

# TIDEWATER COMMUNITY COLLEGE BOARD

MARCH 12, 2019

4:00 P.M.

STUDENT CENTER VIRGINIA BEACH CAMPUS

TERRI N. THOMPSON, CHAIR  
PRESIDING

---

## AGENDA

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

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

*“Initiatives at the Portsmouth Campus”*

Dr. Michelle Woodhouse  
Provost

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). (**Attachment(s)**) – (5 min.)
  - a. Previous Meeting Minutes #307 for January 15, 2019 (**Attached**)
  - b. Resolution Honoring Linda D. Ridenour (**Attached**)
5. **Curriculum & Student Development Committee Report** – Mr. John Murray, Chair (10 min.)
  - a. None
6. **Finance & Facilities Committee Report** – Mr. James (Jay) Lucado, Chair (10 min.)
  - a. Routine Financial Statements for Month Ending January 31, 2019 (**Attached**)
  - b. Mid-Year Report on 2018-19 State Operating Budget (**Attached**)
  - c. Future Lease Between TCC and TCCREF for Perry Center (**Attached, for action**)
7. **Advocacy Committee Report** – Ms. Cynthia (Cindy) Free, Chair (10 min.)
  - a. General Assembly Visit Feedback (**Attached**)
8. **Educational Foundation Liaison Report** – Ms. Delceno Miles (5 min.)

9. **Real Estate Liaison Report** – Mr. John Padgett (*5 min.*)
10. **Discussion & Approval of Action Item(s)** (Removed from Consent Agenda) – (*10 min.*)
11. **President’s Report** – (*15 min.*)
  - a. Proposed 2018-19 Emeritus Appointment Resolutions (**Attached, for action**)
12. **Chair’s Report & Announcements** – (*10 min.*)
  - a. Chancellor’s Presidential Selection Process
  - b. Update on Board Goals
  - c. Information Items
13. Adjournment

# TIDEWATER COMMUNITY COLLEGE BOARD

MEETING NO. 307

JANUARY 15, 2019

Meeting number three hundred and seven of the Tidewater Community College Board was held on Tuesday, January 15, 2019, in the Student Center on the Chesapeake Campus.

**Members Present:** Barry C. Brown  
Lynn B. Clements  
Paulette D. Franklin-Jenkins  
James (Jay) N. Lucado  
John M. Murray  
Terri N. Thompson  
Jerome A. Bynum  
Gregory T. DeCinque  
Cynthia (Cindy) S. Free  
Delceno C. Miles  
John D. Padgett

**Members Absent:** William (Bill) W. Crow

**Others Present:** Curtis K. Aasen, Vice President for Information Systems and Institutional Effectiveness  
Marian Anderfuren, Vice President for Institutional Advancement  
Matthew J. Baumgarten, Executive Director of Real Estate Foundation/COO of Facilities & Public Safety  
Emanuel Chestnut, Interim Provost of Norfolk Campus  
Stacey Deputy, Chair of College Faculty Senate  
Kelly Gillerlain, Professor  
Matthew Gorris, Professor  
Latesha D. Johnson, Executive Assistant to the President  
Steve Jones, Interim Chief Fundraising/Chief Development Officer  
Sarah (Beth) Lunde, Associate Vice President for Human Resources  
Corey L. McCray, Interim Executive Vice President for Academic & Student Affairs and Vice President for Workforce Solutions  
Karen Miller, Program Coordinator  
Phyllis F. Milloy, Vice President for Finance  
Diane Ryan, Dean  
Thomas Stout, Dean  
Michael D. Summers, Provost of Virginia Beach Campus

**1. Welcome and Call to Order**

Ms. Thompson, chair, determined the presence of a quorum and called the meeting to order at 4:21 p.m., and welcomed guests.

**2. Program Highlight**

At the invitation of Ms. Thompson, Mr. Stout and Ms. Miller updated the board on Transfer Engineering and the Advanced Engineering Program as the featured program highlight.

**DRAFT**

TCC has a great partnership with Newport News Shipbuilding. Individuals apply to the Apprentice Program and choose one of 19 skill trades. During the first year, they complete the World Class Shipbuilding Curriculum while learning their skill trade at the waterfront. The second year, they have an opportunity to apply for the Advanced Program. And the third year, they have a choice to apply for Engineering at TCC or Business Administration at TNCC. The Engineering students transfer to TCC for Mechanical, Electrical & Modeling & Simulation Engineering.

As a part of TCC's partnership with Newport News Shipbuilding, an articulation agreement was put in place for Engineering. There are 67 (normally an average of 90-100) students enrolled in spring semester. All qualify for the Virginia Vocational Incentive Scholarship for Shipyard Workers. The total credit hours for 2017/18 was 1460. Students are paid while attending class. They have access to a study hall, tutoring labs, and faculty while completing a full-time academic load. Upon graduation, most students continue to ODU to earn a Bachelor's of Science in Electrical or Mechanical Engineering. The number of students that graduated in 2017/18 was 25.

