

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 296

MARCH 23, 2017

Meeting number two hundred and ninety-six of the Tidewater Community College Board was held on Thursday, March 23, 2017, in the Green District Administration Building in Norfolk.

Members Present: Edna V. Baehre-Kolovani Jerome A. Bynum
Paulette D. Franklin-Jenkins Cynthia S. Free
James N. Lucado Connie A. Meyer (Phone)
John M. Murray John D. Padgett
Dwight M. Parker John A. Piscitelli
Linda D. Ridenour Terri N. Thompson

Members Absent: Lynn B. Clements

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice
President for Information Systems
Jeffrey S. Boyd, Provost of Norfolk Campus
Daniel T. DeMarte, Vice President for Academic Affairs & CAO
Susan M. James, Special Assistant to the President & Chief of Staff
Sarah Elizabeth (Beth) Lunde, Associate Vice President for Human
Resources
Corey L. McCray, Vice President for Workforce Solutions
Monica McFerrin, Chair of College Faculty Senate & PAPC
Phyllis F. Milloy, Vice President for Finance
R. Lynn Rainard, Chair of Administrative Association
Lisa B. Rhine, Provost of Chesapeake Campus
James P. Toscano, Vice President for Institutional Advancement & Executive
Director of the Educational Foundation
Michelle W. Woodhouse, Provost of Portsmouth Campus

1. **Welcome and Call to Order**

Ms. Thompson, chair, determined the presence of a quorum and called the meeting to order at 4:30 p.m. She welcomed new board members, Jerome Bynum from the City of Norfolk, Paulette Franklin-Jenkins from the City of Portsmouth, and in her absence, acknowledged Lynn Clements from the City of Portsmouth.

2. Program Highlight

At the invitation of Dr. Baehre-Kolovani, Dr. DeMarte updated the board on the college's Cyber Security Articulation Use Agreement as the featured program highlight.

As stated by Governor Terry McAuliffe, Virginia has 36,000 jobs open in cyber and 568 companies looking for skilled employees to fill that need. As such, in May 2016, TCC became one of only four institutions designated as a National Center of Academic Excellence in Cyber Defense. The college launched the first Cyber Apprenticeship Program in Virginia and later signed an Articulation Agreement with Old Dominion University (ODU) where students who earn the IST Degree from TCC can transition seamlessly to ODU to further their certifications. The cyber credentials offered by TCC are embedded in an academic program and some are offered by the Workforce Solutions Center. Of note, AAS Degree in Information Systems Technology-CSD Cyber Security, a Career Studies Certificate in Cyber Security, and seven certifications in various components of Cyber Security. Through partnerships with industry leaders, TCC continues to gain momentum in the program for its students with apprenticeships and has included a component to support the military students. Future plans include a cyber-certification crosswalk; expansion of cyber security to Dual Enrollment; support ODU and Norfolk State University in developing baccalaureate degrees in Cyber Security, align Military Occupational Specialties/Navy Enlisted Classification/Coast Guard ratings with ACE for credits, and expansion of Cyber Security apprenticeship opportunities, among other initiatives.

3. Adoption of Consent Agenda

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

4. Approval of Action Items on Consent Agenda

Referring to Tabs 4a through 4f of the meeting packet, the board approved Meeting Minutes #294 for November 15, 2016; Proposed Increase in Institutional Auxiliary Fee (attached); Proposed Career Studies Certificate in Computed Tomography; Proposed Specialization in Small Business Management and Entrepreneurship; Proposed Discontinuance of the Career Studies Certificate in Geospatial Intelligence, and Proposed Associate in Applied Science Degree in Veterinary Technology.

