



# **BOARD MEETING PACKET**



**September 10, 2024**

**4:00 PM**

**Green District Administration Building**

# TIDEWATER COMMUNITY COLLEGE BOARD

SEPTEMBER 10, 2024

4:00 P.M.

GREEN DISTRICT ADMINISTRATION BUILDING

JAY LUCADO, CHAIR  
PRESIDING

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## AGENDA

1. **Welcome and Call Meeting to Order** – (4.00 p.m.)
2. **Program Highlight** – (10-15 min.)

*“Security Update”*

Dr. Karen Campbell, Vice President of Student Affairs  
Mr. Michael Powell, Director of Public Safety

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 #339 for May 14, 2024 (Attached)
  - b. Previous Meeting Minutes #340 for August 15, 2024 (Attached)
5. **Academics, Student Affairs & Workforce Development Committee Report** – Mr. Andy Tysinger, Chair (10 min.)
  - a. Academic Affairs Update
  - b. Student Affairs Update
  - c. Workforce Development Update
6. **Finance & Facilities Committee Report** – Mr. Ron Green, Chair (10 min.)
  - a. Final Local Funds Financial Statements for Year Ending June 30, 2024 (Attached)
  - b. Final Financial Report for 2023-24 (Attached)
  - c. Local Funds Financial Statements for the Month Ending July 31, 2024 (Attached)
  - d. State Operating Budget for 2024-25 (Attached)
7. **Advocacy Committee Report** – Ms. Kim McCallum, Chair (10 min.)

10. **Educational Foundation Liaison Report** – Mr. Andy Tysinger *(5 min.)*
11. **Real Estate Liaison Report** – Dr. Kirk Houston *(5 min.)*
12. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
13. **President’s Report** – *(15 min.)*
  - a. Enrollment Update (w/Mr. Macera)
  - b. General Updates
14. **Chair’s Report & Announcements** – *(15 min.)*
15. **Adjournment**

# TIDEWATER COMMUNITY COLLEGE BOARD

## MEETING NO. 339

**MAY 14, 2024**

Meeting three hundred thirty-nine of the Tidewater Community College Board was held on Tuesday, May 14, 2024, at the Visual Arts and Design Center.

**Members Present:** Dr. Barry C. Brown  
Dr. Marcia Conston  
Dr. Kirk T. Houston, Sr.  
Connie Meyer  
Charles A. Tysinger  
Lynn B. Clements  
Ron R. Green  
James N. Lucado  
Matthew Stakes

**Members Absent:** Jerome A. Bynum, William W. Crow, Kim R. McCallum, Dr. Hope Sinclair

**Others Present:** Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness  
Chris Bryant, Vice President of Institutional Advancement  
Dr. Karen Campbell, Vice President for Student Affairs  
Sarah DiCalogero, Faculty Senate  
Art Hall, Vice President for Workforce Solutions  
Heather Hardiman, Vice President for Administration and Chief Financial Officer  
Latesha D. Johnson, Executive Assistant to the President  
Sarah (Beth) Lunde, Associate Vice President for Human Resources  
Jenefer Snyder, Associate Vice President for Sponsored Programs & Center for Teaching Excellence  
Bruce Meyer, State Board  
Dr. 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 4:01 p.m. and welcomed guests.

### **2. Program Highlight**

Dr. Conston invited Dr. Snyder to present the program highlight featuring the college's Office of Grants & Sponsored Programs (OGSP). The OGSP strategic goals are to expand external funding across all college areas; be exemplary of effective grant management through resource stewardship and compliance; and strengthen and expand internal and external partnerships. The college submitted 27 grants and was awarded 17 in 2023-2024. Dr. Snyder shared a list of grants awarded totaling \$3,629,292, as of July 1, 2023. Many of those grants provide elements to include scholarships for TCC students.

**3. Adoption of Consent Agenda**

Ms. Clements asked the board 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. Tysinger, seconded by Dr. Brown, the board approved the consent agenda as proposed.

**4. Approval of Action Items on the Consent Agenda**

Referring to tabs 4a through 4h of the meeting packet, the board approved meeting minutes #338 for March 19, 2024; the proposed 2024-25 business and industry advisory committees; the new program request for Career Studies Certificate, Electrified Powertrains Technician; the discontinuance of the Career Studies Certificate in Restaurant Management; proposed Policy 3201, Naming of College Facilities; proposed 2024-25 local fund budgets; the Skilled Trades Academy lease agreement; and the resolution honoring William W. Crow.

**5. Academics, Student Affairs & Workforce Development Committee Report – Dr. Barry C. Brown, Chair**

- a. **Academic Affairs Update** – Dr. Woodhouse provided a list of dual enrollment programs by school divisions for Chesapeake, Virginia Beach, Norfolk, and Portsmouth. New courses will be offered in Chesapeake, Norfolk Christian High School, and Virginia Beach in 2024-25. The college's dual enrollment headcount for Spring 2024 is 3,209, a +1.2% increase. The full-time equivalent (FTE) increased by +6.2%. Dr. Woodhouse shared a list of colleges that charge less than TCC for dual enrollment. However, the college will have a new pricing model for 2024-25 to provide access to all students in the region. There will be no cost to students taking dual enrollment classes at local high schools taught by high school teachers. The previous cost was \$45 per credit hour. Students who take classes on TCC campuses and are taught by TCC instructors will incur a cost of \$25 per credit hour. The cost for online virtual dual enrollment classes will depend on the instructor. If the instructor is a TCC faculty member, students will be charged \$25 per credit hour. If the instructor is a high school teacher, students will not incur any costs. The \$25 per credit hour also applies to all home school students.
- b. **Student Affairs Update** – Dr. Campbell shared achievements for Student Affairs. She reported that TCC remains the top college that takes students to the Phi Theta Kappa (PTK) Honor Society Awards Luncheon. This year, the college had 10 nominees, with 6 students attending. The CIVIC Scholars Program is a collaborative initiative between the CIVIC Leadership Institute, Old Dominion University, and TCC. Its mission is to foster civic engagement, professionalism, and leadership in college students of Hampton Roads while connecting them to established business and community leaders. The class of 2024 consisted of seven TCC students. The college's STEM Promise Scholarship Program pays the full tuition and fees for twenty students for up to two years. Faculty and staff celebrated eight graduates at the STEM Promise Graduation Luncheon. Enrollment Management and Advising are partnering to provide streamlined support for visiting students seeking to take classes at TCC while home during the summer. Marketing implemented geofencing to

connect with students attending Virginia's four-year institutions. Dr. Campbell reported that 97 students were enrolled in Amazon Career Choice for the spring semester and 64 for the summer semester. Amazon set a goal of 70% for retention of eligible students. TCC exceeded the goal with 91% of students.

- c. **Workforce Update** - Mr. Hall provided an update on Workforce Solutions. Fast Forward-funded enrollments at Workforce increased by 14.57% this year. The Fast Forward Wage data also increased by 73% (+\$19,201 average wage change). In six months, 73% of students were employed. TCC student, Carson Caddy, placed second in the regional welding competition (National Welding League). Carson will compete at the Pennsylvania College of Technology nationals in June 2024. College and Career Exploration Summer Camps (104 total) will begin the week of June 17.

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

- a. **Local Fund Financial Statements for the Month Ending March 31, 2024.** Ms. Hardiman highlighted revenues and expenditures for the student activities budget (71% and 57%), institutional auxiliary budget (72% and 63%), student center budget (70% and 81%), and auxiliary services budget (132% and 63%). FY24-25 local investments and contributions from each city remained as expected. Investments of \$51.5 million earned \$1,300,364 through March 31, 2024.
- b. **Norfolk Campus Walker Building and Roper Theater Update.** Ms. Hardiman gave an update on the Walker Building and the Roper Theater, on the Norfolk campus. The Walker building has a corroded steel beam causing delamination of concrete fireproofing; a fracture in the concrete encasing the steel column indicating possible corrosion of the steel column; and surface rust on exposed steel column and beams. TCC submitted a justification to include the Walker Building on the VCCS Capital Projects List for renovation before 2016 but updated the renovation to replacement in 2021. The Roper Theater is leaning close to the Walker building. Mr. George W. Roper II contributed a substantial donation in 2000 to pay for a major renovation. However, the theater has water infiltration damage. A clear netting was installed. In FY23, TCC submitted information and photos of both buildings to the VCCS Capital Projects List.

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

In the absence of Ms. McCallum, Chairwoman Clements called on Mr. Bryant to provide an update. He shared upcoming events for December 2024 and January 2025. Dr. Conston will invite the newly elected delegates to tour TCC campuses for their respective district in early summer and fall. She will continue to support the Hampton Roads Chamber by purchasing tables for the State of the City Series.

#### **8. Educational Foundation Liaison Report – Mr. Charles (Andy) Tysinger**

Mr. Tysinger reported that the Educational Foundation launched its first-ever Day of Giving in May 2024. Faculty, staff, and alumni generous donations helped to provide tuition funding,

books, supplies, computers, and emergency assistance. Mr. Tysinger encouraged the board members to participate.

