

TIDEWATER COMMUNITY COLLEGE BOARD

NOVEMBER 17, 2015

4:00 P.M.

STUDENT CENTER
PORTSMOUTH CAMPUS

JOHN D. PADGETT, CHAIR
PRESIDING

AGENDA (REVISED)

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

1. **Welcome and Call Meeting to Order – (4.30 p.m.)**
2. **Program Highlight – (50 min.)**

“Enrollment Strategies”

James P. Toscano, Vice President for Public Affairs & Communications

&

Dave Iwans and Associates Inc. (DIA)

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).
 - a. Previous Meeting Minutes #287 for September 10, 2015
 - b. Norfolk Campus Master Plan
 - c. Acquisition of Leased Space for Norfolk Campus Library
5. **Report on Information Item(s) – (20 min.)**

Curriculum & Student Development Committee – Mr. John A. Piscitelli, Chair

- a. None

Finance & Facilities Committee – Mr. John Murray, Chair

- a. Routine Financial Statements for Month Ending September 30, 2015
- b. Student Financial Aid Cohort Default Rate
- c. Audit Report for Year Ended June 30, 2014

Advocacy Committee – Ms. Terri Thompson, Chair

- a. Committee Report
6. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
7. **President’s Report** – *(15 min.)*
 - a. 2016 Legislative Priorities
 - b. Update on Grants Received/Closed
 - c. Functional Assignments
8. **Chair’s Report & Announcements** – *(5 min.)*
 - a. VCCS Legislative Reception – Wednesday, February 17th @ 2:30 p.m., The Jefferson Hotel, Richmond
9. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 287

SEPTEMBER 10, 2015

Meeting number two hundred and eighty-seven of the Tidewater Community College Board was held on Thursday, September 10, 2015, in the Green District Administration Building in Norfolk.

Members Present: Lee B. Armistead Edna V. Baehre-Kolovani
Connie A. Meyer John M. Murray
John D. Padgett Dwight M. Parker
John A. Piscitelli Linda D. Ridenour
Terri N. Thompson

Members Absent: James R. Jackson Laura L. Suggs
Jared U. Turner

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness
Felicia W. Blow, Vice President for Institutional Advancement & Executive
Director of Educational Foundation
Jeffrey S. Boyd, Provost of Norfolk Campus
Daniel T. DeMarte, Vice President for Academic Affairs & CAO
Franklin T. Dunn, Executive Vice President
LaVonne P. Ellis, SBCC Liaison
Jeannetta Hollins, Chair of College Administrative Association
Susan M. James, Special Assistant to the President & Chief of Staff
Christine Damrose-Mahlmann, Chair of President's Advisory & Planning
Council
Corey L. McCray, Vice President for Workforce Solutions
Monica McFerrin, Chair of College Faculty Senate
Phyllis F. Milloy, Vice President for Finance
Lisa B. Rhine, Provost of Chesapeake Campus
Michael D. Summers, Provost of Virginia Beach Campus & Interim Vice
President for Student Affairs
James P. Toscano, Vice President for Public Affairs & Communications
Michelle W. Woodhouse, Provost of Portsmouth Campus
Robin L. P. Ying, Vice President for Information Systems

1. **Welcome and Call to Order**

D R A F T

Mr. Padgett, chair, determined the presence of a quorum and called the meeting to order at 4:30 p.m. He welcomed TCC's SBCC liaison LaVonne Ellis and recognized Frank Dunn for his 14 years of service to TCC—Mr. Dunn will transition from TCC on October 16th.

2. Program Highlight

At the invitation of Dr. Baehre-Kolovani, Mr. Dunn and Provost Boyd presented on the Norfolk Campus Master Plan as the featured program highlight.

The Norfolk Campus Master Plan is a comprehensive system that entails planning with emphasis on data collection and site observations; space utilization and needs; expansion opportunities; campus and space growth; realignment; accessibility, and maintaining the TCC identity standards. The Norfolk Campus encompasses five buildings that frames Monticello Avenue, College Place, Granby, Market, Freemason, and Boush Streets. With the current shortage of space, TCC, in partnership with the City of Norfolk, plans to acquire additional property within a five-minute walking radius to support expansion needs and movement patterns.

According to the utilization and space needs analysis, it is estimated that the Norfolk Campus is in dire need of two 60,000 sq. ft. buildings to support its expansion. Of note, the master plan would facilitate the consolidation/expansion of student services; expansion of the Culinary Arts Program; relocation and expansion of the library, and repurposing of space in the Martin Building, all in Phase I of the project. Phase II would support renovation and expansion of the Andrews Building, consolidation of the performing arts program in the Roper Theater; relocation of other services, and creation of more assembly space for the students. The plan was created over one year ago, is being finalized, and the final draft will be presented to the board for action at its November 2015 meeting. Mr. Padgett thanked Mr. Dunn and Provost Boyd for the presentation.

3. Adoption of Consent Agenda

Mr. Padgett asked the board if there were any requests to remove any item(s) from the consent agenda to the full agenda. Per that request, agenda item 4b “Proposed Discontinuance of the Career Studies Certificates in: Ceramics, Financial Services, Inspections/Lab Technology, Performance Theater, Retail Management, Special Education/Developmental Disabilities, and Technical Career” were removed from the consent agenda for further discussion on the full agenda later in the meeting.

4. Approval of Action Items on Consent Agenda

Referring to Tabs 4a and 4c-e of the meeting packet, on a motion by Mr. Murray, seconded by Dr. Armistead, the board approved the consent agenda items as follows: Meeting Minutes #285 for May 12 and #286 for August 13, 2015; Chesapeake Campus Parking Garage – Electrical Power Easement (attached); Resolutions Honoring Rebecca K. Chalmers, George W. Roper, II, and Dorcas Helfant-Browning (attached), and the revised 2015-16 Meeting Schedule (attached).

D R A F T

5. Information Item(s)

- **Mr. Padgett invited Mr. Piscitelli, Curriculum & Student Development Committee Chair, to give the report of the committee.**
- a. Timetable for Implementation of Committee Action Items. Mr. Piscitelli noted that his committee will meet separately at a future date to address the action items.
- **Mr. Padgett invited Mr. Murray, Finance, Buildings and Grounds Committee Chair, to give the report of the committee.**
- a. Routine Financial Statements for Month Ending July 31, 2015. Mr. Murray invited Ms. Milloy to report on the financial statements for July 31, 2015. Referring to Tab 5a of the meeting packet, Ms. Milloy stated that revenues and expenditures were as expected. Local investments and contributions for FY15-16 are on schedule and the average yield on a \$36.6 million investment was 0.31%.
- b. Audit Report for Year Ended June 30, 2014. Referring to Tab 5b of the meeting packet, Ms. Milloy noted that although the college's operations were audited by the Commonwealth of Virginia's Auditor of Public Accounts, the audit report results for year end June 30, 2014 were not provided. When the results are released, they will be provided to the board at its subsequent College Board meeting.
- c. Final Budget Report for 2014-15. Directing the board's attention to Tab 5c of the board packet, at Mr. Murray's request, Ms. Milloy reviewed the final 2014-15 budget report attached. She noted that the college expended the greatest portion of the revenue pie on Tuition and Mandatory Fees (50.1%) followed by expenditures of 44.2% for Instruction, and 17.9% for Institutional Support. The college provided \$105.4 million in student financial aid, the majority of which comes from Federal Grants (48.9%) and Federal Loans (41.7%).
- d. 2015-16 State Operating Budget. Directing the board's attention to Tab 5d of the board packet, Ms. Milloy provided an overview of the college's 2015-16 state operating budget attached. She noted that the budget is based on the attainment of 18,459 annualized FTES. The budget includes a 4% salary increase for Teaching Faculty and 2% for remaining staff; over \$5 million is allotted to meet Student Success goals for the year, and approximately \$5 million is contingency reserve funds for potential under-enrollment. The tracking of enrollment, adjunct faculty spending, and employee vacancy funds will continue throughout the year.
- e. Capital Projects Update. At the invitation of Mr. Murray, Mr. Dunn noted that the Certification of Occupancy was received on September 10th for the Bayside Building Renovation on the Virginia Beach Campus. With that said, the building will be fully operational in mid-October 2015 and the project is considered complete. Expected completion of the Chesapeake Campus Parking Garage and the associated pedestrian bridge is anticipated for summer/fall 2016.

D R A F T

➤ **Mr. Padgett invited Ms. Thompson, Advocacy Committee Chair, to give the report of the committee.**

- a. Legislative Priority Update. The college's legislative priorities are complete and are scheduled for adoption—more to follow! Legislative visits to the General Assembly are not scheduled for 2016. In the interim, a board visit to the General Assembly will be considered and additional information will be provided.

6. Discussion on Action Items(s) Removed from the Consent Agenda

Referring to Tab 4b on the “Proposed Discontinuance of the Career Studies Certificates in Ceramics, Financial Services, Inspections/Lab Technology, Performance Theater, Retail Management, Special Education/Developmental Disabilities, and Technical Theater,” the board requested background for the discontinuance. At the invitation of Mr. Piscitelli, Dr. DeMarte explained that the certificates are no longer viable, student headcount is low, and the program does not produce sufficient graduates. Subsequently, the supervising deans, the provosts, the curriculum committee, and the chief academic officer, endorsed their discontinuance.

7. Approval of Tabled Action Items(s)

Hearing no further discussion on the proposed discontinuance of the career studies certificates removed from the Consent Agenda, Mr. Piscitelli stated that the proposed certificates have been thoroughly reviewed by his committee, with the recommendation to discontinue them as proposed. Mr. Padgett accepted the committee's recommendation as a motion, which requires no second, invited discussion, of which there was none, and called for a vote. The board unanimously approved the motion.

8. President's Report

- a. Final Summer TCC & VCCS Enrollment (w/Mr. Aasen). Mr. Aasen stated that TCC was in the top 50 percent of the VCCS institutions that had growth in summer enrollment. Of note, the college had the largest FTE increase in the VCCS (+54 FTE).
- b. Preliminary Fall TCC & VCCS Enrollment (w/Mr. Aasen). With the exception of one institution within the VCCS, the fall 2015 FTE enrollment is projected to decrease. With a projected enrollment decline of -8.5% in the fall, the college is still enrolling 12-week and 2nd eight-week session students before a final determination is made. In spite of the enrollment decline, discipline/program growth in Information Technology Networking and Information Technology Programming has reached +11%. Interior Design, Trucking Horticulture, Computer-Aided Drafting and Design, and Emergency Medical Services are all on the rise.
- c. VCCS Chancellor's Goals. TCC has strategically aligned its objectives with the Chancellor's *VCCS Complete 2021 Goal of tripling the number of credentials awarded annually by 2021*. Under the framework of connection, entry, progression, completion, and affordability and sustainability, respectively, over the next two years the college will:

D R A F T

- Increase fall applications 18.5% to 20,000, up from 16,880 in Fall 2014.
- Increase the yield of fall applications to 60% from a Fall 2014 yield of 44%.
- Increase fall-to-spring retention to 71% from 67% and increase the fall-to-fall retention to 60% from 41%.
- Increase its total awards by 19%, to 5,065 in 2016-17, up from 4,250 in 2014-15.
- Conduct college-wide audit of the number of students currently earning industry certifications or licenses
- Work with the VCCS performance based funding to aggressively market workforce credentials to business and industry.

Furthermore, the college will work with the System Office on system-wide shared services.

9. Chair's Report & Announcements

- a. VCCS State Board Annual Meeting—October 13-14, 2015 @ Holiday Inn Tanglewood, Roanoke. Mr. Padgett reminded the board about the upcoming annual meeting and encouraged participation.

10. Adjournment

There being no further business to come before the board, Mr. Padgett adjourned the meeting at 5:53 p.m.

