

TIDEWATER COMMUNITY COLLEGE BOARD

NOVEMBER 15, 2016

4:00 P.M.

STUDENT CENTER NORFOLK CAMPUS

TERRI N. THOMPSON, 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.)**

“Status of Feasibility Study”

James P. Toscano, Vice President for Public Affairs and Communications &
Acting Vice President for Institutional Advancement

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 #293 for September 13, 2016
5. **Report on Information Item(s) – (20 min.)**

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

- a. None

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

- a. Routine Financial Statements for Month Ending September 30, 2016
- b. Student Financial Aid Cohort Default Rate
- c. Audit Report for Year Ended June 30, 2015
- d. Update Report on Master Plan for Suffolk Property & Capital Projects

Advocacy Committee – Ms. Linda D. Ridenour, Chair

- a. Committee Work Plan (**For action**)

6. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – *(10 min.)*
7. **President's Report** – *(15 min.)*
 - a. Update on SACSCOC Visit (w/Mr. Aasen)
 - b. VCCA Excellence in Communications Awards
8. **Chair's Report & Announcements** – *(5 min.)*
 - a. None
9. Adjournment

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.

D R A F T

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.

D R A F T

- **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.**

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- 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

D R A F T

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

DRAFT

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: November 15, 2016

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending September 30, 2016

BACKGROUND:

The routine Local Fund Financial Statements for the month ending September 30, 2016 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
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TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
July 1, 2016 - September 30, 2016

	Budget 2017	Revenues/ Expenditures	Encumbrances	Increase/ Decrease	% Realized
Fund Balance 7/1/2016		\$ 1,209,133			
I. Revenues					
A. Student Activity Fee	\$ 1,268,125	\$ 391,982		\$ 876,143	31%
B. ID Card Replacements	20,000	5,363		14,637	27%
Total Revenues	\$ 1,288,125	\$ 397,345	\$ -	\$ 890,780	31%
Total Resources (Revenue & Fund Bal.)		\$ 1,606,478			
II. Expenditures					
A. Chesapeake Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	53,870	3,957	29,619	20,294	62%
3. Student Organizations	1,000		407	593	41%
4. Recreational Sports	2,300		268	2,032	12%
5. Operating Expenses	1,000	479		521	48%
6. Contingency Fund	8,500		3530	4,970	42%
Subtotal--Chesapeake Campus	\$ 70,670	\$ 4,436	\$ 33,824	\$ 32,410	54%
B. Norfolk Campus					
1. Student Government Association	\$ 3,300	\$ 83	\$ 225	\$ 2,992	9%
2. Programming	50,857	3,542	7,196	40,119	21%
3. Student Organizations	3,000	299	1,254	1,447	52%
4. Recreational Sports	5,000	1,158		3,842	23%
5. Operating Expenses	2,957			2,957	0%
6. Contingency Fund	4,957	600		4,357	12%
Subtotal--Norfolk Campus	\$ 70,071	\$ 5,682	\$ 8,675	\$ 55,714	20%
C. Portsmouth Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	62,021	7,447	12,043	42,531	31%
3. Student Organizations	5,000	578	35	4,387	12%
4. Recreational Sports	500		112	388	22%
5. Operating Expenses	2,100	436	680	984	53%
6. Contingency Fund	2,190	150		2,040	7%
Subtotal--Portsmouth Campus	\$ 75,811	\$ 8,611	\$ 12,870	\$ 54,330	28%
D. Virginia Beach Campus					
1. Student Government Association	\$ 4,000			\$ 4,000	0%
2. Programming	80,909	5,441	10,926	64,542	20%
3. Student Organizations	18,000	11,059		6,941	61%
4. Recreational Sports	100			100	0%
5. Operating Expenses	100			100	0%
6. Contingency Fund	1,000			1,000	0%
Subtotal--Virginia Beach Campus	\$ 104,109	\$ 16,500	\$ 10,926	\$ 76,683	26%
E. Student Activities--College-wide					
1. College-wide Programs & Events	\$ 20,000			\$ 20,000	0%
2. Student Life Personnel	108,800	31,337		77,463	29%
3. Visual Arts Center	9,000	599	497	7,904	12%
4. Women's Center	10,000	586	1,296	8,118	19%
5. Intramurals, Recreational & Club Sports	10,000	5,513	752	3,735	63%
6. College-wide Contingency	3,500	56	56	3,388	3%
7. Student Federation Council	5,000	2,122	273	2,605	48%
8. Student Leadership & Community Engagement	30,000	214	340	29,446	2%
9. College-wide Clubs & Committees	60,000	(1,034)	100	60,934	-2%
10. Intercultural Learning	50,000	502	4,483	45,015	10%
Subtotal--Student Activities--College-wide	\$ 306,300	\$ 39,895	\$ 7,797	\$ 258,608	16%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Increase/ Decrease	% Realized
F. Learning Assistance Fund					
1. Chesapeake	\$ 40,110	\$ 7,357		\$ 32,753	18%
2. Norfolk	30,370	5,986		24,384	20%
3. Portsmouth	33,692	5,872		27,820	17%
4. Virginia Beach	113,306	7,408		105,898	7%
Subtotal--Learning Assistance Fund	\$ 217,478	\$ 26,623	\$ -	\$ 190,855	12%
G. Provosts' Contingency Fund					
1. Chesapeake	\$ 11,368	\$ 2,000	\$ 765	\$ 8,603	24%
2. Norfolk	12,841		2,000	10,841	16%
3. Portsmouth	10,176	2,949	2,295	4,932	52%
4. Virginia Beach	10,000			10,000	0%
Subtotal--Provosts' Contingency Fund	\$ 44,385	\$ 4,949	\$ 5,060	\$ 34,376	23%
H. Deans' Contingency Fund					
1. Chesapeake	\$ 7,289	\$ 908	\$ 90	\$ 6,291	14%
2. Norfolk	8,949	709	907	7,333	18%
3. Portsmouth	6,111	471	35	5,605	8%
4. Virginia Beach	15,000	4,074	3,858	7,068	53%
Subtotal--Deans' Contingency Fund	\$ 37,349	\$ 6,162	\$ 4,890	\$ 26,297	30%
I. Student Activities Identification System					
Equipment, Software, and Supplies	\$ 15,000	\$ 4,954		\$ 10,046	33%
Subtotal--Student Activities Identification System	\$ 15,000	\$ 4,954	\$ -	\$ 10,046	33%
Total Expenditures	\$ 941,173	\$ 117,812	\$ 84,042	\$ 739,319	21%
III. Transfers					
A. Transfer to Student Center Budget	\$ 632,508	\$ 158,127		\$ 474,381	25%
Subtotal--Transfers	\$ 632,508	\$ 158,127	\$ -	\$ 474,381	25%
Fund Balance 9/30/2016		\$ 1,330,539			

