This cost has been moved to the Auxiliary Services budget.
- H. **College-wide Wayfinding** – Costs to improve and enhance signage across all campuses and the District office.
- I. **Security Camera Implementation** – Cost to design and implement security cameras at the four student centers and the Chesapeake parking garage.

TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
July 1, 2023 - March 31, 2024

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2023	\$ 15,877,758	\$ 15,877,758			
I. Revenues					
A. Auxiliary Capital Fee	\$ 5,661,900	\$ 3,987,779	\$ -	\$ 1,674,121	70%
B. Transfer-In from Student Activities Budget	604,384	453,288		151,096	75%
C. Food Service Revenue	7,950	750		7,200	9%
D. Miscellaneous Revenue	75,000	14,995		60,005	20%
Total Revenues	\$ 6,349,234	\$ 4,456,812	\$ -	\$ 1,892,422	70%
Total Resources (Revenue & Fund Balance)	\$ 22,226,992	\$ 20,334,570			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,140,474	\$ 1,137,678	\$ -	\$ 2,796	100%
2. Student Center - Chesapeake Campus	1,213,249	1,158,068		55,181	95%
3. Student Center - Portsmouth Campus	1,217,773	1,080,317		137,456	89%
4. Student Center - Virginia Beach Campus	1,734,205	1,656,139		78,066	95%
Subtotal--Bond Debt Service	\$ 5,305,701	\$ 5,032,202	\$ -	\$ 273,499	95%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 349,995	\$ 191,737	\$ -	\$ 158,258	55%
b. Operating Expenses	25,000	19,817	4,559	624	98%
Subtotal--General Operations	\$ 374,995	\$ 211,554	\$ 4,559	\$ 158,882	58%
2. Facility Operations					
a. Utilities	\$ 105,600	\$ 92,545	\$ -	\$ 13,055	88%
b. Security	115,000	48,748	66,252		100%
c. Custodial					
1. Personnel	120,000	63,986		56,014	53%
2. Expenditures	12,000	4,284	2,202	5,514	54%
d. General Maintenance					
1. Personnel	101,000	67,422		33,578	67%
2. Expenditures	213,000	47,039	21,062	144,899	32%
e. Insurance	8,200	8,733		(533)	107%
f. Network & Telecommunications	35,942	26,957		8,986	75%
Subtotal--Facility Operations	\$ 710,742	\$ 359,714	\$ 89,516	\$ 261,513	63%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 8,500	\$ 1,500	\$ 1,180	\$ 5,820	32%
Subtotal--Food Services	\$ 8,500	\$ 1,500	\$ 1,180	\$ 5,820	32%
Subtotal--Norfolk Student Center	\$ 1,094,237	\$ 572,768	\$ 95,255	\$ 426,214	61%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 349,694	\$ 196,432	\$ -	\$ 153,262	56%
b. Operating Expenses	25,000	19,867	3,633	1,500	94%
Subtotal--General Operations	\$ 374,694	\$ 216,299	\$ 3,633	\$ 154,762	59%

