

TIDEWATER COMMUNITY COLLEGE BOARD

SEPTEMBER 10, 2015

4:00 P.M.

GREEN DISTRICT ADMINISTRATION BUILDING
NORFOLK

JOHN D. PADGETT, CHAIR
PRESIDING

AGENDA

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

1. **Welcome and Call Meeting to Order – (4.30 p.m.)**
2. **Program Highlight – (15 min.)**

“Norfolk Campus Master Plan”

Franklin T. Dunn, Executive Vice President
&
Jeffery S. Boyd, Provost of Norfolk Campus

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 #285 for May 12, 2015 and #286 for August 13, 2015
 - b. Proposed Discontinuance of the Career Studies Certificates in:
Ceramics, Financial Services, Inspections/Lab Technology, Performance Theater, Retail Management, Special Education/Developmental Disabilities, Technical Theater
 - c. Chesapeake Campus Parking Garage – Electrical Power Easement
 - d. Resolutions Honoring Rebecca K. Chalmers, George W. Roper, II, & Dorcas Helfant Browning
 - e. Honorary Degree Nomination for James K. Spore
 - f. Proposed Revised 2015-16 Meeting Schedule
5. **Report on Information Item(s) – (20 min.)**

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

a. Timetable for Implementation of Committee Action Items

Finance & Facilities Committee – Mr. John Murray, Chair

- a. Routine Financial Statements for Month Ending July 31, 2015
- b. Audit Report for Year Ended June 30, 2014
- c. Final Budget Report for 2014-15
- d. 2015-16 State Operating Budget
- e. Capital Projects Update

Advocacy Committee – Ms. Terri Thompson, Chair

- a. Legislative Priority Update

6. **Discussion on Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*

7. **Approval of Tabled Action Item(s)** – *(5 min.)*

8. **President’s Report** – *(15 min.)*

- a. Final Summer TCC & VCCS Enrollment (w/ Mr. Aasen)
- b. Preliminary Fall TCC & VCCS Enrollment (w/Mr. Aasen)
- c. VCCS Chancellor’s Goals

9. **Chair’s Report & Announcements** – *(5 min.)*

- a. VCCS State Board Annual Meeting—October 13-14, 2015 @
Holiday Inn Tanglewood, Roanoke

10. Adjournment

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 285

MAY 12, 2015

Meeting number two hundred and eighty-five of the Tidewater Community College Board was held on Tuesday, May 12, 2015, in the Chesapeake Campus Student Center.

Members Present: Lee B. Armistead Edna V. Baehre-Kolovani
Rebecca K. Chalmers Connie A. Meyer
John M. Murray John D. Padgett
Linda D. Ridenour Laura L. Suggs
Terri N. Thompson Jared U. Turner

Members Absent: James R. Jackson Dwight M. Parker
John A. Piscitelli

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness
Leslie K. Boughton, Interim Vice President for Workforce Solutions
Jeffrey S. Boyd, Provost of Norfolk Campus
Daniel T. DeMarte, Vice President for Academic Affairs & CAO
Franklin T. Dunn, Executive Vice President
Susan M. James, Special Assistant to the President & Chief of Staff
Bruce J. Meyer, Immediate Past State Board Chair
Phyllis F. Milloy, Vice President for Finance
Lisa B. Rhine, Provost of Chesapeake Campus
Thomas B. Stout, Interim Dean of Languages, Mathematica & Sciences
Michael D. Summers, Provost of Virginia Beach Campus
James P. Toscano, Vice President for Public Affairs and Communications
Michelle W. Woodhouse, Provost of Portsmouth Campus
Robin L. P. Ying, Vice President for Information Systems

1. **Welcome and Call to Order**

Mr. Padgett, chair, determined the presence of a quorum and called the meeting to order at 4:31 p.m. He introduced the board's newest member, Linda D. Ridenour from the City of Portsmouth.

2. **Program Highlight**

Dr. Baehre-Kolovani invited Provost Rhine to introduce the "Mechatronics Dual Enrollment Pathway" featured as the program highlight. Subsequently, Provost Rhine introduced Thomas Stout, Interim Dean of Languages, Mathematics and Sciences, and they presented the program.

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The Mechatronics Dual Enrollment Pathway evolved from discussions with Chesapeake manufacturing companies, the Department of Economic Development, and the city's superintendent of public schools in support of workforce needs. The key elements of that framework are built on partnerships, perceptions, and pathways. The Virginia Standard Diploma is aligned with the VCCS Mechatronics Career Studies Certificate to meet curricular requirements and career/technical pathways that aligns for students graduating in this field.

Through the Dual Enrollment program, students can complete an Associate of Applied Science in Mechatronics in four semesters or complete the Career Studies Certificate in Mechatronics in three semesters and be qualified for employment in various Mechatronics fields or be prepared to take industry-and manufacturer-specific certification exams for Mechatronics, respectively.

Future plans include curricula in other career and technical areas that will provide expanded options in other careers. Although manufacturing is viewed as highly essential to sustaining the nation's economy and it is filled with high paying jobs, it is not viewed as a top choice for careers. As such and with the engagement of manufacturers, more marketing and resources are tailored toward reaching high school students from the 9th grade forward. Lively discussions followed!

3. Adoption of Consent Agenda

Mr. Padgett asked the board if there were requests to remove any item(s) from the consent agenda to the full agenda. The Finance, Buildings and Grounds Committee requested that item 4d on Tuition Differential be tabled for a future board meeting. On a motion by Mr. Murray, seconded by Dr. Armistead, the board approved the other items on the consent agenda.

4. Approval of Action Items on Consent Agenda

Referring to Tabs 4a-c and 4e-h of the meeting packet, the board approved Meeting Minutes #284 for March 10, 2015; Proposed 2015-16 Program Advisory Committees; Proposed 2015-16 Local Fund Accounts Budgets; Chesapeake Campus Parking Garage – Easements for Public Utilities (Water & Sewer) (attached); Chesapeake Campus – Demolition of Greenhouses (attached); Resolutions Honoring Earnhart Spencer and Gerald Ortiz (attached), and Proposed 2015-16 Board Meeting Schedule (attached).

5. Information Item(s)

➤ **Mr. Padgett invited Dr. Armistead, Curriculum & Student Development Committee Chair, to give the report of the committee.**

a. 2014-15 Committee Working Priorities Update. Dr. Armistead reported that his committee plans to take action on the working priorities in fall 2015 as part of the 2015-16 Committee Working Priorities.

b. Discontinuation of National Junior Collegiate Athletic Association. Dr. Baehre-Kolovani spoke to the need to discontinue the college's association with NJCAA. Of note, an assessment of the program over the last two years showed that the costs of membership

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simply outweighed the benefits to both the students and the institution. Consequently, the college decided to end its membership with NJCAA on May 1, 2015. With some restructuring of the athletic program, the financial resources will be distributed to club, intramural, and other recreational sports, providing opportunities for many more students.

➤ **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 March 31, 2015. Mr. Murray invited Ms. Milloy to report on the financial statements. Referring to Tab 5a of the meeting packet, Ms. Milloy noted that the budgets reflect activity for nine months of the fiscal year. Local investments and contributions for FY14-15 were on target and the average yield on investments of \$44.6 million was 0.13 percent.
- b. 2014-15 Committee Working Priority: Proposed College Board Bylaws and Associated Changes to Policy & Procedures Manual. Referring to Tab 5b of the meeting packet and at the invitation of Mr. Murray, Mr. Dunn briefly discussed the proposed board bylaws and its impact on the *TCC Board Policy and Procedures Manual*—the board will take action on the bylaws at a future meeting.
- c. Capital Projects Update. Mr. Dunn noted that the two remaining capital projects are on schedule. The 1,200 space Parking Garage on the Chesapeake Campus is scheduled for completion in summer 2016. Renovation of the Bayside Building on the Virginia Beach Campus will conclude in July 2015.

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

- a. 2014-15 Committee Working Priorities Update. In support of the Advocacy Committee's Working Priorities, the board was issued kits consisting of quick reference materials and other important information to assist in their advocacy roles as ambassadors of the college.

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

Nothing to report.

7. Approval of Tabled Action Items(s)

Nothing to report.

8. Board Education Topic(s)

Dr. Baehre-Kolovani provided a presentation on the VCCS Strategic Plan Complete 2021 that outlines the VCCS Chancellor's charge to *lead the Commonwealth in the education of its people by tripling the number of credentials awarded for economic vitality and individual prosperity*. Using a PowerPoint to frame her discussion, she addressed TCC's strategies such as stackable credentials and alignment, SMART Career Pathways, Maritime and Transportation Industry

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Pathways, the Mechatronics pathway, and expanded on Dual Enrollment through public school partnerships.

9. President's Report

- a. Enrollment Update (w/Mr. Aasen). With the spring annualized FTE projected to be 15,586, a decline of -6.0% and the 2014-15 headcount at -4.8%, the college is actively focused on its enrollment campaign to foster improvement in this area. Conversely, Dual Enrollment over the past year is up by 10%. Growth is particularly evident in discipline areas such as Philosophy, Mechanical Engineering Technology, Computer Science, and Communication and Theatre.
- b. Reaffirmation of TCC's Mission Statement. Mr. Aasen stated that TCC's regional accreditation agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires the college to have and periodically review its mission statement and values as part of its reaccreditation process. In order to meet the SACSCOC compliance requirements, the board is required to review and approve the statement in CY 2015. On a motion by Dr. Armistead, seconded by Mr. Murray, the board unanimously reaffirmed the mission statement as attached.
- c. Status of Vice President for Institutional Advancement & Executive Director of the TCC Educational Foundation & Vice President of Workforce Solutions Search. Dr. Baehre-Kolovani reminded the board that the search committee had completed their work and that she offered the Vice President position to Felicia Blow. Ms. Blow accepted the position and will join the TCC Executive Staff on June 1, 2015.

The candidate for the Vice President for Workforce Solutions was selected, offered the position and the college awaits his response. If the position is accepted, the identity and employment start date of the new vice president will be announced at a later date.

- d. Reorganization of Workforce Solutions. Dr. Baehre-Kolovani addressed her plans to reorganize Workforce Solutions to meet both the upcoming SACSCOC accreditation reporting and compliance needs and to review/revise internal practices, structures, and the development of a new strategic plan to improve efficiencies—their work is ongoing.
- e. Proposed Merge of Alumni Affairs into TCC Educational Foundation. Dr. Baehre-Kolovani noted that this agenda item is amended to delete the word “proposed” from its title. The implementation of Alumni Affairs into the TCC Educational Foundation has already occurred. The TCC Alumni Association will transition to a TCC Alumni Advisory Board under the TCC Educational Foundation Board by fall 2015. Subsequently, the membership, terms of appointments, board leadership, responsibilities/duties, and meetings will change to support the Advisory Board's new direction and vision.

10. Chair's Report & Announcements

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- a. Report of Board Nominating Committee. Referring to Tab 10a of meeting packet, Mr. Padgett called on Ms. Thompson, Nominating Committee Chair, to provide the report of the committee. The Nominating Committee met on March 31st and voted unanimously to advance Dr. Armistead to Board Vice Chair for a one-year term commencing July 1, 2016. The board endorsed the election as proposed.
- b. Executive Committee Report. Referring to Tab 10b of the meeting packet, Mr. Padgett noted that the Executive Committee met on April 27th to discuss the President's Self-Evaluation; review the College Board's Assessment of the President's Performance, and Continuation of the Presidential Housing Supplement. Using feedback provided from the survey that the board utilized to assess the president's performance, Mr. Padgett with craft an endorsement letter for the board's review, then forward the final document to the Chancellor for consideration.
- c. Joint Board Recognition Program—June 18th, 6:00 PM in the Academic Building, Chesapeake Campus. Mr. Padgett encouraged full participation in the board's annual recognition program. Other upcoming events include:
 - Women's Leadership Breakfast at 8:00 a.m. on Wednesday, May 13th in the Virginia Beach Campus Student Center
 - Commencement Exercises at 10:00 a.m. on Saturday, May 16th in the Ted Constant Convocation Center
 - College Board Work Session at 4:00 p.m. on August 13th in the Virginia Beach Campus Student Center

11. Adjournment

There being no further business to come before the board, Mr. Padgett adjourned the meeting at 6:14 p.m.

Respectfully submitted,



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

APPROVAL

John D. Padgett
Chair

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TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 12, 2015

COMMITTEE: Finance, Building & Grounds Committee

AGENDA ITEM: Chesapeake Campus Parking Garage – Easement for Public Utility
(Water)

BACKGROUND:

This item requests College Board endorsement of an easement required to provide domestic water service to the Chesapeake Campus Parking Garage.

The Chesapeake Campus Parking Garage is under construction with completion anticipated in summer 2016. College and System Office staff have worked with the design engineers, the contractor, and City of Chesapeake staff to identify the best location for new domestic water lines to serve the Parking Garage. The project is being constructed at the eastern perimeter of the campus, adjacent to the City of Chesapeake's domestic water infrastructure. The requested 20 feet x 20 feet easement (depicted on the attached plat) will facilitate connecting the Parking Garage to the city's infrastructure and is for access to the domestic water meter vault.

STAFF RECOMMENDATION:

That the College Board endorse and recommend to the State Board for Community Colleges conveyance of the easement depicted on the attached plat to the City of Chesapeake for the installation, operation, and maintenance of an underground utility domestic water meter vault to serve the Chesapeake Campus Parking Garage.

STAFF LIAISON:

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

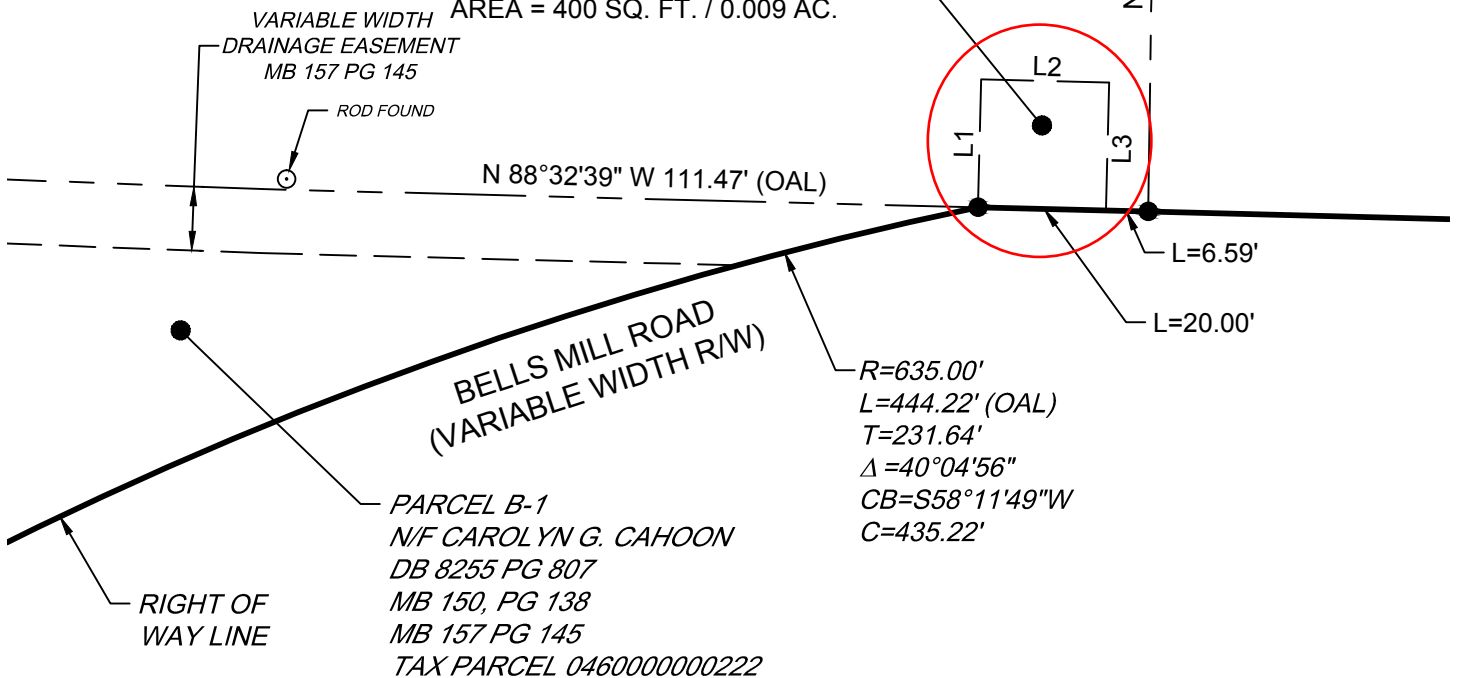
LINE TABLE		
LINE	BEARING	DISTANCE
L1	N01°27'21"E	20.00'
L2	S88°32'39"E	20.00'
L3	S01°27'21"W	20.00'

VIRGINIA STATE PLANE COORDINATE
 SYSTEM, SOUTH ZONE, NAD 83(GPS DERIVED)

N/F
 TIDEWATER COMMUNITY COLLEGE
 CHESAPEAKE CAMPUS
 DB 1651 PG 565, DB 1651 PG 159,
 DB 1768 PG 569
 MB 46 PG 122
 TAX PARCEL 0460000000213

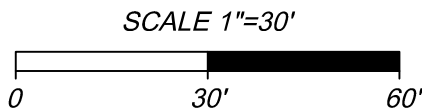
N/F
 JAMES RICHARD
 COLLINS, III
 DB 3775 PG 557
 MB 35 PG 68
 TAX PARCEL
 0460000000190

20' x 20' WATERLINE EASEMENT
 HEREBY DEDICATED TO THE
 CITY OF CHESAPEAKE
 AREA = 400 SQ. FT. / 0.009 AC.