Approved by the Local College Board on May 10, 2016

OFS 10/15/16

TIDEWATER COMMUNITY COLLEGE
STUDENT ACTIVITIES BUDGET
Narrative Justification
FY2017

I. REVENUE

The revenue for the Student Activities Budget is based on a projection of 17,268 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 distributed as follows: Virginia Beach – 40%, Chesapeake – 20%, Norfolk – 20%, and Portsmouth – 20%. 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 2016-17 fiscal year.

E. College-wide Student Activities

1. College-wide Programs & Events – 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 a college-wide full-time Coordinator for Student Leadership and Development.
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 – Provides funding for college wide intramural, recreational, and club sports.
6. College-wide Contingency – Provides capability to fund special initiatives that emerge during the 2016-17 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 supplies and a maintenance agreement for the college-wide student identification system.
- 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
INSTITUTIONAL AUXILIARY BUDGET
July 1, 2016 - September 30, 2016**

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 11,051,860			
I. Revenues					
A. Institutional Fee	\$ 3,345,235	\$ 994,987		\$ 2,350,248	30%
B. Student Parking Sales	99,600	14,699		84,901	15%
C. Student HRT Pass Sales	140,000	14,581		125,419	10%
Total Revenues	\$ 3,584,835	\$ 1,024,267	\$ -	\$ 2,560,568	29%
Total Resources (Revenue & Fund Bal.)					
		\$ 12,076,127			
II. Expenditures					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,722,800	\$ 1,254,275		\$ 468,525	73%
B. Chesapeake Campus Parking Lot - Debt Service	335,500	252,911		82,589	75%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	68,033			68,033	0%
2. Utilities	50,000	10,213		39,787	20%
3. Security	117,000	16,043	100,957		100%
4. General Maintenance	48,500	914	3,597	43,989	9%
D. College-wide Parking Lot Improvements	250,000	5,376	105,131	139,493	44%
E. Hampton Roads Transit (HRT) Passes	280,000	250,000		30,000	89%
F. Student Parking	154,200		154,200		100%
G. Visual Arts Center Parking Lease	82,800	12,720	70,080		100%
Total Expenditures	\$ 3,108,833	\$ 1,802,452	\$ 433,965	\$ 872,416	72%
Fund Balance 9/30/16					
		10,273,675			

Approved by the Local College Board on May 10, 2016

OFS10/15/16

**TIDEWATER COMMUNITY COLLEGE
INSTITUTIONAL AUXILIARY BUDGET**

Narrative Justification

FY2017

I. REVENUE

The revenue for the Institutional Auxiliary Budget is based on a projection of 17,268 annual FTEs.

- A. **Institutional Fee** – A fee assessed to all students up to a maximum of 15 credit hours. The fee is \$6.30 per credit hour for Summer Semester 2016 and increases to \$6.80 per credit hour for Fall Semester 2016.
- 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 fourth 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 seventh year of a 15-year annual debt service payment.
- C. **Chesapeake Parking Garage Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, sweeping, custodial, and the utilities associated with the garage. Provides security staffing Monday through Friday and related security equipment and supervision expenses.
- D. **College-wide Parking Lot Improvements** – Funds to provide parking lot and roadway improvements on three campuses with such facilities.
- E. **Hampton Roads Transit (HRT) Passes** – Cost to purchase the GoSemester Passes from HRT to provide transportation services to students at a discounted rate, including light rail, bus, and ferry.
- F. **Student Parking** – Cost of parking for students in City of Norfolk Parking Garage.
- G. **Visual Arts Center Parking Lease** – Parking lease for Visual Arts Center students.

TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
 July 1, 2016 - September 30, 2016