**3. Adoption of Consent Agenda**

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

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

Referring to Tabs 4a through 6g of the meeting packet, the board approved Meeting Minutes #306 for November 13, 2018, Discontinuance of the Career Studies Certificate in Cloud Computing, Discontinuance of the Career Studies Certificate in Virtualization, Discontinuance of the Associate of Applied Science: Information Systems Technology (Virtualization), Discontinuance of the Associate of Applied Science: Information Systems Technology (Cloud Computing), Proposed Increase in Auxiliary Capital Fee, and Six-Year Capital Outlay Plan (attached).

**5. Curriculum & Student Development Committee Report – Mr. John M. Murray, Chair**

a. Nothing to report.

**6. Finance & Facilities Committee Report – Mr. James (Jay) Lucado, Chair**

a. Routine Financial Statements for Month Ending November 30, 2018. Ms. Milloy provided the routine local financial statements reflecting activity for five months of the fiscal year. Referring to Tab 6b of the meeting packet, she highlighted expenditures for the Student Activities Budget (40%), Institutional Auxiliary Budget (79%), Student Center Budget (62%), and the Auxiliary Services Budget (54%). Local investments and contributions from Chesapeake, Norfolk and Virginia Beach remained as expected. Ms. Milloy provided an update that the City of Portsmouth will contribute this fiscal year. Investments of approximately \$41.5 million have earned \$212,593 since July 2018.

**7. Advocacy Committee Report – Ms. Cynthia (Cindy) Free, Chair**

- a. General Assembly Visit. Ms. Free noted that the General Assembly visit is confirmed for Thursday, January 31. Meetings are scheduled with most of the legislators. A few board members, cabinet members, and students will attend. The van will depart from Workforce Solutions Center in Suffolk.

**8. Education Foundation Liaison Report – Ms. Delceno Miles**

At the invitation of Ms. Miles, Mr. Jones provided an update for the Education Foundation. He reported that the ribbon-cutting ceremony for the Skilled Trades Academy in Portsmouth was a success. He shared photos of elected officials, Rep. Robert “Bobby” Scott and Senator Tim Kaine and others who attended. Mr. Jones also reported the seven-figure donation from Mr. Hu Odom to support the Patricia & Douglas Perry TCC Center for Visual & Culinary Arts and Hospitality Management building. The donation will also be used to provide scholarships for dual enrollment students from Norfolk Public Schools studying restaurant management. Ms. Miles reported that the Education Foundation will continue to meet with potential donors.

**9. Real Estate Liaison Report – Mr. John Padgett**

Mr. Padgett reported that the college owns properties that are being put to use. He hopes that the college will be able to sell some of the properties and invest the funds in the future of Hampton Roads.

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

- a. Nothing to report.

**11. President’s Report**

- a. Fall Enrollment Update (w/Mr. Aasen). Mr. Aasen noted that TCC had a very poor 2018 fall semester. The college declined in Full-time Equivalent (FTE) -9.1%, which is more than the college has declined in previous fall semesters. He also noted that student headcount declined -8.1%. Students have enrolled in fewer credits every semester. Therefore, the FTE enrollment declines faster than the headcount enrollment. Workforce enrollment, FY2019 Quarters 1 & 2, had a -4.9% decline in student headcount. Although Workforce had fewer students, those students enrolled in more courses. The number of registrations remained the same from the previous year. The college has experienced seven fall semesters of continuous decline, which puts the college back between fall 2000 and fall 2001 with FTE enrollment. The headcount enrollment is similar. The rate of students for fall 2018 comprised of a -7.6% decline for first-time-in-college students; a -6.3% decline for recent high school graduates; a +12.2% increase for high dual enrollment students; and a -9.4% decline for returning students. A 2.9 percentage point drop in the spring-to-fall re-enrollment rate resulted in 480 fewer students. Although the college declined in enrollment overall, the online FTE increased and the number of online students remained the same. Unfortunately, the fall enrollment decline puts TCC at the bottom within the VCCS.

Dr. DeCinque stated that emphasis will be focused on solutions for enrollment matters during the first hour of every Cabinet meeting. Areas that will be discussed include on-line programs, dual enrollment, customer service, and retention.

Pathways. Dr. DeCinque reported that the college will continue to finalize the full implementation of pathways and initiate Phase II.

Interim Provost Position. A committee was formed to initiate the process to fill the Interim Provost position at the Chesapeake Campus. Ten qualified applicants expressed interest in the position. The committee completed interviews and provided Dr. DeCinque with feedback. A decision will be made sometime next week.

## **12. Chair's Report & Announcements**

- a. New Board Member. The city of Portsmouth appointed Mr. Steven Cantrell, retired USCG and current Veteran Recruiter at Smithfield Foods, to replace Ms. Linda Ridenour. His board orientation is scheduled for February 12.
- b. Resolution. Ms. Thompson noted that the board will honor Ms. Linda Ridenour with a resolution for her years of service.
- c. Closed Session. At the November 13, 2018 College Board meeting, Ms. Thompson stated that she would update the board on the presidential selection. And so, in accordance with section 2.2-33711(A) of the code of Virginia, Ms. Thompson moved that the board convene in closed session to discuss matters relating to the Chancellor's presidential selection process. The President's Cabinet, Liaison to the board, and constituents in attendance were excused from the meeting.
- d. Open Session. Later, the board concluded its closed session and reconvened the open session. Ms. Johnson returned to the meeting. A roll call vote was taken and board members Terri Thompson, Paulette Franklin-Jenkins, Barry Brown, Jerome Bynum, Lynn Clements, Cynthia Free, James Lucado, Delceno Miles, John Murray, and John Padgett were present certifying that to the best of each member's knowledge (I) only public business matters lawfully exempted from open requirements under the Freedom of Information Act and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the board.

