

TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 293

SEPTEMBER 13, 2016

Meeting number two hundred and ninety-three of the Tidewater Community College Board was held on Tuesday, September 13, 2016, in the Green District Administration Building in Norfolk.

Members Present: Edna V. Baehre-Kolovani Cynthia S. Free
John M. Murray Dwight M. Parker
John A. Piscitelli Linda D. Ridenour
Terri N. Thompson

Members Absent: James N. Lucado Connie A. Meyer
John D. Padgett

Others Present: Curtis K. Aasen, Director of Institutional Effectiveness & Interim Vice
President for Information Systems
Matthew J. Baumgarten, Executive Director for Real Estate
Development/Chief Operating Officer of Facilities
Jeffrey S. Boyd, Provost of Norfolk Campus
Daniel T. DeMarte, Vice President for Student Learning & CAO
Jeannetta Hollins, Chair of College Administrative Association
Susan M. James, Special Assistant to the President & Chief of Staff
Beth Lunde, Associate Vice President for Human Resources
Corey L. McCray, Vice President for Workforce Solutions
Monica McFerrin, Chair of College Faculty Senate & Chair of President's
Advisory & Planning Council
Phyllis F. Milloy, Vice President for Finance
Lisa B. Rhine, Provost of Chesapeake Campus
Michael D. Summers, Provost of Virginia Beach Campus & Interim Vice
President for Student Affairs
James P. Toscano, Vice President for Public Affairs & Communications &
Acting Vice President for Institutional Advancement

1. **Welcome and Call to Order**

Ms. Thompson, chair, determined the presence of a quorum and called the meeting to order at 4:30 p.m.

2. **Program Highlight**

At the invitation of Dr. Baehre-Kolovani, Provost Rhine and Mr. Aasen gave a presentation on the Accreditation Quality Enhancement Plan as the featured program highlight. The theme of the Quality Enhancement Plan (QEP) is *Progressive Academic and Career Exploration (PACE)*.

The inception of the QEP started with the president establishing a 23-member QEP Steering Committee, comprised of an inclusive complement of the college's population. The committee subsequently expanded and multiple sub-committees were formed to meet the required goals. The Steering Committee engaged the college's constituent groups through an institutional process of soliciting and vetting ideas through various mediums over an 18-month period. That process produced multiple potential topics. As such, the scope of the potential QEP topics was narrowed down to 15 functional areas that are directly aligned with the college's strategic plan. Further polling of the 15 functional areas to both internal and external stakeholders of TCC, narrowed the objectives down to the top six. Ultimately, the President and her Executive Staff adopted "preparation for employment and preparation for transfer combined with preparation for a career" as the preferred concept. In September 2015, the QEP was conceptualized and the plan was named *Progressive Academic and Career Experience: Explore, Engage, Empower*.

PACE encompasses experiential and career-focused learning, exploration of career interests, specified program pathways, and the associated resources are embedded in the process. Structurally, PACE will coexist in both campus-based and college-wide formats with coordination between campus-based advisors and industry coordinators. This collaboration will lead to improved Student Success outcomes. The QEP is a five-year plan and it is scheduled to be launched in Fall 2017 through 2022.

3. **Adoption of Consent Agenda**

Ms. Thompson inquired if there were requests to remove any item(s) from the consent agenda to the full agenda. Per that request, agenda item 4e "Re-write of the Crisis and Emergency Management Plan (CEMP)" was removed from the consent agenda for further discussion on the full agenda later in the meeting.

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

Referring to Tabs 4a through 4d of the meeting packet, on a motion by Mr. Parker, seconded by Mr. Murray, the board approved the consent agenda items as follows: Meeting Minutes #291 for May 10, 2016 and #292 for August 11, 2016; Proposed Associate of Applied Science Degree in Mechanical Engineering Technology; Proposed Associate of Fine Arts Degree in Music, and Proposed Career Studies Certificate in Inside Machinist.

5. **Information Item(s)**

➤ **Ms. Thompson invited Mr. Parker, Curriculum & Student Development Committee Chair, to give the report of the committee.**

a. Workforce Programming. No report was provided to support workforce programming.