Respectfully submitted,



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

APPROVAL

John D. Padgett
Chair

DRAFT

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 10, 2015
COMMITTEE: Finance and Facilities
AGENDA ITEM: Chesapeake Campus Parking Garage – Electrical Power Easement

BACKGROUND:

This item requests College Board endorsement of an easement to Dominion Virginia Power (DVP) for the purpose of providing an underground power line to serve the new Chesapeake Campus Parking Garage. The easement will run from the southeast corner of the site to the east side of the parking garage, an approximate length of 250 feet.

The Chesapeake Campus Parking Garage is under construction with completion anticipated in late summer/early fall 2016.

A Right of Entry letter was issued to DVP in May 2015 for the installation of the new underground power line to serve the parking garage.

STAFF RECOMMENDATION:

That the College Board endorse and recommend to the State Board for Community Colleges conveyance of an easement approximately 30 feet wide by 250 feet long to provide an underground power line to serve the Chesapeake Campus Parking Garage.

STAFF LIAISON:

Frank Dunn
Executive Vice President
FDunn@tcc.edu
757-822-1780



Resolution

Whereas, Rebecca K. Chalmers was appointed by the Virginia Beach City Council as a member of the Tidewater Community College Board on August 13, 2013, to fill an unexpired term through June 30, 2015; and

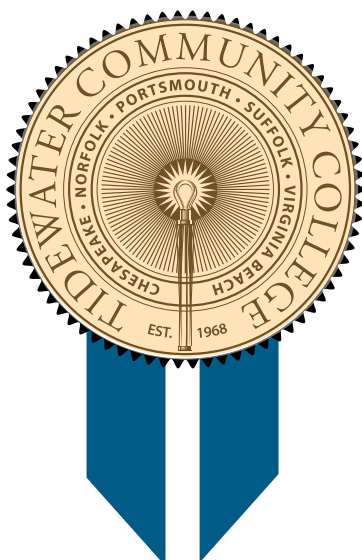
Whereas, Rebecca K. Chalmers brought her considerable abilities and experience as an educator, a business person, and a community servant to her duties as a member of the Tidewater Community College Board; and

Whereas, Rebecca K. Chalmers served with distinction on the College Board's Curriculum and Student Development Committee from 2013 to 2015, providing counsel in matters of curriculum and program development to the enduring benefit of Tidewater Community College students; and

Whereas, Rebecca K. Chalmers provided exemplary service to Tidewater Community College by giving of her time to biannual Commencement Exercises, community outreach initiatives, and other college-related events and business:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, thank and commend Rebecca K. Chalmers for her dedication and service to Tidewater Community College and those it serves; and

Be It Further Resolved that a copy of this resolution be given to Rebecca K. Chalmers with our warmest wishes on this, the 18th day of June in the year 2015, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board.



/s/

John D. Padgett
Chair, College Board

/s/

Edna V. Baehre-Kolovani, Ph.D.
President



Resolution

Whereas, George Wisham Roper II, a great and devoted friend of Tidewater Community College, founded the Hampton Roads Maritime Training Center in 1993 and subsequently donated the Center to the College in 1998; and

Whereas, George Wisham Roper II further advanced Tidewater Community College's ability to educate the region's workforce through his purchase and donation of equipment for the Center in 1999; and

Whereas, George Wisham Roper II benefitted Tidewater Community College and the region through his considerable donation to the Tidewater Community College Educational Foundation for the restoration of the former Loews State Theater in Norfolk; and

Whereas, the generosity of George Wisham Roper II enabled a sad and neglected architectural treasure to be given new life as an elegant and vital cornerstone for the arts and education in a revitalized Downtown Norfolk; and

Whereas, in deep appreciation for his support of the restoration of the Loews State Theater, the Tidewater Community College Board in 2001 honored George Wisham Roper II by naming the theater the Jeanne and George Roper Performing Arts Center; and

Whereas, George Wisham Roper II was appointed to the Tidewater Community College Educational Foundation Board in 2000 and continued his exemplary service to the Board until 2006, serving on the Educational Foundation Development Committee, among other duties; and

Whereas, George Wisham Roper II also greatly benefitted the College through his continuing bequests, as well as his service as a speaker at College events and his chairing of the College's OpSail Hampton Roads event; and

Whereas, George Wisham Roper II was formally recognized for his dedicated support of the College when he was selected as Benefactor of the Year by the Council for Resource Development in 2000, an honor given yearly to one individual from the United States and Canada; and

Whereas, George Wisham Roper II received the Chancellor's Award for Leadership in Philanthropy in 2008 from the Virginia Foundation for Community College Education in recognition of his leadership, generosity, and vision:

Now, Therefore, Be It Resolved, that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, recognize the dedication and outstanding contributions and service of George Wisham Roper II to the College and those it serves; and

Be It Further Resolved that a copy of this resolution be given to Rejeanne Julien Roper with our deepest gratitude and warmest wishes on this, the 6th day of June 2015, and that this resolution be recorded in the minutes of the Tidewater Community College Board.



/s/

John D. Padgett
Chair, College Board

/s/

Edna V. Baehre-Kolovani, Ph.D.
President



Resolution

Whereas, Dorcas T. Helfant-Browning has served the interests of Virginia's Community Colleges and students and employers across the Commonwealth with great dedication and commitment as a member of the Virginia State Board for Community Colleges from 2009 to the present, serving as its Chair from July 2014 through June 2015; and

Whereas, Dorcas T. Helfant-Browning has greatly assisted Tidewater Community College in her position as the College's Liaison to the Virginia State Board for Community Colleges from 2009 to the present; and

Whereas, Dorcas T. Helfant-Browning, a Realtor of considerable experience and ability, served as Chair of the Tidewater Community College Real Estate Board of Directors from August 2007 through December 2010; and

Whereas, Dorcas T. Helfant-Browning also ably and diligently served Tidewater Community College as a member of the College Board from October 1997 to June 2009, and as Chair of the College Board from July 2006 to June 2009; and


Whereas, Dorcas T. Helfant-Browning's contributions to Tidewater Community College and the community it serves were recognized in 2009 with the establishment of the Dorcas T. Helfant-Browning Scholarship, which is awarded annually to a Virginia Beach high school graduate who attends TCC:

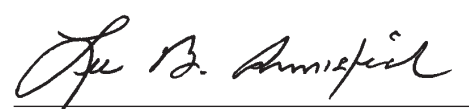
Now, Therefore, Be It Resolved that the Tidewater Community College Board, the Tidewater Community College Real Estate Board of Directors, and the College President, on behalf of the faculty, staff, and students, thank and commend Dorcas T. Helfant-Browning for her dedication and outstanding service to Tidewater Community College and those it serves; and

Be It Further Resolved that a copy of this resolution be given to Dorcas T. Helfant-Browning with our warmest wishes on this, the 18th day of June in the year 2015, and that this resolution be recorded in the meeting minutes of the Tidewater Community College Board and the Tidewater Community College Real Estate Foundation Board.




John D. Padgett
Chair, College Board


Edna V. Baehre-Kolovani, Ph.D.
President


Dr. Lee B. Armistead
Chair, Real Estate Foundation Board

TIDEWATER COMMUNITY COLLEGE BOARD

2015-16 MEETING SCHEDULE (Revised)

Thursday	August 13, 2015	Student Center Virginia Beach Campus (Work Session)
Thursday	September 10, 2015	Green District Administration Norfolk
Tuesday	November 17, 2015	Forum, Portsmouth Campus
Thursday	January 14, 2016	TCC Regional Automotive Center Chesapeake
Tuesday	March 8, 2016	Student Center Norfolk Campus
Tuesday	May 10, 2016	TCC Regional Workforce Solutions Center, Suffolk
Thursday	August 11, 2016	Student Center Portsmouth Campus (Work Session)

Notes

1. All regular meetings of the board commence at 4:00 p.m. on the second Tuesday of the month, unless otherwise noted, and typically conclude by 6:00 p.m.
2. The August meeting is framed as the board's annual planning session.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 10, 2015
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Final Budget Report for 2014-15

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is the college's final budget report for FY15.

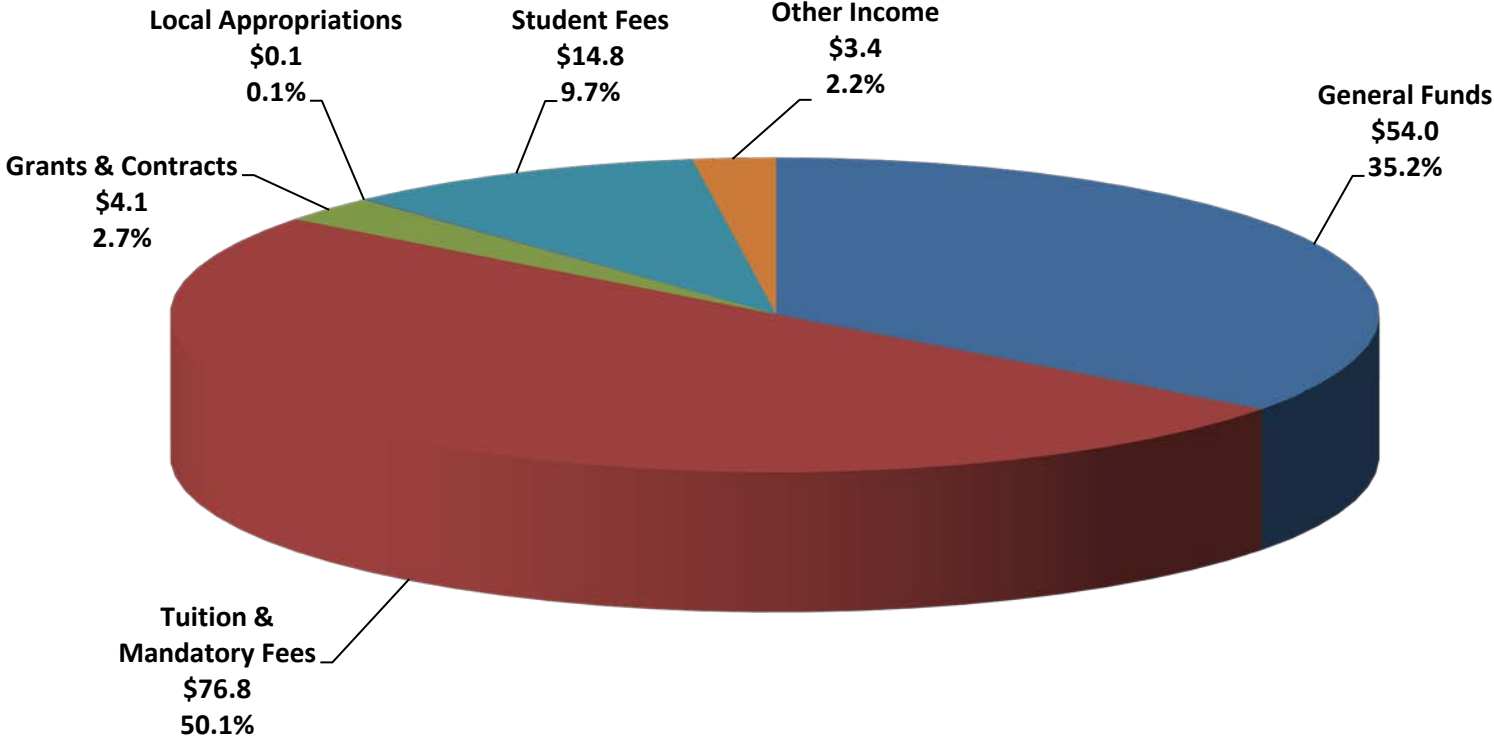
STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