5. Curriculum & Student Development Committee Report – Mr. Dwight M. Parker, Chair

- a. Update on Workforce Development Initiatives. At the invitation of Mr. Parker, Drs. DeMarte and McCray tag-teamed the Workforce initiatives update. Academics and Workforce collaborated and with input from business leaders and vetting through the Workforce Advisory Committee, tremendous improvements have occurred to the benefit of the TCC students. Of note, the Automated Data Processing class produced over 50 qualified industry ready students and 20 others are tapped for the next class. Working with Newport News Shipbuilding, advanced welding was identified as a business necessity, is offered to students, and meets the goal of *Complete 2021* and Industry Certifications. With funding sources such as the Workforce Investment Opportunity Act, Incumbent Worker Funding,

and Financial Aid for Non-credit Training Leading to Industry Credentials-FANTIC, students have multiple funding sources to complete their educational goals. The soft skills and experiential learning components, coupled with academics, results in workforce ready students. Workforce Development is nearing \$2 million in enrollment.

6. Finance & Facilities Committee Report – Mr. John M. Murray, Chair

- a. Routine Financial Statements for Month Ending November 30, 2016. At the invitation of Mr. Murray and referring to Tab 6a of the meeting packet, Ms. Milloy noted that the budgets reflect activities as expected for November 30, 2016.
- b. Routine Financial Statements for Month Ending January 31, 2017. Referring to Tab 6b of the meeting packet, Ms. Milloy stated that timing of bond payments for the parking garage and lot and for the Student Centers, impact certain encumbrances charged on an annual basis that is reflected in the January 31, 2017 financial statements.
- c. Mid-Year Report on 2016-17 State Operating Budget. Ms. Milloy referred to Tab 6c of the meeting packet to review the mid-year adjustments on the 2016-17 State Operating Budget attached. She noted that there were two adjustments since July 1, 2016. Namely, a savings of \$1 million in the adjunct budget due to lower than expected enrollment and an unanticipated cost of \$864,000 due to a one-time Special Recognition award of 1.5% as approved by the State Board for Community Colleges.
- d. Audit Report for Year Ended June 30, 2015. Directing the board's attention to Tab 6d of the meeting packet, Ms. Milloy reported that both the single and the APA audits performed by the Commonwealth of Virginia's Auditor of Public Accounts, contained "zero findings." The board applauded Ms. Milloy and her staff for the exceptional work.

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

- a. General Assembly Visit Feedback. Ms. Ridenour thanked her colleagues and members of the President's Executive Staff for planning and executing the trip to the General Assembly. She noted that the trip was successful and that they had the opportunity to converse with some legislatures and to thank them.

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

- a. Nothing to report.

9. President's Report

- a. Proposed 2016-17 Emeritus Appointment Resolutions. Directing the board's attention to Tab 9a of the meeting packet, Dr. Baehre-Kolovani appointed two administrative and one faculty to emeritus status, respectively, and namely:
 - Ann P. Ambrose, Dean of Business, Public Services, and Technology
 - Carolyn E. McLellan, Dean of Information Technology and Business
 - Marilynn L. Peacock, Professor of Mathematics

The appointments were vetted through the college's formal policies and procedures governing emeritus status and comes with Dr. Baehre-Kolovani's strongest endorsement. On a motion by Mr. Parker, seconded by Mr. Piscitelli, the board approved the appointments as presented.

- b. Major Gifts Campaign Feasibility Study Update. Dr. Baehre-Kolovani invited Dr. Toscano to provide an update on the study. The Armistead Group was chartered to guide TCC through its Feasibility Study on the quest to raise \$20 million over a two-year Major Gifts Campaign. After interviews with nearly 50 prospective donors, 96% of the respondents indicated that they held positive views of the college; 80% supports the campaign, and 80% indicated an interest in contributing to the campaign. A vast majority of the prospects felt that the college is meeting the needs of the students, community, and business/industry. The quiet campaign will be launched in mid-2017 with investments focused on culinary, hospitality, maritime, and scholarships.
- c. Fall/Spring Enrollment Update (w/Mr. Aasen). Mr. Aasen displayed a chart of the Fall 2016 and Spring 2017 VCCS FTE enrollment comparisons noting that 18 of 23 and 22 of 23 institutions, respectively, within the VCCS experienced enrollment declines. Some of the variables that impact enrollment are students who graduate, transfer prior to graduation, drop-out, or delay their return. He noted that TCC's Enrollment Model encompasses returning, full-time in college (FTIC), dual enrollment, transfer-in, returning/stop-out, and other non-curricular students. Of the categories noted, there was a 7.7% increase in the dual-enrolled students in Fall 2016, while the other categories experienced a decline. With returning students (54%) encompassing the largest population, emphasis will be focused on semester-to-semester re-enrollment, FTIC, and high school dual enrollment.