PARCEL B-1
 N/F CAROLYN G. CAHOON
 DB 8255 PG 807
 MB 150, PG 138
 MB 157 PG 145
 TAX PARCEL 0460000000222

EXHIBIT SHOWING
 20' WATERLINE EASEMENT
 DEDICATED TO
 THE CITY OF CHESAPEAKE
 ON PROPERTY OWNED BY
 TIDEWATER COMMUNITY COLLEGE
 CHESAPEAKE CAMPUS
 TAX ID: 0460000000213
 (DB 1768 PG 569) (MB 0157, PG 19)
 DEEP CREEK BOROUGH
 CHESAPEAKE, VIRGINIA



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YOUR VISION ACHIEVED THROUGH OURS.

Date: APRIL 2, 2015	Scale: 1"=30'
Sheet 1 of 1	J.N.: 33323
Drawn by: RMK	Checked by: ESP

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 12, 2015

COMMITTEE: Finance, Building & Grounds Committee

AGENDA ITEM: Chesapeake Campus – Demolition of Greenhouses

BACKGROUND:

This item requests College Board endorsement of a request to demolish the four existing greenhouses on the Chesapeake Campus in order to make room for the construction of a new two-thousand square foot greenhouse.

The existing greenhouses were constructed in 1995 to provide laboratory space for the college's Horticulture program. They are past their expected service life, are beyond economical repair, and replacement components are no longer available. The project would be accomplished in two phases with two of the existing greenhouses to be demolished once the necessary approvals are obtained. Those two greenhouses are in disrepair and no longer used to support the academic program. When funding is available to procure and install the new greenhouse, the second two greenhouses will be demolished.

STAFF RECOMMENDATION:

That the College Board endorse and recommend to the State Board for Community Colleges demolition of the four existing greenhouses and construction of a new greenhouse at the Chesapeake Campus.

STAFF LIAISON:

Frank Dunn
Executive Vice President

FDunn@tcc.edu

757-822-1780



Resolution

Whereas, Earnhart A. Spencer, Jr. was appointed by the Portsmouth City Council as a member of the Tidewater Community College Board in July, 2009, and was subsequently reappointed to the Board in July, 2013; and

Whereas, Earnhart A. Spencer, Jr. served with distinction on the College Board's Curriculum and Student Development Committee from 2009 through 2012, and on the prior Resource Development Committee from 2012 to 2013, and on the current Finance, Buildings and Grounds Committee from 2013 to 2014; and

Whereas, Earnhart A. Spencer, Jr. served with distinction as the College Board Vice Chair from 2014 until he stepped down from the Board in 2015; and

Whereas, Earnhart A. Spencer, Jr. served ably and diligently to advise and guide Tidewater Community College through a period of unprecedented enrollment growth, program expansion, and community outreach; and

Whereas, Earnhart A. Spencer, Jr. provided exemplary service to Tidewater Community College by giving of his time to biannual Commencement Exercises, as well as site dedications and other official college events:

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 Earnhart A. Spencer, Jr. for his 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 Earnhart A. Spencer, Jr. 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, Gerald A. Ortiz, affectionately known as “Jerry,” was appointed as the first President of the Tidewater Community College Alumni Association by then-President of Tidewater Community College, Deborah M. DiCroce, on November 18, 2010; and

Whereas, Gerald A. Ortiz graduated from TCC in 2004, was a member of the Phi Theta Kappa Honor Society, founded the college’s Debate Club, and served as the student commencement speaker; and

Whereas, Gerald A. Ortiz was subsequently elected by the Board of Directors of the Alumni Association to serve two additional successive terms as President; and

Whereas, Gerald A. Ortiz recruited fellow alumni for the Membership and Nominations Committee and the Engagement and Events Committee and, through his visionary leadership, assigned their respective goals for each calendar year; and

Whereas, Gerald A. Ortiz expanded awareness and engagement of the Alumni Association with the unveiling of the association at the college’s 2010 Commencement Exercises; with the establishment of a website; with the organization of events for students and alumni; and with his support and participation in the college’s branding and marketing activities; and

Whereas, Gerald A. Ortiz demonstrated his deep commitment to the Alumni Association by collaborating on the development of the TCC Alumni pin, now the association’s emblem; directing the association to develop social events to build camaraderie among alumni; and laying the foundation for the Association’s continuing success; and

Whereas, Gerald A. Ortiz provided uplifting remarks to new TCC alumni at Commencement Exercises from 2010 until his term as president ended in 2014:

Now, Therefore, Be It Resolved that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, students, and the Tidewater Community College Alumni Association, express their gratitude and appreciation to Gerald A. Ortiz for the faithful discharge of his duties as President of the TCC Alumni Association; and

Be It Further Resolved that a copy of this resolution be given to Gerald A. Ortiz, with our warmest wishes, on this, the 18th day of June, 2015, and that the 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

TIDEWATER COMMUNITY COLLEGE BOARD

2015-16 MEETING SCHEDULE

Thursday	August 13, 2015	Student Center Virginia Beach Campus (Work Session)
Thursday	September 10, 2015	Green District Administration Norfolk
Tuesday	November 10, 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: May 12, 2015

COMMITTEE: President's Report

AGENDA ITEM: Reaffirmation of TCC Mission Statement and Core Values

BACKGROUND:

TCC's regional accreditation agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires the college to have, and periodically review, a mission statement. The two SACSCOC principles governing the mission statement are as follows:

Core Requirement (CR) 2.4: The institution has a clearly defined, comprehensive, and published mission statement that is specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service.

Comprehensive Standard (CS) 3.1.1: The mission statement is current and comprehensive, accurately guides the institutions operations, is periodically reviewed and updated, is approved by the governing board, and is communicated to the institution's constituencies.

The President's Advisory and Planning Committee (PAPC) was charged this year with reviewing the college's mission statement with regard to CR 2.4 and CS 3.1.1. On March 17, 2015, the PAPC voted to reaffirm the mission statement, the commitments that inform the mission, and core values as they are currently written.

STAFF RECOMMENDATION:

That the College Board reaffirm the college's mission statement, commitments that inform the mission, and its core values.

STAFF LIAISON:

Curtis K. Aasen
Director of Institutional Effectiveness
caasen@tcc.edu
757-822-1070

MISSION

Tidewater Community College provides collegiate education and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community.

COMMITMENTS THAT INFORM THE MISSION:

- *Open access* to high-quality, affordable education to prepare students for transfer to a four-year baccalaureate institution, as well as for entry or advancement in the workforce.
- *Cultural diversity* as a critically important strength for students to meet the changing needs of a pluralistic, democratic society.
- *Lifelong learning* to heighten the awareness of students to multiple paths for achievement while helping them pursue the choices most conducive to their individual needs.
- *Partnerships and proactive responsiveness* to develop cutting-edge programs that meet the changing needs of students and industry, while contributing to the economic, civic, and cultural vitality of the region, the Commonwealth, the nation, and the international community.
- *A comprehensive range of programs and services* recognized for excellence by leaders of business, industry, and government, and by educators in K-12 education and four-year colleges and universities.

CORE VALUES

1. Access and successful student achievement
2. Respect for individuality and a commitment to fostering unique strengths in different people
3. Partnership with a range of constituencies
4. A vital and engaging learning environment
5. Service and accountability

ACCREDITATION

Tidewater Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on College at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tidewater Community College.

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 286

AUGUST 13, 2015

Meeting number two hundred and eighty-six of the Tidewater Community College Board was held on Thursday, August 13, 2015, in the Virginia Beach Campus Student Center. The meeting constituted the board's 2015-16 work session. John D. Padgett, Board Chair, presided.

Members Present: Lee B. Armistead
James R. Jackson
John M. Murray
John A. Piscitelli
Laura L. Suggs
Edna V. Baehre-Kolovani
Connie A. Meyer
John D. Padgett
Linda D. Ridenour

Members Absent: Dwight M. Parker
Jared U. Turner
Terri N. Thompson

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness
Felicia W. Blow, Vice President for Institutional Advancement & Executive
Director of the TCC Educational Foundation
Jeffrey S. Boyd, Provost of Norfolk Campus
Christine Damrose-Mahlmann, Chair of President's Advisory & Planning
Council
Daniel T. DeMarte, Vice President for Academic Affairs & CAO
Franklin T. Dunn, Executive Vice President
Ronald A. Gray, Chair of College Administrative Association
Sara Hair, Chair of College Classified Association
Susan M. James, Special Assistant to the President & Chief of Staff
Corey L. McCray, Vice President for Workforce Solutions
Monica McFerrin, Chair of College Faculty Senate
Bruce J. Meyer, TCC Alumni
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 and 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 4:07 p.m.

2. Discuss Purpose of Work Session

Mr. Padgett stated that the purpose of the work session was to focus on the board's role and effective communication as advisory board members representing the respective municipalities and to reach consensus on the board goals for 2015-16 within the context of the college's strategic plan.

- a. Review 2014-15 College Board Working Priorities. Directing the board's attention to Tab 2a of the meeting packet and at the invitation of Mr. Padgett, Dr. DeMarte provided an update on a subset of the board's 2014-15 Committee Working Priorities. He noted that in relation to "partnerships and development of opportunities serving employers..." that priority was folded in with the TCC Program Advisory Committees presented at the board's May 2015 meeting. He indicated that the process is ongoing and offered to provide an additional copy of the membership list for the board's use in supporting that objective.
- b. 2014-15 Committee Working Priority: Proposed College Board Bylaws and Associated Changes to Policy & Procedures Manual. Referring to Tab 2b of the meeting packet and at the invitation of the Finance, Buildings and Grounds Committee Chair, Mr. Dunn gave an overview of the development of the board bylaws and highlighted the key concepts of its incorporation with the *TCC Board Policy and Procedures Manual*. Of note, the name of the Finance, Buildings and Grounds Committee will change to Finance & Facilities Committee.

The committee recommended that the board approve the bylaws and the associated changes to the policy and procedures manual as attached. 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.

- c. Discuss Proposed 2015-16 College Board Working Priorities. Directing the board's attention to Tab 2c of the meeting packet, the board briefly engaged in discussions on their 2015-16 College Board Working Priorities. They noted that the priorities were directly aligned with the college's Institutional Priorities and the Chancellor's goals.
- d. Adopt the 2015-16 College Board Working Priorities—As Discussed. After some discussion, on a motion by Mr. Murray, seconded by Dr. Armistead, the board approved the 2015-16 College Board Working Priorities attached.

3. 2015-16 Committee Assignments

- a. Review of 2015-16 Standing Committees. Mr. Padgett referred to Tab 3a of the meeting packet and remarked that there were minimal changes to the 2015-16 Standing Committees as reflected in the document **attached**.

4. Highlight Contents of Information Packet

D R A F T

Referring to the 2015-16 Meeting Schedule and the 2015-16 Board Membership in the information packet, Mr. Padgett reminded the board to contact Ms. James if changes are required.

5. President's Report

- a. Executive Staff Introductions & Update on Search for VP for Student Affairs. Dr. Baehre-Kolovani introduced two new members of her Executive Staff. Ms. Felicia Blow, Vice President for Institutional Advancement & Executive Director of the TCC Educational Foundation and the then Mr., now Dr. Corey L. McCray, Vice President for Workforce Solutions, they joined TCC in June and July 2015, respectively.

The search for the Vice President for Student Affairs is ongoing. The first round of candidates did not produce competitive candidates.

- b. Brief Overview of Educational Foundation Strategic Plan w/Ms. Blow. Ms. Blow noted that the mission of TCC Institutional Advancement is *to be a catalyst that provides resources to transform lives and strengthen the community*. With that said, the primary goals for 2015-18 are to: (1) Strengthen the Community; (2) Transform Lives, and (3) Be the Catalyst in support of the students, faculty, staff, and community partners of Hampton Roads.
- c. Provide Update on 2015-16 Institutional Priorities w/Mr. Aasen. Using a PowerPoint to frame his discussion, Mr. Aasen stated that the college's institutional priorities are directly aligned with the Chancellor's objectives for *Complete 2021*. With emphasis on connection, entry, progression, completion, affordability, and sustainability, TCC's Strategic Enrollment Management (SEM) Phases I, II and III along with process mapping, provides a clear course to meet the strategic objectives by 2017.
- d. Centers of Excellence Designation Effort. TCC is poised to gain a national maritime and energy workforce training "Center of Excellence (COE)" designation. This program would be the first of its kind for community colleges and if passed, TCC would be the only one in Virginia. The members of the Virginia Congressional Delegation have signed off as co-sponsors. Legislation was introduced in Congress and it is co-sponsored by U.S. Representative Bobby Scott (D-VA) and by the Governor of Virginia. *The Maritime and Energy Workforce Technical Training Enhancement Act (H.R. 2923) would establish a maritime and energy technical training grant program that provides financial support for workforce training at community colleges.* The process to designation is ongoing.
- e. Status of State Board Liaison. With the recent resignation of former State Board Chair and State Board for Community Colleges (SBCC) Liaison to TCC, Dorcas Helfant-Browning, the college awaits news of its new SBCC designee from the State Board—more to follow!
- f. Exhibit of Classical & Contemporary Drawings at the VAC. Dr. Baehre-Kolovani invited the board to visit the Visual Arts Center and to participate in the exhibit entitled, "Making Their Mark; Classical & Contemporary Drawings" on display through September 7, 2015.

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6. Chair's Report & Announcements

Mr. Padgett directed the board's attention to upcoming events as follows:

- Fall Convocation on August 21st at 1:00 p.m. in the Chesapeake Campus Student Center followed by the Annual Family & Friends Picnic at 5:00 p.m.
- College Board meeting on September 10th at 4:00 p.m. in the Green District Administration Building.