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 115,500	\$ 101,606	\$ -	13,894	88%
b. Security	80,000	47,739	32,261		100%
c. Custodial					
1. Personnel	125,500	79,193		46,307	63%
2. Expenditures	10,000	3,654	4,040	2,306	77%
d. General Maintenance					
1. Personnel	95,000	58,649		36,351	62%
2. Expenditures	124,000	76,862	25,822	21,316	83%
e. Insurance	9,000	9,586		(586)	107%
f. Network & Telecommunications	34,686	26,015		8,672	75%
Subtotal--Facility Operations	\$ 593,686	\$ 403,304	\$ 62,123	\$ 128,260	78%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 1,500	\$ -	\$ 8,500	15%
Subtotal--Food Services	\$ 10,000	\$ 1,500	\$ -	\$ 8,500	15%
Subtotal--Chesapeake Student Center	\$ 978,380	\$ 621,103	\$ 65,756	\$ 291,522	70%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 352,364	\$ 215,510	\$ -	\$ 136,854	61%
b. Operating Expenses	25,000	4,394	1,247	19,359	23%
Subtotal--General Operations	\$ 377,364	\$ 219,904	\$ 1,247	\$ 156,213	59%
2. Facility Operations					
a. Utilities	\$ 101,200	\$ 38,389	\$ -	\$ 62,811	38%
b. Security	90,000	49,317	40,683		100%
c. Custodial					
1. Personnel	122,000	51,716		70,284	42%
2. Expenditures	12,500	4,063	4,085	4,352	65%
d. General Maintenance					
1. Personnel	95,000	64,815		30,185	68%
2. Expenditures	94,000	45,862	16,811	31,327	67%
e. Insurance	9,000	9,391		(391)	104%
f. Network & Telecommunications	40,045	30,034		10,011	75%
Subtotal--Facility Operations	\$ 563,745	\$ 293,587	\$ 61,579	\$ 208,579	63%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 1,500	\$ -	\$ 8,500	15%
Subtotal--Food Services	\$ 10,000	\$ 1,500	\$ -	\$ 8,500	15%
Subtotal--Portsmouth Student Center	\$ 951,109	\$ 514,991	\$ 62,826	\$ 373,292	61%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 456,932	\$ 220,341	\$ -	\$ 236,591	48%
b. Operating Expenses	40,000	6,931	17,790	15,279	62%
Subtotal--General Operations	\$ 496,932	\$ 227,272	\$ 17,790	\$ 251,870	49%

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Utilities	\$ 54,000	\$ 24,249	\$ -	\$ 29,751	45%
b. Security	110,000	48,743	61,257		100%
c. Custodial					
1. Personnel	182,000	86,923		95,077	48%
2. Expenditures	15,000	2,769	2,645	9,586	36%
d. General Maintenance					
1. Personnel	105,000	99,408		5,592	95%
2. Expenditures	112,500	47,673	32,344	32,483	71%
e. Insurance	13,300	14,096		(796)	106%
f. Network & Telecommunications	35,890	26,918		8,973	75%
Subtotal--Facility Operations	\$ 627,690	\$ 350,779	\$ 96,246	\$ 180,666	71%
3. Food Services					
a. Equipment Mtce. & Replacement	\$ 12,000	\$ 7,473	\$ 1,042	\$ 3,485	71%
Subtotal--Food Services	\$ 12,000	\$ 7,473	\$ 1,042	\$ 3,485	71%
Subtotal--Virginia Beach Student Center	\$ 1,136,622	\$ 585,524	\$ 115,078	\$ 436,020	62%
Total Expenditures	\$ 9,466,049	\$ 7,326,586	\$ 338,915	\$ 1,800,547	81%
III. Capital Maintenance Reserve	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	100%
Fund Balance 03/31	\$ 11,760,944	\$ 12,007,984			

Approved by the Local College Board on May 9, 2023

VPAF 04/11/24

Capital Maintenance Reserve Fund	
FY14-FY24	\$ 11,500,000

TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
Narrative Justification
FY2024

I. REVENUES

The revenues for the Student Center Budget are based on a projection of 11,008 annualized FTEs.

- A. **Auxiliary Capital Fee** – A fee is assessed to all students up to a maximum of 15 credit hours. The fee is \$20.00 per credit hour.
- B. **Transfer-In from Student Activities Budget** – This transfer reflects the funding of positions from the Student Activities budget.
- C. **Food Service Revenue** – Estimated revenue from the college’s food service contracts.
- D. **Miscellaneous Revenue** – Revenue generated from rental of student center facilities and other activities at the student centers.

II. EXPENDITURES

- A. **Bond Debt Service** – Principal and interest payments due on VCBA Pooled Bonds used to finance the student centers. Anticipated last Bond payment dates – Norfolk and Portsmouth, September 2030, Virginia Beach and Chesapeake, September 2031.

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 activities 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. Also includes additional funds for the cost of repairs and replacement of access controls at the student centers.
- 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. Additional funds are included for anticipated maintenance and repairs.
- e. **Insurance** – Estimated cost of insurance for the student centers.