A vote was not required to take any action on the discussion of the presidential selection process in closed session.

## **13. Adjournment**

There being no further business to come before the board, Ms. Thompson adjourned the executive session at 6:30 p.m.

Respectfully submitted,



---

Gregory T. DeCinque, Ph.D.  
Secretary to the Board

**DRAFT**

APPROVAL

---

Terri N. Thompson  
Chair



## Resolution

**Whereas**, Linda D. Ridenour was appointed by the Portsmouth City Council as a member of the Tidewater Community College Board in March 2015 and was subsequently reappointed to the Board in July 2017; and,

**Whereas**, Linda D. Ridenour served ably and diligently as a member of the Curriculum and Student Development Committee from 2015 to 2016 and from 2017 to 2018; and,

**Whereas**, Linda D. Ridenour served ably and diligently as Chair of the Advocacy Committee from 2016 to 2018; and,

**Whereas**, Linda D. Ridenour demonstrated outstanding devotion to all of her duties as a College Board member, including regular attendance at College Convocations, College Commencements, Chancellor's Retreats, Joint-Board Receptions, Dedications, Groundbreakings, State Board Annual Meetings, Virginia Community College System Legislative Receptions, General Assembly visits, and Scholarship Programs; and,

**Whereas**, Linda D. Ridenour was a passionate advocate for Tidewater Community College with Portsmouth City Council and with everyone with whom she spoke:

**Now, Therefore Be It Resolved** that the Tidewater Community College Board and College President, on behalf of the faculty, staff, and students, recognize the outstanding contributions, dedication, and exemplary service of Linda D. Ridenour to the mission of Tidewater Community College and those it serves; and

**Be It Further Resolved** that a copy of this resolution be given to Linda D. Ridenour with our warmest wishes, on this, the 27<sup>th</sup> day of June, 2019 and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

---

Terri N. Thompson  
Chair, College Board

/s/

---

Gregory T. DeCinque, Ph.D.  
Interim President



# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: MARCH 12, 2019

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Routine Financial Statements for Month Ending January 31, 2019

---

### BACKGROUND:

The routine Local Fund Financial Statements for the month ending January 31, 2019 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](mailto:PMilloy@tcc.edu)  
757-822-1064

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
July 1, 2018 - January 31, 2019

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/18</b>		\$ 1,192,336			
<b>I. Revenues</b>					
A. Student Activity Fee	\$ 1,060,106	\$ 682,170		\$ 377,936	64%
B. ID Card Replacements	16,000	8,240		7,760	52%
C. Miscellaneous Revenue	5,000	-		5,000	0%
<b>Total Revenues</b>	<b>\$ 1,081,106</b>	<b>\$ 690,410</b>		<b>\$ 390,696</b>	<b>64%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 1,882,746</b>			
<b>II. Expenditures</b>					
<b>A. Chesapeake Campus</b>					
1. Student Government Association	\$ 2,005	\$ 1,905	\$ -	\$ 100	95%
2. Programming	25,265	17,701	6,074	1,490	94%
3. Student Organizations	9,698	1,882	2,121	5,695	41%
4. Recreational Sports	803	-	-	803	0%
5. Operating Expenses	803	-	-	803	0%
6. Contingency Fund	4,011	3,426	-	585	85%
<b>Subtotal--Chesapeake Campus</b>	<b>\$ 42,585</b>	<b>\$ 24,914</b>	<b>\$ 8,195</b>	<b>\$ 9,476</b>	<b>78%</b>
<b>B. Norfolk Campus</b>					
1. Student Government Association	\$ 3,000	\$ 750	\$ 750	\$ 1,500	50%
2. Programming	29,000	16,961	3,870	8,169	72%
3. Student Organizations	4,480	2,765	-	1,715	62%
4. Recreational Sports	4,000	3,413	-	587	85%
5. Operating Expenses	1,000	-	-	1,000	0%
6. Contingency Fund	1,000	-	-	1,000	0%
<b>Subtotal--Norfolk Campus</b>	<b>\$ 42,480</b>	<b>\$ 23,889</b>	<b>\$ 4,620</b>	<b>\$ 13,971</b>	<b>67%</b>
<b>C. Portsmouth Campus</b>					
1. Student Government Association	\$ 3,000	\$ 1,841	\$ 350	\$ 809	73%
2. Programming	41,000	14,319	3,075	23,606	42%
3. Student Organizations	4,480	800	-	3,680	18%
6. Contingency Fund	1,000	13	960	27	97%
<b>Subtotal--Portsmouth Campus</b>	<b>\$ 49,480</b>	<b>\$ 16,973</b>	<b>\$ 4,385</b>	<b>\$ 28,122</b>	<b>43%</b>
<b>D. Virginia Beach Campus</b>					
1. Student Government Association	\$ 3,500	\$ -	\$ -	\$ 3,500	0%
2. Programming	37,079	1,473	960	34,646	7%
3. Student Organizations	22,960	4,402	-	18,558	19%
<b>Subtotal--Virginia Beach Campus</b>	<b>\$ 63,539</b>	<b>\$ 5,875</b>	<b>\$ 960</b>	<b>\$ 56,704</b>	<b>11%</b>
<b>E. Student Activities--College-wide</b>					
1. Visual Arts Center	\$ 3,175	\$ 1,128	\$ 223	\$ 1,824	43%
2. Women's Center	4,175	2,467	509	1,199	71%
3. Student Federation Council	4,175	-	-	4,175	0%
5. Intercultural Learning	16,600	8,283	540	7,777	53%
<b>Subtotal--Student Activities--College-wide</b>	<b>\$ 28,125</b>	<b>\$ 11,878</b>	<b>\$ 1,272</b>	<b>\$ 14,975</b>	<b>47%</b>
<b>F. Learning Assistance Fund</b>					
1. Chesapeake	\$ 24,030	\$ 13,028		\$ 11,002	54%
2. Norfolk	19,234	20,357		(1,123)	106%
3. Portsmouth	18,000	7,654		10,346	43%
4. Virginia Beach	60,000	18,802		41,198	31%
<b>Subtotal--Learning Assistance Fund</b>	<b>\$ 121,264</b>	<b>\$ 59,841</b>	<b>\$ -</b>	<b>\$ 61,423</b>	<b>49%</b>