Board Members' participation was highly encouraged.

7. Adjournment

There being no further business to come before the board, Mr. Padgett adjourned the meeting at 5:40 p.m. and the board and college staff assembled for dinner and fellowship.

Respectfully submitted,



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

APPROVAL

John D. Padgett
Chair of the Board

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TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: May 12, 2015

COMMITTEE: Finance, Building & Grounds Committee

AGENDA ITEM: 2014-15 Committee Working Priority – Proposed College Board Bylaws and Associated Changes to Policy & Procedures Manual

BACKGROUND:

This item requests College Board approval of the board's bylaws and edits to the College Board Policy & Procedures Manual.

The Finance, Building & Grounds Committee was assigned a two-fold working priority in 2013-14 – update of the Policy & Procedures Manual and development of bylaws for the board, with the latter task to be completed in 2014-15. The revised Policy & Procedures Manual was approved by the College Board in May 2014. In 2014-15, the Committee has reviewed and provided comments on the draft bylaws. Those comments are incorporated into the attached draft bylaws.

The proposed draft bylaws are based on the form of the bylaws adopted by the State Board for Community College. Some items covered in the bylaws are also addressed in the College Board Policy & Procedures Manual. The attached version of the Policy & Procedures Manual reflects changes that should be made to it in order to eliminate redundancies between the bylaws and the Policy & Procedures Manual. Once approved, the bylaws would be incorporated as a section in the Policy & Procedures Manual.

STAFF RECOMMENDATION:

That the College Board approve the attached proposed bylaws and the recommended changes in the College Board Policy & Procedures Manual to eliminate redundancies between the bylaws and the manual.

STAFF LIAISON:

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

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BY-LAWS OF THE TIDEWATER COMMUNITY COLLEGE BOARD

PREFACE

Tidewater Community College (“TCC”) is a public institution of higher education.

The duties and powers of its local advisory body, the Tidewater Community College Board (“College Board”), are set forth in the Virginia Community College System Policy Manual.

The College Board is empowered to largely determine its internal organization and its procedures of operation.

This is the initial version of the Tidewater Community College Board By-Laws.

STATEMENT OF MISSION

Tidewater Community College provides collegiate education and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community.

CODE OF ETHICS

These values serve as a guide for the members of the TCC community when ethical issues arise. The Executive Committee of the College Board shall monitor, oversee, and review compliance with this Code of Ethics by members of the College Board.

Tidewater Community College is committed to an environment of uncompromising integrity and ethical conduct. The college’s ethical standards are the foundation for the decisions and actions of the members of the TCC community. As members of the TCC community, College Board members will be guided by these principles and values:

- We are committed to learning environments that foster academic integrity.
- We are good stewards of our resources and make effective and efficient use of them, thereby ensuring accountability to the Commonwealth and to the communities we serve.
- We maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
- We do not accept any gift, favor, loan, service, business, or professional opportunity knowing (or when it should be known) that it is offered in order to improperly influence the performance of our

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public duties. We avoid even the appearance of a conflict of interest.

- We offer good faith and fair dealings to all those we serve and to each other. Our communications are civil and professional.
- We offer employment and educational opportunities in accordance with state, federal, and Virginia Community College System policies supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, disability, veteran status, sexual orientation, or political affiliation.
- We encourage and expect all members of the college community to act in good faith and to bring to the attention of the appropriate official any violation or potential violation of these principles.

THE TIDEWATER COMMUNITY COLLEGE BOARD

ARTICLE I

Section 1.1. Purpose. The Tidewater Community College Board is the local advisory body of Tidewater Community College and is responsible for assuring that TCC is responsive to the needs existing within its service region within statewide policies, procedures, and regulations of the State Board for Community Colleges.

Section 1.2 Composition. The College Board is composed of a minimum of twelve persons; the maximum number of persons on the College Board shall not exceed fifteen members. College Board membership shall be distributed equally among the political subdivisions served by TCC. Each local political subdivision desiring to participate in the College Board shall appoint its allocated board members. Appointments shall be for terms of four years.

No person having served on the College Board for two successive four-year terms shall be eligible for reappointment to the College Board for two years thereafter. All members of the College Board shall be residents of the region served by TCC and shall be deemed members at large charged with the responsibility of serving the best interests of the whole region. The members of the College Board shall include persons from various businesses, industries, and professions in the region served by TCC.

No elected members of either the General Assembly or of a local governing body shall be eligible to serve on the College Board. Additionally, no current or former full-time employee of TCC shall be eligible to serve on the College Board.

A vacancy on the College Board is filled by appointment by the local political subdivision that appointed the vacating member for the unexpired term. A person filling an unexpired term may be reappointed by the local political subdivision for two additional four-year terms.

If any College Board member substantially fails to perform the duties of his or her office without sufficient excuse shown to the College Board, the College Board shall at its next

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regularly scheduled meeting cause the fact of such failure to be recorded in the minutes of their proceedings and certify the same to the respective local political subdivision, and the Office of the College Board Member shall thereupon be vacant.

However, said vote of the College Board must be by a two-thirds majority of those present and taken only after written notice has been given to the College Board Member of the alleged failure in duties and after allowing said College Board Member the opportunity to present evidence in mitigation.

The Chair of the College Board shall be able to excuse a Member's attendance or performance of specific duties before or after the fact and such excuse shall be *prima facie* evidence that the College Board Member in that instance has not violated the requirements of these paragraphs.

Section 1.3 Regular Meetings. The College Board shall meet in January, March, May, September, and November except when, by a majority vote, the College Board shall deem that a meeting is unnecessary. The College Board shall also meet on call of the Chair when, in the Chair's opinion, additional meetings are expedient or necessary.

Section 1.4 Special Meetings. The College Board shall meet annually for a planning work session, typically in August. Other special meetings of the College Board may be called by or at the request of the Chair or any two members upon notice to each member of the College Board.

Section 1.5 Notice of Meetings. Whenever notice of a meeting is required to be given herein, such notice shall be given to each member of the College Board or committee, as the case may be, at either the business or residence address, as shown by the records of the secretary, at least three working days prior to the meeting, and it shall state the time, place and purpose of such meeting. If sent by United States mail, such notice shall be effective upon receipt. If sent by email, such notice shall be the effective date sent. Any member may waive notice of any meeting and the attendance of a member at a meeting shall constitute a waiver of notice of such meeting except where a member attends for the express purpose of objecting to the transaction of business thereat on the ground that the meeting is not lawfully called or convened.

Notice of emergency meetings shall be reasonable under the circumstances. Notice to the public shall be given contemporaneously with notice provided to College Board members

Section 1.6 Quorum. Six members of the College Board shall constitute a quorum for all purposes. However, the Board shall not conduct any official business by vote unless at least seven of its members are participating.

Section 1.7 Manner of Acting. The act of the majority of the members present at a meeting at which at least seven members are present shall be the act of the College Board.

Section 1.8 Presumption of Assent. Members who are present at a meeting of the College Board at which action on any matter is taken shall be presumed to have

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assented to the action taken unless their dissent shall be entered in the minutes of the meeting, or unless they shall file their written dissent to such action with the person acting as secretary of the meeting before the adjournment thereof.

Section 1.9 Conduct of Business. All actions of the College Board shall be transparent to the public to the extent required by law. All meetings of the College Board shall comply with the Virginia Freedom of Information Act (“the Act”), *Code of Virginia* § 2.2-3700 *et seq.* Accordingly, the College Board shall give public notice of all meetings; conduct all discussions and take all actions in open session, unless the topic of such discussion is specifically authorized by the Act to be conducted in closed session; approve all official actions taken in closed session in open session; and record minutes of all open sessions and post them on TCC’s website.

All meetings shall be conducted in accordance with the Principles of Procedure presented in Robert’s Rules of Order. The Chair may vote on all matters coming before the College Board.

OFFICERS OF THE BOARD

ARTICLE II

Section 2.0 Officers of the Board. The officers of the Board shall consist of the Chair and the Vice Chair.

Section 2.1 Chair and Vice Chair. The College Board shall elect a Chair and Vice Chair for two-year terms from its membership, and assign them such duties as it deems appropriate. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

In the event that either the Chair or Vice Chair shall be unable to continue in such capacity for the balance of the elected term, the College Board shall elect a successor to fill the unexpired term only.

Either the Chair or Vice Chair may be removed from office by a two-thirds vote of the total College Board membership.

Section 2.2 Nomination and Election. The Chair and Vice Chair shall be elected at the meeting in May of even-numbered years or as soon thereafter as the College Board meets to begin performing their respective duties July 1. In March, the Chair shall appoint an Ad-hoc Nominating Committee to nominate candidates for Chair and Vice Chair. In its deliberations, the Ad-hoc Nominating Committee shall be sensitive to locality representation and board rotation. It shall share a written report with the Members prior to the May meeting and shall formally present the report at the May meeting. Nominations may be accepted from the floor, including self-nominations by Members desiring to stand for officer election by the full College Board. The election shall be conducted in open session, adhering to normal open voting procedures. A majority vote of the members present is required. The Secretary to the College Board

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shall serve as the presiding officer until an election is accomplished, unless the State Board decides to appoint another presiding officer.

The College Board may move into closed session to discuss any individual nominated, but the election itself must be in open session by public hand or voice vote.

Section 2.3. Secretary to the Tidewater Community College Board. The College President is the Secretary to the College Board as established by VCCS policy.

Section 2.4 The College President. The College President shall be the Chief Executive Officer of TCC as established by VCCS policy.

Section 2.5 Appointment. The College President shall be appointed by the State Board for Community Colleges and shall serve at its pleasure. The College President shall attend all meetings of the College Board and may attend meetings of its committees.

Section 2.6 Powers and Duties. As TCC's Chief Executive Officer, the College President's duties are prescribed by VCCS policy.

COMMITTEES

ARTICLE III

Section 3.1 The Committees. There shall be an Executive Committee, Curriculum & Student Development Committee, Finance & Facilities Committee, and Advocacy Committee. The College Board may, by resolution, designate other committees with authority limited to that prescribed in the resolution appointing them.

Each Committee, other than the Executive Committee, shall have at least three members appointed by the Chair of the College Board.

Section 3.2 Executive Committee—Number and Appointment of Members. The Executive Committee shall consist of the Chair and Vice Chair of the College Board, and the Chairs of the Curriculum & Student Development Committee, Finance & Facilities Committee, and Advocacy Committee. The Executive Committee Chair and Vice Chair shall be the Chair and Vice Chair of the College Board, respectively. The College President shall serve as Secretary of the Executive Committee.

Section 3.3 Executive Committee—General Powers. When the College Board is not in session, the Executive Committee shall have and exercise all the power of the College Board. In the event the Executive Committee acts in the name of the College Board, it shall report such action at the next regular meeting of the College Board.

Section 3.4 Chairs. The chairs of the standing committees, excepting the Executive Committee, shall be appointed by the Chair of the College Board.

Section 3.5 Vice Chair. Each committee chair may designate a Vice Chair to substitute for the Chair when necessary.

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Section 3.6 Meetings. Regular meetings of the committees shall take place at times set by the respective committee chair. Meetings of the committees shall be held in accordance with the Virginia Freedom of Information Act and proper notice shall be given to any citizen of the Commonwealth who requests such information at such times or places as the committee may fix. Special meetings of the committees may be called upon notice by the committee chair or any two members of the committee so long as such notice is in accordance with the open meeting requirements of the Virginia Freedom of Information Act.

Section 3.7 Quorum. At any meeting of a committee, the Chair or Vice Chair and any other members of the College Board shall constitute a quorum but any action of that committee to be effective must be authorized by the affirmative vote of a majority of the members thereof present at the meeting.

Section 3.8 Curriculum & Student Development Committee—General Powers. The Curriculum & Student Development Committee shall focus on TCC's strategic responsiveness to anticipating and meeting the programmatic needs of the Hampton Roads region while contributing to the general welfare of the TCC student through the delivery of a cutting edge curriculum and extra-curriculum. The Committee shall report its recommendations to the College Board for action.

Section 3.9 Finance & Facilities Committee—General Powers. The Finance & Facilities Committee focuses on TCC's strategic development and use of state/local financial resources and physical infrastructure. The Committee shall report its recommendations to the College Board for action.

Section 3.10 Advocacy Committee—General Powers. The Advocacy Committee focuses on community relations and the College Board members' role as advocates for TCC. The Advocacy Committee shall report its recommendations to the College Board.

MISCELLANEOUS

ARTICLE IV

Section 4.0 Legal Advisor. The Attorney General's appointees or representatives to the State Board for Community Colleges shall serve as legal advisor to TCC and to the College Board as prescribed by statute.

Section 4.1 Communications to the College Board. All communications directed to the College Board shall be channeled through the Office of the College President. All communications from the College Board shall be similarly channeled or copies thereof shall be furnished to the College President.

Section 4.2 Minutes of College Board Meetings. The minutes of all meetings of the College Board shall be open to inspection as required by law.

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Section 4.3 Amendments. These By-Laws may be amended, enlarged or repealed at any meeting of the College Board provided, however, at least ten days prior to such meeting, the Secretary of the College Board, or the Secretary's designee, shall hand deliver or mail to each member of the College Board, at the address reflected in the books of the Secretary, a written copy of the proposed amendment, enlargement or repeal. Said written copy shall also state the reasons justifying the proposal, and the date and place for its consideration. At the meeting wherein the proposal is considered by the College Board, the College Board shall have the authority and power to adopt the proposal in any form it shall then see fit, provided a quorum is present. Any member of the College Board may waive the right to the notice herein provided at any time and under such conditions as the member shall see fit.

Section 4.4 Effective Date. The provisions of these By-laws shall go into effect upon adoption. As of their effective dates, these provisions shall supersede all prior actions of the College Board which are inconsistent with them.



TIDEWATER COMMUNITY COLLEGE BOARD

**POLICIES
AND
PROCEDURES
MANUAL**

MAY 2014

The purpose of this manual is to delineate basic policies and procedures of the Tidewater Community College Board. It is based largely on the VCCS *Policy Manual*, the official document for policies and procedures of the Virginia Community College System. In all cases, the VCCS *Policy Manual* takes precedence over the College Board's *Policies and Procedures Manual*.

TIDEWATER COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL

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SECTION I: NAME, MISSION, AND ORGANIZATION OF COLLEGE

1.1 Name of College

The official name of the college shall be Tidewater Community College (TCC).

1.2 Mission of College

Tidewater Community College provides collegiate education and training to adults of all ages and backgrounds, helping them achieve their individual goals and contribute as citizens and workers to the vitality of an increasingly global community.