**9. Real Estate Foundation Liaison Report – Dr. Kirk Houston**

Dr. Houston reported the rezoning plan for the College Point property in Suffolk is on schedule. The plan includes residential and commercial usage on top of the existing spaces for education and research development. Members of the Real Estate Foundation (REF) had a meeting with the City of Suffolk in May. The Hampton Roads Sanitation District is still planning its installation of the underground pipeline, which will begin this summer and continue through 2024. Access will remain uninterrupted for TCC faculty, staff, and students. The Skilled Trades Academy remains under renovation through early June. This expansion will add 13,000 square feet to the existing 20,000 square feet.

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

a. Nothing to report.

**11. President's Report**

**Updates:**

- The Nursing Pinning Ceremony was held on May 3, 2024. A total of 27 students graduated. Students completed the NCLEX exam, the world's premier licensure exam, at a pass rate of 100%.
- TCC had 33 students who completed the Occupational Therapy Assistant Program with a 100% pass rate on the National Board Certification Exam.
- Dr. Conston and Mr. Bryant attended the memorial service for Judge Richard Bray.
- Mr. Curt Aasen is retiring from TCC with 24 years of service.

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

a. **General Updates.**

- The College Board Work Session is August 15<sup>th</sup> at 4:00 pm at the Workforce Solutions Center in Suffolk.
- Bill Crow is rolling off the College Board on June 30, 2024. The board will invite him back to the Joint Board Reception to honor him for his dedication to TCC and years of service on the board. Mr. Al Cobb, appointed by the Chesapeake City Council, will join us at the August meeting.

b. **Nominating Committee Report.** The chairwoman invited Mr. Green to report on the Nominating Committee. The committee, comprised of Mr. Bynum, Mr. Crow, Ms. Sinclair, Mr. Stakes, and Mr. Green as chair, met on April 22, 2024, to develop a slate of officers for 2024-25.

The committee voted unanimously to advance Jay Lucado to a one-year term as board chair and Jerome Bynum to a two-year term as board vice chair. Both terms will commence on

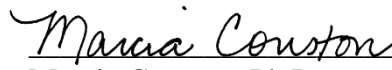
July 1, 2024. Mr. Green invited discussions, of which there were none. The board approved the chair and vice chair nominees.

- c. **Executive Committee Report.** Ms. Clements reported that the executive committee met on April 23 to discuss the president's performance evaluation and the board's assessment. After the meeting, a signed evaluation letter was forwarded to the chancellor for consideration.
- d. **Closed Session.** In accordance with section 2.2-3711(A) of the Code of Virginia, the executive committee moved to meet in closed session. All guests were excused from the meeting. The board later concluded its closed session and reconvened the open session. Ms. Johnson returned to the meeting. A roll call vote was taken, and all board 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 board.

**13. Adjournment**

There being no further business to come before the board, Ms. Clements adjourned the meeting at 6:20 p.m.

Respectfully submitted,

  
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Marcia Conston, Ph.D.  
Secretary to the Board

APPROVAL

\_\_\_\_\_  
Lynn B. Clements  
Chair



# TIDEWATER COMMUNITY COLLEGE BOARD

## MEETING NO. 340

AUGUST 15, 2024

Meeting number three hundred forty of the Tidewater Community College Board was held on Thursday, August 15, 2024, at the Workforce Solutions Center. The meeting constituted the board's 2024-25 work session. James (Jay) Lucado, board chair, presided.

**Members Present:** Dr. Barry C. Brown Jerome A. Bynum  
Lynn B. Clements Al Cobb  
Dr. Marcia Conston Ron R. Green  
James (Jay) N. Lucado Kim McCallum  
Dr. Hope Sinclair Matthew Stakes

**Members Absent:** Dr. Kirk Houston and Mr. Charles Tysinger

**Others Present:** Latesha Johnson, Executive Assistant to the President

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

Mr. Lucado, chair, determined the presence of a quorum and called the meeting to order at 4:03 PM.

### 2. **Introduce New Board Member**

Chairman Lucado introduced the new board member. Mr. Al Cobb, appointed by the Chesapeake City Council, started his term on July 1, 2024.

### 3. **Discuss the Purpose of the Work Session**

Chairman Lucado stated that the purpose of the work session was to focus on the board's role within the context of the college's strategic plan; to communicate as an advisory board representing the respective municipalities effectively, and to reach consensus on board goals for 2024-25.

Mr. Lucado provided an overview of the board's working priorities and addressed their importance relative to the college's priorities and *TCC Innovate 2026 Strategic Plan*. After much discussion, the board agreed to adopt the 2024-25 working priorities, with the recommendation to include "security of TCC campuses and surrounding communities".

### 4. **Review 2024-25 Committee Assignments**

Mr. Lucado reviewed the compilation of the 2024-25 standing committees. He appointed Mr. Tysinger as chair of the Academics, Student Affairs, and Workforce Development Committee and Mr. Green as chair of the Finance & Facilities Committee. Mr. Tysinger will also continue to serve as the representative for the TCC Educational Foundation Board. Dr. Houston will continue to serve as the representative for the Real Estate Foundation Board.

5. **Contents of Information Packet**

The meeting schedule reflected upcoming events for the remainder of the year and the proposed dates for 2024-25. In addition, the 2024-25 board membership roster reflected updates to the board as it currently stands.

6. **President's Report**

- a. **Strategic Plan Update** – The overarching goal for the 2024-2030 Statewide VCCS Strategic Plan is to award 300,000 cumulative meaningful credentials by 2030 across all regions through accelerated access and success for every student. The five objectives included: 1) developing Virginia's talent; 2) reaching more Virginians; 3) delivering education to today's learners; 4) supporting today's learners; and 5) investing in Virginia's workforce.
- b. **College Convocation**  
Dr. Conston reminded the board of TCC's Fall 2022 Convocation scheduled for Thursday, August 22 at 8:30 AM in the student center at the Chesapeake campus. Dr. Karen Stout, President of Achieving the Dream, will be the guest speaker.

Additional updates:

- **Summer 2024 enrollment** - Full-time Equivalent (FTE) and student headcount increased, +9.1% and +7.1% respectively.
- **Fall 2024 regular enrollment** - Full-time Equivalent (FTE) and student headcount increased, +8.1% and +7.3% respectively.
- Dr. Conston and President William Kelly, Christopher Newport University, signed an agreement that makes it easier for community college students to transfer to CNU for a four-year degree. The CNU Ready Program guarantees TCC students' admission to CNU once they have earned at least 16 credits with a 2.5 grade-point average. Dr. Conston will also sign an agreement with Dr. Javaune Adams-Gaston, President of Norfolk State University, on August 19, 2024, to create the Passport Program. This program is a pathway to prepare TCC students for a seamless transition to NSU to complete a bachelor's degree once they have earned 16 credits with a 2.0 grade-point average.
- Dr. Conston provided a brief update on TCC's SACSCOC Reaffirmation. The steering committee was launched in February 2024. In January 2025, the Quality Enhancement Plan (QEP) Task Force will launch a plan focused on student success data. The compliance document, the SACSCOC report, is due February 2026 and the QEP report is due August 2026. The team will visit the college for an onsite visit in October 2026.
- Dr. Michelle Woodhouse is on extended leave. Dr. Jenefer Snyder is serving as Interim Vice President of Academic Affairs.

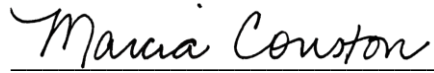
7. **Chair's Report & Announcements**

The next College Board meeting is September 10<sup>th</sup>, 4:00 PM, in the Green District Administration Building.

**8. Adjournment**

There being no further business to come before the board, Mr. Lucado adjourned the meeting at 6:02 p.m.

Respectfully submitted,



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Dr. Marcia Conston  
Secretary to the Board

APPROVAL

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James N. Lucado  
Chair of the Board

DRAFT

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

MEETING: September 10, 2024

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Final Local Funds Financial Statements for Year Ending June 30, 2024

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**BACKGROUND:**

The final Local Funds Financial Statements for the year ending June 30, 2024 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](mailto:hhardiman@tcc.edu)