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Provosts' Contingency Fund</b>					
1. Chesapeake	\$ 7,130	\$ 2,000	\$ 2,183	\$ 2,947	59%
2. Norfolk	6,000	43	-	5,957	1%
3. Portsmouth	5,815	5,377	219	219	96%
4. Virginia Beach	5,000	-	-	5,000	0%
<b>Subtotal--Provosts' Contingency Fund</b>	<b>\$ 23,945</b>	<b>\$ 7,420</b>	<b>\$ 2,402</b>	<b>\$ 14,123</b>	<b>41%</b>
<b>H. Deans' Contingency Fund</b>					
1. Chesapeake	\$ 4,550	\$ 1,409	\$ 724	\$ 2,417	47%
2. Norfolk	10,580	4,720	15	5,845	45%
3. Portsmouth	5,000	1,190	222	3,588	28%
4. Virginia Beach	10,000	2,732	4,807	2,461	75%
<b>Subtotal--Deans' Contingency Fund</b>	<b>\$ 30,130</b>	<b>\$ 10,051</b>	<b>\$ 5,768</b>	<b>\$ 14,311</b>	<b>53%</b>
<b>I. Student Activities Identification System</b>					
Equipment, Software, and Supplies	\$ 47,000	\$ 10,266	\$ 2,426	\$ 34,308	27%
<b>Subtotal--Student Activities Identification System</b>	<b>\$ 47,000</b>	<b>\$ 10,266</b>	<b>\$ 2,426</b>	<b>\$ 34,308</b>	<b>27%</b>
<b>Total Expenditures</b>	<b>\$ 448,548</b>	<b>\$ 171,107</b>	<b>\$ 30,028</b>	<b>\$ 247,413</b>	<b>45%</b>
<b>III. Transfers</b>					
A. Transfer to Student Center Budget	\$ 632,508	\$ 368,963		\$ 263,545	58%
<b>Subtotal--Transfers</b>	<b>\$ 632,508</b>	<b>\$ 368,963</b>	<b>\$ -</b>	<b>\$ 263,545</b>	<b>58%</b>
<b>Fund Balance 01/31/19</b>		<b>\$ 1,342,676</b>			

Approved by the Local College Board on May 15, 2018

AVPF 02/15/19

**TIDEWATER COMMUNITY COLLEGE**  
**STUDENT ACTIVITIES BUDGET**  
**Narrative Justification**  
**FY2019**

**I. REVENUES**

**The revenues for the Student Activities Budget are based on a projection of 14,435 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.
- C. Miscellaneous Revenue** – Revenue collected from various events sponsored by students.

**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 Director/Co-Director of the Student Center.
- 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 2018-19 fiscal year.

**E. Student Activities – College-wide**

1. 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. The Portsmouth Campus manages this budget.
2. 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.
3. Student Federation Council – Provides funds for supporting the activities and development of the college-wide Student Federation Council. The Coordinator of Student Leadership Development and Community Engagement and campus student life coordinators approve these expenditures. The Chesapeake Campus manages this budget.
4. College-wide Clubs & Committees – This funding has moved to the campuses in accordance with the approved funding formula.
5. Intercultural Learning – Provides funds to support intercultural activities across all campuses (e.g. Hispanic Heritage Month and Black History Month). The Director of Intercultural Learning/Women’s Center manages this budget.