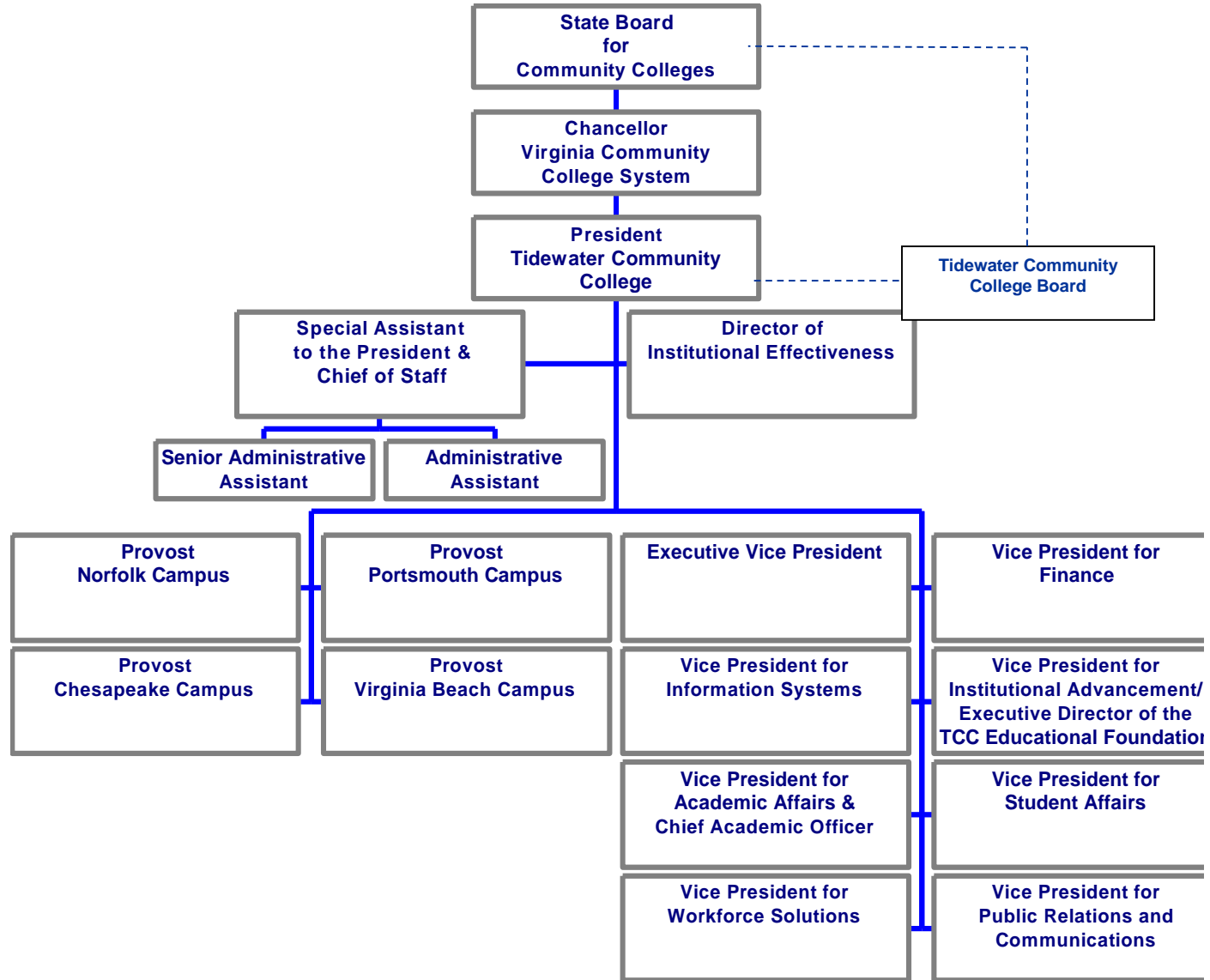
COMMITMENTS THAT INFORM THE MISSION

- *Open access* to high-quality, affordable education to prepare students for transfer to a four-year baccalaureate institution, as well as for entry or advancement in the workforce.
- *Cultural diversity* as a critically important strength for students to meet the changing needs of a pluralistic, democratic society.
- *Lifelong learning* to heighten the awareness of students to multiple paths for achievement while helping them pursue the choices most conducive to their individual needs.
- *Partnerships and proactive responsiveness* to develop cutting-edge programs that meet the changing needs of students and industry, while contributing to the economic, civic, and cultural vitality of the region, the Commonwealth, the nation, and the international community.
- *A comprehensive range of programs and services* recognized for excellence by leaders of business, industry, and government, and by educators in K-12 education and four-year colleges and universities.

Approved by the College Board
March 12, 2002

Approved by the VCCS Chancellor
April 24, 2002

1.3 Organizational Chart of College Board and College



1.4 Approval and Accreditation

- 1.4.1** TCC operates as a part of the Virginia Community College System (VCCS). As specified in the *Code of Virginia* (Sections 23-216 through 23-220), the State Board for Community Colleges, comprised of 15 members appointed by the Governor, is the governing body of the VCCS and its constituent colleges.
- 1.4.2** Curricula of the college are approved by the State Board upon the recommendation of the Tidewater Community College Board. Associate degree programs undergo final review and approval by the State Council of Higher Education for Virginia (SCHEV) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- 1.4.3** Tidewater Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. The Commission on Colleges can be reached at 1966 Southern Lane, Decatur, Georgia 30033-4097, or by calling (404) 679-4500 for questions about the accreditation of Tidewater Community College.
- 1.4.4** Certain curricula of the college are also accredited by specialized accrediting organizations. They include the following:
- a.** Automotive Technology—accredited by the National Automotive Technicians Education Foundation
 - b.** Culinary Arts—accredited by the American Culinary Federation Crediting Commission
 - c.** Funeral Services—accredited by the Commission on Accreditation of the American Board of Funeral Service Education
 - d.** Health Information Management—accredited by the Commission on Accreditation for Health Informatics and Information Management Education
 - e.** Nursing—accredited by the Accreditation Commission for Education in Nursing
 - f.** Occupational Therapy Assistant—accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association

- g.** Physical Therapy Assistant—accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association
- h.** Radiography—accredited by the Joint Committee on Education in Radiological Technology
- i.** Respiratory Therapist—accredited by the Committee on Accreditation for Respiratory Care
- j.** Specific Programs in the Health Professions are accredited by the Commission on Accreditation of Allied Health Education Programs:
 - i.** Diagnostic Medical Sonography through the Joint Review committee on Education in Diagnostic Medical Sonography
 - ii.** Emergency Medical Services through the Committee on Accreditation of Educational programs for Emergency Medical Services professions
 - iii.** Medical Assisting through the Medical Assisting Education Review Board

1.4.5 The college is an institutional member of the American Council on Education, the American Association of Community Colleges, the Association of Governing Boards of Universities and Colleges, and the Association of Community College Trustees. It is approved both by the Virginia State Department of Education for benefits administered by the Department of Veterans Affairs and by the U.S. Department of Education for various federally funded programs. It is also an authorized Workforce Investment Act (WIA) provider of training services through Individual Training Accounts.

1.5 Statement on General Education

General education provides students with a collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. The following elements embody the essence of general education:

Communication
Critical Thinking
Cultural and Social Understanding
Information Literacy
Personal Development
Quantitative Reasoning

Scientific Reasoning

All TCC associate degree curricula must include a general education component that addresses these elements, and TCC students who graduate with the associate degree must demonstrate competency in them.

SECTION II: COLLEGE BOARD AND PRESIDENT

2.1 Authority for Establishment of College Board

[VCCS *Policy Manual*, Sections 2A-IX-D-2+3]

2.1.1 Title 23, Chapter 16, Section 23-220 of the *Code of Virginia* (Sections 23-216-20) empowers the State Board for Community Colleges to “establish policies providing for the creation of a local community college board for each institution established under this chapter and the procedures and regulations under which such local boards shall operate.”

2.1.2 The VCCS *Policy Manual* constitutes the official policy document for the operation of Virginia’s Community Colleges. At all times, when in conflict, this manual supersedes any and all policies specific to the local board. The VCCS *Policy Manual* may be accessed through the VCCS website at <http://www.vccs.edu/about/where-we-are/policy-manual/>.

2.1.3 The State Board dictates the following provisions for the establishment of local boards:

2.1.3.1 An ad hoc committee consisting of a minimum of three persons shall be appointed by the governing bodies of the political subdivisions sponsoring a community college and shall consist of one member of each governing body of the political subdivisions in the region being served by the community college as identified in the master plan approved by the State Board for Community Colleges.

2.1.3.2 The ad hoc committee shall recommend to the governing bodies of the participating political subdivisions:

- a. Number of members (between nine and fifteen) on the local college board

- b. Allocation of these members among the local political subdivisions sponsoring the community college
- c. Initial local financial support for the community college and the allocation of these funds among the local political subdivisions sponsoring the college

2.1.4 Implementation of these recommendations shall be contingent upon the approval by the governing bodies of the participating political subdivisions.

2.1.5 ~~The State Board dictates the following provisions for the appointment of local college boards:~~

~~————— A minimum of nine persons shall be appointed to the college board and shall include at least one person from each political subdivision sponsoring the college. Generally, the maximum number of persons on the college board shall not exceed fifteen persons.~~

~~2.1.5.1 ——— Each local political subdivision sponsoring the community college shall appoint its board members as allocated by the ad hoc committee within the guidelines of the State Board for Community Colleges.~~

~~2.1.5.1 ——— The members of the college board shall be residents of the region to be served by the community college and shall include persons from various businesses, industries, and professions in the region being served by the community college.~~

~~2.1.5.1 ——— No elected members of either the General Assembly or of a local governing body shall be eligible to serve on the college board; however, elected town officials shall not be prohibited from serving on a college board so long as such town is not a participating political subdivision sponsoring the college.~~

~~2.1.5.1 ——— Additionally, no current or former full-time employee of the community college shall be eligible to serve on the college board.~~

~~2.1.5.1 ——— All members of the college board shall be deemed members at large charged with the responsibility of serving the best interests of the whole region being served by the community college.~~

~~2.2 Name of College Board~~

~~The official name of the local college board for TCC shall be the Tidewater Community College Board.~~

2.2 Duties and Responsibilities of College Board

[VCCS *Policy Manual*, Sections 2A-IX-D-7, 4.3.1.5, and 10.0.0.4]

2.3.1 The college board shall perform such duties with respect to the operation of the college as may be delegated to it by the State Board for Community Colleges. In general, the college board is responsible for assuring that TCC is responsive to the needs existing within its service region within the statewide policies, procedures, and regulations of the State Board for Community Colleges. Within this context, specific duties of the board follow.

~~**2.3.2** Elect a chair and other such officers from its membership as it deems necessary, adopting such rules and regulations as are considered necessary to conduct its business in an orderly manner.~~

2.3.3 Serve as a channel of communication between the State Board for Community Colleges and the governing bodies of the local political subdivisions.

2.3.4 Submit recommendations to the State Board for Community Colleges for naming the college and, in the case of multi-campus colleges, each of its campuses. The college's name must include the phrase "community college" in it.

2.3.5 Name the facilities of the college and its campuses, adopting a local policy for such naming.

2.3.5.1 The policy may provide for naming on the basis of significant service but should also provide incentives and recognition for private sector giving to support the college. Recognition for private sector giving should typically occur after the gift has been received rather than on a prospective basis.

2.3.5.2 Individuals are not eligible for this award if currently employed at the college or elsewhere within the Virginia Community College System, are serving on the local college board, or serving on the State Board for Community Colleges. A separation from such employment or service of at least one month is a prerequisite for eligibility.

2.3.5.3 College staff must provide a current copy of the local policy to the VCCS Office of Facilities Management Services.

- 2.3.6** Recommend to the State Board for Community Colleges the master site plans for the college and its campuses, as well as the A&E schematic designs for the college's individual facilities.
- 2.3.7** Approve a capital outlay plan for parking and a reserve fund from auxiliary enterprise revenues and/or contributions from local government jurisdictions to provide for construction, repair, and maintenance of the college's parking facilities. State law prohibits the use of General Fund monies to construct, maintain, or operate parking lots. The college president ("president") must submit to the chancellor the approved capital outlay plan for parking July 1st of each new biennium. [VCCS Policy Manual, Section 4.3.1.5]
- 2.3.8** With the chancellor and State Board, participate in the selection, evaluation, and removal of the president in accordance with procedures adopted by the State Board for Community Colleges.
- 2.3.9** With the president, chancellor, and State Board, participate in the development and evaluation of a program of community college education of high quality in accordance with procedures adopted by the State Board for Community Colleges. In that context, a college statement of purpose shall be developed by the college community, approved by the local board, and reviewed and approved by the chancellor on behalf of the State Board. The statement of purpose shall tailor the VCCS Mission Statement to the particular needs and circumstances of the college.
- 2.3.10** Elicit community participation in program planning and development, establishing local citizen advisory committees for specialized programs and curricula, and approving the appointments of all members of these committees.
- 2.3.11** Review new curriculum proposals and, upon endorsement, recommend those proposals to the State Board for action.
- 2.3.12** Review proposals for program discontinuation and, upon endorsement, recommend those proposals to the State Board for action.
- 2.3.13** Oversee the development and evaluation of the college's community service program and, as it deems appropriate, authorize the president to grant an "award of completion" to individuals who successfully complete an approved non-credit program.

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- 2.3.14** Stay abreast of the college's fiscal status, directing the president to provide periodic board updates on both the college's financial and annual spending plans.
- 2.3.15** Review and approve a detailed local funds budget for the college as advanced by the president within State Board guidelines. Upon approval, and through established VCCS procedures, college staff shall submit this proposed budget to the State Board and the local political subdivisions.
- 2.3.16** Receive both periodic and year-end final reports on the college's local funds budget. Through established VCCS procedures, college staff shall provide similar such year-end reports to the State Board and local political subdivisions.
- 2.3.17** Review and approve local regulations on student conduct as advanced by the president within State Board guidelines.
- 2.3.18** Review and approve detailed budgets for the expenditure of revenues from auxiliary enterprises and student-based local fees as advanced by the president within State Board guidelines.
- 2.3.19** Receive both periodic and year-end final reports on the college's auxiliary enterprise and student-based local fee budgets.
- 2.3.20** Review audit reports and the college's response to these reports.
- 2.3.21** Keep abreast of major personnel matters as they may impact upon the college's reputation and public persona through the college's president.
- 2.3.22** Recommend for approval by the State Board for Community Colleges the following matters related to physical facilities: [VCCS Policy Manual, Section 10.0.0.4]
 - 2.3.22.1 the Six-Year Capital Outlay Plan for the college;
 - 2.3.22.2 establishment and acquisition of new campuses, including naming of new campuses;
 - 2.3.22.3 acquisition or conveyance of title to community college real property including exchanges;
 - 2.3.22.4 capital leases;
 - 2.3.33.5 master site plans;
 - 2.3.22.6 proposed construction of new building space which is not covered under capital outlay;

- 2.3.22.7 entrance into any arrangement including proposed debt to support any capital project;
- 2.3.22.8 entrance into any project expected to be established through the process of the Public-Private Education and Infrastructure Act of 2002 (PPEA);
- 2.3.22.9 preplanning studies or schematic plans when preplanning studies are not required;
- 2.3.22.10 any activity which would substantially affect the appearance of a campus, including demolition of any building, renovation of the exterior of any building, the construction of any site improvements including, but not limited to, parking lots, walls, fences, entrance signs, tennis courts, gazebos, moveable buildings, and other outdoor physical education areas;
- 2.3.22.11 any other commitment which would have substantial impact on the real property of the VCCS;
- 2.3.22.12 any litigation proposed on behalf of the VCCS; and
- 2.3.22.13 any project requiring an increase in student fees.

2.4 Composition of the College Board

- 2.4.1 The Tidewater Community College Board consists of twelve members. Each of the local political subdivisions that the college serves—namely, the cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach—has three representatives. The college also serves the northern part of the City of Suffolk, though this city has not yet exercised its option to have board representation.
- 2.4.2 The college board reflects the diversity of the college’s service area through the demographics of race, ethnicity, gender, and professional affiliation. Board members are viewed as the “representative voice” for their jurisdictions and are valued for the unique orientations they bring to the work of the college. Their individual and collective working knowledge of the region is considered an essential.

2.5 Length of Terms of College Board Members

[VCCS *Policy Manual*, Section 2A-IX-D-3]

- 2.5.1 Board members are appointed by their representative local jurisdictions for an initial term of four years. They are eligible for reappointment to an additional, consecutive four-year term at the discretion of the appointing jurisdiction.

2.5.2 Individuals appointed to fill the unexpired term of a board member who was unable to complete his/her term remain eligible thereafter for appointment to two four-year terms.