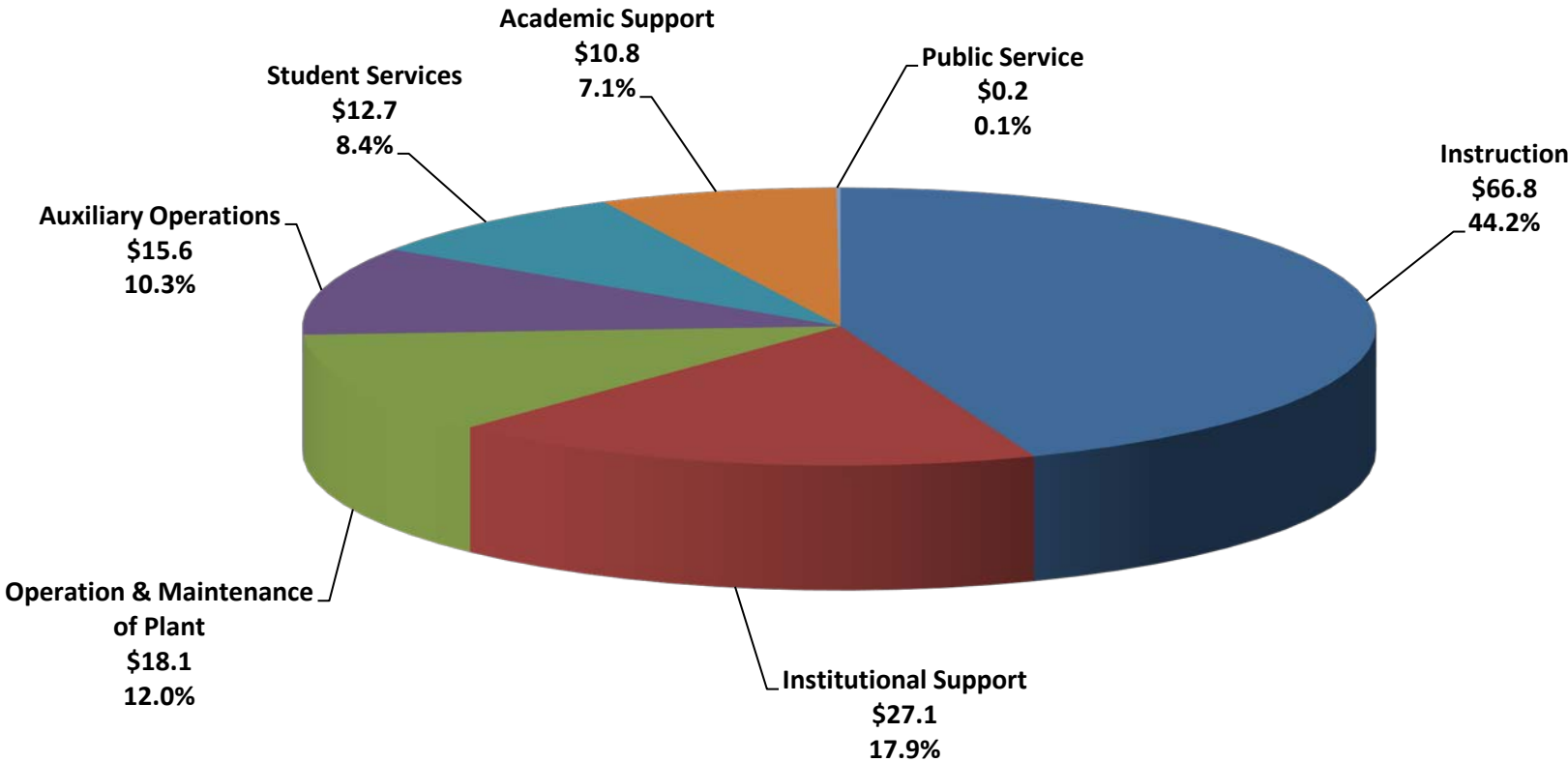
TIDEWATER COMMUNITY COLLEGE
Revenues
2014-15¹
\$153.2 Million



In Millions

¹As of June 30, 2015

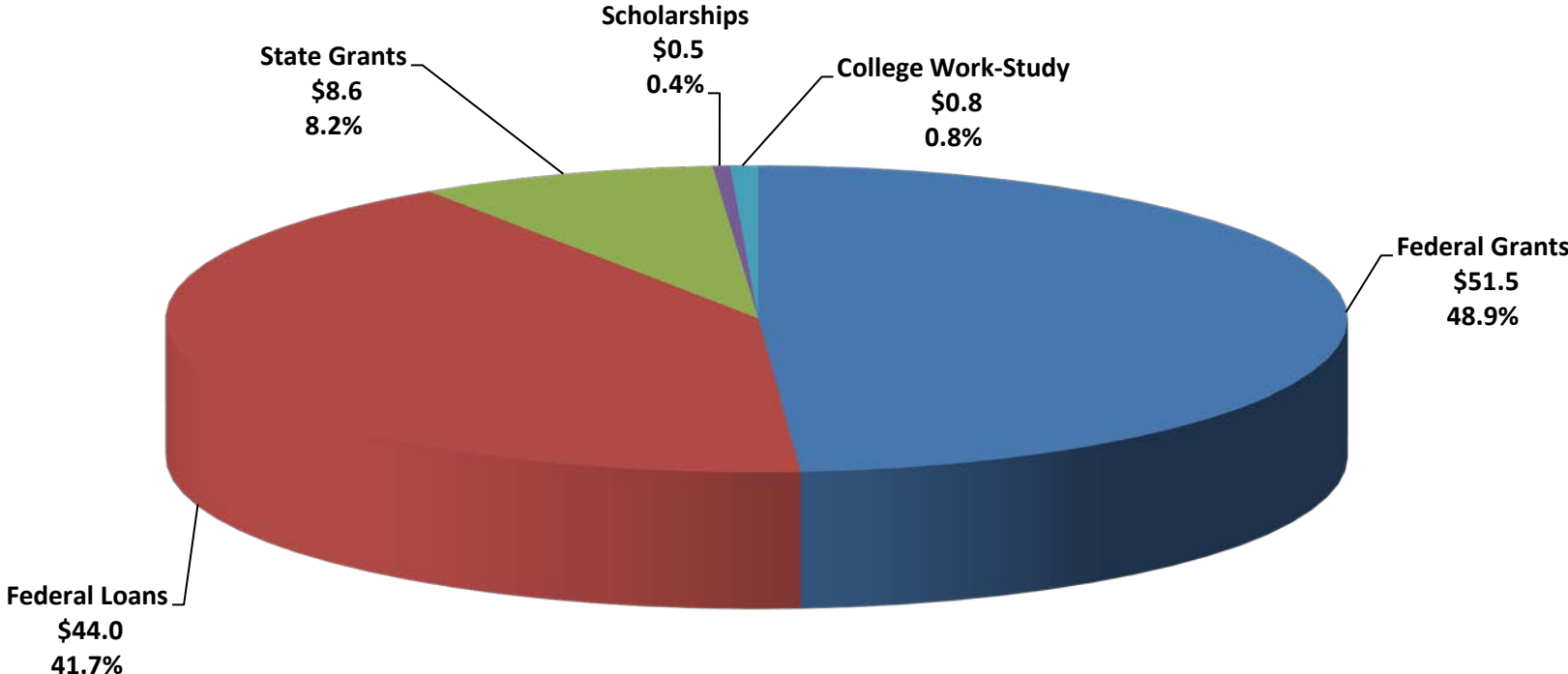
**TIDEWATER COMMUNITY COLLEGE
Expenditures
2014-15¹
\$151.3 Million**



In Millions

¹As of June 30, 2015

TIDEWATER COMMUNITY COLLEGE
Financial Aid
2014-15¹
\$105.4 Million



In Millions

¹As of June 30, 2015

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 10, 2015
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: 2015-16 State Operating Budget

BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. Following is an overview of the college's state operating budget for FY16 as of July 1, 2015.

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
2015-16 STATE OPERATING BUDGET
AS OF JULY 1, 2015**

REVENUES	2015-16	
BASE BUDGET	133,611,839	Note 1
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	2,000,000	
CITY OF CHESAPEAKE	60,500	
WORKFORCE DEVELOPMENT	1,998,939	
REIMBURSEMENTS		
SPECIAL FUNDED SALARIES AND OPERATING COSTS	6,185,000	
TOTAL REVENUES EXPECTED	143,856,278	
EXPENDITURES - PERSONNEL SERVICES		
PERSONNEL SERVICES		
TEACHING FACULTY	22,588,291	Note 2,3,5
ADMINISTRATIVE & PROFESSIONAL FACULTY	13,073,745	Note 2,5
CLASSIFIED	23,798,903	Note 2,5
ADJUNCT/OVERLOAD/SUMMER PAY	18,500,000	Note 4
WAGE EMPLOYEES	7,722,833	Note 4,5
WORKFORCE SOLUTIONS	1,535,012	
REALLOCATION, SICK/ANNUAL LEAVE	400,000	
FRINGES	24,995,955	Note 5,6
VACANCY	(3,500,000)	Note 7
TOTAL PERSONNEL SERVICES	109,114,739	

EXPENDITURES - OPERATING	
CHESAPEAKE CAMPUS	331,321
REGIONAL AUTOMOTIVE CENTER	54,800
NORFOLK CAMPUS	335,179
PORTSMOUTH CAMPUS	351,312
BEAZLEY SCHOOL OF NURSING	85,700
VISUAL ARTS CENTER	55,000
VIRGINIA BEACH CAMPUS	528,786
ADVANCED TECHNOLOGY CENTER	450,978
REGIONAL HEALTH PROFESSIONS CENTER	267,900
CENTER FOR E-LEARNING	83,000
CENTER FOR MILITARY EDUCATION	150,000
ROPER CENTER	200,000
CAMPUS AND CENTER TOTALS	2,893,976
OTHER OPERATING	
STUDENT SUCCESS	760,843
WORKFORCE SOLUTIONS	263,927
DUAL ENROLLMENT	1,050,840
FACILITIES MANAGEMENT	7,847,406
FIXED COSTS	4,651,621
GENERAL ADMINISTRATION	993,284
INFORMATION SYSTEMS	3,948,799
PUBLIC AFFAIRS & COMMUNICATIONS	2,584,795
LEARNING RESOURCES	1,051,953
PROFESSIONAL DEVELOPMENT	774,419
SAFETY & SECURITY	3,145,547
OTHER OPERATING TOTAL	27,073,434
TOTAL BUDGETED EXPENDITURES	139,082,149
BALANCE - CONTINGENCY RESERVE	4,774,129

Note 5

Note 5

Notes

1. Reflects revenue based on 18,459 FTE (1% decrease from 2014-15). Includes Technology Fee revenue.
2. Reflects salary increases approved by the Commonwealth, generally 60% funded by the Commonwealth and 40% funded by the college.
3. Reflects an additional 1% salary increase, for a total of a 4% increase for Teaching Faculty. The additional increase was funded by a \$1 per credit hour Tuition Differential for 2015-2016.
4. Reflects salary increases funded 100% by the college.
5. Reflects expenditures counted towards the \$5,072,645 Student Success goal for FY16.
6. Reflects fringe benefit increase.
7. Reflects vacancy goal.

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: November 17, 2015

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Norfolk Campus Master Plan

BACKGROUND:

This item requests College Board endorsement of the Norfolk Campus Master Plan for approval by the State Board for Community Colleges.

The Norfolk Campus was developed as a partnership with the City of Norfolk through the Norfolk Redevelopment and Housing Authority (NRHA). A capital lease is in place for the first four buildings of the campus – the Andrews, Martin, and Walker buildings and the Roper Performing Arts Center – the lease term expires June 30, 2020 at which time the buildings and associated land will convey to the State Board for Community Colleges. The Norfolk Campus Student Center was funded with TCC student fees and constructed by the state on land provided by NRHA.

The Norfolk Campus has not previously had a master plan.