757-822-1738

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2023 - June 30, 2024

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2023</b>	<b>\$ 1,927,661</b>	<b>\$ 1,927,661</b>			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 724,743	\$ 697,783	\$ -	\$ 26,960	96%
B. ID Card Replacements	3,000	5,060		(2,060)	169%
C. Miscellaneous Revenue		12,927		(12,927)	
<b>Total Revenues</b>	<b>\$ 727,743</b>	<b>\$ 715,770</b>	<b>\$ -</b>	<b>\$ 11,973</b>	<b>98%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>	<b>\$ 2,655,404</b>	<b>\$ 2,643,431</b>		<b>\$ 11,973</b>	
<b>II. Expenditures</b>					
<b>A. Student Activities</b>					
1. Student Government Association	\$ 6,000	\$ 1,010	\$ -	\$ 4,990	17%
2. Programming	50,000	44,722		5,278	89%
3. Student Organizations	10,000	9,804		196	98%
4. Contingency Fund	6,000	2,873		3,127	48%
5. Gear Up To Lead	10,000	9,611		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	4,330		6,670	39%
9. Student Federation Council					
10. Virtual Student Center	8,000	8,000			100%
11. Student Honors Event	15,000	7,091		7,909	47%
12. Literary Festival	5,000	1,500		3,500	30%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 134,100</b>	<b>\$ 98,441</b>	<b>\$ -</b>	<b>\$ 35,659</b>	<b>73%</b>
<b>B. College-wide Learning Assistance Fund</b>					
1. College-wide Learning Assistance Fund	\$ 77,793	\$ 62,011	\$ -	\$ 15,782	80%
<b>Subtotal--College-wide Learning Assistance Fund</b>	<b>\$ 77,793</b>	<b>\$ 62,011</b>	<b>\$ -</b>	<b>\$ 15,782</b>	<b>80%</b>
<b>C. College-wide Contingency Fund</b>					
1. College-wide Contingency Fund	\$ 15,000	\$ 2,626	\$ -	\$ 12,374	18%
<b>Subtotal--College-wide Contingency Fund</b>	<b>\$ 15,000</b>	<b>\$ 2,626</b>	<b>\$ -</b>	<b>\$ 12,374</b>	<b>18%</b>
<b>D. Deans' Contingency Fund</b>					
1. College-wide Deans' Contingency Fund	\$ 20,500	\$ 18,033	\$ -	\$ 2,467	88%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 20,500</b>	<b>\$ 18,033</b>	<b>\$ -</b>	<b>\$ 2,467</b>	<b>88%</b>
<b>E. Student Activities Identification System</b>					
1. Equipment, Software, and Supplies	\$ 36,000	\$ 19,054	\$ -	16,946	53%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 36,000</b>	<b>\$ 19,054</b>	<b>\$ -</b>	<b>\$ 16,946</b>	<b>53%</b>
<b>Total Expenditures</b>	<b>\$ 283,393</b>	<b>\$ 200,165</b>	<b>\$ -</b>	<b>\$ 83,228</b>	<b>71%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 604,384	\$ 604,384	\$ -	\$ -	100%
<b>Subtotal--Transfers</b>	<b>\$ 604,384</b>	<b>\$ 604,384</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 06/30</b>	<b>\$ 1,767,627</b>	<b>\$ 1,838,882</b>			

**TIDEWATER COMMUNITY COLLEGE  
INSTITUTIONAL AUXILIARY BUDGET  
July 1, 2023 - June 30, 2024**

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2023</b>	<b>\$ 18,453,959</b>	<b>\$ 18,453,959</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,074,753	\$ 2,005,782	\$ -	\$ 68,971	97%
B. Student Parking Sales	25,000	17,297		7,703	69%
C. Student HRT Pass Sales	15,000	19,319		(4,319)	129%
D. Miscellaneous Revenue	1,000	28,937		(27,937)	2894%
<b>Total Revenues</b>	<b>\$ 2,115,753</b>	<b>\$ 2,071,335</b>	<b>\$ -</b>	<b>\$ 44,418</b>	<b>98%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
	<b>\$ 20,569,712</b>	<b>\$ 20,525,294</b>			
<b>II. Expenditures</b>					
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	14,445		(5,445)	161%
3. Security	10,000			10,000	0%
4. General Maintenance	75,000	67,053		7,947	89%
D. College-wide Parking Lot Improvements	250,000	226,602		23,398	91%
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	287,807		2,712,193	10%
I. Security Camera Implementation	225,000	22,198		202,802	10%
<b>Total Expenditures</b>	<b>\$ 5,673,365</b>	<b>\$ 2,657,035</b>	<b>\$ -</b>	<b>\$ 3,016,330</b>	<b>47%</b>
<b>Fund Balance 06/30</b>					
	<b>\$ 14,896,347</b>	<b>\$ 17,868,259</b>			

Approved by the Local College Board on May 9, 2023

VPAF 07/15/24

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT CENTER BUDGET**  
July 1, 2023 - June 30, 2024

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2023</b>	<b>\$ 15,877,758</b>	<b>\$ 15,877,758</b>			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 5,661,900	\$ 5,436,006	\$ -	\$ 225,894	96%
B. Transfer-In from Student Activities Budget	604,384	604,384			100%
C. Food Service Revenue	7,950	750		7,200	9%
D. Miscellaneous Revenue	75,000	16,400		58,600	22%
<b>Total Revenues</b>	<b>\$ 6,349,234</b>	<b>\$ 6,057,540</b>	<b>\$ -</b>	<b>\$ 291,694</b>	<b>95%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>	<b>\$ 22,226,992</b>	<b>\$ 21,935,298</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
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%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 5,305,701</b>	<b>\$ 5,032,202</b>	<b>\$ -</b>	<b>\$ 273,499</b>	<b>95%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 349,995	\$ 280,672	\$ -	\$ 69,323	80%
b. Operating Expenses	25,000	23,224		1,776	93%
<b>Subtotal--General Operations</b>	<b>\$ 374,995</b>	<b>\$ 303,896</b>	<b>\$ -</b>	<b>\$ 71,099</b>	<b>81%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 105,600	\$ 121,273	\$ -	\$ (15,673)	115%
b. Security	115,000	64,157		\$ 50,843	56%
c. Custodial					
1. Personnel	120,000	91,881		28,119	77%
2. Expenditures	12,000	4,284		7,716	36%
d. General Maintenance					
1. Personnel	101,000	97,172		3,828	96%
2. Expenditures	213,000	87,578		125,422	41%
e. Insurance	8,200	8,733		(533)	107%
f. Network & Telecommunications	35,942	35,942		-	100%
<b>Subtotal--Facility Operations</b>	<b>\$ 710,742</b>	<b>\$ 511,020</b>	<b>\$ -</b>	<b>\$ 199,722</b>	<b>72%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 8,500	\$ 3,505	\$ -	\$ 4,995	41%
<b>Subtotal--Food Services</b>	<b>\$ 8,500</b>	<b>\$ 3,505</b>	<b>\$ -</b>	<b>\$ 4,995</b>	<b>41%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 1,094,237</b>	<b>\$ 818,421</b>	<b>\$ -</b>	<b>\$ 275,816</b>	<b>75%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 349,694	\$ 279,960	\$ -	\$ 69,734	80%
b. Operating Expenses	25,000	22,293		2,707	89%
<b>Subtotal--General Operations</b>	<b>\$ 374,694</b>	<b>\$ 302,253</b>	<b>\$ -</b>	<b>\$ 72,441</b>	<b>81%</b>

	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 115,500	\$ 118,481	\$ -	(2,981)	103%
b. Security	80,000	63,267		16,733	79%
c. Custodial					
1. Personnel	125,500	111,217		14,283	89%
2. Expenditures	10,000	3,951		6,049	40%
d. General Maintenance					
1. Personnel	95,000	84,549		10,451	89%
2. Expenditures	124,000	99,060		24,940	80%
e. Insurance	9,000	9,586		(586)	107%
f. Network & Telecommunications	34,686	34,686			100%
<b>Subtotal--Facility Operations</b>	<b>\$ 593,686</b>	<b>\$ 524,797</b>	<b>\$ -</b>	<b>\$ 68,889</b>	<b>88%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 1,500	\$ -	\$ 8,500	15%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 8,500</b>	<b>15%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 978,380</b>	<b>\$ 828,550</b>	<b>\$ -</b>	<b>\$ 149,830</b>	<b>85%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 352,364	\$ 286,882	\$ -	\$ 65,482	81%
b. Operating Expenses	25,000	16,042		8,958	64%
<b>Subtotal--General Operations</b>	<b>\$ 377,364</b>	<b>\$ 302,924</b>	<b>\$ -</b>	<b>\$ 74,440</b>	<b>80%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 101,200	\$ 50,108	\$ -	\$ 51,092	50%
b. Security	90,000	64,839		25,161	72%
c. Custodial					
1. Personnel	122,000	71,745		50,255	59%
2. Expenditures	12,500	4,063		8,437	33%
d. General Maintenance					
1. Personnel	95,000	93,521		1,479	98%
2. Expenditures	94,000	57,315		36,685	61%
e. Insurance	9,000	9,391		(391)	104%
f. Network & Telecommunications	40,045	40,045			100%
<b>Subtotal--Facility Operations</b>	<b>\$ 563,745</b>	<b>\$ 391,027</b>	<b>\$ -</b>	<b>\$ 172,718</b>	<b>69%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 10,000	\$ 1,500	\$ -	\$ 8,500	15%
<b>Subtotal--Food Services</b>	<b>\$ 10,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 8,500</b>	<b>15%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 951,109</b>	<b>\$ 695,451</b>	<b>\$ -</b>	<b>\$ 255,658</b>	<b>73%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 456,932	\$ 316,341	\$ -	\$ 140,591	69%
b. Operating Expenses	40,000	35,574		4,426	89%
<b>Subtotal--General Operations</b>	<b>\$ 496,932</b>	<b>\$ 351,915</b>	<b>\$ -</b>	<b>\$ 145,017</b>	<b>71%</b>