2.5.3 ~~No individual having served on the board for two successive four-year terms is eligible for reappointment to the college board for two years thereafter.~~

2.5.4 The anniversary date for board member appointments is July 1st.

2.6 Orientation of College Board Members

Upon initial appointment of a board member, and preferably before the next meeting of the board, the president and board chair shall provide the new board member an orientation to Tidewater Community College and to the Tidewater Community College Board, including the roles, responsibilities, and expectations of board members.

2.7 Compensation of College Board Members

2.7.1 Board members shall not be compensated for their service on the board.

2.7.2 Board members shall be reimbursed for official travel to and from board meetings and other official college/VCCS functions in accord with state and VCCS policies and procedures governing such travel. Mileage reimbursement is at the regular state rate.

2.7.3 Board members shall be reimbursed for meals and other direct costs incurred as part of their official board duties in accord with state and VCCS policies and procedures governing such matters.

2.7.4 Travel outside of the college's service area—i.e., to conferences and the like—shall be reimbursed only if such travel has been endorsed by the president or a designated representative. The reimbursement will be subject to applicable state and VCCS policies and procedures.

2.7.5 To be reimbursed, board members must submit the required paperwork, to include receipts, as dictated by applicable state, VCCS, and TCC policies and procedures.

2.7.6 Funding for reimbursement of board members may be drawn from either the college's local funds budget and/or state operating budget subject to the state and VCCS policies and procedures governing both.

2.8 Removal and Replacement of College Board Members

[VCCS *Policy Manual*, Section 2A-IX-D-3]

- 2.8.1** Failure to attend board meetings shall constitute cause for the removal and replacement of a college board member.
- 2.8.2** Should a member find it impractical, for personal or business reasons, to attend college board meetings regularly and should a member be absent for three consecutive meetings or for 40 percent or more of the meetings scheduled between July 1st and June 30th of a given year, such member shall be notified in writing by the board chair that the matter will be presented to the college board, in executive session, at its next meeting. The notice shall give the member both the opportunity to justify his/her absences and/or to tender his/her resignation.
- 2.8.3** The decision to remove a board member rests with the college board and is based on the best interest of the college.
- 2.8.4** Should the board remove one of its members, the board chair shall so notify the appropriate sponsoring political subdivision and request a replacement.
- 2.8.5** In the case of incapacitation or death of a board member, the college will immediately notify the representative local jurisdiction for a new appointee to fill the unexpired term. If the incapacitated or deceased board member is the board chair or vice chair, the board will proceed with the board chair/vice chair until the next nomination cycle, or advance the nomination cycle to meet the needs of the board.

2.9 Reappointments and Vacancies of College Board Members

[VCCS *Policy Manual*, Section 2A-IX-D-4]

- 2.9.1** When the term of office of a board member expires, the appropriate local political subdivision shall either reappoint the member, if eligible, or appoint a new member. If the member whose term of office has expired is eligible for reappointment, that member shall continue in office until reappointed or a successor is named. A member who is not eligible for reappointment shall discontinue service on the college board at the expiration of the term.
- 2.9.2** Whenever a vacancy occurs on the college board, the appropriate political subdivision shall appoint an individual to fill the unexpired term of the member creating the vacancy.

2.10 Reallocation of College Board Membership

[VCCS *Policy Manual*, Section 2A-IX-D-5]

2.10.1 Should any of the college's local political subdivision wish to reallocate the positions on a college board because of changing conditions, the local political subdivision shall notify in writing both the Tidewater Community College Board and the State Board for Community Colleges of its interest in such reallocation and the rationale for it. The same procedure used to establish the original ad hoc committee that formed the college's board shall be instituted to establish an ad hoc committee to determine the number of members on the community college board and the allocation of these members among the local political subdivision(s) sponsoring the college.

2.10.2 The college board may itself determine the need for a change in number or reallocation of its membership. Upon approval of two-thirds of the total membership of the college board, the chair shall notify the sponsoring political subdivisions of the board's action and request that the political subdivisions follow the procedure as outlined in 2.9.1 above.

2.11 Distribution of Representation

2.11.1 The distribution of board membership should be representative of the industries, businesses, and professions that comprise the college's service area.

2.11.2 To ensure such a distribution, the State Board for Community Colleges established the list of employment categories shown in Table 2A-1 (on the next page) to assist and guide the board chair and local government jurisdictions in the selection and appointment process.

**TABLE 2A-1
CATEGORIES FOR COMMUNITY COLLEGE BOARD MEMBERSHIP**

Agriculture	Machinery & Equipment
Air Conditioning & Heating	Meat, Dairy, Poultry & Fish Products
Allied Health	Medical Equipment & Supplies
Aluminum	Medicine
Architect	Metal, Mining & Refining
Associations - Public Service	Military Personnel
Associations - Trade	Mineral Oil Industry
Automobile Industry	Musical Instruments & Merchandise
Beverages	Office Appliances, Equipment, & Stationery
Broadcasting Service	Optical Goods & Services
Building Materials	Osteopathy
Business Service	Paints, Oils, & Decoration
Chemical Industry	Paper Industry
Clothing Industry	Pharmacy
Coal Industry	Photography
Communication Service	Plastics Industry
Construction Service	Plumbing
Dentistry	Power Production Equipment & Supplies
Dry Goods & General Merchandise	Printing & Publishing
Education	Public Relations & Advertising
Electrical Industry & Electronics	Public Utilities and/or Service
Engineering	Pure Science
Entertainment	Real Estate
Exhibitions	Recreation
Finance	Refrigeration
Fire Fighting & Prevention	Religion
Firearms & Explosives	Retired
Food Industry	Rubber Industry
Funeral	Ships & Nautical Equipment
Furniture & Home Furnishings	Shoe Industry
Gas Industry	Stone Industry
Glass Industry	Storage
Government	Textile Fibers
Hardware	Tobacco Industry
Homemaking	Transportation
Horticulture	Vehicle Industry
Hotels, Resorts, & Restaurants	Veterinary Medicine
Institutions & Hospitals	Wood Industry
Insurance	
Iron & Steel Industry	
Jewelry	
Laundry, Cleaning and Dyeing	
Law	
Law Enforcement	

~~2.12~~ ~~Officers of the College Board~~

~~Board officers shall be chair and vice chair.~~

~~2.12.22.11.3 Board officers shall be elected at the board's regular May meeting typically though not necessarily, serve one two-year term.~~

~~2.12.32.11.4 At the board's March meeting, the board chair shall appoint a Nominating Committee to develop a slate of officers. The membership of the committee and selection of its chair shall be at the board chair's discretion. In its deliberations, the Nominating Committee shall be sensitive to locality representation and board rotation. It shall share a written report with board members prior to the May meeting and shall formally present the report at the May meeting.~~

~~2.12.3 Board members may nominate themselves to stand for officer election by the full board.~~

~~2.12.3 Either the chair or vice chair may be removed from office by a two-thirds vote of the total board membership.~~

~~2.12.3 Per State Board policy, the president of the college serves as secretary to the board.~~

~~2.13~~ ~~2.12~~ **Committees of College Board**

~~2.13.12.12.1 As stipulated in the Tidewater Community College Board By-Laws, board has three standing committees—namely, Finance, Buildings and GroundsFinance & Facilities, Curriculum and & Student Development, and Advocacy.~~

~~2.13.22.12.2 Board members shall serve on at least one of the committees. The board chair and president shall serve as ex officio members of all college board committees and subcommittees.~~

~~2.13.32.12.3 The board chair shall make the committee appointments and members shall serve one-year terms. In making the appointments, the chair shall be sensitive to local jurisdictional representation and the interests of the board members.~~

~~2.13.42.12.4 The board chair shall also name the committee chairs and chairs shall typically serve no more than two consecutive one-year terms. In making the appointments, the chair shall be sensitive to the professional expertise of board members.~~

~~2.13.52.12.5 From time to time, the standing committees may form address particular matters under their direct purview that require more focus and discussion. Members of the board who are appointed to one~~

standing committee may serve on the subcommittee of another standing committee.

~~2.13.6 Functions of the standing committees are as follows:~~

- ~~b. The Finance, Buildings and Grounds Committee focuses on the college's strategic development and use of state/local financial resources and physical infrastructure.~~
- ~~b. The Curriculum and Student Development Committee focuses on the college's strategic responsiveness to meeting (and anticipating) the programmatic needs of the Hampton Roads region while contributing to the general welfare of the TCC student through the delivery of a cutting edge curriculum and extra-curriculum.~~
- ~~b. The Advocacy Committee focuses on community relations and the board's role as advocates for the college.~~

~~2.13.142.12.6 From time to time, the board chair may appoint ad hoc committees to address topically focused matters that require board attention.~~

2.142.13 Meetings of College Board

~~2.14.12.13.1~~ As stipulated in the board's By-Laws, ~~T~~the college board shall hold five regularly scheduled meetings a year—typically on the second Tuesday in the months of September, November, January, March, and May. The meetings typically run from 4:00 – 6:00 p.m., the location of which is rotated among the college's campuses, centers, and District Administration.

~~2.14.22.13.2~~ The By-Laws also stipulate that college board shall meet annually for a planning work session—typically in August. At the session, the board receives a comprehensive report from the president on the college's upcoming academic year and sets its annual working priorities for the new year.

~~2.14.32.13.3~~ Annually, the college board shall meet jointly over dinner with the boards of directors of the TCC Educational Foundation, TCC Real Estate Foundation, and TCC Alumni Association, typically in June. At this meeting, the college board and the respective board will recognize outgoing members and mark the “passing of the gavel.”

~~2.14.42.13.4~~ As secretary to the board, the president shall work with the incoming board chair to present the board's annual meeting schedule for the succeeding year typically at the May board meeting.

~~2.14.52.13.5~~ The college board shall participate in the VCCS Annual Meeting, which brings together the local boards of all twenty-three community colleges, the State Board for Community Colleges, the college presidents, and the chancellor for typically a two-day meeting focused on a system-wide theme. The meeting is typically held in November and rotates around the state.

~~2.14.6~~ Special meetings of the college board shall be held at the call of the chair or upon petition of a simple majority of the college board members.

~~2.14.72.13.6~~ All college board meetings shall be conducted in open session, except where a closed meeting is authorized under Section 2.1-344 of the Virginia Freedom of Information Act. Such a closed meeting shall comply in both letter and spirit with the above act and as dictated by other relevant state law. All official actions of the college board shall be taken in open session.

~~_____~~ A simple majority of the college board members shall constitute a quorum for all purposes, except as otherwise specified herein.

~~2.14.8~~ The chair may vote on all matters coming before the college board.

~~2.14.92.13.7~~ The president, as secretary to the college board, shall keep such minutes and records as are necessary to set forth clearly all actions and proceedings of the college board. The draft minutes of each meeting shall be considered, corrected if necessary, and approved at the subsequent meeting. Upon approval, the minutes shall be signed by the chair and the president and shall be kept as a public record in permanently bound books in the custody of the president. Per VCCS policy, a copy of the draft minutes for each meeting shall be forwarded to the chancellor within fourteen working days following the meeting. Approved copies of meeting minutes shall also be forwarded to the chancellor, with any additions or corrections to the draft minutes reflected in the approved minutes duly noted in the transmittal.

~~2.14.102.13.8~~ _____ The president, as secretary to the board, shall also maintain current board web page that, among other things, provides both public and board member access to board membership rosters, meeting schedules and agendas, meeting information packets, and approved meeting minutes.

~~2.14.142.13.9~~ _____ Board members shall receive the agenda and accompanying materials for each board meeting electronically at least seven to ten working days prior to the meeting.

2.152.14 Contact with State Board for Community Colleges
[VCCS Policy Manual, Section 2A-IX-D-8]

Any college board or its authorized representative may appear before the State Board for Community Colleges by notifying the chancellor, as secretary to the state board, of its request no later than fifteen days prior to the state board's next regularly scheduled meeting.

2.16 Responsibilities and Authority of College President

[VCCS *Policy Manual*, Section 2A-IX-F-2]

2.16.1 The president is responsible to the chancellor for organizing and operating the college in accordance with the policies, procedures, and regulations of the State Board for Community Colleges and the Virginia Community College System. The president is responsible to the college board for those areas in which the college board is empowered to act and which are assigned to the president by the college board.

2.16.2 Per VCCS policy, the president's responsibilities include:

- a. providing principle-centered leadership and supervision for the college, including:
 - i. career & technical education, college transfer education, general education, and developmental education;
 - ii. continuing education, workforce education, and community services;
 - iii. student access and student services, including counseling programs, student admissions and records, financial aid, disability services, and student activities;
 - iv. budget planning and fiscal management
 - v. management and development of all campus sites, facilities, and technology;
 - vi. recruitment, selection, and professional development of the college's human resources; and
 - vii. serving as secretary to the local college board.
- b. assuming responsibility for student enrollment growth relative to the growth of the college's service area;
- c. developing effective regional and community relations with other organizations and individuals for the benefit of the college and community;

- d. providing leadership for institutional resource development, including serving as institutional liaison to the foundations and active involvement in fundraising, grants, gifts, and other resources;
- e. serving as legislative advocate for the college and the Virginia Community College System;
- f. leading an institutional effectiveness program for the purpose of continuous improvement;
- g. representing the college at appropriate local, state, and national events;
- h. maintaining an active program of professional development;
- i. serving as a member of the VCCS Advisory Council of Presidents to study, analyze, and recommend policies and procedures to the chancellor in the areas of budget and finance, human resources, technology, academic and student affairs, public and governmental affairs, and workforce development; and
- j. supporting the work of the Virginia Community College System by actively participating in events and initiatives as requested by the chancellor.

2.17 Presidential Evaluation Procedure
[VCCS *Policy Manual*, Section 3.15.2]

2.17.1 Purpose

The purpose of presidential evaluation is the improvement of performance, both individual and institutional.

Improvement of performance is a continuing process, a concept consistent with the premise that education, or learning, should be lifelong. It is consistent, too, with the reality that communities and people change over time, giving rise to new and different conditions and needs to which the community college should be responsive.

2.17.2 Objectives

The objectives of annual presidential evaluations are:

- a. to provide the president with a formal statement on the adequacy of the president's performance based on predetermined measures;

- b. to provide the college board and the chancellor with an appropriate mechanism for setting and monitoring progress toward attaining specified goals/objectives; and
- c. to identify serious problems that may require special attention.

2.17.3 Conditions

The Virginia Community Colleges are accountable to the State Board for compliance with System and State policy and for judicious management of resources.

The individual college is responsible to its college board for assuring that its mission, and its programs and activities, are based on and consistent with local needs, interests, and aspirations.

The position of president, defined by the State Board, includes reporting relationships to the college board and to the chancellor.

The role of president, defined in large measure by the interaction and interrelationships between the individual president and the communities and constituencies comprising the individual college, is situationally determined.

The president is singularly qualified and located to judge the performance of the institution and to be judged by same.

2.17.4 Evaluation Plan

The president shall be evaluated annually. The evaluation shall include, as part of its basis, an independent assessment of the president's accomplishments conducted by the college board. The final evaluation letter shall list each goal/objective followed by a narrative statement detailing the degree of accomplishment. The chancellor conducts an independent assessment.

a. College Board's Evaluation

The evaluation of the president by the college board shall be conducted by the executive committee working in conjunction with the president. The evaluation letter shall be reviewed by the president and shall be signed by the board chair and by the president and submitted to the chancellor no later than the May meeting of the college board.

b. Predetermined Goals/Objectives

At the board's August work session the college board and president shall establish goals/objectives to be used in the board's evaluation of the president for the ensuing evaluation period, with the goals provided by the chancellor as the primary basis for said evaluation.

c. Evaluation Process

The evaluation process shall be as follows:

- i. At the August work session of the college board, the president and the full board shall have a discussion of the goals/objectives and adopt them officially.
- ii. By March 15, the president shall submit a self-evaluation to the college board chair.
- iii. By April 15, the chair shall distribute the self-evaluation electronically to the full college board and receive feedback and input on the president's performance via electronic reply.
- iv. By May 1, the president and the executive committee of the college board shall have a discussion in closed session regarding the president's performance.
- v. No later than the May meeting of the college board, the board shall have completed its evaluation of the president and submitted the appropriately signed evaluation letter to the chancellor.