DISCUSSION:

The purpose of the Norfolk Campus Master Plan is to create a roadmap for growth into the foreseeable future. It will inform development of the college's 6-year capital outlay plan consistent with the TCC strategic plan. The plan is substantively as presented to the College Board at its September 2015 meeting.

The plan substantiates a space deficit for the campus based on current enrollments that generates a requirement for an additional building in the near term. Another building is anticipated to be needed based on projected enrollment growth over the next ten years. The plan recommends addressing the near-term need with a four-story addition to the Andrews Building that will accommodate expanded student services space on the ground floor and will provide additional science classrooms and labs on the upper floors.

The plan further recommends relocating the Norfolk Campus library into larger, more efficient space. The architects identified several alternative locations within a five-minute walk of the campus. Such a relocation would facilitate other relocation and reorganization of certain functions and spaces within the campus, making space available in the Walker Building to expand the Culinary Arts Program and to establish a Cyber Security Center for the college.

The plan also provides suggestions for enhancing accessibility for those with physical challenges on the Norfolk Campus. It recommends several initiatives to improve the

campus's identity. And the plan identifies approaches that can be employed to meet stormwater goals for urbanized areas.

STAFF RECOMMENDATION:

That the College Board approve the master plan for the Norfolk Campus, as previously presented, for subsequent approval by the State Board for Community Colleges.

STAFF LIAISON:

Phyllis F. Milloy
Vice President for Finance
PMilloy@tcc.edu
757-822-1063



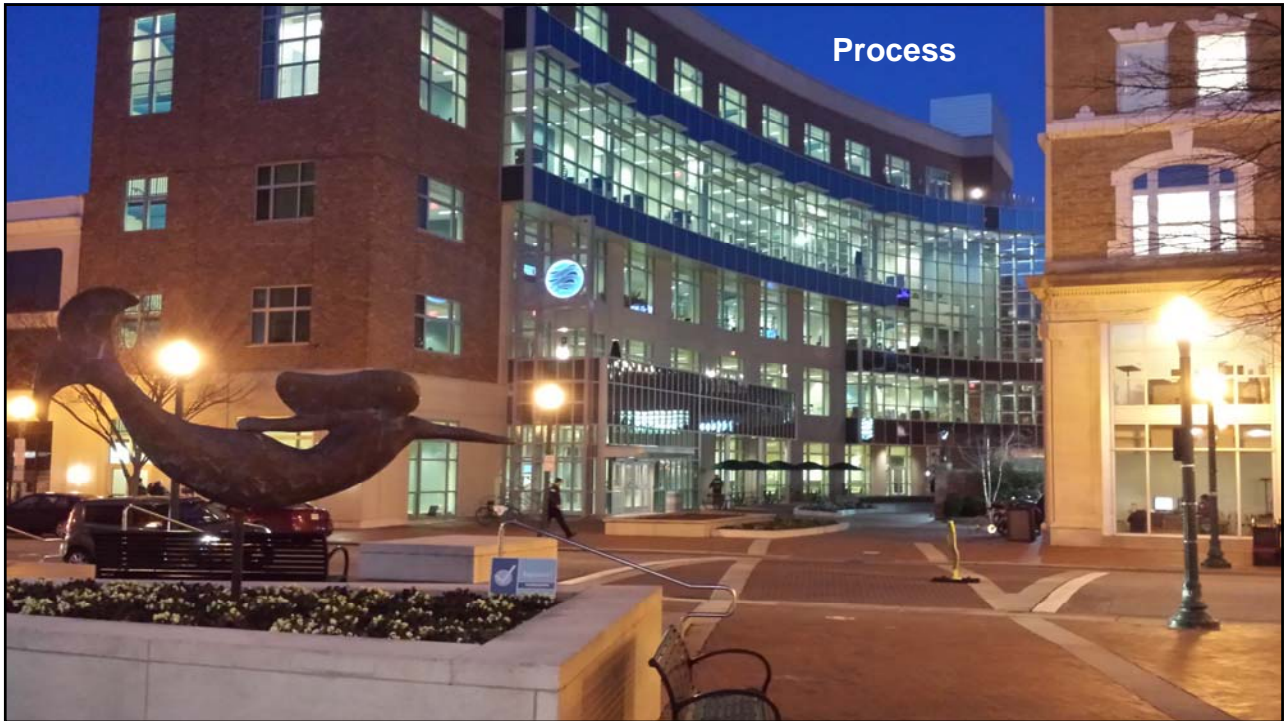
Tidewater Community College
Norfolk Campus
2015 Campus Master Plan

Process

Analysis

Recommendations

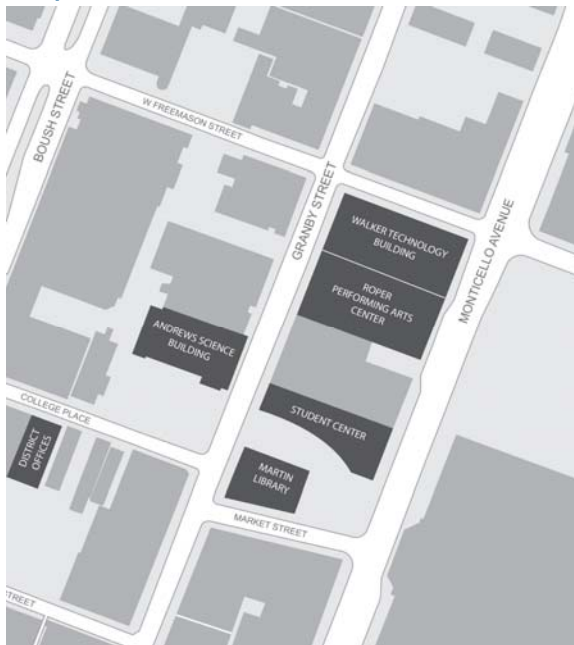
Identity



Master Plan Project Schedule

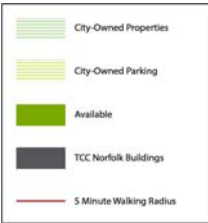
<u>WORKSHOP 1</u> PROJECT KICKOFF	<u>WORKSHOP 2</u> EXISTING PROGRAM + SPACE ANALYSIS	<u>WORKSHOP 3</u> USER GROUP + STAKEHOLDER INTERVIEWS	<u>WORKSHOP 4</u> PLANNING CONCEPTS	<u>WORKSHOP 5</u> INTEGRATED PLAN	PRESENTATION + PUBLICATION
Visioning	Space Utilization	Focus Groups			
Data Collection	Space Needs	Establish Planning Drivers	Campus Growth Concepts	Preferred Campus Plan	
Site Observations + Facility Tours	Urban Analysis	Expansion Opportunities	Open Space Enhancements	Building Floor Plans	Present to TCC President + City of Norfolk
	Stormwater Analysis		Program Realignment	TCC Identity	Draft and Final Documentation
				Stormwater Plan	
				Accessibility Recommendations	

Campus Overview

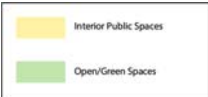
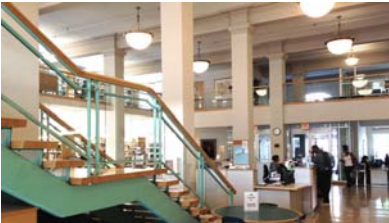


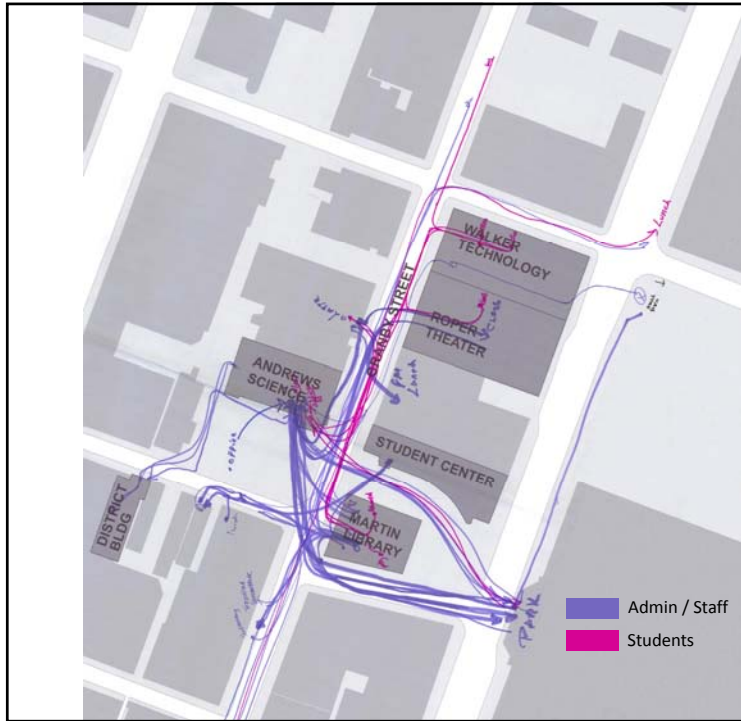


Acquisition Plan



Public Spaces Plan





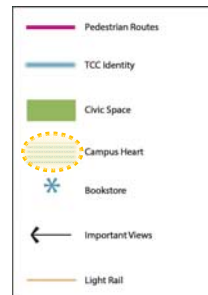
Movement Patterns Plan



Movement patterns reinforce the perceived heart of campus in relation to civic and green open spaces, commonly shared student services and offerings, and Granby Street as the prime campus pedestrian pathway.

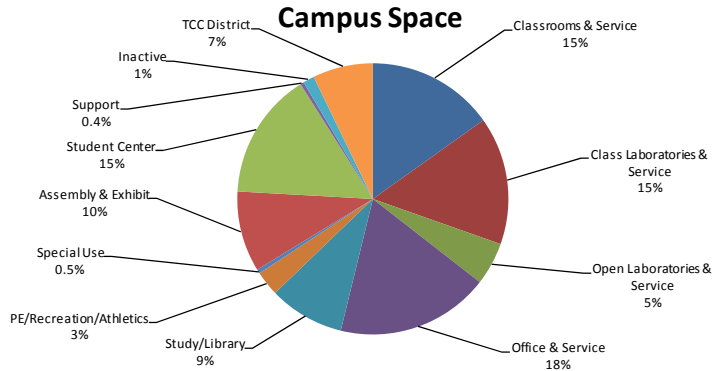


Urban Design Plan



Utilization and Space Needs Analysis

Current Space Use



Norfolk Campus

CAMPUS SPACE	PERCENT	ASF
Classrooms & Service	15.1%	23,504
Class Laboratories & Service	15.3%	23,686
Open Laboratories & Service	5.1%	7,929
Office & Service	18.3%	28,355
Study/Library	9.0%	13,994
PE/Recreation/Athletics	2.9%	4,559
Special Use	0.5%	783
Assembly & Exhibit	9.6%	14,916
Student Center	15.2%	23,557
Support	0.4%	653
Inactive	1.3%	2,089
TCC District Space	7.2%	11,132
TOTAL		155,157

Data Collected

Facilities file
Staff file
Course file
Enrollment projections
Library collections
Divisional space assignments
Science lab sections

Interviews

Michelle Woodhouse, Provost
Frank Dunn, Executive Vice President
Daniel DeMarte, Vice President Academic Affairs
Kerry Ragno, Dean of LMS
Johnna Harrell, Dean of BSSPS
Emanuel Chestnut, Dean Student Services

Utilization and Space Needs Analysis

SCHEV Guidelines

Space Use Category	Calculated			
	Current ASF	Space Requirement	ASF Difference	Percent Difference
Instruction	56,993	137,403	(67,104)	(118%)
Academic Support	13,306			
Library	13,994	13,994	0	0%
Public Service	14,916	14,916	0	0%
Student Services	9,347	22,631	(6,099)	(65%)
Institutional Support	7,185			
Physical Plant	653	12,932	(12,279)	(1880%)
TOTAL	116,394	201,876	(85,482)	(73%)
Auxiliary	29,678			
Inactive	2,089			
TCC District Space	6,996			
	155,157			