	Budget 2024	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 54,000	\$ 31,222	\$ -	\$ 22,778	58%
b. Security	110,000	64,279		45,721	58%
c. Custodial					
1. Personnel	182,000	110,409		71,591	61%
2. Expenditures	15,000	2,769		12,231	18%
d. General Maintenance					
1. Personnel	105,000	143,321		(38,321)	136%
2. Expenditures	112,500	87,905		24,595	78%
e. Insurance	13,300	14,096		(796)	106%
f. Network & Telecommunications	35,890	35,890			100%
<b>Subtotal--Facility Operations</b>	<b>\$ 627,690</b>	<b>\$ 489,891</b>	<b>\$ -</b>	<b>\$ 137,799</b>	<b>78%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 12,000	\$ 9,692	\$ -	\$ 2,308	81%
<b>Subtotal--Food Services</b>	<b>\$ 12,000</b>	<b>\$ 9,692</b>	<b>\$ -</b>	<b>\$ 2,308</b>	<b>81%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,136,622</b>	<b>\$ 851,498</b>	<b>\$ -</b>	<b>\$ 285,124</b>	<b>75%</b>
<b>Total Expenditures</b>	<b>\$ 9,466,049</b>	<b>\$ 8,226,122</b>	<b>\$ -</b>	<b>\$ 1,239,927</b>	<b>87%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 06/30</b>	<b>\$ 11,760,944</b>	<b>\$ 12,709,176</b>			

Approved by the Local College Board on May 9, 2023

VPAF 07/15/24

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY24</b>	<b>\$ 11,500,000</b>

**TIDEWATER COMMUNITY COLLEGE**  
**AUXILIARY SERVICES BUDGET**  
July 1, 2023 - June 30, 2024

	Budget 2024	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2023</b>	<b>\$ 12,133,404</b>	<b>\$ 12,133,404</b>			
<b>I. Revenues</b>					
A. Bookstore	\$ 750,000	\$ 678,500	\$ -	\$ 71,500	90%
B. Vending					
1. Exclusive Beverage Contract	60,000	81,923		(21,923)	137%
2. Vending - CRH	26,000	38,145		(12,145)	147%
C. Municipal Support	18,000	18,000			100%
D. Interest Earnings	600,000	1,951,528		(1,351,528)	325%
E. Miscellaneous Revenue	400	635		(235)	159%
<b>Total Revenues</b>	<b>\$ 1,454,400</b>	<b>\$ 2,768,731</b>	<b>\$ -</b>	<b>\$ (1,314,331)</b>	<b>190%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
	<b>\$ 13,587,804</b>	<b>\$ 14,902,135</b>			
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 679	\$ -	\$ 5,321	11%
2. Miscellaneous Expenses	1,000	1,486		(486)	149%
3. Joint-Use Library Food Service Equipment	1,840	1,840			100%
<b>Subtotal--Operating Expenses</b>	<b>\$ 8,840</b>	<b>\$ 4,005</b>	<b>\$ -</b>	<b>\$ 4,835</b>	<b>45%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 300,000</b>	<b>\$ 290,688</b>	<b>\$ -</b>	<b>\$ 9,312</b>	<b>97%</b>
<b>C. College Community Events</b>	<b>\$ 30,000</b>	<b>\$ 20,404</b>	<b>\$ -</b>	<b>\$ 9,596</b>	<b>68%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 10,000</b>	<b>\$ 12,919</b>	<b>\$ -</b>	<b>\$ (2,919)</b>	<b>129%</b>
<b>E. Child Care Subsidy</b>					
1. Norfolk	\$ 120,000	\$ 120,000	\$ -	\$ -	100%
2. Portsmouth	120,000	120,000			100%
<b>Subtotal--Child Care Subsidy</b>	<b>\$ 240,000</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>F. Auxiliary Service Operations</b>					
1. Personnel	\$ 199,314	\$ 186,143	\$ -	\$ 13,171	93%
2. General Operating Costs	3,500	3,500			100%
3. Equipment/Software/Installation	35,640	10,874		24,766	31%
4. StormCard Marketing	10,000	7,799		2,201	78%
<b>Subtotal--Auxiliary Service Operations</b>	<b>\$ 248,454</b>	<b>\$ 208,316</b>	<b>\$ -</b>	<b>\$ 40,138</b>	<b>84%</b>
<b>G. Community Support</b>					
1. College Board	\$ 2,500	\$ 1,198	\$ -	\$ 1,302	48%
2. President	15,000	8,868		6,132	59%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	4,670		1,330	78%
b. Vice President for Administration & Chief Financial Officer	6,000	3,518		2,482	59%
c. Vice President for Information Systems & Institutional Effectiveness	6,000	1,852		4,148	31%
d. Vice President for Institutional Advancement	6,000	5,793		207	97%
e. Vice President for Workforce Solutions	6,000	954		5,046	16%
f. Vice President for Student Affairs	6,000	4,515		1,485	75%
4. Campus Deans					
a. Portsmouth	6,000	4,036		1,964	67%
b. Virginia Beach	12,000	1,983		10,017	17%
c. Chesapeake	6,000	2,840		3,160	47%
d. Norfolk	6,000	3,665		2,335	61%
5. Community Outreach	27,000	6,540		20,460	24%
6. Contingencies	3,500			3,500	0%
<b>Subtotal--Community Support</b>	<b>\$ 114,000</b>	<b>\$ 50,432</b>	<b>\$ -</b>	<b>\$ 63,568</b>	<b>44%</b>

	Budget 2024	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>H. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 6,000	\$ 709	\$ -	\$ 5,291	12%
2. Norfolk	6,000	4,471		1,529	75%
3. Portsmouth	6,000	627		5,373	10%
4. Virginia Beach	11,000	4,821		6,179	44%
<b>Subtotal--Deans' Discretionary Aid Fund</b>	<b>\$ 29,000</b>	<b>\$ 10,628</b>	<b>\$ -</b>	<b>\$ 18,372</b>	<b>37%</b>
<b>I. College Wide Athletics</b>					
1. Personnel	\$ 80,000	\$ -	\$ -	\$ 80,000	0%
2. General Operating Costs	20,000	1,327		18,673	
<b>Subtotal--College Wide Athletics</b>	<b>\$ 100,000</b>	<b>\$ 1,327</b>	<b>\$ -</b>	<b>\$ 98,673</b>	<b>1%</b>
<b>Subtotal--Expenditures</b>	<b>\$ 1,080,294</b>	<b>\$ 838,719</b>	<b>\$ -</b>	<b>\$ 241,575</b>	<b>78%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
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	11,491		16,612	41%
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	30,361		13,343	69%
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	3,619		2,081	63%
2. Norfolk	5,700	5,142		558	90%
3. Portsmouth	5,700	3,047		2,653	53%
4. Virginia Beach	5,700	4,952		748	87%
9. L.E.A.P. Scholarships	750,000	1,384,582		(634,582)	185%
a. L.E.A.P. Book Scholarships	200,000	200,000			100%
10. College-wide Scholarship	77,000	45,925		31,075	60%
<b>Subtotal--TCC Scholarships &amp; Awards</b>	<b>\$ 1,461,518</b>	<b>\$ 1,918,504</b>	<b>\$ -</b>	<b>\$ (456,986)</b>	<b>131%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 2,541,812</b>	<b>\$ 2,757,223</b>	<b>\$ -</b>	<b>\$ (215,411)</b>	<b>108%</b>
<b>Fund Balance 06/30</b>	<b>\$ 11,045,992</b>	<b>\$ 12,144,912</b>			

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

MEETING: September 10, 2024  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: Final Financial Report for 2023-24

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**BACKGROUND:**

The Commonwealth of Virginia operates on a July – June fiscal year. Following is the college’s final financial report for FY24.