10. Chair's Report & Announcements

- a. Report of Executive and Finance & Facilities Committees Actions. Referring to Tab 10a of the meeting packet, Ms. Thompson reported that with the cancelation of the January 19, 2017 board meeting, the Executive and Finance & Facilities Committees met on January 27, 2017, to take action on the 2018-24 Six-Year Capital Outlay Plan and to change the date of the previously schedule March 14, 2017 meeting. The following actions were taken:

The Finance & Facilities Chair, Mr. Murray, stated that the proposed VCCS 2018-24 Six-Year Capital Outlay Plan was thoroughly reviewed by his committee, with the recommendation to approve it for subsequent action by the State Board for Community Colleges. Ms. Thompson accepted the committee's recommendation as a motion, which requires no second, invited discussion, of which there was one and the question was answered, and called for a vote. The Executive Committee unanimously approved the motion.

The committees discussed the proposed date change of the 2016-17 Meeting Schedule. In particular, change the previously scheduled March 14, 2017 meeting date to March 23, 2017, due to the absence of the Secretary to the Board, Dr. Baehre-Kolovani. After some discussion, the committees agreed to the new March 23, 2017 meeting date. On a motion

by, Mr. Murray, seconded by Mr. Parker, the Committees voted unanimously on the new meeting date.

- b. Appointment of Board Nominating Committee. Ms. Thompson named Mr. Parker as Chair, Ms. Ridenour, Mr. Murray, and Ms. Meyer to serve on the Nominating Committee. They were charged to nominate an officer to fill a one-year term to succeed current Board Vice Chair, John Piscitelli, whose tenure on the board expires in June 2017. The Committee will reference Section 2.1 of the board's *Policies and Procedures Manual College w/By-Laws* in nominating a candidate and to present their report at the May meeting.
- c. Initiation of President's Evaluation Process. The president's evaluation will be conducted per the Evaluation Procedures detailed in *Section 2.16 of the Tidewater Community College Board Policies & Procedures Manual w/By-Laws*.
- d. Board Communication. Chairwoman Thompson referenced Section II of the board's *Policies and Procedures Manual w/By-Laws* and addressed the importance of continued and open lines of communications between Board Members and the college.

11. Adjournment

There being no further business to come before the board, Ms. Thompson adjourned the meeting at 6:06 p.m.

Respectfully submitted,



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

APPROVAL



Terri N. Thompson
Chair

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 23, 2017
COMMITTEE: Finance and Facilities Committee
AGENDA ITEM: Increase in Institutional Auxiliary Fee

BACKGROUND:

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

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

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

In accordance with the Appropriation Act, and as reflected in State Board policy, parking must be conducted as an auxiliary enterprise, and as such expenditures for construction, operation and maintenance of parking lots and garages must be paid for with non-state funds. The funds are typically from local government appropriations provided for such purposes and from student parking fees.

The college's Capital Outlay Plan includes a parking garage facility at Virginia Beach - 1,200 spaces at an estimated cost of \$31 million. The Virginia Beach Campus project is anticipated in the 2022-24 biennium.

While the college expects that the respective campus host localities will contribute to the development of new parking facilities, it also anticipates that some portion of the cost will be borne by non-general fund revenues, including student fees.