**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 the CBORD software maintenance agreement for the college-wide student identification system.
- III. **Transfers** – Funds are 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, 2018 - January 31, 2019**

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/2018</b>		<b>\$ 11,974,341</b>			
<b>I. Revenues</b>					
A. Institutional Fee	\$ 3,034,814	\$ 1,896,335		\$ 1,138,479	62%
B. Student Parking Sales	106,220	40,314		65,906	38%
C. Student HRT Pass Sales	109,000	53,639		55,361	49%
<b>Total Revenues</b>	<b>\$ 3,250,034</b>	<b>\$ 1,990,288</b>		<b>\$ 1,259,746</b>	<b>61%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>					
		<b>\$ 13,964,629</b>			
<b>II. Expenditures</b>					
A. Chesapeake Campus Parking Garage - Debt Service	\$ 1,643,475	\$ 1,641,649	\$ -	\$ 1,826	100%
B. Chesapeake Campus Parking Lot - Debt Service	332,500	326,635	-	5,865	98%
C. Chesapeake Parking Garage Operating Expenses					
1. Personnel	47,380	26,789	-	20,591	57%
2. Utilities	14,000	5,565	-	8,435	40%
3. Security	103,302	-	-	103,302	0%
4. General Maintenance	45,000	17,921	21,344	5,735	87%
D. College-wide Parking Lot Improvements	250,000	66,091	165,309	18,600	93%
E. Hampton Roads Transit (HRT) Passes	232,000	227,625	-	4,375	98%
F. Student Parking	128,100	40,296	88,984	(1,180)	101%
G. Visual Arts Center Parking Lease	82,800	31,800	-	51,000	38%
<b>Total Expenditures</b>	<b>\$ 2,878,557</b>	<b>\$ 2,384,371</b>	<b>\$ 275,637</b>	<b>\$ 218,549</b>	<b>92%</b>
<b>Fund Balance 01/31/19</b>					
		<b>\$ 11,580,258</b>			

Approved by the Local College Board on May 15, 2018

AVPF 02/15/19

**TIDEWATER COMMUNITY COLLEGE  
INSTITUTIONAL AUXILIARY BUDGET  
Narrative Justification  
FY2019**

**I. REVENUES**

**The revenues for the Institutional Auxiliary Budget are based on a projection of 14,435 annualized FTES.**

- A. Institutional Fee** – A fee of \$7.30 per credit hour, up to a maximum of 15 credits, is assessed to all students, except those under special arrangement contracts.
- 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 sixth 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 ninth year of a 15-year annual debt service payment.
- C. Chesapeake Campus Parking Garage – Operating Expenses** – Funds for general maintenance, preventative maintenance, repair, sweeping, custodial, and the utilities associated with the Chesapeake Campus 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 GoPass365 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, 2018 - January 31, 2019

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/18</b>		<b>\$ 19,183,504</b>			
<b>I. Revenues</b>					
A. Auxiliary Capital Fee	\$ 8,076,703	\$ 5,243,575		\$ 2,833,128	65%
B. Transfer-In from Student Activities Budget	632,508	368,963		263,545	58%
C. Food Service Commission	59,000	16,169		42,831	27%
D. Miscellaneous Revenue	79,500	36,329		43,171	46%
E. Facility Use Fee	1,000	465		535	47%
<b>Total Revenues</b>	<b>\$ 8,848,711</b>	<b>\$ 5,665,501</b>	<b>\$ -</b>	<b>\$ 3,183,210</b>	<b>64%</b>
<b>Total Resources (Revenue &amp; Fund Balance)</b>					
		<b>\$ 24,849,005</b>			
<b>II. Expenditures</b>					
<b>A. Bond Debt Service</b>					
1. Student Center - Norfolk Campus	\$ 1,115,888	\$ 1,114,736		\$ 1,152	100%
2. Student Center - Chesapeake Campus	1,166,478	1,137,644		28,834	98%
3. Student Center - Portsmouth Campus	1,091,639	1,093,280		(1,641)	100%
4. Student Center - Virginia Beach Campus	1,661,113	1,616,592		44,521	97%
<b>Subtotal--Bond Debt Service</b>	<b>\$ 5,035,118</b>	<b>\$ 4,962,252</b>	<b>\$ -</b>	<b>\$ 72,866</b>	<b>99%</b>
<b>B. Norfolk Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 454,964	\$ 203,821	\$ -	\$ 251,143	45%
b. Operating Expenses	42,109	12,718	7,522	21,869	48%
<b>Subtotal--General Operations</b>	<b>\$ 497,073</b>	<b>\$ 216,539</b>	<b>\$ 7,522</b>	<b>\$ 273,012</b>	<b>45%</b>
<b>2. Facility Operations</b>					
a. Utilities	105,127	54,912	-	50,215	52%
b. Security	108,203	34,293	62,289	11,621	89%
c. Custodial					
1. Personnel	117,005	65,034	-	51,971	56%
2. Expenditures	16,000	8,980	2,936	4,084	74%
d. General Maintenance					
1. Personnel	69,180	49,759	-	19,421	72%
2. Expenditures	80,000	31,486	15,754	32,760	59%
e. Insurance	7,696	7,310	-	386	95%
f. Network & Telecommunications	70,613	41,191	-	29,422	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 573,824</b>	<b>\$ 292,965</b>	<b>\$ 80,979</b>	<b>\$ 199,880</b>	<b>65%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 17,980	\$ 6,573	\$ 14,925	\$ (3,518)	120%
<b>Subtotal--Food Services</b>	<b>\$ 17,980</b>	<b>\$ 6,573</b>	<b>\$ 14,925</b>	<b>\$ (3,518)</b>	<b>120%</b>
<b>Subtotal--Norfolk Student Center</b>	<b>\$ 1,088,877</b>	<b>\$ 516,077</b>	<b>\$ 103,426</b>	<b>\$ 469,374</b>	<b>57%</b>
<b>C. Chesapeake Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 435,524	\$ 191,963	\$ -	\$ 243,561	44%
b. Operating Expenses	66,898	40,574	14,542	11,782	82%
<b>Subtotal--General Operations</b>	<b>\$ 502,422</b>	<b>\$ 232,537</b>	<b>\$ 14,542</b>	<b>\$ 255,343</b>	<b>49%</b>