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 24,483,550			
I. Revenues					
A. Auxiliary Capital Fee	\$ 9,448,776	\$ 2,908,938		\$ 6,539,838	31%
B. Transfer-In from Student Activities Budget	632,508	158,127		474,381	25%
C. Miscellaneous Revenue	85,000	15,136		69,864	18%
Total Revenues	\$ 10,166,284	\$ 3,082,201		\$ 7,084,083	30%
Total Resources (Revenue & Fund Balance)					
		\$ 27,565,751			
II. Expenditures					
A. Bond Debt Service					
1. Student Center - Norfolk Campus	\$ 1,127,469	\$ 875,690		\$ 251,779	78%
2. Student Center - Chesapeake Campus	1,168,603	805,087		363,516	69%
3. Student Center - Portsmouth Campus	1,083,011	883,338		199,673	82%
4. Student Center - Virginia Beach Campus	1,657,421	1,142,464		514,957	69%
Subtotal--Bond Debt Service	\$ 5,036,504	\$ 3,706,579	\$ -	\$ 1,329,925	74%
B. Norfolk Student Center					
1. General Operations					
a. Personnel	\$ 597,222	\$ 114,379		\$ 482,843	19%
b. Operating Expenses	85,000	3,123	15,953	65,924	22%
Subtotal--General Operations	\$ 682,222	\$ 117,502	\$ 15,953	\$ 548,767	20%
2. Facility Operations					
a. Personnel	\$ 236,900	\$ 52,134		\$ 184,766	22%
b. Utilities	112,000	29,559		82,441	26%
c. Security	177,017	51,441	125,576		100%
1. Access Control	50,000	25,463	10,852	13,685	73%
d. Custodial	40,000	2,429	13,230	24,341	39%
e. General Maintenance	92,815	36,694	17,320	38,801	58%
f. Insurance	10,000			10,000	0%
g. Network & Telecommunications	78,459	19,614		58,845	25%
Subtotal--Facility Operations	\$ 797,191	\$ 217,334	\$ 166,978	\$ 412,879	48%
3. Food Services					
a. Operating Subsidy	\$ 131,719	\$ 36,596	\$ 12,322	\$ 82,801	37%
b. Equipment Mtce. & Replacement	9,000	2,501	842	5,657	37%
Subtotal--Food Services	\$ 140,719	\$ 39,097	\$ 13,164	\$ 88,458	37%
Subtotal--Norfolk Student Center	\$ 1,620,132	\$ 373,933	\$ 196,095	\$ 1,050,104	35%
C. Chesapeake Student Center					
1. General Operations					
a. Personnel	\$ 598,037	\$ 142,978		\$ 455,059	24%
b. Operating Expenses	110,000	11,762	7,587	90,651	18%
Subtotal--General Operations	\$ 708,037	\$ 154,740	7,587	\$ 545,710	23%
2. Facility Operations					
a. Personnel	\$ 236,900	\$ 44,110		\$ 192,790	19%
b. Utilities	115,000	22,455		92,545	20%
c. Security	143,040	38,415	104,625		100%
1. Access Control	100,000	19,593	5,910	74,497	26%
d. Custodial	40,000	689	9,691	29,621	26%
e. General Maintenance	92,815	17,827	41,921	33,067	64%
f. Insurance	7,000			7,000	0%
g. Network & Telecommunications	68,396	17,100		51,296	25%