- 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 two percent 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, 2023 - March 31, 2024

	Budget 2024	Revenue/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2023	\$ 10,798,783	\$ 10,798,783			
I. Revenues					
A. Bookstore	\$ 750,000	\$ 608,152	\$ -	\$ 141,848	81%
B. Vending					
1. Exclusive Beverage Contract	60,000	66,011		(6,011)	110%
2. Vending - CRH	26,000	17,440		8,560	67%
C. Municipal Support	18,000	12,000		6,000	67%
D. Interest Earnings	600,000	1,217,192		(617,192)	203%
E. Miscellaneous Revenue	400	597		(197)	149%
Total Revenues	\$ 1,454,400	\$ 1,921,392	\$ -	\$ (466,992)	132%
Total Resources (Revenue & Fund Bal.)	\$ 12,253,183	\$ 12,720,175			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 6,000	\$ 546		\$ 5,454	9%
2. Miscellaneous Expenses	1,000	1,000			100%
3. Joint-Use Library Food Service Equipment	1,840			1,840	0%
Subtotal--Operating Expenses	\$ 8,840	\$ 1,546	\$ -	\$ 7,294	17%
B. Faculty/Staff Parking	\$ 300,000	\$ 290,688	\$ 54	\$ 9,258	97%
C. College Community Events	\$ 30,000	\$ 18,599	\$ 1,000	\$ 10,401	65%
D. Financial Aid Adjustments	\$ 10,000	\$ 10,000	\$ -	\$ -	100%
E. Child Care Subsidy					
1. Norfolk	\$ 120,000	\$ 22,311	\$ -	\$ 97,689	19%
2. Portsmouth	120,000			120,000	0%
Subtotal--Child Care Subsidy	\$ 240,000	\$ 22,311	\$ -	\$ 217,689	9%
F. Auxiliary Service Operations					
1. Personnel	\$ 199,314	\$ 128,282	\$ -	\$ 71,032	64%
2. General Operating Costs	3,500	2,986		514	85%
3. Equipment/Software/Installation	35,640	8,787		26,853	25%
4. StormCard Marketing	10,000	7,799	85	2,116	79%
Subtotal--Auxiliary Service Operations	\$ 248,454	\$ 147,854	\$ 85	\$ 100,515	60%
G. Community Support					
1. College Board	\$ 2,500	\$ 1,198	\$ -	\$ 1,302	48%
2. President	15,000	8,260	398	6,342	58%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	3,140	750	2,110	65%
b. Vice President for Administration & Chief Financial Officer	6,000	3,443	1,050	1,507	75%
c. Vice President for Information Systems & Institutional Effectiveness	6,000	1,702		4,298	28%
d. Vice President for Institutional Advancement	6,000	5,066		934	84%
e. Vice President for Workforce Solutions	6,000	207		5,793	3%
f. Vice President for Student Affairs	6,000	2,655		3,345	44%
4. Campus Deans					
a. Portsmouth	6,000	3,411		2,589	57%
b. Virginia Beach	12,000	1,983		10,017	17%
c. Chesapeake	6,000	2,690		3,310	45%
d. Norfolk	6,000	3,665		2,335	61%
5. Community Outreach	27,000	4,011	4,151	18,838	30%
6. Contingencies	3,500			3,500	0%
Subtotal--Community Support	\$ 114,000	\$ 41,431	\$ 6,349	\$ 66,220	42%