2.18 Conflict of Interests

[VCCS *Policy Manual*, Section 3.3.3-3]

- 2.18.1** No member of the college board shall apply for a full-time or part-time position at TCC or anywhere within the VCCS while serving as a member of the board.
- 2.18.2** Further, TCC is prohibited from employing for remuneration, in any capacity whatsoever, either on a full-time or part-time basis, a member of the college's board or the board member's immediate family.
- 2.18.3** To comply with state law, board members shall complete the state's Financial Disclosure Statement annually in January.

SECTION III: GENERAL POLICIES

3.1 Reaffirmation of All Motions and Decisions of Previous Boards

The Tidewater Community College Board reaffirms all motions and decisions made by all previous boards, and said motions and decisions are to remain in effect until rescinded.

3.2 Equal Opportunity and Nondiscrimination

3.2.1 College Policy #1200 articulates TCC's commitment to equal opportunity and nondiscrimination consistent with the policies of the Commonwealth of Virginia, the Virginia Community College System, and relevant federal and state statutes and regulations.

3.2.2 As stipulated in College Policy #1200, "It is the policy of Tidewater Community College to provide equal employment and educational opportunities for all persons without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, and for all otherwise qualified persons with disabilities. This policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans."

3.2.3 The college's Director of Human Resources is the designated coordinator for matters related to Section 504 of the Rehabilitation Act of 1973. And the college's Vice President for Student Affairs is the designated coordinator for matters related to Title IX of the Education Amendments of 1972.

3.2.4 Inquiries related to the college's nondiscrimination policies may be directed to the Director of Human Resources, Post Office Box 9000, Norfolk, VA 23509-9000, (757) 822-1708.

~~3.3 Legal Counsel~~

~~As prescribed by state statute, the Office of the Attorney General serves as legal advisor to the Virginia Community College System and its colleges.~~

~~3.4 Procedures for College Board to Perform Responsibilities Between Scheduled Board Meetings~~

~~— If a matter arises which, in the opinion of the president or board chair, requires action by the college board before its next regularly scheduled meeting, the chair shall convene the Executive Committee to consider the matter on behalf of the board.~~

~~—The Executive Committee consists of the board chair, the board vice chair, and chairs of the board's standing committees. The president serves as secretary to the Executive Committee.~~

~~3.4.2 Actions by the Executive Committee shall be ratified by the college board at its next regularly scheduled meeting.~~

SECTION IV: CURRICULUM-RELATED POLICIES

4.1 Academic Programs

4.1.1 The college board shall act on all new curriculum proposals as advanced by the president.

4.1.2 The college board shall act on all proposals for program discontinuation as advanced by the president.

4.1.3 The college board shall rely upon the president for ensuring compliance with applicable VCCS policies and procedures governing such proposals.

4.2 Program Advisory Committees

[VCCS *Policy Manual*, Section 2A-IX-E]

4.2.1 The college board shall establish program advisory committees for specialized programs and career and technical curricula based on the recommendation of the president.

4.2.2 The purpose of such committees is to advise the college on the viability, currency, and overall effectiveness of its career and technical programs.

4.2.3 The college board shall make appointments to these committees annually at its May meeting, and committee members shall serve renewable one-year terms. The president shall submit a slate of nominees for appointment to the committees for the following academic year. Board members may also advance their own nominations for consideration.

SECTION V: FISCAL POLICIES FOR LOCAL BOARD FUNDS

5.1 Funding Sources

5.1.1 The college receives local revenues from four major sources—namely, local jurisdictions served by the college, student fees, commissions, and interest earned on these funds.

- 5.1.2 Such funds are used to support the general welfare of the college, often for activities and initiatives that are not supported by the college's General Fund appropriations.
- 5.1.3 The funds fall under the direct purview of the college board subject to state and VCCS policies governing them.
- 5.1.4 The college typically receives an annual allocation of ~~\$6,000~~ from each of its four sponsoring political jurisdictions—namely, the cities of Chesapeake, Norfolk, Portsmouth, and Virginia Beach. From time to time, the cities also lend their support for special initiatives, as well as for site development of new capital construction.
- 5.1.5 The college's commission revenue is derived from vendors who operate various activities on the campuses. The vendors have earned the right to operate as a part of the college through a competitive bidding process in accordance with the state's *Agency Procurement and Surplus Property Manual*, and commission rates are negotiated as a part of their respective contracts with the college. These activities may include bookstore, food service, vending machines, exclusive beverage, child care operations, and other approved activities.
- 5.1.6 The college assesses non-mandatory student fees, including Student Activity, Institutional Auxiliary, and Auxiliary Capital fees. Any such fee increases shall be approved by the college board for subsequent action by the State Board which is the final approval authority for student fees. Non-mandatory student fees are those fees that are specific to an individual college within the Virginia Community College System. Mandatory student fees, such as the Technology Fee, are those fees common to all VCCS colleges.
- 5.1.7 Local funds are deposited in investment instruments in accordance with the TCC Investment Policy, a policy under the direct purview of the college board. Interest earned from such investment constitutes a local fund source of revenue for the college.

5.2 Local Funds Budget

- 5.2.1 Four separate budgets comprise the college's local funds budget—namely, Student Activities Budget, Auxiliary Services Budget, Institutional Services Budget, and Auxiliary Capital Budget.
- 5.2.2 Funding for the Student Activities Budget is derived from the Student Activity Fee. Funded activities may include the Student Government Association, intramural sports, student publications, student leadership development, student clubs, and other approved activities.

- 5.2.3** Funding for the Auxiliary Services Budget is derived from commissions and contributions from local jurisdictions. Funded activities may include community outreach, board expenses, land acquisition costs, staffing costs for Auxiliary Services, college community events, and student scholarships.
- 5.2.4** Funding for the Institutional Auxiliary Fund Budget is derived from the Student Institutional Auxiliary Fee. Funded activities may include parking garages and lots or associated debt payments, parking lot improvements, parking garage or lot lease payments, and transit costs.
- 5.2.5** Funding for the Auxiliary Capital Budget is derived from the Student Auxiliary Capital Fee. Funded activities may include A/E design, construction, debt payments, and associated staffing and operating expenses for facilities for which state revenues cannot be used.

5.3 Local Funds Budget Review, Approval, Management, and Reporting

- 5.3.1** At its May board meeting, the board shall review and approve a detailed local funds budget for the college for the following fiscal year. Budgets are prepared by the president and designated staff within State Board guidelines. The college's fiscal year commences July 1st.
- 5.3.2** Management of local funds shall be the responsibility of the local board and college administration. Local funds budget expenditures shall be reviewed at each official board meeting.
- 5.3.3** Full financial reports and other reports as deemed necessary shall be prepared in accordance with the regulations promulgated by the chancellor, and these reports and other such reports as required from time to time shall be submitted to the VCCS Comptroller's Office as requested. The VCCS Comptroller's Office shall combine these reports and make an annual report to the State Board and local boards.
- 5.3.4** The college board shall maintain a fund balance necessary to support future operations, any debt service payments, and maintenance and replacement of locally funded facilities.
- 5.3.5** If the president determines the need for an adjustment in appropriations between the separate budgets that comprise the local funds budget, or if there arises an unbudgeted expenditure outside the bounds of the current local funds budget, the president shall take the matter to the college board for action at its next meeting.
- 5.3.6** In those cases where time is of the essence for an unbudgeted expenditure, the board chair, upon recommendation of the president, may convene the Executive Committee to consider the matter. Any action of

the Executive Committee would require ratification by the full board at its next regularly scheduled meeting.

5.4 Audit of Local Operations

5.4.1 All activities of the local funds shall be subject to audit by the VCCS Internal Auditor and the Auditor of Public Accounts. The State Board reserves the right to approve or disapprove any local fund activity.

5.4.2 The board's Finance, Buildings and Grounds Committee shall review the results of local fund audits and present the findings to the full board.

SECTION VI: FISCAL POLICIES FOR STATE, FEDERAL, AND SCHOLARSHIP FUNDS

6.1 State Operating Budget

6.1.1 The college's state operating budget is funded through a Resource Allocation Model of the Virginia Community College System with appropriations allocated by the Governor and Virginia General Assembly.

6.1.2 The college's state operating budget is approved by the State Board for Community Colleges.

6.1.3 The college board shall receive periodic reports on the college's state operating budget.

6.2 State Capital Outlay Planning

6.2.1 The college shall approach its Six-Year Capital Outlay Plan as a physical manifestation of the college's strategic vision.

6.2.2 Per state policy, such plans shall be updated biennially.

6.2.3 The president and designated staff shall engage the college board in its capital outlay planning process, most especially through the board's Finance, Buildings and Grounds Committee.

6.2.4 The president (or designee) shall make regular reports to the board on the implementation of the college's funded capital outlay program, which emanates from its Six-Year Capital Outlay Plan.

6.3 Tuition

6.3.1 The college's credit tuition rates are set by the State Board for Community Colleges.

6.3.2 Tuition is calculated at a per-credit hour rate.

6.4 Fees

6.4.1 The college board shall approve all non-mandatory student fees for subsequent action by the State Board for Community Colleges.

6.4.2 The State Board for Community Colleges is the final governing authority for setting both mandatory and non-mandatory student fees.

6.5 Federal and Scholarship Funds

6.5.1 The college draws on federal, state, and scholarship funding outside the confines of its state operating and local funds budget. Such funding includes, but is not limited to, the local administration of financial aid funds, federal and state grants, and scholarship funds.

6.5.2 The president (or designee) shall provide the college board with periodic reports on the college's student financial aid program, grants and sponsored programs, and scholarship program.

SECTION VII: BUILDING AND SITE DEVELOPMENT POLICIES

7.1 Master Site Plans

7.1.1 The president (or designee) shall propose revised master site plans for campus development, and changes thereto, to the college board for its review and recommendations.

7.2 Construction

7.2.1 Through the VCCS's System Office and in consultation with the college, contracts for construction projects are awarded by the State Board for Community Colleges.

7.2.2 All change orders for building construction and site development projects shall be approved by the VCCS's System Office in consultation with college staff.

SECTION VIII: PERSONNEL POLICIES

8.1 Classified Personnel

[VCCS *Policy Manual*, Section 3]

8.1.1 Classified employees occupy positions that are listed in the state's Compensation Plan and are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the *Code of Virginia*, once they have completed the probationary period.

8.1.2 Approval of appointments and dismissals of classified employees is the responsibility of the president in accordance with applicable state and VCCS policies and procedures.

8.2 Faculty Personnel

[VCCS *Policy Manual*, Section 3]

8.2.1 Faculty personnel are defined as those college employees eligible for faculty rank and who are not employed in a classified position.

8.2.2 Approval of appointments and dismissals of faculty-ranked personnel is the responsibility of the president in accordance with applicable VCCS and state policies and procedures.

8.2.3 The president (or designee) shall make periodic reports to the college board on matters pertaining to faculty personnel.

8.2.4 The college board shall approve all appointments to emeritus status upon the recommendation of the president.

8.2.5 The college board may nominate a president for emeritus status with a written request to the chancellor that outlines the rationale for such an honor. If the chancellor concurs with the board's nomination, he shall submit it to the State Board for final action.

8.3 Honorary Degrees

[VCCS *Policy Manual*, Section 5.1.6]

8.3.1 The State Board for Community Colleges has granted VCCS member colleges the authority to confer an honorary Associate of Humane Letters to individuals who have contributed significantly to the awarding college or to the VCCS.

8.3.2 Such individuals are not eligible for this honor if they are currently employed by the college, are serving on the local college board, or are serving on the State Board for Community Colleges at any time between

the date of the local college board approval and the actual receipt of the honorary degree. A separation from such employment or service of at least one month is a prerequisite for eligibility.

8.3.3 Upon the recommendation of the president, the college board shall approve the awarding of the honorary degree for subsequent action by the State Board for Community Colleges.

8.3.4 State Board approval must be granted prior to the award of the honorary degree.

8.4 Dedications and Memorials

Memorials and dedications to the memory of individuals or groups of individuals shall be reviewed and approved by the college board as needed.

SECTION IX: BOARD-APPROVED POLICIES

9.1 Policy on Investment of Local Funds

9.1.1 The purpose of this policy is to address the investment of the college's local funds that are deposited in accounts maintained and controlled by the college. It complies with the *Code of Virginia* (§§2.2-4500 through 2.2-4516) and with the policy of the Virginia Community College System (*VCCS Policy Manual*, Section 4.2.2.f).

9.1.2 The full policy and corresponding procedures, College Policy #4205, is posted on the college's website at <http://www.tcc.edu/policies/>.

9.2 Policy on Naming of College Facilities

9.2.1 The purpose of this policy is to provide for the naming of college facilities consistent with the policy of the Virginia Community College System (*VCCS Policy Manual*, Section 2.IX.A.3.D.7.c).

9.2.2 The full policy and corresponding procedures, College Policy #3201, is posted on the college's website at <http://www.tcc.edu/policies/>.

SECTION X: REVIEW AND REVISIONS TO COLLEGE BOARD'S *POLICIES AND PROCEDURES MANUAL*

10.1 Purpose of Manual

- 10.1.1** The *Policies and Procedures Manual* constitutes the operating manual for the conduct of business for the Tidewater Community College Board.
- 10.1.2** The purpose of the manual is to provide for both the orderly execution of the board's duties and responsibilities and a continuity in board operations with the rotation of membership and officers.
- 10.1.3** The manual shall be posted as part of the web page of the Tidewater Community College Board at <http://www.tcc.edu/welcome/board/>.

10.2 Manual Review and Revisions

- 10.2.1** The manual shall be reviewed annually under the direction of the president as secretary to the board.
- 10.2.2** Any board member or the president, as secretary to the college board, may propose revisions to the manual by providing a written explanation of the proposed change and its rationale to the board chair.
- 10.2.3** Proposed revisions may be considered by the college board at any time during the fiscal year.
- 10.2.4** Revisions to the board's *Policies and Procedures Manual* shall be adopted by a two-thirds vote of the members present at a duly constituted regular or special meeting of the college board.
- 10.2.5** The president as secretary to the board shall ensure that the manual remains up-to-date in its electronic, public format.

TIDEWATER COMMUNITY COLLEGE BOARD

2015-16 WORKING PRIORITIES

1. Improve communication and strategic engagement among board members and the college leadership **(All Committees)**.
2. Board Members philanthropic engagement in support of contributions to the Educational Foundation.
3. Support the college's heightened focus on enrollment, "*student access as student success*" as an outgrowth of the college's regional accreditation work and its commitment to *Complete 2021, to lead the Commonwealth in the education of its people by tripling the number of credentials awarded for economic vitality and individual prosperity*, the larger strategic direction for Virginia's Community Colleges **(All Committees)**.
4. Support the 2015-16 Institutional Priorities of the College's 2013-2018 Strategic Plan **(All Committees)**.