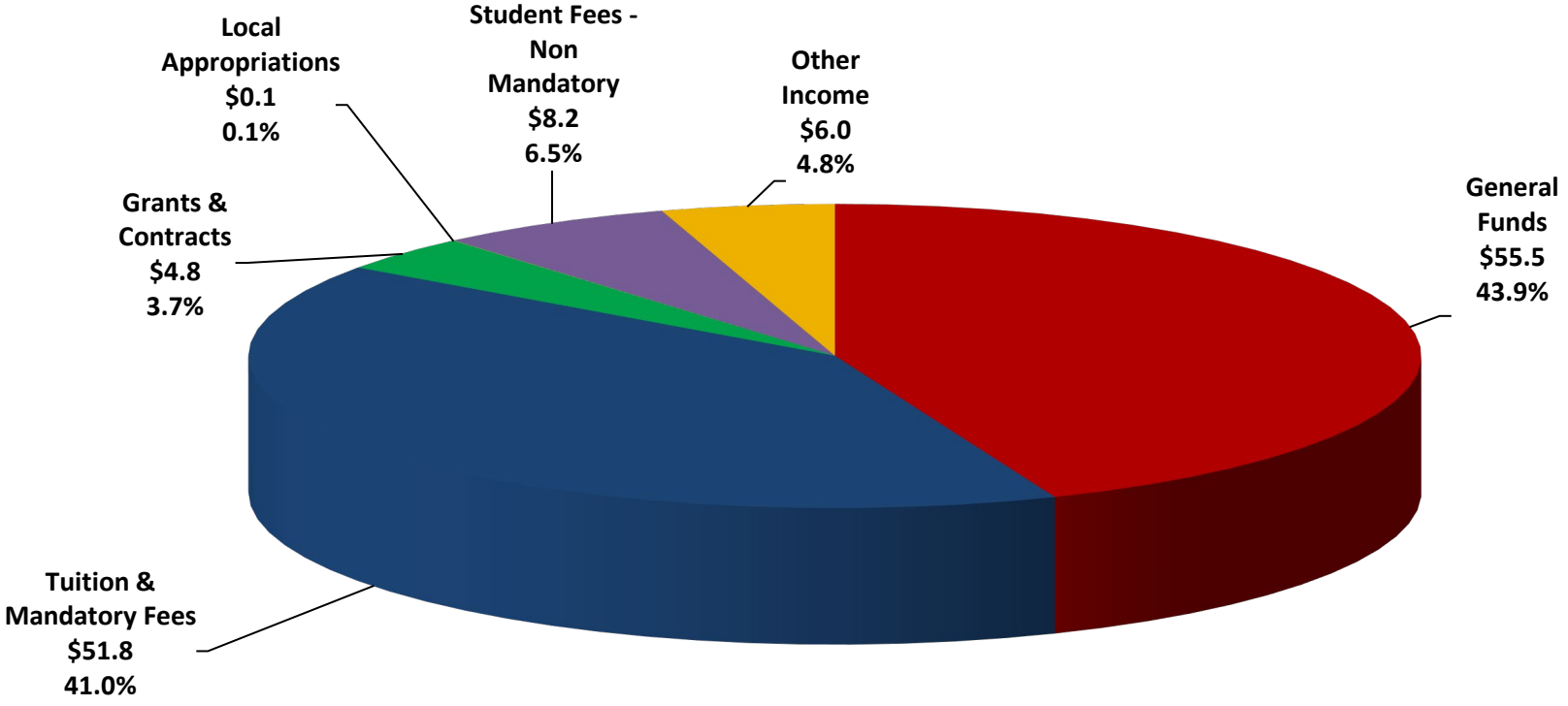
**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

Heather Hardiman  
Vice President for Administration and  
Chief Financial Officer  
[hhardiman@tcc.edu](mailto:hhardiman@tcc.edu)  
757-822-1738

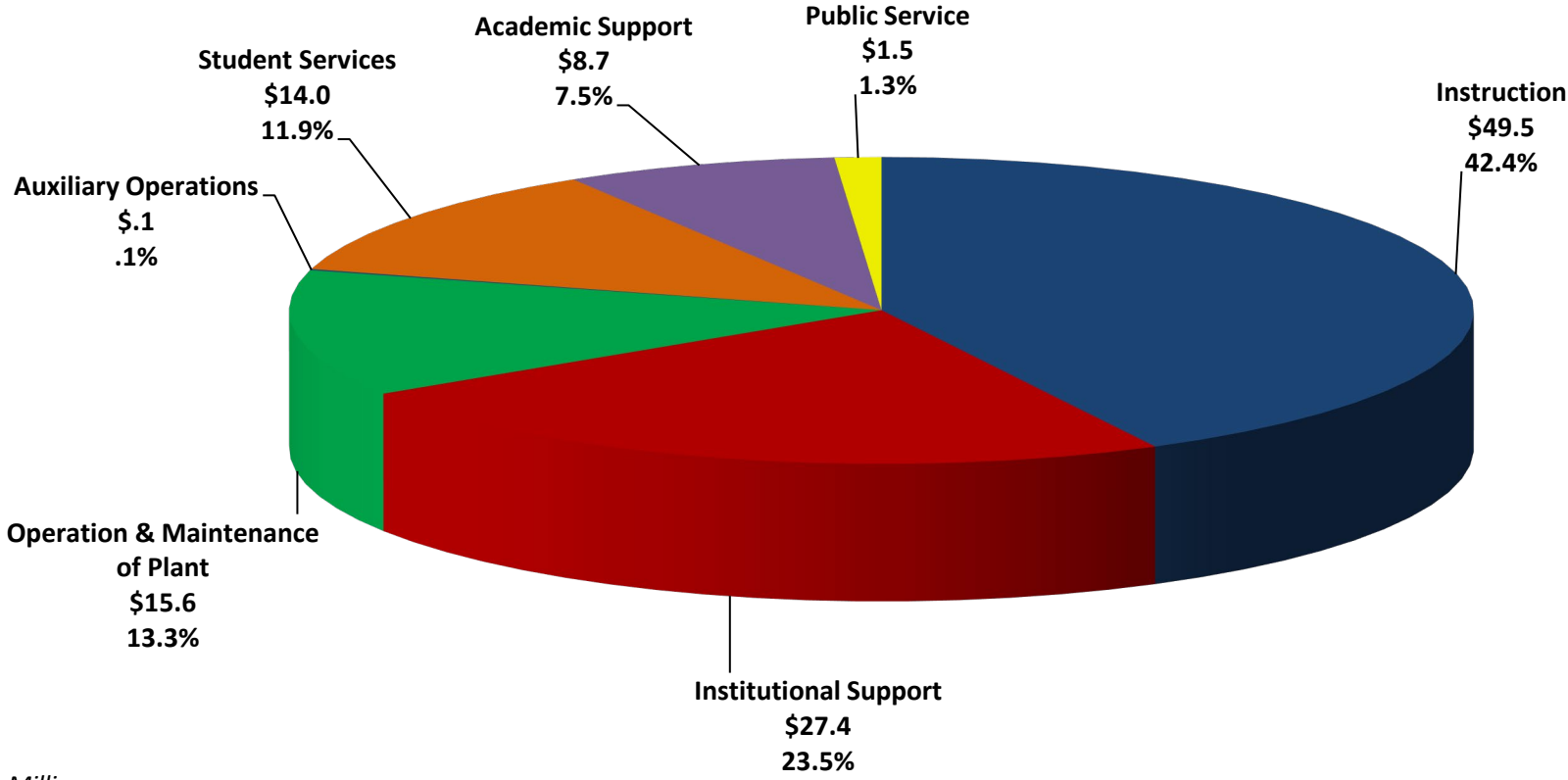
**TIDEWATER COMMUNITY COLLEGE**  
**Revenues**  
**2023-24<sup>1</sup>**  
**\$126.4 Million**



*In Millions*

<sup>1</sup>As of June 30, 2024

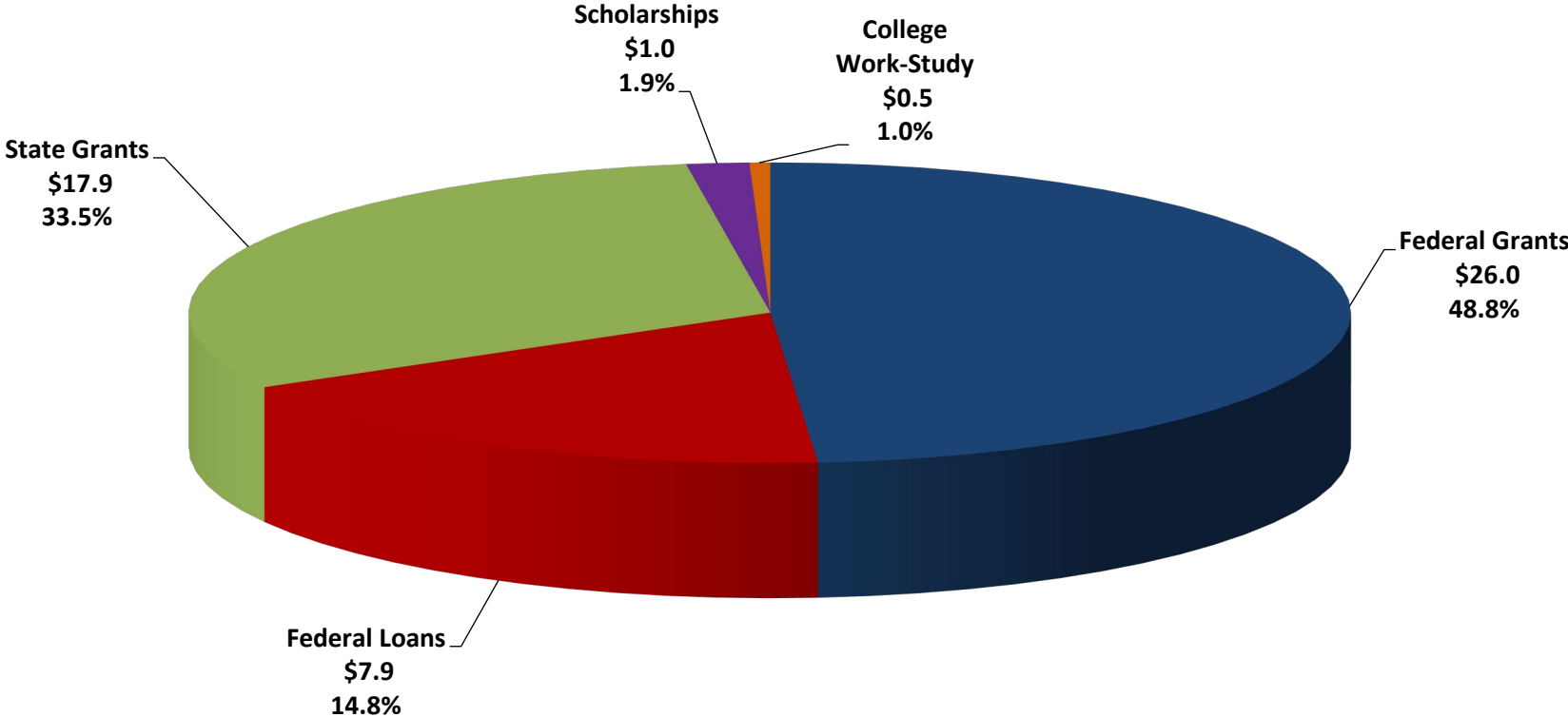
**TIDEWATER COMMUNITY COLLEGE**  
**Expenditures**  
**2023-24<sup>1</sup>**  
**\$116.8 Million**