Space Needs Analysis - CURRENT

Enrollment
3,233 FTES

Key Findings – Current Needs
All types of space

Notes:

Auxiliary
• Student Center including fitness center

Inactive Space
• Fifth Floor of Martin

TCC District Space
• Center for eLearning
• Workforce Solutions/Job Skills Training Program

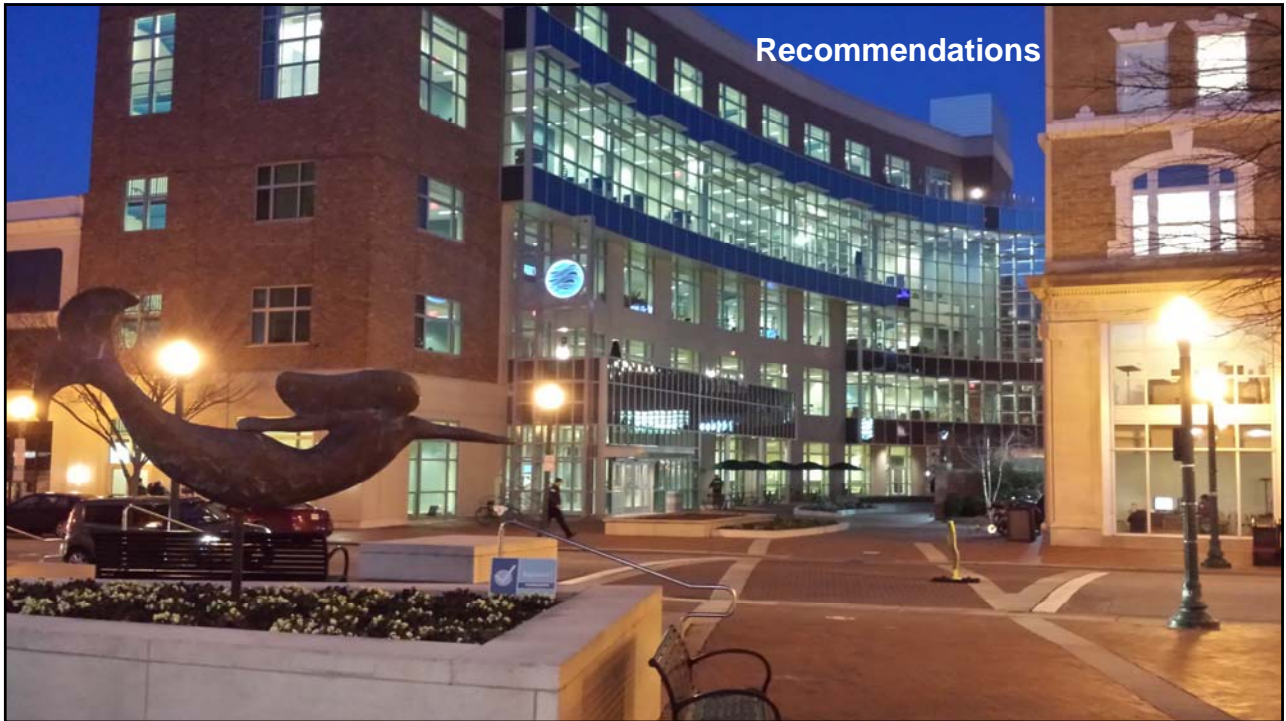


Master Plan Drivers

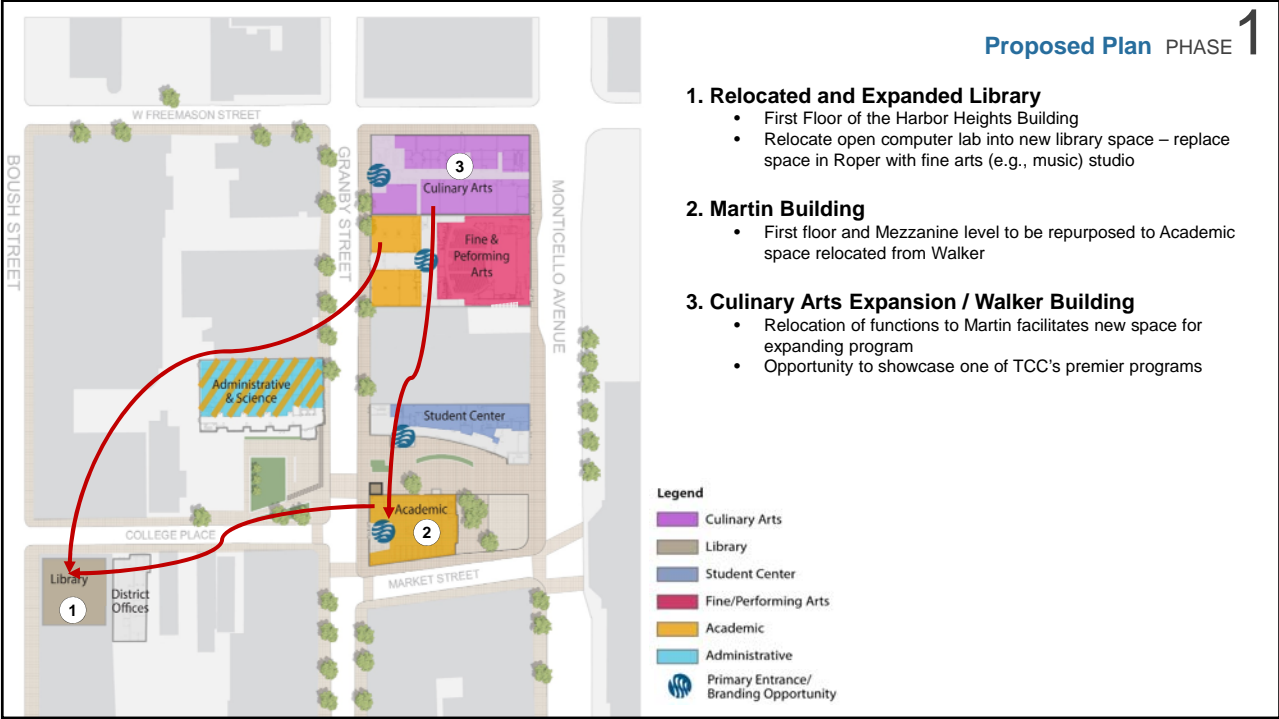
- Consolidate/Expand Student Services
- Feature Culinary Arts Program
- Dedicate Roper Theater Building to Performing Arts Program
- Need for more Science Labs
- Expand/Improve Library Space
- Need for more Student Center Space
- Need for more Assembly Space

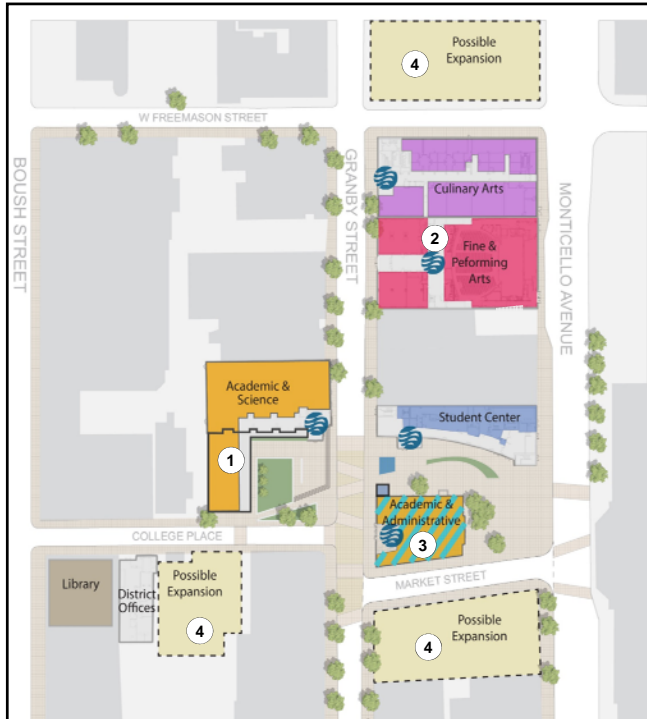
PHASE I

PHASE II



Recommendations





- 1. Andrews Building** renovation and expansion
 - 18,500 gross square feet of new space
 - Ground Floor: Expanded Student Services
 - Upper Levels: Additional Science Labs
- 2. Roper Theater**
 - Relocates tutoring services to Martin
 - Replaces with flexible studio, rehearsal and gathering spaces
- 3. Relocate Student Services to Martin**
- 4. Future Expansion Opportunities**

- Legend**
- Culinary Arts
 - Library
 - Student Center
 - Fine/Performing Arts
 - Academic
 - Administrative
 - Potential Relocation
 - Primary Entrance/Branding Opportunity







View Northeast – Existing Conditions



View Northeast – Phase 1



View West to Andrews Addition from Student Center Plaza



View North on Granby Street



View North on Granby Street





Branding Opportunities

The collage includes: a chef in a white uniform working at a counter; a dance troupe in white tutus performing on stage; a building facade with large glass windows at night; a building entrance with a large archway; a building facade with a sign; and a building entrance with a large sculpture. The map on the right shows a street grid with yellow highlighted areas. The streets labeled are: EEMASON STREET, GRANBY STREET, MONTICELLO AVENUE, MARKET STREET, and GE PLACE.



Preliminary Recommendations
Brand Enhancements

Complementing the Wayfinding Signage Master Plan



Preliminary Recommendations
Brand Enhancements

Complementing the Wayfinding Signage Master Plan

**Preliminary
Recommendations**
Brand Enhancements



Complementing the Wayfinding Signage Master Plan



Tidewater Community College
Norfolk Campus
2015 Campus Master Plan



TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: November 17, 2015

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Acquisition of Leased Space for Norfolk Campus Library

BACKGROUND:

This item requests College Board endorsement of the acquisition of leased space to provide a larger library for the Norfolk Campus for approval by the State Board for Community Colleges.

Tidewater Community College's Norfolk Campus opened in January 1997. The campus was developed as a partnership between the Commonwealth and the City of Norfolk through the Norfolk Redevelopment and Housing Authority (NRHA). The State Board and NRHA entered into a capital lease for the campus that runs through June 2020.

The library for the Norfolk Campus is located in 13,994 square feet of space on two floors in the Martin Building. The space is inefficient and insufficient for a campus serving some 7,300 students each semester. The campus master plan, which was presented to the College Board at its September 2015 meeting, recommends relocating the library into larger space, preferably on a single floor for operational efficiency.

The college has been pursuing an opportunity to acquire leased space in Norfolk to facilitate expansion of its Culinary Arts program to meet enrollment demands. Working with the City of Norfolk, a regional supermarket firm, and TCC's Real Estate Foundation, the college had identified space that could be shared – providing opportunity for expanding the Culinary Arts program as well as for an urban grocery store in downtown Norfolk. However, as the college developed plans for this expansion, it became apparent that the cost of the infrastructure improvements necessary to support the Culinary Arts program in the leased space would be excessive.

DISCUSSION:

Relocating the Norfolk Campus library into leased space will provide the opportunity to expand the Culinary Arts program in existing campus space. Since the space already supports the Culinary Arts infrastructure, expanding it will be much less costly than building that capability into a facility that is not suitable for it. Ultimately, the result will be a larger campus library and an expanded Culinary Arts program.

The space previously identified for expansion of the Culinary Arts program would provide some 19,000 square feet in a more efficient single floor arrangement for the Norfolk Campus library. Other options that could provide similar amounts of space are available

within a block of the Norfolk Campus. Build-out costs associated with a library are expected to be about one-third the cost of the build-out for Culinary Arts. The build-out costs would be amortized over the term of the lease. Specific details of the business arrangement will be subject to negotiation. Rent in the first year, including amortized tenant improvements, is expected to be in the range of \$500,000 to \$550,000.