	Budget 2024	Revenue/ Expenditures	Encumbrances	Variance	% Realized
H. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 6,000	\$ 571	\$ 1,173	\$ 4,256	29%
2. Norfolk	6,000	1,833	651	3,516	41%
3. Portsmouth	6,000	627		5,373	10%
4. Virginia Beach	11,000	2,734		8,266	25%
Subtotal--Deans' Discretionary Aid Fund	\$ 29,000	\$ 5,765	\$ 1,824	\$ 21,411	26%
I. College Wide Athletics					
1. Personnel	\$ 100,000			\$ 100,000	0%
2. General Operating Costs					
Subtotal--College Wide Athletics	\$ 100,000	\$ -	\$ -	\$ 100,000	0%
Subtotal--Expenditures	\$ 1,080,294	\$ 538,194	\$ 9,312	\$ 532,788	51%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
2. International Student Scholarships	15,500			15,500	0%
3. Culinary Match Program	3,000			3,000	0%
4. Martin Luther King Scholarship	5,576	5,576			100%
5. Military Scholarships	28,103	7,111		20,992	25%
6. ROTC Scholarships	13,489	1,524		11,965	11%
7. High School Scholarships					
a. Chesapeake	66,096	55,275		10,821	84%
1. LaVonne P. Ellis Scholarship	11,121	11,121			100%
2. Terri N. Thompson Scholarship	11,121	11,121			100%
b. Norfolk	43,704	20,361		23,343	47%
1. John T. Kavanaugh Scholarship	11,151	11,151			100%
2. John D. Padgett Scholarship	11,151	11,151			100%
c. Portsmouth	21,132	14,752		6,380	70%
1. Lee B. Armistead Scholarship	11,151	11,151			100%
d. Suffolk (Northern)	11,151			11,151	0%
e. Virginia Beach	88,668	51,959		36,709	59%
1. Stanley Waranch Scholarship	11,151	11,151			100%
2. Dorcas T. Helfant-Browning Scholarship	11,151	11,151			100%
3. Thomas H. Wilson Scholarship	11,151	11,151			100%
4. Cynthia S. Free	11,151	11,151			100%
8. Dual Enrolled Scholarships					
1. Chesapeake	5,700			5,700	0%
2. Norfolk	5,700			5,700	0%
3. Portsmouth	5,700			5,700	0%
4. Virginia Beach	5,700			5,700	0%
9. L.E.A.P. Scholarships	750,000	750,000			100%
a. L.E.A.P. Book Scholarships	200,000	34,449		165,551	17%
10. College-wide Scholarship	77,000	22,686		54,314	29%
Subtotal--TCC Scholarships & Awards	\$ 1,461,518	\$ 1,063,992	\$ -	\$ 397,526	73%
Total Expenditures & Student Financial Assistance	\$ 2,541,812	\$ 1,602,186	\$ 9,312	\$ 930,314	63%
Fund Balance 03/31	\$ 9,711,371	\$ 11,117,989			

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
Narrative Justification
FY2024

I. REVENUES

- A. **Bookstore** – Includes sales commissions and sign-on bonus from the new bookstore contract.
- B. **Vending** – Commissions from vending sales at all four campuses and the District Office.
- C. **Municipal Support** – Contributions from the cities of Norfolk, Portsmouth, and Virginia Beach.
- D. **Interest Earnings** – Interest earnings are calculated on a \$50 million average investment.
- E. **Miscellaneous Revenue** – Miscellaneous income from expired StormCard plans and other miscellaneous receipts.

II. EXPENDITURES

- A. **Operating Expenses** – Cost of bank fees, check stock, credit card fees, miscellaneous service fees, etc.
- B. **Faculty/Staff Parking** – Cost of faculty/staff parking in Norfolk, including parking for adjunct faculty and visitors.
- C. **College Community Events** – Funds to sponsor events to enhance the spirit of community among the college’s faculty and staff.
- D. **Financial Aid Adjustments** – Funding for financial aid adjustments resulting from administrative errors or similar circumstances.
- E. **Child Care Subsidy** – Funding to assist students with financial need for the cost of childcare on the Norfolk and Portsmouth campuses, also includes subsidy costs for Child Care Center operations.
- F. **Auxiliary Service Operations**
 - 1. **Personnel** – Salaries and benefits for the college’s Auxiliary Services personnel.
 - 2. **General Operating Costs** – Funds for training, office supplies, travel, and other miscellaneous expenses for 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** – Funds used each year for promotional purposes.
- G. **Community Support**
 - 1. **College Board** – Funds for expenses of Board meetings and other Board related expenses.
 - 2., 3., & 4. **President, Vice Presidents, and Campus Deans** – 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; memberships in local and regional organizations to promote the college.