Subtotal--Facility Operations	\$ 803,151	\$ 160,189	\$ 162,147	\$ 480,815	40%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
3. Food Services					
a. Operating Subsidy	\$ 116,827	\$ 25,191	\$ 13,344	\$ 78,292	33%
b. Equipment Mtce. & Replacement	8,000	966	512	6,522	18%
Subtotal--Food Services	\$ 124,827	\$ 26,157	\$ 13,856	\$ 84,814	32%
Subtotal--Chesapeake Student Center	\$ 1,636,015	\$ 341,086	\$ 183,590	\$ 1,111,339	32%
D. Portsmouth Student Center					
1. General Operations					
a. Personnel	\$ 597,848	\$ 150,504		\$ 447,344	25%
b. Operating Expenses	75,000	15,531	15,294	44,175	41%
Subtotal--General Operations	\$ 672,848	\$ 166,035	\$ 15,294	\$ 491,519	27%
2. Facility Operations					
a. Personnel	\$ 242,050	\$ 40,432		\$ 201,618	17%
b. Utilities	112,000	34,458		77,542	31%
c. Security	224,000	46,467	177,533		100%
d. Custodial	40,000	1,999	7,155	30,846	23%
e. General Maintenance	92,815	8,319	24,812	59,684	36%
f. Insurance	7,000			7,000	0%
g. Network & Telecommunications	81,626	20,406		61,220	25%
Subtotal--Facility Operations	\$ 799,491	\$ 152,081	\$ 209,500	\$ 437,910	45%
3. Food Services					
a. Operating Subsidy	\$ 104,584	\$ 25,985	\$ 14,056	\$ 64,543	38%
b. Equipment Mtce. & Replacement	10,100	2,510	1,357	6,233	38%
Subtotal--Food Services	\$ 114,684	\$ 28,495	\$ 15,413	\$ 70,776	38%
Subtotal--Portsmouth Student Center	\$ 1,587,023	\$ 346,611	\$ 240,207	\$ 1,000,205	37%
E. Virginia Beach Student Center					
1. General Operations					
a. Personnel	\$ 725,743	\$ 145,501		\$ 580,242	20%
b. Operating Expenses	90,000	6,091	2,696	81,213	10%
Subtotal--General Operations	\$ 815,743	\$ 151,592	\$ 2,696	\$ 661,455	19%
2. Facility Operations					
a. Personnel	\$ 350,200	\$ 107,688		\$ 242,512	31%
b. Utilities	160,000	39,782		120,218	25%
c. Security	164,148	42,657	121,491		100%
d. Custodial	60,000	2,585	12,430	44,985	25%
e. General Maintenance	149,810	12,199	24,600	113,011	25%
f. Insurance	6,500			6,500	0%
g. Network & Telecommunications	84,659	21,165		63,494	25%
Subtotal--Facility Operations	\$ 975,317	\$ 226,076	\$ 158,521	\$ 590,720	39%
3. Food Services					
a. Operating Subsidy	\$ 46,870	\$ 29,114	\$ 17,053	\$ 703	99%
b. Equipment Mtce. & Replacement	16,000	9,938	5,822	240	99%
Subtotal--Food Services	\$ 62,870	\$ 39,052	\$ 22,875	\$ 943	99%
Subtotal--Virginia Beach Student Center	\$ 1,853,930	\$ 416,720	\$ 184,092	\$ 1,253,118	32%
Total Expenditures	\$ 11,733,604	\$ 5,184,929	\$ 803,984	\$ 5,744,691	51%
III. Capital Maintenance Reserve	\$ 1,375,000	\$ 1,375,000		\$ -	100%
Fund Balance 9/30/2016		\$ 21,005,822			