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	106,818	73,439	-	33,379	69%
b. Security	86,120	36,391	48,634	1,095	99%
c. Custodial					
1. Personnel	122,675	74,601	-	48,074	61%
2. Expenditures	16,000	5,253	3,382	7,365	54%
d. General Maintenance					
1. Personnel	66,869	28,880	-	37,989	43%
2. Expenditures	80,000	37,946	26,904	15,150	81%
e. Insurance	8,449	8,024	-	425	95%
f. Network & Telecommunications	61,556	35,908	-	25,648	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 548,487</b>	<b>\$ 300,441</b>	<b>\$ 78,920</b>	<b>\$ 169,125</b>	<b>69%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 14,740	\$ 1,813	\$ 15,427	\$ (2,500)	117%
<b>Subtotal--Food Services</b>	<b>\$ 14,740</b>	<b>\$ 1,813</b>	<b>\$ 15,427</b>	<b>\$ (2,500)</b>	<b>117%</b>
<b>Subtotal--Chesapeake Student Center</b>	<b>\$ 1,065,649</b>	<b>\$ 534,791</b>	<b>\$ 108,889</b>	<b>\$ 421,968</b>	<b>60%</b>
<b>D. Portsmouth Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 450,761	\$ 218,811	\$ -	\$ 231,950	49%
b. Operating Expenses	44,472	8,283	3,382	32,807	26%
<b>Subtotal--General Operations</b>	<b>\$ 495,233</b>	<b>\$ 227,094</b>	<b>\$ 3,382</b>	<b>\$ 264,757</b>	<b>47%</b>
<b>2. Facility Operations</b>					
a. Utilities	119,000	65,975	-	53,025	55%
b. Security	154,246	31,605	69,493	53,148	66%
c. Custodial					
1. Personnel	119,509	55,692	-	63,817	47%
2. Expenditures	16,000	5,191	5,119	5,690	64%
d. General Maintenance					
1. Personnel	72,001	43,416	-	28,585	60%
2. Expenditures	80,000	31,247	16,878	31,875	60%
e. Insurance	8,276	7,861	-	415	95%
f. Network & Telecommunications	73,463	42,853	-	30,610	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 642,495</b>	<b>\$ 283,840</b>	<b>\$ 91,490</b>	<b>\$ 267,165</b>	<b>58%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 9,064	\$ 16,887	\$ (4,951)	124%
<b>Subtotal--Food Services</b>	<b>\$ 21,000</b>	<b>\$ 9,064</b>	<b>\$ 16,887</b>	<b>\$ (4,951)</b>	<b>124%</b>
<b>Subtotal--Portsmouth Student Center</b>	<b>\$ 1,158,728</b>	<b>\$ 519,998</b>	<b>\$ 111,759</b>	<b>\$ 526,970</b>	<b>55%</b>
<b>E. Virginia Beach Student Center</b>					
<b>1. General Operations</b>					
a. Personnel	\$ 591,883	\$ 245,210	\$ -	\$ 346,673	41%
b. Operating Expenses	56,672	13,419	9,384	33,869	40%
<b>Subtotal--General Operations</b>	<b>\$ 648,555</b>	<b>\$ 258,629</b>	<b>\$ 9,384</b>	<b>\$ 380,542</b>	<b>41%</b>

	Budget 2019	Revenues/ Expenditures	Encumbrances	Variance	% Realized
<b>2. Facility Operations</b>					
a. Utilities	160,000	28,814	-	131,186	18%
b. Security	87,202	41,780	98,530	(53,108)	161%
c. Custodial					
1. Personnel	191,270	94,283	-	96,987	49%
2. Expenditures	20,000	7,919	15,967	(3,886)	119%
d. General Maintenance					
1. Personnel	109,764	72,919	-	36,845	66%
2. Expenditures	160,000	52,228	36,882	70,890	56%
e. Insurance	12,423	11,799	-	624	95%
f. Network & Telecommunications	76,193	44,446	-	31,747	58%
<b>Subtotal--Facility Operations</b>	<b>\$ 816,852</b>	<b>\$ 354,188</b>	<b>\$ 151,379</b>	<b>\$ 311,285</b>	<b>62%</b>
<b>3. Food Services</b>					
a. Equipment Mtce. & Replacement	\$ 21,000	\$ 8,325	\$ 21,127	\$ (8,452)	140%
<b>Subtotal--Food Services</b>	<b>\$ 21,000</b>	<b>\$ 8,325</b>	<b>\$ 21,127</b>	<b>\$ (8,452)</b>	<b>140%</b>
<b>Subtotal--Virginia Beach Student Center</b>	<b>\$ 1,486,407</b>	<b>\$ 621,142</b>	<b>\$ 181,890</b>	<b>\$ 683,375</b>	<b>54%</b>
<b>Total Expenditures</b>	<b>\$ 9,834,779</b>	<b>\$ 7,154,261</b>	<b>\$ 505,964</b>	<b>\$ 2,174,554</b>	<b>78%</b>
<b>III. Capital Maintenance Reserve</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>		<b>\$ -</b>	<b>100%</b>
<b>Fund Balance 01/31/19</b>		<b>\$ 16,694,744</b>			