5. Community Outreach – Cost of attending functions sponsored by various civic organizations, sponsorships, and other community outreach activities.
6. Contingencies – Funds to support additional obligations of the Board.

H. Deans' Discretionary Aid Fund – Funds to assist students with emergency financial needs and 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. International Student Scholarships – Awards to international 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.
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.

The Terri N. Thompson Scholarship will be awarded annually to a Chesapeake high school graduate. The Local College Board named the scholarship in honor of Ms. Thompson on January 14, 2019, for her dedication and exemplary service to Tidewater Community College and those it serves.

The John D. Padgett Scholarship will be awarded annually to a Norfolk high school graduate. The Local College Board named the scholarship in honor of Mr. Padgett on May 11, 2021, for his dedication and exemplary service to Tidewater Community College and those it serves.

The Cynthia S. Free Scholarship will be awarded annually to a Virginia Beach high school graduate. The Local College Board is naming the scholarship in honor of Ms. Free for her dedication and exemplary service to Tidewater Community College and those it serves.

8. Dual Enrolled Scholarships – Awards to high school students from the cities of Portsmouth, Virginia Beach, Chesapeake, and Norfolk. Twenty-one scholarships will be awarded from each of the cities to need-based students for up to six credits.
9. L.E.A.P. Scholarships – Awards to recent high school graduates who are enrolled in courses within the Learn Explore Accelerate Persevere (L.E.A.P.) Program.
 - 9a. L.E.A.P. Book Scholarships – Awards to recent high school graduates who are enrolled in courses within the Learn Explore Accelerate Persevere (L.E.A.P.) Program to cover the cost of books.

**TIDEWATER COMMUNITY COLLEGE
INVESTMENTS
2023-24 STATEMENT OF EARNINGS**

	BALANCE INVESTED	INTEREST 2023-24
July 31, 2023	\$ 54,054,710	\$ 160,966
August 31, 2023	\$ 49,421,122	\$ 108,537
September 30, 2023	\$ 49,925,828	\$ 104,019
October 31, 2023	\$ 50,888,930	\$ 177,891
November 30, 2023	\$ 51,688,661	\$ 167,030
December 31, 2023	\$ 52,060,889	\$ 106,125
January 31, 2024	\$ 51,827,591	\$ 284,247
February 29, 2024	\$ 51,546,949	\$ 103,854
March 31, 2024	\$ 51,472,889	\$ 87,695
April 30, 2024	\$ -	\$ -
May 31, 2024	\$ -	\$ -
June 30, 2024	\$ -	\$ -
TOTAL		\$ 1,300,364

Note 1

Detail:

Investment Category	Cumulative Average Yield	Balance
Towne Bank - Raymond James	2.12%	\$ 35,881,199
Commonwealth - LGIP	5.48%	\$ 1,161,810
Commonwealth - LGIP Extended Maturity	0.00%	\$ -
Towne Bank - Repurchase Agreements	5.31%	\$ 3,179,934
Towne Bank - Insured Cash Sweep	5.66%	\$ 11,249,947
TOTAL		\$ 51,472,889

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.

**TIDEWATER COMMUNITY COLLEGE
LOCAL CONTRIBUTIONS
AS OF MARCH 31, 2024**

LOCALITIES	PLEDGED	RECEIVED	BALANCE
PORTSMOUTH:			
LOCAL BOARD (Operating)	6,000	6,000	
TOTAL-PORTSMOUTH	\$ 6,000	\$ 6,000	\$ -
VIRGINIA BEACH:			
LOCAL BOARD (Operating)	6,000	6,000	
TOTAL-VIRGINIA BEACH	\$ 6,000	\$ 6,000	\$ -
CHESAPEAKE:			
TECHNOLOGY	-	-	
LOCAL BOARD (Operating)	-	-	
TOTAL-CHESAPEAKE	\$ -	\$ -	\$ -
NORFOLK:			
LOCAL BOARD (Operating)	6,000	6,000	
TOTAL-NORFOLK	\$ 6,000	\$ 6,000	\$ -
TOTAL	\$ 18,000	\$ 18,000	\$ -

VPAF 03/31/24

TIDEWATER COMMUNITY COLLEGE BOARD

NOMINATING COMMITTEE REPORT

APRIL 22, 2024

The Nominating Committee of the Tidewater Community College Board met on April 22, 2024, via Zoom.