TIDEWATER COMMUNITY COLLEGE BOARD

2015-16 STANDING COMMITTEES

Executive Committee

John D. Padgett, Board Chair

Lee B. Armistead - Board Vice Chair

John M. Murray, Chair – Finance & Facilities Committee

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

Terri N. Thompson, Chair – Advocacy Committee

Edna V. Baehre-Kolovani, President (*ex officio*)

Susan M. James, Special Assistant to the President & Chief of Staff (*board liaison & staff support*)

Finance & Facilities Committee

John M. Murray, Chair

James R. Jackson

Lee B. Armistead

Jared U. Turner

John D. Padgett, Board Chair (*ex officio*)

Edna V. Baehre-Kolovani, President (*ex officio*)

Phyllis F. Milloy, Vice President for Finance (*staff liaison*)

Franklin T. Dunn, Executive Vice President (*staff liaison*)

Curriculum & Student Development Committee

John A. Piscitelli, Chair

Laura L. Suggs

Linda D. Ridenour

John D. Padgett, Board Chair (*ex officio*)

Edna V. Baehre-Kolovani, President (*ex officio*)

Daniel T. DeMarte, Vice President for Academic Affairs & CAO (*staff liaison*)

Michael D. Summers, Interim Vice President for Student Affairs (*staff liaison*)

Advocacy Committee

Terri N. Thompson, Chair

Connie A. Meyer

Dwight M. Parker

John D. Padgett, Board Chair (*ex officio*)

Edna V. Baehre-Kolovani, President (*ex officio*)

James P. Toscano, Vice President for Public Affairs and Communications (*staff liaison*)

Educational and Real Estate Foundation Board Representatives

John D. Padgett, TCCEF & Lee B. Armistead, TCCREF

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 10, 2015

COMMITTEE: Curriculum and Student Development

AGENDA ITEM: Discontinuance of the Career Studies Certificates in Ceramics, Financial Services, Inspections/Lab Technology, Performance Theater, Retail Management, Special Education/Developmental Disabilities, Technical Theater

BACKGROUND:

The design, integrity, quality, and viability of the college's curricula is a fundamental academic responsibility. To fulfill his responsibility requires the steadfast commitment of faculty (via the curriculum committee), program advisory committees, academic deans, provosts, and the chief academic officer.

Within this context, the academic staff propose the discontinuance of the Career Studies Certificates in Ceramics, Financial Services, Inspections/Lab Technology, Performance Theater, Retail Management, Special Education/Developmental Disabilities, and Technical Theater. This proposal has been reviewed and recommended by the program faculty and their supervising deans, the provosts, the curriculum committee, and the chief academic officer.

A review of the program data from 2010 to 2014 supports the proposal to discontinue these programs.

<u>Program</u>	<u>Headcount</u>	<u>FTES</u>	<u>Graduates</u>
Ceramics	3	2	2
Financial Services	15	8	2
Inspections/Lab Technology*	1	1	0
Performance Theater	10	6	1
Retail Management	4	3	0
Special Education/ Developmental Disabilities	7	5	1
Technical Theater	4	2	0

Furthermore, only one (*) of the Career Studies Certificate programs feeds into an existing associate degree program.

STAFF RECOMMENDATION:

That the College Board approves the discontinuance of the Career Studies Certificate programs in Ceramics, Financial Services, Inspections/Lab Technology, Performance Theater, Retail Management, Special Education/Developmental Disabilities, and Technical Theater.

STAFF LIAISON:

Daniel T. DeMarte
Vice President for Academic Affairs
& Chief Academic Officer
DDeMarte@tcc.edu
757-822-1061

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:

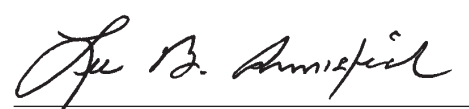
Now, Therefore, Be It Resolved that the Tidewater Community College Board, the Tidewater Community College Real Estate Board of Directors, and the College President, on behalf of the faculty, staff, and students, thank and commend Dorcas T. Helfant-Browning for her dedication and outstanding service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

AGENDA ITEM

MEETING: September 10, 2015

COMMITTEE: N/A

AGENDA ITEM: Honorary Degree Nomination for James K. Spore

BACKGROUND:

This item requests College Board endorsement of an honorary degree nomination for retiring Virginia Beach City Manager James K. Spore. Mr. Spore is an individual from TCC's service area who has "contributed significantly to the progress and development of the College," which we believe qualifies him for the honorary degree. Specifically, Mr. Spore has been instrumental in the development of the TCC Virginia Beach Campus, forging an enduring and positive partnership between the College and the City of Virginia Beach. Thanks to Mr. Spore's support, TCC and the City of Virginia Beach have provided a model of community college-municipal partnership. Amongst other contributions, the City of Virginia Beach under Mr. Spore's leadership, purchased six key land parcels totaling 23 acres to enable future growth of TCC's Virginia Beach Campus and implementation of a shared vision for higher education in the Commonwealth's largest city. A full-length nomination form has been prepared by staff.

The VCCS Policy Manual states, "the college board shall approve the awarding of the honorary degree for subsequent action by the State Board for Community Colleges." This nomination, if endorsed, will be sent to the Chancellor for presentation to the State Board for approval. If approved, the honorary degree will be presented to Mr. Spore at TCC's December 2015 commencement exercises.

STAFF RECOMMENDATION:

That the College Board endorse and recommend to the State Board for Community Colleges the nomination of James K. Spore for an honorary degree.

STAFF LIAISON:

James Toscano
Vice President for Public Affairs & Communications
jtoscano@tcc.edu
757-822-1015

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: Routine Financial Statements for Month Ending July 31, 2015

BACKGROUND:

The routine Local Fund Financial Statements for the month ending July 31, 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 - July 31, 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	\$ 299,800		\$ 1,069,929	22%
B. ID Card Replacements	20,000	660		19,340	3%
Total Revenues	\$ 1,389,729	\$ 300,460		\$ 1,089,269	22%
Total Resources (Revenue & Fund Bal.)					
		\$ 1,828,685			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	57,904		10,409	47,495	18%
3. Student Organizations	1,000		308	692	31%
4. Recreational Sports	2,300		452	1,848	20%
5. Operating Expenses	1,000			1,000	0%
6. Contingency Fund	8,500		3,080	5,420	36%
Subtotal--Chesapeake Campus	\$ 74,704		\$ 14,249	\$ 60,455	19%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300		\$ 30	\$ 3,270	1%
2. Programming	50,857	4,000	12,827	34,030	33%
3. Student Organizations	3,000	241	951	1,808	40%
4. Recreational Sports	5,000		200	4,800	4%
5. Operating Expenses	2,957	1,200	869	888	70%
6. Contingency Fund	4,957		2,694	2,263	54%
Subtotal--Norfolk Campus	\$ 70,071	\$ 5,441	\$ 17,571	\$ 47,059	33%
C. Portsmouth Campus					
1. Student Government Association	\$ 4,000		\$ 1,475	\$ 2,525	37%
2. Programming	62,021	1,162	11,588	49,271	21%
3. Student Organizations	5,000			5,000	0%
4. Recreational Sports	500			500	0%
5. Operating Expenses	2,100			2,100	0%
6. Contingency Fund	2,190		98	2,092	4%
Subtotal--Portsmouth Campus	\$ 75,811	\$ 1,162	\$ 13,161	\$ 61,488	19%
D. Virginia Beach Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	105,445	996	16,809	87,640	17%
3. Student Organizations	18,000			18,000	0%
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	\$ 996	\$ 16,809	\$ 110,840	14%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
E. College-wide Student Activities					
1. College-wide Programs & Events	\$ 20,000			\$ 20,000	0%
2. Student Life Personnel	163,770	20,840		142,930	13%
3. Visual Arts Center	11,000	100	546	10,354	6%
4. Women's Center	12,000			12,000	0%
5. Intramurals, Recreational, & Club Sports	88,000		2,092	85,908	2%
6. College-wide Contingency	3,500		25	3,475	1%
7. Student Federation Council	5,000		529	4,471	11%
8. Student Leadership & Community Engagement	30,000		190	29,810	1%
9. College-wide Clubs & Committees	60,000	3,501	100	56,399	6%
10. Intercultural Learning	62,000		17,167	44,833	28%
Subtotal--College-wide Student Activities	\$ 455,270	\$ 24,441	\$ 20,649	\$ 410,180	10%
F. Learning Assistance Fund					
1. Chesapeake	\$ 53,942	\$ 6,082		\$ 47,860	11%
2. Norfolk	48,519	6,120		42,399	13%
3. Portsmouth	51,745	3,684		48,061	7%
4. Virginia Beach	115,006	5,864		109,142	5%
Subtotal--Learning Assistance Fund	\$ 269,212	\$ 21,750		\$ 247,462	8%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368			\$ 11,368	0%
2. Norfolk	12,841			12,841	0%
3. Portsmouth	10,176	947	273	8,956	12%
4. Virginia Beach	19,000			19,000	0%
Subtotal--Provosts' Contingency Fund	\$ 53,385	\$ 947	\$ 273	\$ 52,165	2%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289		\$ 1,427	\$ 5,862	20%
2. Norfolk	8,949		339	8,610	4%
3. Portsmouth	6,111	482		5,629	8%
4. Virginia Beach	10,000		316	9,684	3%
Subtotal--Deans' Contingency Fund	\$ 32,349	\$ 482	\$ 2,082	\$ 29,785	8%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 50,000		\$ 9,050	\$ 40,950	18%
Subtotal--Student Activities Identification System	\$ 50,000		\$ 9,050	\$ 40,950	18%
Total Expenditures	\$ 1,209,447	\$ 55,219	\$ 93,844	\$ 1,060,384	12%
III. Transfers					
Transfer to Auxiliary Capital Budget	\$ 614,086	\$ 51,174		\$ 562,912	8%
Subtotal--Transfers	\$ 614,086	\$ 51,174		\$ 562,912	8%
Fund Balance 07/31/15		\$ 1,722,292			

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Narrative Justification
FY 2016

I. REVENUES

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 - July 31, 2015

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 7,010,357			
I. Revenues					
A. Bookstore	\$ 1,800,000			\$ 1,800,000	0%
B. Vending					
1. Exclusive Beverage Contract	92,000			92,000	0%
2. Vending - CRH	40,000			40,000	0%
C. Food Service - Joint Use Library	2,000			2,000	0%
D. Municipal Support	24,000			24,000	0%
E. Interest Earnings	70,000	1,021		68,979	1%
F. Miscellaneous	3,000	5,443		(2,443)	181%
Total Revenues	\$ 2,031,000	\$ 6,464		\$ 2,024,536	0%
Total Resources (Revenue & Fund Bal.)		\$ 7,016,821			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 4,000	\$ 158	\$ 1,901	\$ 1,941	51%
2. Miscellaneous Expenses	3,000			3,000	0%
Subtotal - Operating Expenses	\$ 7,000	\$ 158	\$ 1,901	\$ 4,941	29%
B. Faculty & Staff Parking	\$ 392,230	\$ 53,843	\$ 338,387		100%
C. College Community Events	\$ 75,000	\$ 500	\$ 13,747	\$ 60,753	19%
D. Financial Aid Adjustments	\$ 14,000	\$ (4,606)		\$ 18,606	-33%
E. Auxiliary Service Operations					
1. Personnel	\$ 298,000	\$ 40,387		\$ 257,613	14%
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	631	2,718	19,651	15%
Subtotal - Auxiliary Service Operations	\$ 361,500	\$ 41,218	\$ 3,183	\$ 317,099	12%
F. Community Support					
1. College Board	\$ 2,500		\$ 553	\$ 1,947	22%
2. President	27,000	619	618	25,763	5%
3. Executive Vice President, Vice Presidents, and Directors					
a. Executive Vice President	6,000	135		5,865	2%
b. Vice President for Academic Affairs & Chief Academic Officer	6,000	267	785	4,948	18%
c. Vice President for Finance	6,000	214	1,347	4,439	26%
d. Vice President for Information Systems	6,000	106	985	4,909	18%
e. Vice President of Public Affairs & Communications	6,000	136		5,864	2%
f. Vice President for Student Affairs	6,000	251		5,749	4%
g. Vice President for Workforce Development	6,000		2,041	3,959	34%
h. Vice President for Institutional Advancement	6,000	17		5,983	0%
i. Director of Institutional Effectiveness	6,000	44	265	5,691	5%
4. Campus Provosts					
a. Chesapeake	6,000	323	1,688	3,989	34%
b. Norfolk	6,000		999	5,001	17%
c. Portsmouth	6,000		869	5,131	14%
d. Virginia Beach	12,000	90	4,854	7,056	41%
5. Community Outreach	37,000	768	1,661	34,571	7%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 154,000	\$ 2,970	\$ 16,665	\$ 134,365	13%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 494		\$ 4,506	10%
2. Norfolk	5,000		1,178	3,822	24%
3. Portsmouth	5,000	512		4,488	10%
4. Virginia Beach	10,000	335		9,665	3%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 1,341	\$ 1,178	\$ 22,481	10%
Subtotal- Expenditures	\$ 1,028,730	\$ 95,424	\$ 375,061	\$ 558,245	46%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000			\$ 15,000	0%
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			12,424	0%
8. High School Scholarships					
a. Chesapeake	72,478			72,478	0%
1. LaVonne P. Ellis Scholarship	10,354			10,354	0%
b. Norfolk	51,770			51,770	0%
1. John T. Kavanaugh Scholarship	10,354			10,354	0%
c. Portsmouth	31,062			31,062	0%
d. Suffolk (Northern)	10,354			10,354	0%
e. Virginia Beach	93,186			93,186	0%
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			\$ 397,606	0%
Total Expenditures & Student Financial Assistance	\$ 1,426,336	\$ 95,424	\$ 375,061	\$ 955,851	33%
Fund Balance 07/31/15		\$ 6,921,397			

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 - July 31, 2015**

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/01/2015		\$ 10,533,246			
I. Revenues					
A. Institutional Fee	\$ 3,344,854	\$ 686,641		\$ 2,658,213	21%
B. Student Parking Sales	85,000	7,395		77,605	9%
C. Student HRT Pass Sales	250,000	10,527		239,473	4%
Total Revenues	\$ 3,679,854	\$ 704,563		\$ 2,975,291	19%
Total Resources (Revenue & Fund Bal.)		\$ 11,237,809		\$ 2,975,291	
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		51,275	198,725	21%
D. Hampton Roads Transit (HRT) Passes	411,400	253,750		157,650	62%
E. Student Parking	140,000		20,320	119,680	15%
F. Visual Arts Center Parking Lease	82,800	570	82,230		100%
Total Expenditures	\$ 2,944,600	\$ 1,764,493	\$ 153,825	\$ 1,026,282	65%
Fund Balance 07/31/15		\$ 9,473,316			