Approved by the Local College Board on May 15, 2018

AVPF 02/15/19

<b>Capital Maintenance Reserve Fund</b>	
<b>FY14-FY18</b>	<b>\$ 6,500,000</b>

**TIDEWATER COMMUNITY COLLEGE  
STUDENT CENTER BUDGET  
Narrative Justification  
FY2019**

**I. REVENUES**

**The revenues for the Student Center Budget are based on a projection of 14,435 annualized FTEs.**

- A. Auxiliary Capital Fee** – A fee is assessed to all students up to a maximum of 15 credit hours. The fee is \$19.00 per credit hour for Summer Semester 2018 and increases to \$19.50 per credit hour for Fall Semester 2018.
- B. Transfer-In from Student Activities Budget** – This transfer reflects the funding of positions from the Student Activities budget.
- C. Food Service Commission** – Estimated commissions from the college’s food service contract with Elite.
- D. 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.
- E. Facility Use Fee** – Revenue generated from employee use of the fitness centers at the Student Centers. The college charges a fee of up to \$105 annually.

**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, Chesapeake, Portsmouth, 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. **Utilities** – Utilities services for the student centers. Utilities include electrical, natural gas, water, and sewer.
  - b. **Security** – Unarmed security services for the student centers. The services are provided under the college's security contract. Additional coverage is provided for special events, and officers assigned elsewhere on campus are available to respond to situations, if necessary.
  - c. **Custodial** – Personnel costs, consumable materials for housecleaning, and trash and garbage disposal services for the student centers.
  - d. **General Maintenance** – Personnel costs, consumable materials, and contract services to maintain the student centers' mechanical, electrical, and other building systems.
  - e. **Insurance** – Estimated cost of insurance for the student centers. The increase is due to the inclusion of general liability insurance for the student centers that was not previously budgeted.
  - f. **Network & Telecommunications** – Estimated cost of ongoing network and telecommunications support for the student centers.
3. **Food Services** – Cost of 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, 2018 - January 31, 2019

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>Fund Balance 7/1/18</b>		\$ 9,598,420			
<b>I. Revenues</b>					
A. Bookstore	\$ 1,050,665	\$ 722,991		\$ 327,674	69%
B. Vending					
1. Exclusive Beverage Contract	73,425	50,977		22,448	69%
2. Vending - CRH	34,184	15,572		18,612	46%
C. Food Service - Joint-Use Library	9,987	2,523		7,464	25%
D. Municipal Support	24,000	24,000		-	100%
E. Interest Earnings	600,000	262,544		337,456	44%
F. Miscellaneous Revenue	10,000	6,846		3,154	68%
<b>Total Revenues</b>	<b>\$ 1,802,261</b>	<b>\$ 1,085,453</b>	<b>\$ -</b>	<b>\$ 716,808</b>	<b>60%</b>
<b>Total Resources (Revenue &amp; Fund Bal.)</b>		<b>\$ 10,683,873</b>	<b>\$ -</b>		
<b>II. Expenditures</b>					
<b>A. Operating Expenses</b>					
1. Banking Costs	\$ 6,000	\$ 2,141	\$ 5,219	(1,360)	123%
2. Miscellaneous Expenses	1,000	-	-	1,000	0%
3. Joint-Use Library Food Service Equipment	2,150	3,958	1,647	(3,455)	261%
<b>Subtotal - Operating Expenses</b>	<b>\$ 9,150</b>	<b>\$ 6,099</b>	<b>\$ 6,866</b>	<b>\$ (3,815)</b>	<b>142%</b>
<b>B. Faculty/Staff Parking</b>	<b>\$ 420,580</b>	<b>\$ 171,967</b>	<b>\$ 250,750</b>	<b>\$ (2,137)</b>	<b>-1%</b>
<b>C. College Community Events</b>	<b>\$ 15,000</b>	<b>\$ 7,149</b>	<b>\$ -</b>	<b>\$ 7,851</b>	<b>52%</b>
<b>D. Financial Aid Adjustments</b>	<b>\$ 14,000</b>	<b>\$ (6,942)</b>	<b>\$ -</b>	<b>\$ 20,942</b>	<b>150%</b>
<b>E. Auxiliary Service Operations</b>					
1. Personnel	\$ 236,900	\$ 135,137		\$ 101,763	57%
2. General Operating Costs	10,000	2,630		7,370	26%
3. Equipment/Software/Installation	35,000	2,412		32,588	7%
4. StormCard Marketing	20,000	1,250		18,750	6%
5. Child Care Subsidy	100,000	32,600		67,400	33%
<b>Subtotal - Auxiliary Service Operations</b>	<b>\$ 401,900</b>	<b>\$ 174,029</b>	<b>\$ -</b>	<b>\$ 227,871</b>	<b>43%</b>
<b>F. Community Support</b>					
1. College Board	\$ 2,500			2,500	0%
2. President	15,000	7,786	1,677	5,537	63%
3. Vice Presidents and Directors					
a. Exec. Vice President for Academic & Student Affairs & Chief Academic Officer	6,000	1,306	889	3,805	37%
b. Vice President for Finance	6,000	679	1,262	4,059	32%
c. Vice President for Information Systems/ Director of Institutional Effectiveness	6,000	740	498	4,762	21%
d. Vice President for Institutional Advancement	6,000	98		5,902	2%
e. Vice President for Workforce Services	6,000	128	1,569	4,303	28%
f. Executive Director of TCC Real Estate Foundation/ Chief Operating Officer for Facilities & Public Safety	6,000	1,532	180	4,288	29%
4. Campus Provosts					
a. Chesapeake	6,000	3,509	994	1,497	75%
b. Norfolk	6,000	1,147	-	4,853	19%
c. Portsmouth	6,000	2,966	-	3,034	49%
d. Virginia Beach	12,000	3,820	-	8,180	32%
5. Community Outreach	27,000	11,843	1,843	13,314	51%
6. Contingencies	3,500	-	-	3,500	0%
<b>Subtotal - Community Support</b>	<b>\$ 114,000</b>	<b>\$ 35,554</b>	<b>\$ 8,912</b>	<b>\$ 69,534</b>	<b>39%</b>