Members Present: Jerome Bynum
Ron Green (Chair)
Matthew Stakes
William (Bill) Crow
Hope Sinclair

Members Absent: None

Others Present: Dr. Marcia Conston, President
Latesha D. Johnson, Executive Assistant to the President

1. **Welcome and Call to Order**

Mr. Green, chair, determined the presence of a quorum and called the meeting to order at 3:01 p.m.

2. **Nomination of Officers**

Mr. Green reviewed the recent history of College Board vice chairs, noting that the board's *Policies and Procedures Manual w/ByLaws* stipulates that "...the Nominating Committee shall be sensitive to locality representation and board rotation..." in its deliberations to nominate a College Board Chair and Vice Chair for 2024-26.

After some discussion, on a motion by Mr. Crow, seconded by Mr. Stakes the committee voted unanimously to nominate Jerome Bynum as board vice chair for a two-year term beginning July 1, 2024.

On a motion by Mr. Crow, seconded by Mr. Bynum, the committee voted unanimously to nominate Jay Lucado as board chair for a one-year term beginning July 1, 2024.

3. **Adjournment**

There being no further business to come before the committee, Mr. Green adjourned the meeting at 3:15 p.m.

APPROVAL:

Ron Green
Ron Green
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING OF THE EXECUTIVE COMMITTEE

APRIL 23, 2024

The Executive Committee of the Tidewater Community College Board met on April 23, 2024, at the Green District Administration Building.

Members Present:

Dr. Barry Brown
Lynn Clements
Dr. Kirk Houston

James (Jay) Lucado
Kim McCallum

Members Absent:

None

Others Present:

Dr. Marcia Conston, President & Secretary to the Board
Latesha D. Johnson, Executive Assistant to the President & Board Liaison

1. **Welcome and Call to Order**

Ms. Clements, chair, determined the presence of a quorum and called the meeting to order at 3:10 p.m.

2. **Discuss the President's Self-Evaluation**

At the invitation of Ms. Clements, Dr. Conston reviewed her self-assessment. She highlighted many accomplishments at the college in the past year. Dr. Conston also shared that she is actively involved in the community by participating on several boards and attending community events. She addressed enrollment and its challenges, dual enrollment, fundraising, marketing, and strategies to increase enrollment. After further questions and discussion, the Executive Committee endorsed the assessment as presented.

3. **Review the College Board's Assessment (via Qualtrics) on the President's Performance**

In accordance with section 2.2-3711(A) of the Code of Virginia, the executive committee moved to meet in closed session to review in detail the College Board's assessment of the president's performance. Dr. Conston and Ms. Johnson were excused from the meeting.

The executive committee later concluded its closed session and reconvened the open session. Ms. Johnson returned to the meeting. A roll call vote was taken, and all committee members were present certifying that to the best of each member's knowledge (I) only public business matters lawfully exempted from open requirements under the Freedom of Information Act and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Committee.

The Executive Committee will present its final recommendations on the president's performance to the full board for consideration in closed session at its May 14th board meeting. Subsequently, the board chair will provide a final evaluation letter to the chancellor on the College Board's behalf.

Adjournment

There being no further business to come before the executive committee, Ms. Clements adjourned the meeting at 5:20 p.m.

Respectfully submitted,

Latesha D. Johnson

Latesha D. Johnson
Executive Assistant to the President & Board Liaison

APPROVAL:

Lynn B. Clements

Lynn B. Clements
Chair