*In Millions*

<sup>1</sup>As of June 30, 2024

**TIDEWATER COMMUNITY COLLEGE**  
**Financial Aid**  
**2023-24<sup>1</sup>**  
**\$53.3 Million**



*In Millions*

<sup>1</sup>As of June 30, 2024

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

MEETING: September 10, 2024

COMMITTEE: Finance & Facilities Committee

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

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**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  
[hardiman@tcc.edu](mailto:hardiman@tcc.edu)  
757-822-1738



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

	Budget 2025	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2024</b>	<b>\$ 1,838,882</b>	<b>\$ 1,838,882</b>			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 751,144	\$ 7,822	\$ -	\$ 743,322	1%
B. ID Card Replacements	4,000			4,000	0%
<b>Total Revenues</b>	<b>\$ 755,144</b>	<b>\$ 7,822</b>	<b>\$ -</b>	<b>\$ 747,322</b>	<b>1%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>	<b>\$ 2,594,026</b>	<b>\$ 1,846,704</b>	<b>\$ -</b>	<b>\$ 747,322</b>	
<b>II. Expenditures</b>					
<b>A. Student Activities</b>					
1. Student Government Association	\$ 6,000	\$ -	\$ -	\$ 6,000	0%
2. Programming	50,000		3,293	46,707	7%
3. Student Organizations	10,000		1,100	8,900	11%
4. Contingency Fund	6,000		495	5,505	8%
5. Gear Up To Lead	10,000			10,000	0%
6. VCCS Leadership Conference	10,000			10,000	0%
7. Visual Arts & Design Center	3,100			3,100	0%
8. Student Resource and Empowerment Center	11,000			11,000	0%
9. Virtual Student Center	8,000			8,000	0%
10. Student Honors Event	15,000			15,000	0%
11. Literary Festival	5,000			5,000	0%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 134,100</b>	<b>\$ -</b>	<b>\$ 4,888</b>	<b>\$ 129,212</b>	<b>4%</b>
<b>B. College-wide Learning Assistance Fund</b>					
1. College-wide Learning Assistance Fund	\$ 85,000	\$ -	\$ -	\$ 85,000	0%
<b>Subtotal--College-wide Learning Assistance Fund</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>0%</b>
<b>C. College-wide Contingency Fund</b>					
1. College-wide Contingency Fund	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
<b>Subtotal--College-wide Contingency Fund</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>0%</b>
<b>D. Deans' Contingency Fund</b>					
1. College-wide Deans' Contingency Fund	\$ 20,500	\$ 550	\$ 433	\$ 19,517	5%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 20,500</b>	<b>\$ 550</b>	<b>\$ 433</b>	<b>\$ 19,517</b>	<b>5%</b>
<b>E. Student Activities Identification System</b>					
1. Equipment, Software, and Supplies	\$ 36,000	\$ -	\$ -	\$ 36,000	0%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ 290,600</b>	<b>\$ 550</b>	<b>\$ 5,321</b>	<b>\$ 284,729</b>	<b>2%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 622,516	\$ 51,876	\$ -	\$ 570,639	8%
<b>Subtotal--Transfers</b>	<b>\$ 622,516</b>	<b>\$ 51,876</b>	<b>\$ -</b>	<b>\$ 570,639</b>	<b>8%</b>
<b>Fund Balance 07/31</b>	<b>\$ 1,680,910</b>	<b>\$ 1,794,278</b>			

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

	Budget 2025	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2024</b>	<b>\$ 17,788,260</b>	<b>\$ 17,788,260</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 2,150,335	\$ 12,232	\$ -	\$ 2,138,103	1%
B. Student Parking Sales	11,000			11,000	0%
C. Student HRT Pass Sales	18,000			18,000	0%
D. Miscellaneous Revenue	23,000	1,400		21,600	6%
<b>Total Revenues</b>	<b>\$ 2,202,335</b>	<b>\$ 13,632</b>	<b>\$ -</b>	<b>\$ 2,188,703</b>	<b>1%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
	<b>\$ 19,990,595</b>	<b>\$ 17,801,892</b>			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,636,997	\$ 1,560,064	\$ -	\$ 76,933	95%
B. Chesapeake Campus Parking Lot - Debt Service	329,875	329,859		16	100%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	70,000			70,000	
2. Utilities	12,000	1,122		10,878	9%
3. Security	10,000			10,000	0%
4. General Maintenance	75,000	1,134	17,509	56,357	25%
D. College-wide Parking Lot Improvements	250,000		5,055	244,945	2%
E. Hampton Roads Transit (HRT) Passes	70,000		67,500	2,500	96%
F. Student Parking	65,000			65,000	0%
G. College-wide Wayfinding	2,000,000	150,779	777,972	1,071,249	46%
H. Security Camera Implementation	530,000			530,000	0%
<b>Total Expenditures</b>	<b>\$ 5,048,872</b>	<b>\$ 2,042,958</b>	<b>\$ 868,036</b>	<b>\$ 2,137,878</b>	<b>58%</b>
<b>Fund Balance 07/31</b>					
	<b>\$ 14,941,723</b>	<b>\$ 15,758,934</b>			

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

	Budget 2025	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2024</b>	<b>\$ 12,709,175</b>	<b>\$ 12,709,175</b>			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 5,891,328	\$ 24,262	\$ -	\$ 5,867,066	0%
B. Transfer-In from Student Activities Budget	622,516	51,876		570,639	8%
C. Food Service Revenue	9,000			9,000	0%
D. Miscellaneous Revenue	20,000	13,348		6,652	67%
<b>Total Revenues</b>	<b>\$ 6,542,844</b>	<b>\$ 89,486</b>	<b>\$ -</b>	<b>\$ 6,453,357</b>	<b>1%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>	<b>\$ 19,252,019</b>	<b>\$ 12,798,661</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 1,136,224	\$ 1,031,615	\$ -	\$ 104,609	91%
2. Student Center - Chesapeake Campus	1,210,324	1,046,118		164,206	86%
3. Student Center - Portsmouth Campus	1,203,119	982,890		220,229	82%
4. Student Center - Virginia Beach Campus	1,725,009	1,492,833		232,176	87%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 5,274,676</b>	<b>\$ 4,553,456</b>	<b>\$ -</b>	<b>\$ 721,220</b>	<b>86%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 360,495	\$ 16,347	\$ -	\$ 344,148	5%
b. Operating Expenses	25,000	8,902	4,951	11,147	55%
<b>Subtotal--General Operations</b>	<b>\$ 385,495</b>	<b>\$ 25,249</b>	<b>\$ 4,951</b>	<b>\$ 355,295</b>	<b>8%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 130,000	\$ 11,188	\$ -	\$ 118,812	9%
b. Security	115,000	7,423	51,859	\$ 55,718	52%
c. Custodial					
1. Personnel	123,600	3,969		119,631	3%
2. Expenditures	12,000	564	1,673	9,763	19%
d. General Maintenance					
1. Personnel	104,030	4,252		99,778	4%
2. Expenditures	130,000	5,825	47,721	76,454	41%
e. Insurance	9,933			9,933	0%
f. Network & Telecommunications	35,942	2,995		32,947	8%
<b>Subtotal--Facility Operations</b>	<b>\$ 660,505</b>	<b>\$ 36,216</b>	<b>\$ 101,253</b>	<b>\$ 523,036</b>	<b>21%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 20,000	\$ -	\$ -	\$ 20,000	0%
<b>Subtotal--Food Services</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>0%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 1,066,000</b>	<b>\$ 61,465</b>	<b>\$ 106,204</b>	<b>\$ 898,331</b>	<b>16%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 360,185	\$ 16,469	\$ -	\$ 343,716	5%
b. Operating Expenses	25,000	333	3,566	21,101	16%
<b>Subtotal--General Operations</b>	<b>\$ 385,185</b>	<b>\$ 16,802</b>	<b>\$ 3,566</b>	<b>\$ 364,817</b>	<b>5%</b>