Approved by the Local College Board on May 10, 2016

OFS 10/15/16

Capital Maintenance Reserve Fund	
FY14-FY16	\$ 4,125,000

**TIDEWATER COMMUNITY COLLEGE
STUDENT CENTER BUDGET
Narrative Justification
FY2017**

I. REVENUES

The revenue for the Student Center Budget is based on a projection of 17,268 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 funding of positions from the Student Activities budget.
- C. **Miscellaneous Revenue** – Revenue generated from rental of student center facilities and other activities at the student centers. The General Operations Operating Expenses for each campus have been increased based on the estimated miscellaneous revenue for the respective campuses.

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.
- 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.
- 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.

For the Norfolk Student Center, in addition to the security staffing request of \$177,017, there is unfinished work to be done on the card access system in order to obtain a final occupancy permit from the state. Estimates for architectural and installation are \$50,000.

For the Chesapeake Student Center, in addition to the security staffing request of \$143,040, there is unfinished work to be done on the card access system in order to complete the project. Estimates for architectural and installation are \$100,000.

- 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
AUXILIARY SERVICES BUDGET
July 1, 2016 - September 30, 2016

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
Fund Balance 7/1/2016		\$ 7,947,042			
I. Revenues					
A. Bookstore	\$ 1,555,000	\$ 563,946		\$ 991,054	36%
B. Vending					
1. Exclusive Beverage Contract	82,000	26,363		55,637	32%
2. Vending - CRH	41,000	4,203		36,797	10%
C. Food Service - Joint-Use Library	8,300			8,300	0%
D. Municipal Support	24,000	12,000		12,000	50%
E. Interest Earnings	130,000	38,644		91,356	30%
F. Miscellaneous	2,000	3,527		(1,527)	176%
Total Revenues	\$ 1,842,300	\$ 648,683	\$ -	\$ 1,193,617	35%
Total Resources (Revenue & Fund Bal.)					
		\$ 8,595,725			
II. Expenditures					
A. Operating Expenses					
1. Banking Costs	\$ 5,000	\$ 894	\$ 4,106		100%
2. Miscellaneous Expenses	1,000	170	830		100%
Subtotal - Operating Expenses	\$ 6,000	\$ 1,064	\$ 4,936	\$ -	100%
B. Faculty/Staff Parking	\$ 402,000	\$ 19,014	\$ 382,986		100%
C. College Community Events	\$ 75,000	\$ 10,632	\$ 210	\$ 64,158	14%
D. Financial Aid Adjustments	\$ 14,000	\$ (9,093)	\$ -	\$ 23,093	-65%
E. Auxiliary Service Operations					
1. Personnel	\$ 317,500	\$ 76,179		\$ 241,321	24%
2. General Operating Costs	20,500	340		20,160	2%
3. Equipment/Software/Installation	20,000			20,000	0%
4. StormCard Marketing	20,000	855		19,145	4%
Subtotal - Auxiliary Service Operations	\$ 378,000	\$ 77,374	\$ -	\$ 300,626	20%
F. Community Support					
1. College Board	\$ 2,500			\$ 2,500	0%
2. President	27,000	3,006	69	23,925	11%
3. Vice Presidents and Directors					
a. Vice President for Academic Affairs & Chief Academic Officer	6,000	931	156	4,913	18%
b. Vice President for Finance	6,000	1,064	937	3,999	33%
c. Vice President for Information Systems	6,000		450	5,550	8%
d. Vice President of Institutional Advancement/ Executive Director of TCC Educational Foundation	6,000			6,000	0%
e. Vice President of Public Affairs & Communications	6,000		191	5,809	3%
f. Vice President for Student Affairs	6,000		104	5,896	2%
g. Vice President for Workforce Services	6,000	51	637	5,312	11%
h. Executive Director for TCC Real Estate Foundation/ Chief Operating Officer of Facilities	6,000	406		5,594	0%
i. Director of Institutional Effectiveness	6,000		90	5,910	2%
4. Campus Provosts					
a. Chesapeake	6,000			6,000	0%
b. Norfolk	6,000	785	1,575	3,640	39%
c. Portsmouth	6,000	646	1,683	3,671	39%
d. Virginia Beach	12,000	1,000	1,441	9,559	20%
5. Community Outreach	27,000	1,868	339	24,793	8%
6. Contingencies	3,500			3,500	0%
Subtotal - Community Support	\$ 144,000	\$ 9,757	\$ 7,672	\$ 126,571	12%