- **Ms. Thompson invited Mr. Murray, Finance & Facilities Committee Chair, to give the report of the committee.**
- a. Routine Financial Statements for Month Ending July 31, 2016. Mr. Murray invited Ms. Milloy to report on the routine financial statements. Referring to Tab 5a of the meeting packet, Ms. Milloy briefly addressed the budget activity to include revenues and expenditures for four of the student budgets. She further remarked on the local investments and contributions from the municipalities as follows: \$60,500 for technology and \$6,000 for local board support from the City of Chesapeake; \$6,000 local board support from both the cities of Norfolk and Portsmouth, and \$5,100 local board support from the City of Virginia Beach. The average yield on investments of \$40 million was 0.54%, yielding \$18,124 in interest for the month of July.
 - b. Audit Report for Year Ended June 30, 2015. At the invitation of Mr. Murray, Ms. Milloy addressed the 2015 audit report. The Commonwealth of Virginia's Auditors of Public Accounts, found zero discrepancies with the college's annual audit. The board congratulated Ms. Milloy and her team for the excellent work. She noted that the comprehensive State Audit was not yet completed.
 - c. Final Budget Report for 2015-16. At Mr. Murray's request, Ms. Milloy directed the board to Tab 5c of the meeting packet and addressed the 2015-16 final budget report. The Pie Chart shows that Tuition and Mandatory Fees (51.3%) continues to drive the revenues while Instruction (40.6%) encompasses most of the expenditures. Federal Grants (47.7%) and Federal Loans (41.4%) are the highest of the \$93.2 million financial aid utilized by the students.
 - d. 2016-17 State Operating Budget. Referring to Tab 5d of the meeting packet, and at Mr. Murray's request, Ms. Milloy provide an overview of the 2016-17 state operating budget. With a projected 9 percent decrease in FTEs, the college strategically eliminated 13 faculty and classified positions, froze 40 full-time positions for 6 to 12 months, and reduced operating and part-time budgets to meet the expected budget shortage. As such, the college achieved a \$5.5 million savings.
 - e. Auxiliary Services Update. The college continues to improve and explore affordable options to meet the needs of its students. The dining services shifted to food truck options with rotations among the campuses; the Child Development Centers were expanded to support an increase in demand; the Hampton Roads Transit passes were completely revised to provide cost savings to both the students and the college, and the Student Information System was integrated with the college bookstore to facilitate greater efficiency. Services to our students are constantly evolving.
 - f. Capital Projects Update. There was no capital projects report.
- **Ms. Thompson invited Ms. Ridenour, Advocacy Committee Chair, to give the report of the committee.**

- a. None. With no formal items on the agenda, Ms. Ridenour provided a handout to the board addressing her committee's 2016-17 work plan. She plans to address it further at the next board meeting.

6. **Discussion & Approval of Action Items(s) Removed from the Consent Agenda**

Referring to Tab 4e of the meeting packet on "Re-write of the Crisis and Emergency Management Plan (CEMP)," the board inquired about the relevance and contents of the CEMP re-write. At the invitation of Ms. Ridenour, Dr. Toscano remarked that Section 23-9.2:9 of the Code of Virginia requires the college to conduct a comprehensive four-year review of the CEMP. The revisions were mostly technical and included a new annex on cyber security and data breach. Hearing no further discussions, Ms. Thompson 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.

7. **President's Report**

- a. New Marketing Campaign. Board Members viewed the college's newest television commercials featuring TCC Alumni sharing real stories of their experiences at TCC and its impact on their lives and careers. The board applauded the effort.
- b. Preliminary Analysis of Fall Enrollment (w/Mr. Aasen). Using a PowerPoint to frame his discussion, Mr. Aasen noted that after reviewing the VCCS enrollment comparisons, it was clear that all 23 institutions experienced a decline in enrollment for fall 2016. While the enrollment for first-time-in-college students at TCC was 0.0%, the high school graduate enrollment was +1.2%.
- c. SACSCOC Accreditation Update. Mr. Aasen reminded the board that the SACSCOC team will visit TCC for its Ten-Year Accreditation Reaffirmation during the week of October 17-20, 2016. He addressed components of the ten-year reaffirmation to include the: (1) Compliance Certification; (2) Quality Enhancement Plan; (3) Focused Report; (4) On-site Visit, and the (5) Post-visit Report. He highlighted the planning and timeline in preparation for the visit and noted that some board members might be engaged in the process.
- d. Opportunity Inc. Youth Council. In its continued collaboration with Opportunity Inc., TCC provided space on the Virginia Beach Campus to house the organization's Youth Career Center of Hampton Roads. As such, TCC students will have greater access to career exploration, job preparation, and financial literacy education. The new location is expected to open in October 2016.
- e. Sanyal Biotechnology. *Sanyal Biotechnology, a contract research organization, tests the impact of drugs designed to fight non-alcoholic fatty liver disease and non-alcoholic steatohepatitis (NASH) on mice.* The City of Virginia Beach is recruiting biotechnology companies and has expanded its alliances with other healthcare organizations and reached out to TCC's Regional Healthcare Professions Center for space to house said research. In

May 2016, Sanyal Biotechnology signed an agreement with the City of Virginia Beach to use designated TCC spaces.

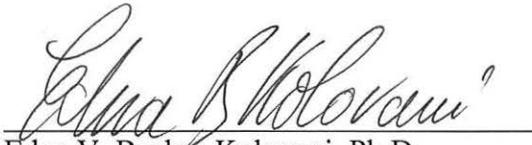
8. Chair's Report & Announcements

- a. Annual Meeting of the State Board. Ms. Thompson reminded her board colleagues about the joint Chancellor's Retreat/Annual Meeting of the State Board on October 12-13, 2016 in Virginia Beach.

9. Adjournment

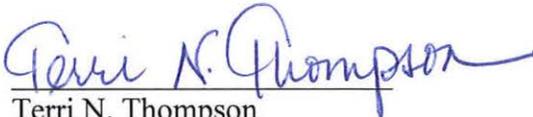
There being no further business to come before the board, Ms. Thompson adjourned the meeting at 6:15 p.m.

Respectfully submitted,



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

APPROVAL



Terri N. Thompson
Chair