	Budget 2025	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 140,000	\$ 18,742	\$ -	121,258	13%
b. Security	80,000	7,169	17,621	55,210	31%
c. Custodial					
1. Personnel	129,265	6,049		123,216	5%
2. Expenditures	10,000	446	2,047	7,507	25%
d. General Maintenance					
1. Personnel	97,850	3,701		94,149	4%
2. Expenditures	124,000	3,518	88,337	32,145	74%
e. Insurance	10,786			10,786	0%
f. Network & Telecommunications	34,686	2,891		31,796	8%
<b>Subtotal--Facility Operations</b>	<b>\$ 626,587</b>	<b>\$ 42,516</b>	<b>\$ 108,005</b>	<b>\$ 476,067</b>	<b>24%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 15,000	\$ -	\$ -	\$ 15,000	0%
<b>Subtotal--Food Services</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>0%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 1,026,772</b>	<b>\$ 59,318</b>	<b>\$ 111,571</b>	<b>\$ 855,884</b>	<b>17%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 362,935	\$ 14,722	\$ -	\$ 348,213	4%
b. Operating Expenses	25,000		2,155	22,845	9%
<b>Subtotal--General Operations</b>	<b>\$ 387,935</b>	<b>\$ 14,722</b>	<b>\$ 2,155</b>	<b>\$ 371,058</b>	<b>4%</b>
<b>2. Facility Operations</b>					
a. Utilities	\$ 75,000	\$ 4,018	\$ -	\$ 70,982	5%
b. Security	90,000	7,127	27,626	55,247	39%
c. Custodial					
1. Personnel	125,660	1,739		123,921	1%
2. Expenditures	12,500	720	1,440	10,340	17%
d. General Maintenance					
1. Personnel	97,850	4,102		93,748	4%
2. Expenditures	94,000	672	72,045	21,283	77%
e. Insurance	10,591			10,591	0%
f. Network & Telecommunications	40,045	3,337		36,708	8%
<b>Subtotal--Facility Operations</b>	<b>\$ 545,646</b>	<b>\$ 21,715</b>	<b>\$ 101,111</b>	<b>\$ 422,820</b>	<b>23%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 4,000	\$ 490	\$ 1,162	\$ 2,348	41%
<b>Subtotal--Food Services</b>	<b>\$ 4,000</b>	<b>\$ 490</b>	<b>\$ 1,162</b>	<b>\$ 2,348</b>	<b>41%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 937,581</b>	<b>\$ 36,927</b>	<b>\$ 104,428</b>	<b>\$ 796,226</b>	<b>15%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 470,640	\$ 17,584	\$ -	\$ 453,056	4%
b. Operating Expenses	40,000	167	609	39,224	2%
<b>Subtotal--General Operations</b>	<b>\$ 510,640</b>	<b>\$ 17,751</b>	<b>\$ 609</b>	<b>\$ 492,280</b>	<b>4%</b>

	Budget 2025	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	\$ 54,000	\$ 1,290	\$ -	\$ 52,710	2%
b. Security	110,000	7,164	46,580	\$ 56,256	49%
c. Custodial					
1. Personnel	187,460	3,131		184,329	2%
2. Expenditures	15,000		241	14,759	2%
d. General Maintenance					
1. Personnel	108,150	6,304		101,846	6%
2. Expenditures	112,500	557	41,861	70,082	38%
e. Insurance	15,200			15,200	0%
f. Network & Telecommunications	35,890	2,991		32,899	8%
<b>Subtotal--Facility Operations</b>	<b>\$ 638,200</b>	<b>\$ 21,437</b>	<b>\$ 88,682</b>	<b>\$ 528,081</b>	<b>17%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 12,000	\$ 3,097	\$ 168	\$ 8,735	27%
<b>Subtotal--Food Services</b>	<b>\$ 12,000</b>	<b>\$ 3,097</b>	<b>\$ 168</b>	<b>\$ 8,735</b>	<b>27%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,160,840</b>	<b>\$ 42,285</b>	<b>\$ 89,459</b>	<b>\$ 1,029,096</b>	<b>11%</b>
<b>Total Expenditures</b>	<b>\$ 9,465,868</b>	<b>\$ 4,753,451</b>	<b>\$ 411,662</b>	<b>\$ 4,300,756</b>	<b>55%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 07/31</b>	<b>\$ 8,786,150</b>	<b>\$ 7,045,211</b>			

Approved by the Local College Board on May 14, 2024

VPAF 08/06/2024

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY25</b>	<b>\$ 12,500,000</b>



**TIDEWATER COMMUNITY COLLEGE**  
**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**  
**AUXILIARY SERVICES BUDGET**  
July 1, 2024 - July 31, 2024

	Budget 2025	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2024</b>	<b>\$ 12,144,912</b>	<b>\$ 12,144,912</b>			
<b>I. Revenues</b>					
A. Bookstore	\$ 525,000	\$ 408,663	\$ -	\$ 116,337	78%
B. Vending					
1. Exclusive Beverage Contract	80,000	2,824		77,176	4%
2. Vending - CRH	25,000	3,235		21,765	13%
C. Municipal Support	17,880	5,880		12,000	33%
D. Interest Earnings	800,000	334,555		465,445	42%
E. Miscellaneous Revenue	500			500	0%
<b>Total Revenues</b>	<b>\$ 1,448,380</b>	<b>\$ 755,157</b>	<b>\$ -</b>	<b>\$ 693,223</b>	<b>52%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>	<b>\$ 13,593,292</b>	<b>\$ 12,900,069</b>	<b>\$ -</b>		
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 1,000	\$ 27		\$ 973	3%
2. Miscellaneous Expenses	1,000			\$ 1,000	0%
3. Joint-Use Library Food Service Equipment	1,840			\$ 1,840	0%
<b>Subtotal--Operating Expenses</b>	<b>\$ 3,840</b>	<b>\$ 27</b>	<b>\$ -</b>	<b>\$ 3,813</b>	<b>1%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 400,000</b>	<b>\$ 217,376</b>	<b>\$ -</b>	<b>\$ 182,624</b>	<b>54%</b>
<b>C. College Community Events</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>0%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>0%</b>
<b>E. Child Care Subsidy</b>					
1. Norfolk	\$ 50,000	\$ 1,782	\$ -	\$ 48,218	4%
2. Portsmouth	75,000	580		74,420	1%
3. Virginia Beach	120,000			120,000	0%
<b>Subtotal--Child Care Subsidy</b>	<b>\$ 245,000</b>	<b>\$ 2,362</b>	<b>\$ -</b>	<b>\$ 242,638</b>	<b>1%</b>
<b>F. College Wide Athletics</b>					
1. Personnel	\$ 300,000	\$ 4,860		\$ 295,140	2%
2. General Operating Costs	40,000			40,000	0%
<b>Subtotal--College Wide Athletics</b>	<b>\$ 340,000</b>	<b>\$ 4,860</b>	<b>\$ -</b>	<b>\$ 335,140</b>	<b>1%</b>
<b>G. Auxiliary Service Operations</b>					
1. Personnel	\$ 205,293	\$ 8,480	\$ -	\$ 196,813	4%
2. General Operating Costs	3,500	18		3,482	1%
3. Equipment/Software/Installation	35,640		48	35,592	0%
4. StormCard Marketing	10,000			10,000	0%
<b>Subtotal--Auxiliary Service Operations</b>	<b>\$ 254,433</b>	<b>\$ 8,498</b>	<b>\$ 48</b>	<b>\$ 245,887</b>	<b>3%</b>
<b>H. Community Support</b>					
1. College Board	\$ 2,500	\$ -	\$ 25	\$ 2,475	1%
2. President	15,000		71	14,929	0%
3. Vice Presidents					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	162		5,838	3%
b. Vice President for Administration & Chief Financial Officer	6,000	173	2,950	2,877	52%
c. Vice President for Information Systems & Institutional Effectiveness	6,000			6,000	0%
d. Vice President for Institutional Advancement	6,000	169		5,831	3%
e. Vice President for Workforce Solutions	6,000			6,000	0%
f. Vice President for Student Affairs	6,000	173		5,827	3%
g. Associate Vice President for Human Resources	6,000			6,000	0%