VCCS policy requires approval by the State Board for Community Colleges for any lease acquisition of space greater than 10,000 square feet.

STAFF RECOMMENDATION:

That the College Board endorse the acquisition of leased space to accommodate an expanded library for the Norfolk Campus for subsequent approval by the State Board for Community Colleges.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: November 17, 2015

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending September 30, 2015

BACKGROUND:

The routine Local Fund Financial Statements for the month ending September 30, 2015 are presented for review.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

**TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2015 - September 30, 2015**

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 1,528,225			
I. Revenues					
A. Student Activity Fee	\$ 1,369,729	\$ 656,721		\$ 713,008	48%
B. ID Card Replacements	20,000	5,920		14,080	30%
Total Revenues	\$ 1,389,729	\$ 662,641		\$ 727,088	48%
Total Resources (Revenue & Fund Bal.)					
		\$ 2,190,866			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	57,904	7,487	23,743	26,674	54%
3. Student Organizations	1,000		520	480	52%
4. Recreational Sports	2,300	22	431	1,847	20%
5. Operating Expenses	1,000		612	388	61%
6. Contingency Fund	8,500	1,702	1,741	5,057	41%
Subtotal--Chesapeake Campus	\$ 74,704	\$ 9,211	\$ 27,047	\$ 38,446	49%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300		\$ 165	\$ 3,135	5%
2. Programming	50,857	11,281	16,968	22,608	56%
3. Student Organizations	3,000	241	951	1,808	40%
4. Recreational Sports	5,000		2,860	2,140	57%
5. Operating Expenses	2,957	2,876		81	97%
6. Contingency Fund	4,957	2,444	250	2,263	54%
Subtotal--Norfolk Campus	\$ 70,071	\$ 16,842	\$ 21,194	\$ 32,035	54%
C. Portsmouth Campus					
1. Student Government Association	\$ 4,000	\$ 1,475		\$ 2,525	37%
2. Programming	62,021	13,359	11,973	36,689	41%
3. Student Organizations	5,000	260		4,740	5%
4. Recreational Sports	500		215	285	43%
5. Operating Expenses	2,100	933	443	724	66%
6. Contingency Fund	2,190		2,121	69	97%
Subtotal--Portsmouth Campus	\$ 75,811	\$ 16,027	\$ 14,752	\$ 45,032	41%
D. Virginia Beach Campus					
1. Student Government Association	\$ 4,000	\$ 21		\$ 3,979	1%
2. Programming	105,445	6,731	25,113	73,601	30%
3. Student Organizations	18,000	16,000		2,000	89%
4. Recreational Sports	100			100	0%
5. Operating Expenses	100			100	0%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Virginia Beach Campus	\$ 128,645	\$ 22,752	\$ 25,113	\$ 80,780	37%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
E. College-wide Student Activities					
1. College-wide Programs & Events	\$ 20,000		\$ 13,458	\$ 6,542	67%
2. Student Life Personnel	163,770	33,264		130,506	20%
3. Visual Arts Center	11,000	936	358	9,706	12%
4. Women's Center	12,000			12,000	0%
5. Intramurals, Recreational, & Club Sports	88,000		10,711	77,289	12%
6. College-wide Contingency	3,500		25	3,475	1%
7. Student Federation Council	5,000		2,548	2,452	51%
8. Student Leadership & Community Engagement	30,000	900	340	28,760	4%
9. College-wide Clubs & Committees	60,000	13,379	100	46,521	22%
10. Intercultural Learning	62,000	3,816	19,952	38,232	38%
Subtotal--College-wide Student Activities	\$ 455,270	\$ 52,295	\$ 47,492	\$ 355,483	22%
F. Learning Assistance Fund					
1. Chesapeake	\$ 53,942	\$ 12,742		\$ 41,200	24%
2. Norfolk	48,519	14,098		34,421	29%
3. Portsmouth	51,745	8,646		43,099	17%
4. Virginia Beach	115,006	11,145		103,861	10%
Subtotal--Learning Assistance Fund	\$ 269,212	\$ 46,631		\$ 222,581	17%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368		\$ 505	\$ 10,863	4%
2. Norfolk	12,841	1,000		11,841	8%
3. Portsmouth	10,176	2,394	273	7,509	26%
4. Virginia Beach	19,000			19,000	0%
Subtotal--Provosts' Contingency Fund	\$ 53,385	\$ 3,394	\$ 778	\$ 49,213	8%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 1,411	\$ 1,006	\$ 4,872	33%
2. Norfolk	8,949	135	463	8,351	7%
3. Portsmouth	6,111	482	193	5,436	11%
4. Virginia Beach	10,000		316	9,684	3%
Subtotal--Deans' Contingency Fund	\$ 32,349	\$ 2,028	\$ 1,978	\$ 28,343	12%
I. Student Activities Identification					
Equipment, Software, and Supplies	50,000	8,900	150	40,950	18%
Subtotal--Student Activities Identification	\$ 50,000	\$ 8,900	\$ 150	\$ 40,950	18%
Total Expenditures	\$ 1,209,447	\$ 178,080	\$ 138,504	\$ 892,863	26%
III. Transfers					
Transfer to Auxiliary Capital Budget	\$ 614,086	\$ 153,522		\$ 460,564	25%
Subtotal--Transfers	\$ 614,086	\$ 153,522		\$ 460,564	25%
Fund Balance 09/30/15		\$ 1,859,264			

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Narrative Justification
FY 2016

I. REVENUE

The revenue for the Student Activities Budget is based on a projection of 18,651 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

The funding allocated to each campus is based on an 80/20 formula in which 20% of the funds are distributed evenly among the campuses, and the remaining 80% is based on the campus' percentage of total FTES. This budget is based on the 2013-2014 academic year, resulting in a campus distribution as follows: Chesapeake (3,999; 19.99%); Norfolk (3,749; 18.7%); Portsmouth (3,871; 19.30%); and, Virginia Beach (8,440; 42.10%). This formula is applied to all categories of expenditures except Student Activities--College-wide (E) and Student Activities Identification System (I).

A-D. Campus-based Student Activities

The campus-based student life office provides holistic programming to include, but not limited to, student government association and campus based student organizations, engagement, volunteerism, leadership development, publications, recreation, and cultural inclusion that has been approved by student life or appropriate college authorities. Student life professionals are required to use funds to support the needs of the campus student population to promote the future development and vision of student life. The operating expense budget for each campus office is to pay for office supplies, travel, and other miscellaneous expenses.

- 1. **Student Government Association** – Funding is used for stipends, apparel, programming support, recruitment and retention, office supplies, campus-wide initiatives, and additional support as deemed appropriate and approved by the Office of Student Life.
- 2. **Programming** – Funding is provided for planned student life programming which includes, but is not limited to, social and cultural events, engagement, enrichment, volunteerism, leadership development, speakers, presenters, entertainment, marketing, promotional materials, event support, and apparel.

3. Student Organizations – Funding is used for leadership development, organization support, conferences, training, speakers, enrichment, honor societies, campus initiatives, community outreach, engagement, honorariums, and recognitions.
4. Recreational Sports – Funds are used for equipment, recreational upkeep, recreational programming, technology, vendors, training, and other needed items to support recreational sports.
5. Operating Expenses – Funding is used for office supplies, publications, equipment, equipment upkeep, technology, travel, training, certification, and other miscellaneous expenses.
6. Contingency Fund – Funding is provided to fund special initiatives that may emerge during the 2015-16 fiscal year.

E. College-wide Student Activities

1. College-wide Programs & Events – Additional funds made available to support multi-campus-based programming. Funds are to be used to encourage collaboration across campuses and provide greater social, cultural, and learning for TCC students.
2. Student Life Personnel – Staffing for college-wide positions which include a full-time Coordinator for Student Leadership and Development and a full-time staff member to coordinate college recreational, intramural, and club sports. Funding is included for a planned salary increase.
3. Visual Arts Center – Funds are provided for special art shows, honoraria, publication of student art work magazine “340 High Street,” refreshments for openings, and other college-wide activities of the Visual Arts Center.
4. Women’s Center – Funds support college-wide events focused on women’s issues. Such topics include health, parenting, career planning for women, leadership skills, domestic violence, self-esteem, Women’s History Month events, etc.
5. Intramurals, Recreational, & Club Sports – Funds are provided to support intramural, recreational, and club sports at the campuses and across the college. Expenses include equipment, supplies, payment of officials, and associated expenses. Funding to support special pay and payments to coaches and referees as deemed appropriate is also included.
6. College-wide Contingency – Provides capability to fund special initiatives that emerge during the 2015-16 fiscal year.
7. Student Federation Council – Provides funds for supporting the activities and development of the college-wide Student Federation Council. Expenditures are

approved by the Coordinator of Student Leadership Development and Community Engagement and campus student life coordinators.

8. Student Leadership & Community Engagement – Provides for a college-wide leadership training program, an annual student organizational leadership retreat for professional development of student organizational leaders on policies and procedures, budgeting, running effective meetings, etc., and provides year-end awards for the Student Government presidents and vice presidents. Presidents and vice presidents of each campus are paid a stipend at the end of each semester if specific stipulations are fulfilled. If the SGA officers do not meet all of the requirements, funding is prorated. The Coordinator of Leadership Development and Community Engagement, with the assistance of the campus Student Life Offices, distribute the awards at the end of the fall and spring semesters. Provides funding for students to participate in the annual VCCS Student Leadership, American Student Government Association, or other leadership conferences.
 9. College-wide Clubs & Committees – Funding is provided to support the endeavors of college-wide clubs and committees. Funding requests of this nature are reviewed for approval by the Student Federation and the Coordinator of Student Leadership Development and Community Engagement.
 10. Intercultural Learning – Provides funds to support intercultural activities across all campuses (e.g. Hispanic Heritage Month and Black History Month).
- F. Learning Assistance Fund** – Provides salaries for administrative support, tutors, and supplemental instructors to assist students experiencing academic difficulties and operating funds for tutoring centers on each campus.
- G. Provosts' Contingency Fund** – Provides the provosts with funding to support specific campus student activities. Such activities include lecture series, speakers, and special events for current or prospective students, and public information related to such events.
- H. Deans' Contingency Fund** – Provides funding for the campus Deans of Student Services to support student success activities. These include welcoming receptions for various student groups, student and staff recognitions, professional development, travel and other related expenses, campus improvements, meetings with students, staff and student workshops and retreats, and various student retention efforts.
- I. Student Activities Identification System** – These funds are used for the purchase of equipment, supplies, and a maintenance agreement for the college-wide student identification system. Beginning in FY2016, funding for personnel costs associated with the student identification system will be transferred to the Student Center budget.
- III. TRANSFERS** – Funds are being transferred to the Student Center budget to cover the costs of campus Student Life and Student ID personnel.