Approved by the TCC College Board on May 12, 2015

OFS 8/25/15

**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 - July 31, 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	\$ 2,177,399		\$ 8,028,428	21%
B. Transfer-In from Student Activities Budget	614,086	51,174		562,912	8%
Total Revenues	\$ 10,819,913	\$ 2,228,573		\$ 8,028,428	21%
Total Resources (Revenue & Fund Balance)					
		\$ 21,951,892			
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	\$ 52,420		\$ 527,407	9%
b. Operating Expenses	70,000	1,503	26,293	42,204	40%
Subtotal--General Operations	\$ 649,827	\$ 53,923	\$ 26,293	\$ 569,611	12%
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 19,850		\$ 218,386	8%
b. Utilities	116,698			116,698	0%
c. Security	184,733	6,726	178,007		100%
d. Custodial	44,880		22,447	22,433	50%
e. General Maintenance	92,815	2,392	84,212	6,211	93%
f. Insurance	10,000			10,000	0%
g. Network & Telecommunications	78,459	6,538	71,921		100%
Subtotal--Facility Operations	\$ 765,821	\$ 35,506	\$ 356,587	\$ 373,728	51%
3. Food Services					
a. Operating Subsidy	\$ 110,000			\$ 110,000	0%
b. Equipment Maint. & Replacement	14,425			14,425	0%
Subtotal--Food Services	\$ 124,425			\$ 124,425	0%
Total--Norfolk Student Center	\$ 1,540,073	\$ 89,429	\$ 382,880	\$ 1,067,764	31%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 580,618	\$ 64,238		\$ 516,380	11%
b. Operating Expenses	60,000	1,551	15,845	42,604	29%
Subtotal--General Operations	\$ 640,618	\$ 65,789	\$ 15,845	\$ 558,984	13%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 10,874		\$ 227,362	5%
b. Utilities	125,485	2,904		122,581	2%
c. Security	155,281	5,158	150,123		100%
d. Custodial	48,108	249	22,684	25,175	48%
e. General Maintenance	92,815	2,066	50,026	40,723	56%
f. Insurance	7,000			7,000	0%
g. Network & Telecommunications	68,396	5,700	62,696		100%
Subtotal--Facility Operations	\$ 735,321	\$ 26,951	\$ 285,529	\$ 422,841	42%
3. Food Services					
a. Operating Subsidy	\$ 120,000			\$ 120,000	0%
b. Equipment Maint. & Replacement	4,600			4,600	0%
Subtotal--Food Services	\$ 124,600			\$ 124,600	0%
Total--Chesapeake Student Center	\$ 1,500,539	\$ 92,740	\$ 301,374	\$ 1,106,425	26%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 580,435	\$ 65,600		\$ 514,835	11%
b. Operating Expenses	60,000		7,369	52,631	12%
Subtotal--General Operations	\$ 640,435	\$ 65,600	\$ 7,369	\$ 567,466	11%
2. Facility Operations					
a. Personnel	\$ 238,236	\$ 25,510		\$ 212,726	11%
b. Utilities	125,485	66		125,419	0%
c. Security	224,145	8,849	215,296		100%
d. Custodial	48,108		19,805	28,303	41%
e. General Maintenance	92,815	1,641	47,845	43,329	53%
f. Insurance	7,000			7,000	0%
g. Network & Telecommunications	81,626	6,802	74,824		100%
Subtotal--Facility Operations	\$ 817,415	\$ 42,868	\$ 357,770	\$ 416,777	49%
3. Food Services					
a. Operating Subsidy	\$ 96,000			\$ 96,000	0%
b. Equipment Maint. & Replacement	4,600			4,600	0%
Subtotal--Food Services	\$ 100,600			\$ 100,600	0%
Total--Portsmouth Student Center	\$ 1,558,450	\$ 108,468	\$ 365,139	\$ 1,084,843	30%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 704,605	\$ 70,969		\$ 633,636	10%
b. Operating Expenses	85,000	4,324	21,298	59,378	30%
Subtotal--General Operations	\$ 789,605	\$ 75,293	\$ 21,298	\$ 693,014	12%
2. Facility Operations					
a. Personnel	\$ 383,113	\$ 21,250		\$ 361,863	6%
b. Utilities	188,357	211		188,146	0%
c. Security	182,355	6,484	175,871		100%
d. Custodial	73,120		23,133	49,987	32%
e. General Maintenance	149,810	4,129	32,850	112,831	25%
f. Insurance	6,500			6,500	0%
g. Network & Telecommunications	84,659	7,055	77,604		100%
Subtotal--Facility Operations	\$ 1,067,914	\$ 39,129	\$ 309,458	\$ 719,327	33%

	Budget 2016	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Operating Subsidy	\$ 235,597			\$ 235,597	0%
b. Equipment Maint. & Replacement	6,700			6,700	0%
Subtotal--Food Services	\$ 242,297			\$ 242,297	0%
Subtotal--Virginia Beach Student Center	\$ 2,099,816	\$ 114,422	\$ 330,756	\$ 1,654,638	21%
Total Expenditures	\$ 11,739,426	\$ 4,317,014	\$ 1,380,149	\$ 6,042,263	49%
III. Capital Maintenance Reserve	\$ 1,375,000	\$ 1,375,000			100%
Fund Balance 07/31/2015		\$ 16,259,878			

OFS 8/25/15

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 JULY 31, 2015**

LOCALITIES	PLEGDED	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		\$ 83,000

**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

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".

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			
09/30/15			
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			\$ 9,353

OFS 8/25/15

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	0.18%	\$ 10,783,610
Towne Bank - Raymond James	0.39%	\$ 21,930,928
Commonwealth - LGIP	0.15%	\$ 904,712
Townebank CDARs	0.20%	\$ 3,008,992

TIDEWATER COMMUNITY COLLEGE BOARD

AGENDA ITEM

MEETING: September 10, 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
Vice President for Finance
PMilloy@tcc.edu
757-822-1064

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.

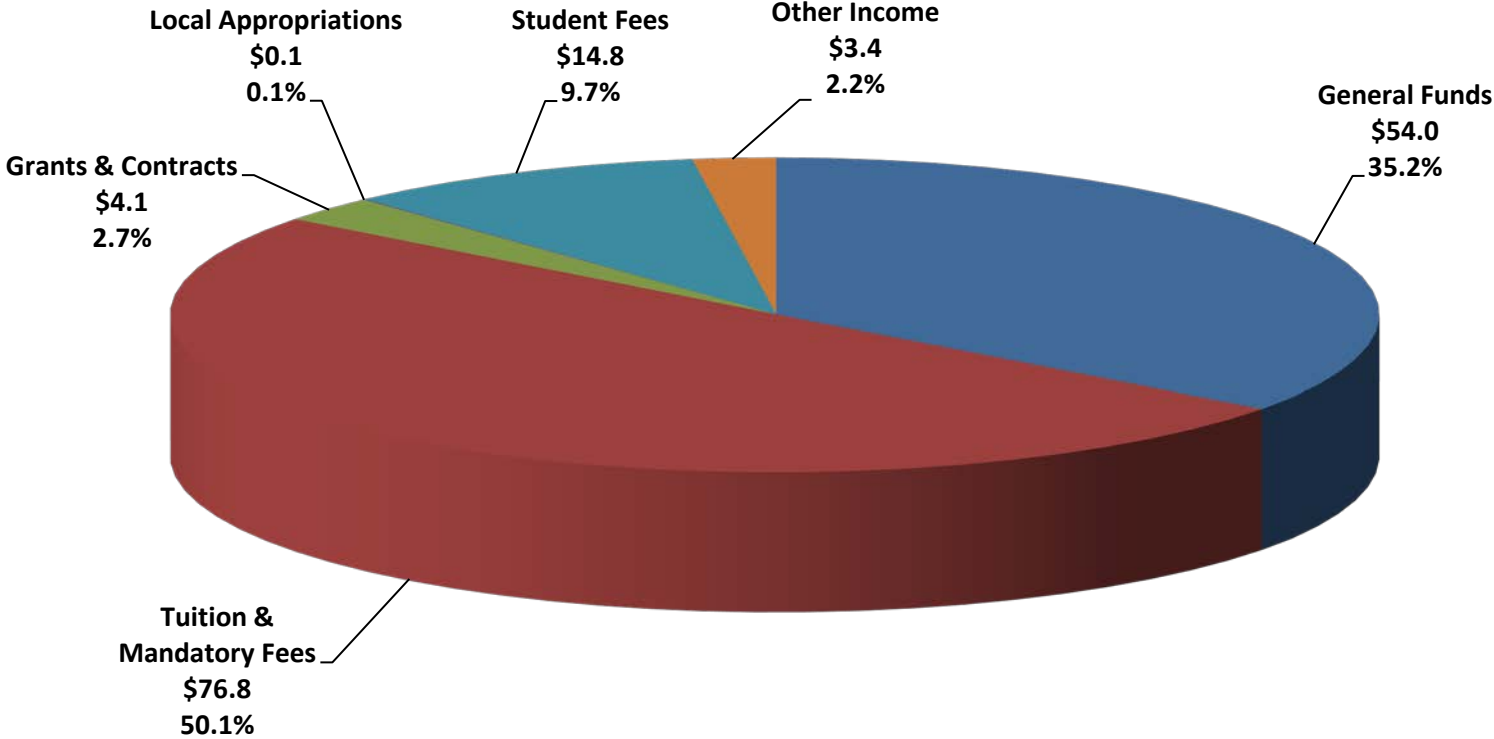
STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

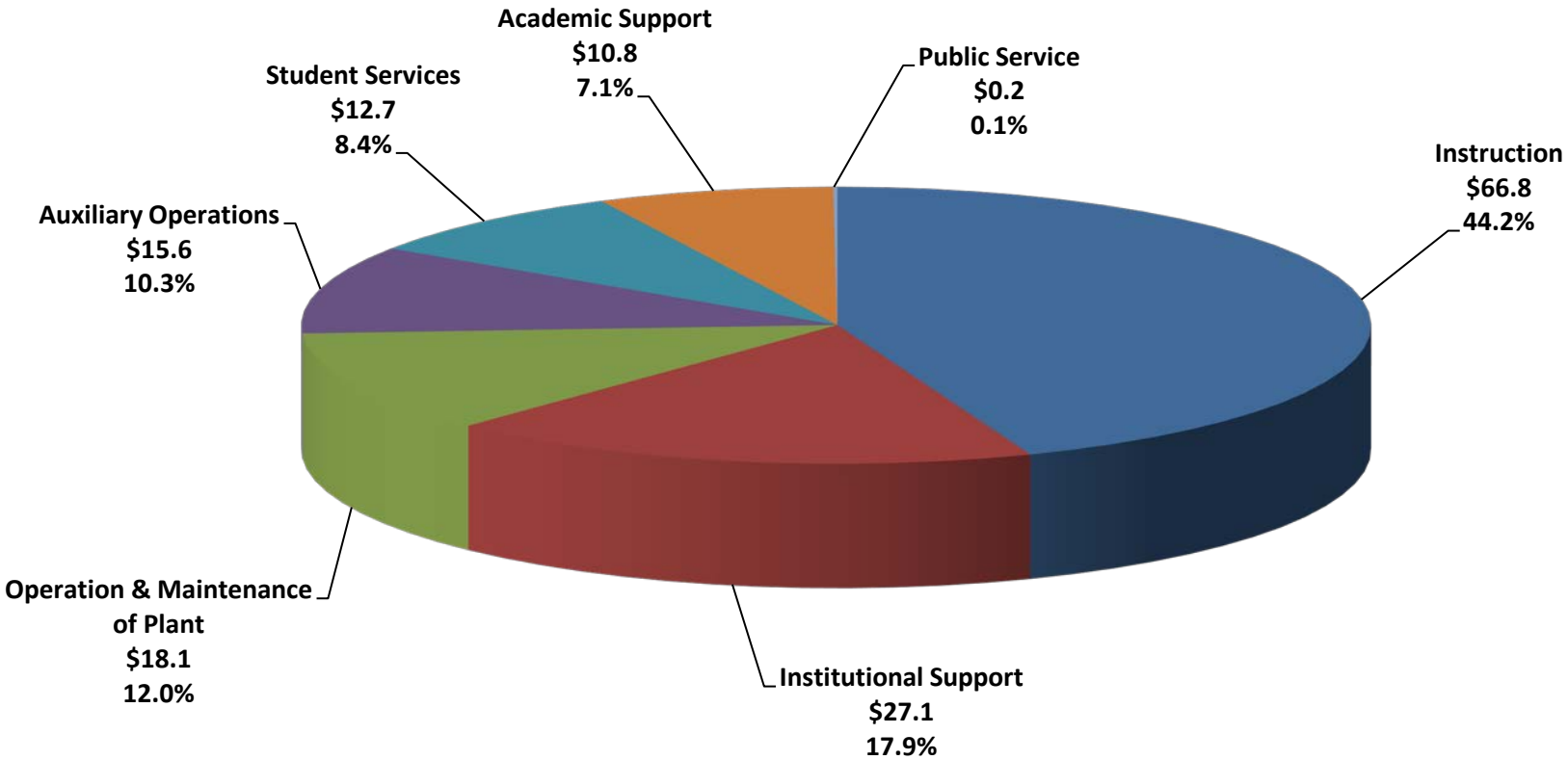
TIDEWATER COMMUNITY COLLEGE
Revenues
2014-15¹
\$153.2 Million



In Millions

¹As of June 30, 2015

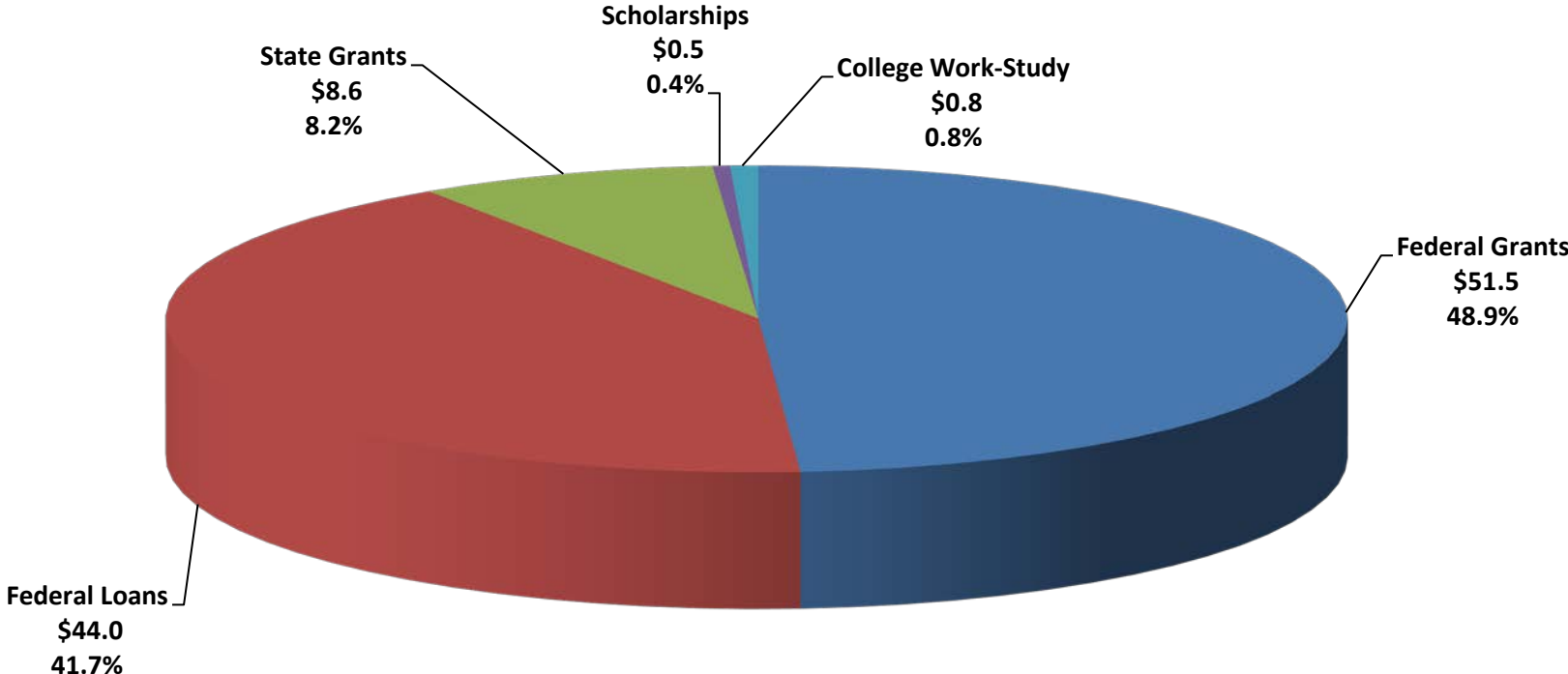
TIDEWATER COMMUNITY COLLEGE Expenditures 2014-15¹ \$151.3 Million



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.