	Budget 2025	Revenue/ Expenditures	Encumbrances	Variance	% Realized
4. Campus Deans					
a. Portsmouth	6,000			6,000	0%
b. Virginia Beach	12,000			12,000	0%
c. Chesapeake	6,000			6,000	0%
d. Norfolk	6,000			6,000	0%
5. Community Outreach	27,000			27,000	0%
6. Contingencies	3,500			3,500	0%
<b>Subtotal--Community Support</b>	<b>\$ 120,000</b>	<b>\$ 677</b>	<b>\$ 3,046</b>	<b>\$ 116,277</b>	<b>3%</b>
<b>I. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 6,000	\$ 571	\$ -	\$ 5,429	10%
2. Norfolk	6,000	581	300	5,119	15%
3. Portsmouth	6,000	1,333		4,667	22%
4. Virginia Beach	11,000			11,000	0%
<b>Subtotal--Deans' Discretionary Aid Fund</b>	<b>\$ 29,000</b>	<b>\$ 2,485</b>	<b>\$ 300</b>	<b>\$ 26,215</b>	<b>10%</b>
<b>Subtotal--Expenditures</b>	<b>\$ 1,432,273</b>	<b>\$ 236,285</b>	<b>\$ 3,394</b>	<b>\$ 1,192,594</b>	<b>17%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
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	5,743			5,743	0%
5. Military Scholarships	28,103			28,103	0%
6. ROTC Scholarships	13,490			13,490	0%
7. High School Scholarships					
a. Chesapeake	68,079			68,079	0%
1. LaVonne P. Ellis Scholarship	11,455			11,455	0%
2. Terri N. Thompson Scholarship	11,454			11,454	0%
b. Norfolk	45,015			45,015	0%
1. John T. Kavanaugh Scholarship	11,486			11,486	0%
2. John D. Padgett Scholarship	11,486			11,486	0%
c. Portsmouth	21,766			21,766	0%
1. Lee B. Armistead Scholarship	11,486			11,486	0%
d. Suffolk (Northern)	11,486			11,486	0%
e. Virginia Beach	91,328			91,328	0%
1. Stanley Waranch Scholarship	11,486			11,486	0%
2. Dorcas T. Helfant-Browning Scholarship	11,486			11,486	0%
3. Thomas H. Wilson Scholarship	11,486			11,486	0%
4. Cynthia S. Free	11,486			11,486	0%
8. L.E.A.P. Scholarships	850,000	95,701		754,299	11%
9. College-wide Scholarship	77,000			77,000	0%
10. Summer Camp Scholarships Scholarships	35,000			35,000	0%
<b>Subtotal--TCC Scholarships &amp; Awards</b>	<b>\$ 1,383,821</b>	<b>\$ 95,701</b>	<b>\$ -</b>	<b>\$ 1,288,120</b>	<b>7%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 2,816,094</b>	<b>\$ 331,986</b>	<b>\$ 3,394</b>	<b>\$ 2,480,714</b>	<b>12%</b>
<b>Fund Balance 07/31</b>	<b>\$ 10,777,198</b>	<b>\$ 12,568,083</b>			

**TIDEWATER COMMUNITY COLLEGE**  
**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  
INVESTMENTS  
2024-25 STATEMENT OF EARNINGS**

	<b>BALANCE INVESTED</b>	<b>INTEREST 2024-25</b>
July 31, 2024	\$ 46,444,405	\$ 334,555
August 31, 2024	\$ -	\$ -
September 30, 2024	\$ -	\$ -
October 31, 2024	\$ -	\$ -
November 30, 2024	\$ -	\$ -
December 31, 2024	\$ -	\$ -
January 31, 2025	\$ -	\$ -
February 28, 2025	\$ -	\$ -
March 31, 2025	\$ -	\$ -
April 30, 2025	\$ -	\$ -
May 31, 2025	\$ -	\$ -
June 30, 2025	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 334,555</b>

Note 1

**Detail:**

<b>Investment Category</b>	<b>Cumulative Average Yield</b>	<b>Balance</b>
Towne Bank - Raymond James	8.62%	\$ 36,802,998
Commonwealth - LGIP	5.49%	\$ 1,182,999
Commonwealth - LGIP Extended Maturity	0.00%	\$ -
Towne Bank - Repurchase Agreements	7.67%	\$ 2,504,362
Towne Bank - Insured Cash Sweep	9.83%	\$ 5,954,046
<b>TOTAL</b>		<b>\$ 46,444,405</b>

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 JULY 31, 2024**

<b>LOCALITIES</b>	<b>PLEGDED</b>	<b>RECEIVED</b>	<b>BALANCE</b>
<b>PORTSMOUTH:</b>			
LOCAL BOARD (Operating)	6,000		
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ 6,000</b>
<b>VIRGINIA BEACH:</b>			
LOCAL BOARD (Operating)	5,880	5,880	
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 5,880</b>	<b>\$ 5,880</b>	<b>\$ -</b>
<b>CHESAPEAKE:</b>			
TECHNOLOGY	60,500		
LOCAL BOARD (Operating)	6,000		
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ -</b>	<b>\$ 66,500</b>
<b>NORFOLK:</b>			
LOCAL BOARD (Operating)	6,000		
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ 6,000</b>
<b>TOTAL</b>	<b>\$ 84,380</b>	<b>\$ 5,880</b>	<b>\$ 78,500</b>

VPAF 07/31/24

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

MEETING: September 10, 2024  
COMMITTEE: Finance & Facilities Committee  
AGENDA ITEM: State Operating Budget for 2024-25

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**BACKGROUND:**

The Commonwealth of Virginia operates on a July – June fiscal year. Following is an overview of the college’s state operating budget for FY25.

**STAFF RECOMMENDATION:**

None. This item is for information only.

**STAFF LIAISON:**

Heather Hardiman  
Vice President for Administration and  
Chief Financial Officer  
[hhardiman@tcc.edu](mailto:hhardiman@tcc.edu)  
757-822-1738

**TIDEWATER COMMUNITY COLLEGE  
STATE OPERATING BUDGET FOR 2024-2025**

<b>REVENUES</b>	<b>2024-2025</b>	<b>NOTES</b>
GENERAL FUNDS	55,013,299	
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	51,055,965	1,2
WORKFORCE SOLUTIONS	4,400,000	
EQUIPMENT TRUST FUND/PRIOR PERIOD REFUNDS	1,000,000	
RESERVE/CARRYFORWARD	2,851,300	
<b>TOTAL REVENUES EXPECTED</b>	<b>114,320,564</b>	
<b>EXPENDITURES - PERSONNEL SERVICES</b>		
<b>PERSONNEL SERVICES</b>		
TEACHING FACULTY	22,186,510	3
ADMINISTRATIVE & PROFESSIONAL FACULTY	8,994,848	3
CLASSIFIED	17,888,003	3
ADJUNCT/OVERLOAD/SUMMER PAY	10,000,000	3
WAGE EMPLOYEES	4,307,759	3
WORKFORCE SOLUTIONS	667,194	3
REALLOCATION, SICK/ANNUAL LEAVE/SEVERANCE	300,000	
FRINGES	21,480,000	
<b>TOTAL PERSONNEL SERVICES</b>	<b>85,824,314</b>	
<b>EXPENDITURES - OPERATING</b>		
<b>CHESAPEAKE CAMPUS</b>		
STUDENT SERVICES	78,936	
SCIENCE & MATH PATHWAY	214,323	
MANUFACTURING & TRANSPORTATION PATHWAY	139,449	
<b>NORFOLK CAMPUS</b>		
STUDENT SERVICES	141,267	
ARTS & HUMANITIES PATHWAY	211,753	
BUSINESS, COMPUTER SCIENCE & IT PATHWAY	23,269	
ROPER THEATER	191,678	
<b>PORTSMOUTH CAMPUS</b>		
STUDENT SERVICES	52,127	
ENGINEERING, MARITIME & SKILLED TRADES PATHWAY	137,723	
NURSING PATHWAY	43,335	
SOCIAL SCIENCE & EDUCATION PATHWAY	2,972	
<b>VIRGINIA BEACH CAMPUS</b>		
STUDENT SERVICES	121,800	
ADVANCED TECHNOLOGY CENTER	654,402	
JOINT-USE LIBRARY	756,043	
HEALTH PROFESSIONS PATHWAY	273,592	
PUBLIC & PROFESSIONAL SERVICES PATHWAY	135,675	
<b>CAMPUS AND CENTER TOTALS</b>	<b>3,178,343</b>	
<b>OTHER OPERATING</b>		
ACADEMIC AFFAIRS	883,558	
STUDENT AFFAIRS	420,596	
SAFETY & SECURITY	2,541,605	
EMERGENCY MANAGEMENT	200,000	
FACILITIES MANAGEMENT	6,897,216	
FINANCE	54,388	
HUMAN RESOURCES	374,109	
INFORMATION SYSTEMS	2,628,160	
INSTITUTIONAL ADVANCEMENT	2,101,280	
INSTITUTIONAL EFFECTIVENESS	35,395	
OFFICE OF THE PRESIDENT	25,550	
OTHER FIXED COSTS	3,500,000	
WORKFORCE	2,000,000	
PROFESSIONAL DEVELOPMENT	348,500	
VCCS SHARED SERVICES	1,200,000	
<b>OTHER OPERATING TOTAL</b>	<b>23,210,357</b>	4
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>112,213,014</b>	
<b>RESERVE/CARRYFORWARD BALANCE</b>	<b>2,107,550</b>	

Note 1: Reflects increased tuition rates, effective Fall 2024.

Note 2: Reflects decreased revenue by \$1.2M due to dual enrollment discount.

Note 3: Reflects 3% pay increases as mandated by the Commonwealth of Virginia.

Note 4: Reflects \$500k in increased costs due to inflation.