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
July 1, 2015- September 30, 2015

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 7,010,357			
I. Revenues					
A. Bookstore	\$ 1,800,000	\$ 640,146		\$ 1,159,854	36%
B. Vending					
1. Exclusive Beverage Contract	92,000	17,499		74,501	19%
2. Vending - CRH	40,000	3,819		36,181	10%
C. Food Service - Joint Use Library	2,000			2,000	0%
D. Municipal Support	24,000	6,000		18,000	25%
E. Interest Earnings	70,000	23,035		46,965	33%
F. Miscellaneous	3,000	3,552		(552)	118%
Total Revenues	\$ 2,031,000	\$ 694,051		\$ 1,336,949	
Total Resources (Revenue & Fund Bal.)					
		\$ 7,704,408			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 4,000	\$ 698	\$ 2,467	\$ 835	79%
2. Miscellaneous Expenses	3,000	(26)	1,000	2,026	32%
Subtotal - Operating Expenses	\$ 7,000	\$ 672	\$ 3,467	\$ 2,861	59%
B. Faculty & Staff Parking					
	\$ 392,230	\$ 153,566	\$ 238,400	\$ 264	100%
C. College Community Events					
	\$ 75,000	\$ 14,111	\$ 16,918	\$ 43,971	41%
D. Financial Aid Adjustments					
	\$ 14,000	\$ (14,892)		\$ 28,892	-106%
E. Auxiliary Service Operations					
1. Personnel	\$ 298,000	\$ 67,853		\$ 230,147	23%
2. General Operating Costs	20,500	200	465	19,835	3%
3. Equipment/Software/Installation	20,000			20,000	0%
4. StormCard Marketing	23,000	3,130	14	19,856	14%
Subtotal - Auxiliary Service Operations	\$ 361,500	\$ 71,183	\$ 479	\$ 289,838	20%
F. Community Support					
1. College Board	\$ 2,500		\$ 553	\$ 1,947	22%
2. President	27,000	2,303	640	24,057	11%
3. Executive Vice President, Vice Presidents, and Directors					
a. Executive Vice President	6,000	135	332	5,533	8%
b. Vice President for Academic Affairs & Chief Academic Officer	6,000	999	1,295	3,706	38%
c. Vice President for Finance	6,000	1,825	640	3,535	41%
d. Vice President for Information Systems	6,000	249	1,109	4,642	23%
e. Vice President of Public Affairs & Communications	6,000	197	277	5,526	8%
f. Vice President for Student Affairs	6,000	284	318	5,398	10%
g. Vice President for Workforce Development	6,000	407	1,730	3,863	36%
h. Vice President for Institutional Advancement	6,000	17	43	5,940	1%
i. Director of Institutional Effectiveness	6,000	219	197	5,584	7%
4. Campus Provosts					
a. Chesapeake	6,000	2,351	74	3,575	40%
b. Norfolk	6,000	349	1,050	4,601	23%
c. Portsmouth	6,000	(44)	1,145	4,899	18%
d. Virginia Beach	12,000	4,944		7,056	41%
5. Community Outreach	37,000	3,525	1,124	32,351	13%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 154,000	\$ 17,760	\$ 10,527	\$ 125,713	18%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 986		\$ 4,014	20%
2. Norfolk	5,000	2,878		2,122	58%
3. Portsmouth	5,000	337		4,663	7%
4. Virginia Beach	10,000	(1,444)	2,311	9,133	9%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 2,757	\$ 2,311	\$ 19,932	20%
Subtotal- Expenditures					
	\$ 1,028,730	\$ 245,157	\$ 272,102	\$ 511,471	50%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 4,000		\$ 11,000	27%
2. Honors Mentorship Scholarships	6,000			6,000	0%
3. Student Study Abroad Scholarships	15,500			15,500	0%
4. Culinary Match Program	3,000			3,000	0%
5. Martin Luther King Scholarship	5,177			5,177	0%
6. Military Scholarships	25,885			25,885	0%
7. ROTC Scholarships	12,424	7,863		4,561	63%
8. High School Scholarships					
a. Chesapeake	72,478	3,596		68,882	5%
1. LaVonne P. Ellis Scholarship	10,354			10,354	0%
b. Norfolk	51,770	3,083		48,687	6%
1. John T. Kavanaugh Scholarship	10,354			10,354	0%
c. Portsmouth	31,062	5,464		25,598	18%
d. Suffolk (Northern)	10,354	219		10,135	2%
e. Virginia Beach	93,186	13,050		80,136	14%
1. Stanley Waranch Scholarship	10,354			10,354	0%
2. Dorcas T. Helfant-Browning Scholarship	10,354			10,354	0%
3. Thomas H. Wilson Scholarship	10,354			10,354	0%
9. All-Virginia Academic First Team Award	4,000			4,000	0%
Subtotal - TCC Scholarships & Awards	\$ 397,606	\$ 37,275	\$ -	\$ 360,331	9%
Total Expenditures & Student Financial Assistance					
	\$ 1,426,336	\$ 282,432	\$ 272,102	\$ 871,802	39%
Fund Balance 09/30/15					
		\$ 7,421,976			

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
Narrative Justification
FY2016

I. REVENUES

- A. **Bookstore** – Anticipated sales commissions from the Barnes & Noble bookstores operated at MacArthur Mall and the Virginia Beach Campus. The increase is a result of a renegotiation of commission rates.
- B. **Vending** – Commissions from vending sales at all four campuses and the District Office. The college has an exclusive beverage contract with Coke and a food vending contract with CRH Catering. Also includes funds for sponsorship/marketing.
- C. **Food Service – Joint-Use Library** – The college has a food service contract with Aramark which is operational at the Joint-Use Library in Virginia Beach.
- D. **Municipal Support** – Contributions from the cities of Chesapeake, Norfolk, Virginia Beach, and Portsmouth.
- E. **Interest Earnings** – Earnings on investments.
- F. **Miscellaneous** – Miscellaneous income from repayment of old loans, bad check fees, 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. Beginning with the 2013-14 award year, TCC began referring overpayments to the Department of Education for collection which substantially reduced the budget for this line item.
- E. **Auxiliary Service Operations**
 - 1. **Personnel** – Salaries and benefits for the college's Auxiliary Services personnel. The increase is for a planned salary increase for FY2016.
 - 2. **General Operating Costs** – Funds for training, office supplies, travel, and other miscellaneous expenses for the Auxiliary Services personnel.

3. Equipment/Software/Installation – Funds to support the college’s StormCard system. Funds are included for equipment, software, and installation of data lines.
4. StormCard Marketing – The college receives funds each year for promotional use as part of the Coke contract.

F. Community Support

1. College Board – Funds for expenses of the Board meetings and other Board related expenses.
- 2., 3., & 4. President, Executive Vice President, Vice Presidents, Campus Provosts, & Directors – Discretionary funds for hosting college-wide and/or required regional meetings for various administrators and ad hoc committees; luncheon and dinner meetings with various city and business officials; purchase of refreshments for meetings hosted at TCC; special events honoring employees; memberships in local and regional organizations to promote the college; and purchase of flowers for sympathy or congratulations.
5. Community Outreach – Cost of attending functions sponsored by various civic organizations, sponsorships, and other community outreach activities. A one-time increase of \$10,000 is included for alumni off-campus events. It is expected that the TCC Educational Foundation will include funding for these alumni events in their FY2016 budget.
6. Contingencies – Unanticipated obligations of the Board.

- G. Deans’ Discretionary Aid Fund** – Funds to assist students with emergency financial needs to enable them to attend classes at Tidewater Community College. The need must relate to the student’s cost of attendance at the college.

III. STUDENT FINANCIAL ASSISTANCE

A. TCC Scholarships & Awards

1. Art Scholarships – Awards to students with outstanding portfolios for study in fine arts, graphic design, or photography at TCC’s Visual Arts Center. Fifteen \$1,000 scholarships are available.
2. Honors Mentorship Scholarships – Awards to students selected by faculty for special talents in their field of study. Honors Mentorship students are assigned to a division in the college to assist in research and other academic pursuits for faculty. Faculty serve as mentors to students on assigned academic projects and activities in their field of study.
3. Student Study Abroad Scholarships – Awards to foreign language students on a competitive basis.

4. Culinary Match Program – Matching funds for Culinary Scholarships donated to the college.
5. Martin Luther King Scholarship – An award to a student who exemplifies the values of Dr. Martin Luther King. Recognition is given at the college's annual Dr. Martin Luther King Dinner.
6. Military Scholarships – Awards to dependents of servicepersons from each branch of the military.
7. ROTC Scholarships – Awards to TCC students participating in the college's ROTC program through Old Dominion University and Norfolk State University.
8. 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.

9. All-Virginia Academic First Team Award – Awards to a student or students who exemplify the Phi Theta Kappa values of academic achievement and campus and community involvement.

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2015 - September 30, 2015**

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 10,533,246			
I. Revenues					
A. Institutional Fee	\$ 3,344,854	\$ 1,759,359		\$ 1,585,495	53%
B. Student Parking Sales	85,000	65,956		19,044	78%
C. Student HRT Pass Sales	250,000	28,456		221,544	11%
Total Revenues	\$ 3,679,854	\$ 1,853,771		\$ 1,826,083	50%
Total Resources (Revenue & Fund Bal.)		\$ 12,387,017			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,724,150	\$ 1,234,424		\$ 489,726	72%
B. Chesapeake Campus Parking Lot - Debt Service	336,250	275,749		60,501	82%
C. College-wide Parking Lot Improvements	250,000	32,887	39,467	177,646	29%
D. Hampton Roads Transit (HRT)	411,400	308,770		102,630	75%
E. Student Parking	140,000	47,155	20,320	72,525	48%
F. Visual Arts Center Parking Lease	82,800	14,280	79,080	(10,560)	113%
Total Expenditures	\$ 2,944,600	\$ 1,913,265	\$ 138,867	\$ 892,468	70%
Fund Balance 09/30/15		\$ 10,473,752			

Approved by the Local College Board on May 12, 2015

OFS 10/20/15

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET
Narrative Justification
FY2016**

I. REVENUES

The revenue for the Institutional Auxiliary Budget is based on a projection of 18,651 annualized FTEs.

- A. Institutional Fee** – A fee assessed to all students up to a maximum of 15 credit hours. The fee is \$5.80 per credit hour for Summer Semester 2015 and increases to \$6.30 per credit hour for Fall Semester 2015.
- B. Student Parking Sales** – Revenue from the sale of City of Norfolk parking garage spaces to students on the Norfolk Campus. Student cost is at a reduced rate because the institutional fee subsidizes total cost.
- C. Student HRT Pass Sales** – Revenue from the sale of HRT passes to students at all campuses. These passes are sold to students at a reduced rate because the institutional fee subsidizes total cost.

II. EXPENDITURES

- A. Chesapeake Campus Parking Garage – Debt Service** – Funds for the debt service for the Chesapeake Campus Parking Garage. This reflects the third year of a 20-year annual debt service payment.
- B. Chesapeake Campus Parking Lot – Debt Service** – Funds for the debt service for the Chesapeake Campus parking lot. This reflects the sixth year of a 15-year annual debt service payment.
- C. College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- D. Hampton Roads Transit (HRT) Passes** – Cost to purchase the GoPass365 from HRT to provide transportation services to students at a discounted rate, including light rail, bus, and ferry.
- E. Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- F. Visual Arts Center Parking Lease** – Parking lease for Visual Arts Center students.

**TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
July 1, 2015 - September 30, 2015**

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 19,723,319			
I. Revenues					
A. Auxiliary Capital Fee	\$ 10,205,827	\$ 4,851,717		\$ 5,354,110	48%
B. Transfer-In from Student Activities Budget	614,086	153,522		460,564	25%
Total Revenues	\$ 10,819,913	\$ 5,005,239		\$ 5,814,674	46%
Total Resources (Revenue & Fund Balance)		\$ 24,728,558			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,129,138	\$ 869,596		\$ 259,542	77%
2. Student Center - Chesapeake Campus	1,164,728	895,024		269,704	77%
3. Student Center - Portsmouth Campus	1,085,011	869,513		215,498	80%
4. Student Center - Virginia Beach Campus	1,661,671	1,277,822		383,849	77%
Subtotal--Bond Debt Service	\$ 5,040,548	\$ 3,911,955		\$ 1,128,593	78%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 579,827	\$ 127,976		\$ 451,851	22%
b. Operating Expenses	70,000	37,570	15,564	16,866	76%
Subtotal--General Operations	\$ 649,827	\$ 165,546	\$ 15,564	\$ 468,717	28%
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 45,406		\$ 192,830	19%
b. Utilities	116,698	17,763		98,935	15%
c. Security	184,733	37,420	147,313		100%
d. Custodial	44,880	1,886	10,447	32,547	27%
e. General Maintenance	92,815	11,629	39,109	42,077	55%
f. Insurance	10,000	5,684		4,316	57%
g. Network & Telecommunications	78,459	19,615	58,844		100%
Subtotal--Facility Operations	\$ 765,821	\$ 139,403	\$ 255,713	\$ 370,705	52%
3. Food Services					
a. Operating Subsidy	\$ 110,000	\$ 13,151	\$ 4,067	\$ 92,782	16%
b. Equipment Maint. & Replacement	14,425	1,725	1,725	10,975	24%
Subtotal--Food Services	\$ 124,425	\$ 14,876	\$ 5,792	\$ 103,757	17%
Total--Norfolk Student Center	\$ 1,540,073	\$ 319,825	\$ 277,069	\$ 943,179	39%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 580,618	\$ 153,697		\$ 426,921	26%
b. Operating Expenses	60,000	30,397	12,547	17,056	72%
Subtotal--General Operations	\$ 640,618	\$ 184,094	\$ 12,547	\$ 443,977	31%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 31,223		\$ 207,013	13%
b. Utilities	125,485	26,106		99,379	21%
c. Security	155,281	25,793	129,488		100%
d. Custodial	48,108	5,815	22,684	19,609	59%
e. General Maintenance	92,815	13,370	53,764	25,681	72%
f. Insurance	7,000	6,239		761	89%
g. Network & Telecommunications	68,396	17,099	51,297		100%
Subtotal--Facility Operations	\$ 735,321	\$ 125,645	\$ 257,233	\$ 352,443	52%
3. Food Services					
a. Operating Subsidy	\$ 120,000	\$ 7,943	\$ 4,430	\$ 107,627	10%
b. Equipment Maint. & Replacement	4,600	305	170	4,125	10%
Subtotal--Food Services	\$ 124,600	\$ 8,248	\$ 4,600	\$ 111,752	10%
Total--Chesapeake Student Center	\$ 1,500,539	\$ 317,987	\$ 274,380	\$ 908,172	39%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 580,435	\$ 148,723		\$ 431,712	26%
b. Operating Expenses	60,000	1,483	9,326	49,191	18%
Subtotal--General Operations	\$ 640,435	\$ 150,206	\$ 9,326	\$ 480,903	25%
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 67,367		\$ 170,869	28%
b. Utilities	125,485	22,240		103,245	18%
c. Security	224,145	25,646	198,499		100%
d. Custodial	48,108	2,190	15,630	30,288	37%
e. General Maintenance	92,815	13,058	58,734	21,023	77%
f. Insurance	7,000	6,112		888	87%
g. Network & Telecommunications	81,626	20,407	61,219		100%
Subtotal--Facility Operations	\$ 817,415	\$ 157,020	\$ 334,082	\$ 326,313	60%
3. Food Services					
a. Operating Subsidy	\$ 96,000	\$ 9,522	\$ 6,394	\$ 80,084	17%
b. Equipment Maint. & Replacement	4,600	456	306	3,838	17%
Subtotal--Food Services	\$ 100,600	\$ 9,978	\$ 6,700	\$ 83,922	17%
Total--Portsmouth Student Center	\$ 1,558,450	\$ 317,204	\$ 350,108	\$ 891,138	43%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 704,605	\$ 165,998		\$ 538,607	24%
b. Operating Expenses	85,000	19,442	12,969	52,589	38%
Subtotal--General Operations	\$ 789,605	\$ 185,440	\$ 12,969	\$ 591,196	25%
2. Facility Operations					
a. Personnel	\$ 383,113	\$ 53,097		\$ 330,016	14%
b. Utilities	188,357	28,556		159,801	15%
c. Security	182,355	26,230	156,125		100%
d. Custodial	73,120	9,540	23,133	40,447	45%
e. General Maintenance	149,810	7,440	21,370	121,000	19%
f. Insurance	6,500	9,174		(2,674)	141%
g. Network & Telecommunications	84,659	21,165	63,494		100%
Subtotal--Facility Operations	\$ 1,067,914	\$ 155,202	\$ 264,122	\$ 648,590	39%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Operating Subsidy	\$ 235,597	\$ 75,942	\$ 14,026	\$ 145,629	38%
b. Equipment Maint. & Replacement	6,700	2,160	399	4,141	38%
Subtotal--Food Services	\$ 242,297	\$ 78,102	\$ 14,425	\$ 149,770	38%
Subtotal--Virginia Beach Student Center	\$ 2,099,816	\$ 418,744	\$ 291,516	\$ 1,389,556	34%
Total Expenditures	\$ 11,739,426	\$ 5,285,715	\$ 1,193,073	\$ 5,260,638	55%
III. Capital Maintenance Reserve	\$ 1,375,000	\$ 1,375,000		\$ -	100%
Fund Balance 09/30/2015		\$ 18,067,843			

OFS 10/20/15

Capital Maintenance Reserve Fund FY 14-15	\$ 2,750,000
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Approved by the TCC College Board on May 12, 2015

**TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
Narrative Justification
FY 2016**

I. REVENUES

The revenue for the Student Center Budget is based on a projection of 18,651 annualized FTEs.

- A. **Auxiliary Capital Fee** – A fee of \$19 per credit hour is assessed to all students up to a maximum of 15 credit hours.
- B. **Transfer-In from Student Activities Budget** – This transfer reflects the movement of positions from the Student Activities budget.

II. EXPENDITURES

- A. **Bond Debt Service** – Principal and interest payments due on VCBA Pooled Bonds used to finance the student centers.

B-E. Norfolk, Chesapeake, Portsmouth, & Virginia Beach Student Centers –

1. General Operations

- a. **Personnel** – Staffing costs for Norfolk, Portsmouth, Chesapeake, and Virginia Beach Student Centers, including costs for Student Life personnel and student identification personnel. This budget has been increased to account for a planned salary increase.
- b. **Operating Expenses** – Funding for general operating expenses such as office supplies, travel, professional development, equipment repairs, etc.

2. Facility Operations

- a. **Personnel** – Staffing costs for the facilities maintenance and custodial areas. This budget has been increased to account for a planned salary increase.
- b. **Utilities** – Utilities services for the student centers. Utilities include electrical, natural gas, water, and sewer.
- c. **Security** – Unarmed security services for the student centers. The services are provided under the college's security contract. Security cost is based on the following routine posture: Norfolk – 2 officers assigned; Chesapeake – 1 officer assigned plus a second officer between 9:00 AM and 5:00 PM; Portsmouth – 2 officers assigned plus a third officer between 10:00 AM and 6:00 PM; and Virginia Beach – 2 officers assigned. Additional coverage is provided for special events,

and officers assigned elsewhere on campus are available to respond to situations, if necessary.

- d. **Custodial** – Consumable materials for housecleaning and trash and garbage disposal services for the student centers.
 - e. **General Maintenance** – Consumable materials and contract services to maintain the student centers' mechanical, electrical, and other building systems.
 - f. **Insurance** – Estimated cost of insurance for the student centers.
 - g. **Network & Telecommunications** – Estimated cost of ongoing network and telecommunications support for the student centers.
3. **Food Services** – Estimated costs of food service operations at the college's four student centers and funding for maintenance, repair, and replacement of food service equipment.

III. Capital Maintenance Reserve – Funds approximating 2% of the cost of the student center buildings will be transferred to a maintenance reserve account to fund future costs.

**TIDEWATER COMMUNITY COLLEGE
LOCAL CONTRIBUTIONS
AS OF SEPTEMBER 30, 2015**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
PORTSMOUTH:			
LOCAL BOARD (Operating)	5,400		5,400
TOTAL-PORTSMOUTH	\$ 5,400		\$ 5,400
VIRGINIA BEACH:			
LOCAL BOARD (Operating)	5,100		5,100
TOTAL-VIRGINIA BEACH	\$ 5,100		\$ 5,100
CHESAPEAKE:			
TECHNOLOGY	60,500	60,500	
LOCAL BOARD (Operating)	6,000	6,000	
TOTAL-CHESAPEAKE	\$ 66,500	\$ 66,500	\$ -
NORFOLK:			
LOCAL BOARD (Operating)	6,000		6,000
TOTAL-NORFOLK	\$ 6,000		\$ 6,000
TOTAL	\$ 83,000		\$ 16,500

**TIDEWATER COMMUNITY COLLEGE
LOCAL INVESTMENTS
2011 - 2016**

LOCALITIES	FY2016	FY2015	FY2014	FY2013	FY2012	FY2011
PORTSMOUTH:						
LOCAL BOARD (Operating)	5,400	6,000				
TOTAL-PORTSMOUTH	\$ 5,400	\$ 6,000	\$ -	\$ -	\$ -	\$ -
VIRGINIA BEACH:						
VIRGINIA BEACH CAMPUS STUDENT CENTER ¹					\$ 1,578,388	
JOINT-USE LIBRARY ²				550,000		8,377,748
LOCAL BOARD (Operating)	5,100	5,100	5,100	5,100	5,100	5,100
TOTAL-VIRGINIA BEACH	\$ 5,100	\$ 5,100	\$ 5,100	\$ 555,100	\$ 1,583,488	\$ 8,382,848
CHESAPEAKE:						
TECHNOLOGY	60,500	60,500	60,500	60,500	64,000	64,000
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-CHESAPEAKE	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ 70,000	\$ 70,000
NORFOLK:						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL-NORFOLK	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
TOTAL	\$ 83,000	\$ 83,600	\$ 77,600	\$ 627,600	\$ 1,659,488	\$ 8,458,848

OFS 10/16/15

Notes:

¹ City of Virginia Beach's share of site development cost for the Student Center.

² City of Virginia Beach's share of design, site development, and construction costs of the Joint-Use Library. Does not include the City's share of the cost of furniture and equipment (\$1.2 million). In FY2013 the City of Virginia Beach agreed to fund the "Joint-Use Library Pedestrian Connector Walkway".

**TIDEWATER COMMUNITY COLLEGE
INVESTMENTS
2015-2016 STATEMENT OF EARNINGS**

	BALANCE INVESTED	AVERAGE YIELD All investments	INTEREST 2015-2016
07/31/15	\$ 36,628,242	0.31%	\$ 9,353
08/31/15	\$ 35,850,401	0.29%	\$ 8,764
09/30/15	\$ 40,378,778	0.42%	\$ 14,244
10/31/15			
11/30/15			
12/31/15			
01/31/16			
02/29/16			
03/31/16			
04/30/16			
05/31/16			
06/30/16			
TOTAL			\$ 32,360

OFS 10/16/15

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	0.11%	\$ 14,512,288
Towne Bank - Raymond James	0.67%	\$ 21,952,531
Commonwealth - LGIP	0.17%	\$ 904,968
Townebank CDARs	0.20%	\$ 3,008,992

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: November 17, 2015
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Student Financial Aid Cohort Default Rate

BACKGROUND:

A cohort default rate is the percentage of a school's borrowers who enter repayment on certain loans through the Family Federal Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program during a particular federal fiscal year, October 1st to September 30th, and default or meet other specified conditions within the cohort default period. A student is considered to have defaulted on his or her loan after 360 days of non-payment.

The 2012 three-year cohort represents students who entered repayment between October 1, 2011 through September 30, 2012 and defaulted before September 30, 2014.

Vice President Milloy will provide her annual report on the college's student financial aid cohort default rate.

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 BOARD
AGENDA ITEM

MEETING: November 17, 2015
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Audit Report for Year Ended June 30, 2014

BACKGROUND:

The college's operations are audited each year by the Commonwealth of Virginia's Auditor of Public Accounts (APA). Audit reports for the VCCS are posted at http://www.apa.state.va.us/APA_Reports/Reports.aspx.

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

Phyllis F. Milloy
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