	Budget 2017	Revenues/ Expenditures	Encumbrances	Variance	% Realized
G. Deans' Discretionary Aid Fund					
1. Chesapeake	\$ 5,000	\$ 983	\$ 184	\$ 3,833	23%
2. Norfolk	5,000			5,000	0%
3. Portsmouth	5,000	530	1,853	2,617	48%
4. Virginia Beach	10,000	(680)	6,035	4,645	54%
Subtotal - Deans' Discretionary Aid Fund	\$ 25,000	\$ 833	\$ 8,072	\$ 16,095	36%
Subtotal- Expenditures	\$ 1,044,000	\$ 109,581	\$ 403,876	\$ 530,543	49%
III. Student Financial Assistance					
A. TCC Scholarships & Awards					
1. Art Scholarships	\$ 15,000	\$ 1,762		\$ 13,238	12%
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	375		2,625	13%
5. Martin Luther King Scholarship	5,349			5,349	0%
6. Military Scholarships	26,745			26,745	0%
7. ROTC Scholarships	12,837			12,837	0%
8. High School Scholarships					
a. Chesapeake	72,886	58		72,828	0%
1. LaVonne P. Ellis Scholarship	10,698	130		10,568	1%
b. Norfolk	53,490	632		52,858	1%
1. John T. Kavanaugh Scholarship	10,698			10,698	0%
c. Portsmouth	21,396	3,621		17,775	17%
1. Lee B. Armistead Scholarship	10,698	130		10,698	0%
d. Suffolk (Northern)	10,698	2,544		8,154	24%
f. Virginia Beach	96,282			96,282	0%
1. Stanley Waranch Scholarship	10,698			10,698	0%
2. Dorcas T. Helfant-Browning Scholarship	10,698			10,698	0%
3. Thomas H. Wilson Scholarship	10,698			10,698	0%
9. All-Virginia Academic First Team Award	4,000			4,000	0%
Subtotal - TCC Scholarships & Awards	\$ 407,371	\$ 9,252	\$ -	\$ 398,249	2%
Total Expenditures & Student Financial Assistance	\$ 1,451,371	\$ 118,833	\$ 403,876	\$ 928,792	36%
Fund Balance 9/30/2016		\$ 8,476,892			

TIDEWATER COMMUNITY COLLEGE
AUXILIARY SERVICES BUDGET
Narrative Justification
FY2017

I. REVENUE

- A. Bookstore** – Anticipated sales commissions from the Barnes & Noble bookstores operated at MacArthur Mall and the Virginia Beach Campus.
- 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 and other miscellaneous receipts.

II. EXPENDITURES

- A. Operating Expenses** – Cost of bank fees, check stock, credit card fees, miscellaneous service fees, etc.
- B. Faculty/Staff Parking** – Cost of faculty/staff parking in Norfolk including parking for adjunct faculty and visitors.
- C. College Community Events** – Funds to sponsor events to enhance the spirit of community among the college’s faculty and staff.
- D. Financial Aid Adjustments** – Funding for financial aid adjustments resulting from administrative errors or similar circumstances.
- E. Auxiliary Service Operations**
 - 1. Personnel – Salaries and benefits for the college’s Auxiliary Services personnel.
 - 2. General Operating Costs – Funds for training, office supplies, travel, and other miscellaneous expenses for 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, 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.
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.