Staff propose a \$.50 per credit hour increase in the college's Institutional Auxiliary Fee. This fee increase will allow the college to build a fund that will be used to meet the increased demands for parking. Once the Virginia Beach Campus parking garage is appropriated, the fee will be increased to the level required to support bond payments for twenty years.

STAFF RECOMMENDATION:

That the TCC Local College Board recommend to the State Board for Community Colleges an increase of \$.50 per credit hour in its Institutional Auxiliary Fee, effective Fall Semester 2017.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: March 23, 2017

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2016-17 State Operating Budget

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2016-17 State Operating Budget was presented at the September 13, 2016 meeting; the Mid-Year report provides an update on the budget.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

**TIDEWATER COMMUNITY COLLEGE
2016-17 STATE OPERATING BUDGET
MID-YEAR REPORT**

REVENUES	2016-17	Adjustments	Adjusted 16-17
BASE BUDGET	128,665,344		128,665,344
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	(3,750,000)		(3,750,000)
WORKFORCE DEVELOPMENT	1,600,000		1,600,000
TOTAL REVENUES EXPECTED	126,515,344		126,515,344
EXPENDITURES - PERSONNEL SERVICES			
PERSONNEL SERVICES			
TEACHING FACULTY	21,465,344		21,465,344
ADMINISTRATIVE & PROFESSIONAL FACULTY	11,744,841		11,744,841
CLASSIFIED	22,368,900		22,368,900
ADJUNCT/OVERLOAD/SUMMER PAY	18,500,000	(1,000,000)	17,500,000
WAGE EMPLOYEES	6,900,000		6,900,000
WORKFORCE SOLUTIONS	1,152,321		1,152,321
REALLOCATION, SICK/ANNUAL LEAVE	400,000		400,000
FRINGES	25,000,000		25,000,000
HIRING FREEZE	(4,874,501)		(4,874,501)
VACANCY	(3,500,000)		(3,500,000)
BONUS		864,150	864,150
TOTAL PERSONNEL SERVICES	99,156,905	(135,850)	99,021,055
EXPENDITURES - OPERATING			
CHESAPEAKE CAMPUS	247,000		247,000
REGIONAL AUTOMOTIVE CENTER	78,000		78,000
NORFOLK CAMPUS	258,000		258,000
PORTSMOUTH CAMPUS	349,000		349,000
BEAZLEY SCHOOL OF NURSING	83,000		83,000
VISUAL ARTS CENTER	51,000		51,000
VIRGINIA BEACH CAMPUS	456,000		456,000
ADVANCED TECHNOLOGY CENTER	440,000		440,000
REGIONAL HEALTH PROFESSIONS CENTER	226,000		226,000
CENTER FOR E-LEARNING	20,000		20,000
CENTER FOR MILITARY EDUCATION	163,000		163,000
ROPER CENTER	266,000		266,000
CAMPUS AND CENTER TOTALS	2,637,000		2,637,000
OTHER OPERATING			
WORKFORCE SOLUTIONS	311,000		311,000
DUAL ENROLLMENT	1,053,000		1,053,000
FACILITIES MANAGEMENT	7,930,000		7,930,000
FIXED COSTS	4,317,970		4,317,970
GENERAL ADMINISTRATION	987,360		987,360
INFORMATION SYSTEMS	3,978,030		3,978,030
INSTITUTIONAL ADVANCEMENT	2,204,000		2,204,000
LEARNING RESOURCES	610,535		610,535
PROFESSIONAL DEVELOPMENT	303,000		303,000
SAFETY & SECURITY	2,700,000		2,700,000
OTHER OPERATING TOTAL	24,394,895		24,394,895
TOTAL BUDGETED EXPENDITURES	126,188,800	(135,850)	126,052,950
BALANCE - CONTINGENCY RESERVE	326,544	135,850	462,394

Note 1

Note 2

Notes

1. Reflects adjunct savings/efficiencies due to enrollment decline.
2. Reflects one-time 1.5% special Recognition Award to all full-time employees as approved by the State Board for Community Colleges.