The Lee B. Armistead Scholarship will be awarded annually to a Portsmouth high school graduate. The Local College Board named the scholarship in honor of Dr. Armistead on May 10, 2016 for his dedication and exemplary service to Tidewater Community College and those it serves.

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
LOCAL CONTRIBUTIONS
AS OF SEPTEMBER 30, 2016**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
PORTSMOUTH:			
LOCAL BOARD (Operating)	6,000		6,000
TOTAL-PORTSMOUTH	\$ 6,000	\$ -	\$ 6,000
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	\$ 83,600	\$ 72,500	\$ 11,100

OFS 10/18/16

**TIDEWATER COMMUNITY COLLEGE
LOCAL INVESTMENTS
2012 - 2017**

LOCALITIES	FY2017	FY2016	FY2015	FY2014	FY2013	FY2012
PORTSMOUTH:						
LOCAL BOARD (Operating)	6,000	5,400	6,000			
TOTAL-PORTSMOUTH	\$ 6,000	\$ 5,400	\$ 6,000	\$ -	\$ -	\$ -
VIRGINIA BEACH:						
VIRGINIA BEACH CAMPUS STUDENT CENTER ¹						\$ 1,578,388
JOINT-USE LIBRARY ²					550,000	
LOCAL BOARD (Operating)	5,100	5,100	5,100	5,100	5,100	5,100
TOTAL-VIRGINIA BEACH	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 555,100	\$ 1,583,488
CHESAPEAKE:						
TECHNOLOGY	60,500	60,500	60,500	60,500	60,500	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	\$ 66,500	\$ 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	\$ 83,600	\$ 83,000	\$ 83,600	\$ 77,600	\$ 627,600	\$ 1,659,488

OFS 10/19/16

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).

**TIDEWATER COMMUNITY COLLEGE
INVESTMENTS
2016-17 STATEMENT OF EARNINGS**

	BALANCE INVESTED	AVERAGE YIELD All investments	INTEREST 2015-2016
07/31/16	\$ 40,309,288	0.54%	\$ 18,124
08/31/16	\$ 36,790,868	0.55%	\$ 16,935
09/30/16	\$ 41,062,974	0.77%	\$ 26,400
10/31/16			
11/30/16			
12/31/16			
01/31/17			
02/28/17			
03/31/17			
04/30/17			
05/31/17			
06/30/17			
TOTAL			\$ 61,459

OFS 10/18/16

Detail:

Investment Category	Average Yield	Balance
Towne Bank - Repurchase Agreements	0.40%	\$ 9,911,277
Towne Bank - Raymond James	0.90%	\$ 30,242,937
Commonwealth - LGIP	0.58%	\$ 908,760

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: November 15, 2016
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Student Financial Aid Cohort Default Rate

BACKGROUND:

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

The 2013 three-year cohort represents students who entered repayment between October 1, 2012 through September 30, 2013 and defaulted before September 30, 2015.

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

STAFF RECOMMENDATION:

None. This item is for information only.

STAFF LIAISON:

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

TIDEWATER COMMUNITY COLLEGE BOARD
AGENDA ITEM

MEETING: November 15, 2016
COMMITTEE: Finance & Facilities Committee
AGENDA ITEM: Audit Report for Year Ended June 30, 2015

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

TCC College Board Advocacy Committee 2016/17 Work Plan

1. Strengthen relationships with the municipalities by:
 - a) Collaborating with the president to invite city representatives to College Board meetings and offering the opportunity for representatives to make a presentation on local visions for higher education and the role of community colleges.
 - b) Developing and adopting board talking points so that board members could offer remarks during city council work session public comment periods up to twice a year.
2. Collaborate with the president on General Assembly advocacy by:
 - a) Board participation in a visit to Richmond during the 2017 legislative session.
 - b) Inviting legislators on campus tours.
3. Strengthen relationships in the community by offering board members the opportunity to bring influential guests to TCC events.
4. Increase effectiveness of board member advocacy by increasing awareness of available advocacy tools.