	Budget 2019	Revenue/ Expenditures	Encumbrances	Variance	% Realized
<b>G. Deans' Discretionary Aid Fund</b>					
1. Chesapeake	\$ 5,000	\$ 1,221	\$ 397	3,382	32%
2. Norfolk	5,000	529	-	4,471	11%
3. Portsmouth	5,000	2,317	245	2,438	51%
4. Virginia Beach	10,000	561	146	9,293	7%
<b>Subtotal - Deans' Discretionary Aid Fund</b>	<b>\$ 25,000</b>	<b>\$ 4,628</b>	<b>\$ 788</b>	<b>\$ 19,584</b>	<b>22%</b>
<b>Subtotal- Expenditures</b>	<b>\$ 999,630</b>	<b>\$ 392,484</b>	<b>\$ 267,316</b>	<b>\$ 339,830</b>	<b>66%</b>
<b>III. Student Financial Assistance</b>					
<b>A. TCC Scholarships &amp; Awards</b>					
1. Art Scholarships	\$ 15,000	\$ 13,000		2,000	87%
2. Student Study Abroad Scholarships	15,500	-		15,500	0%
3. Culinary Match Program	3,000	-		3,000	0%
4. Martin Luther King Scholarship	5,621	2,811		2,810	50%
5. Military Scholarships	28,103	13,716		14,387	49%
6. ROTC Scholarships	13,489	-		13,489	0%
7. High School Scholarships					
a. Chesapeake	78,687	42,290		36,397	54%
1. LaVonne P. Ellis Scholarship	11,241	-		11,241	0%
b. Norfolk	56,205	24,311		31,894	43%
1. John T. Kavanaugh Scholarship	11,241	-		11,241	0%
c. Portsmouth	22,482	12,233		10,249	54%
1. Lee B. Armistead Scholarship	11,241	-		11,241	0%
d. Suffolk (Northern)	11,241	-		11,241	0%
e. Virginia Beach	101,169	50,531		50,638	50%
1. Stanley Waranch Scholarship	11,241	2,780		8,461	25%
2. Dorcas T. Helfant-Browning Scholarship	11,241			11,241	0%
3. Thomas H. Wilson Scholarship	11,241			11,241	0%
<b>Subtotal - TCC Scholarships &amp; Awards</b>	<b>\$ 417,942</b>	<b>\$ 161,672</b>	<b>\$ -</b>	<b>\$ 256,270</b>	<b>39%</b>
<b>Total Expenditures &amp; Student Financial Assistance</b>	<b>\$ 1,417,572</b>	<b>\$ 554,156</b>	<b>\$ 267,316</b>	<b>\$ 596,100</b>	<b>58%</b>
<b>Fund Balance 01/31/2019</b>		<b>\$ 10,129,717</b>			

AVPF 02/15/19

**TIDEWATER COMMUNITY COLLEGE**  
**AUXILIARY SERVICES BUDGET**  
**Narrative Justification**  
**FY2019**

**I. REVENUES**

- 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 currently has a food service contract with Elite, 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** – Investment earnings are calculated on a \$40 million average investment at 1.5%.
- F. **Miscellaneous Revenue** – Miscellaneous income from expired StormCard plans 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. The cost of Harbor Heights parking was erroneously omitted from the FY18 budget resulting in the increase for FY19.
- 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. The decrease is due to the elimination of the wage position that is budgeted for FY18.
  - 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.
5. Child Care Subsidy – Estimated operational subsidy to continue offering child care at each of the campuses.
6. Consultant Fees – This line item is not budgeted for FY19.

#### **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. Student Study Abroad Scholarships – Awards to foreign language students on a competitive basis.
3. Culinary Match Program – Matching funds for Culinary Scholarships donated to the college.
4. 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.
5. Military Scholarships – Awards to dependents of servicepersons from each branch of the military.

6. ROTC Scholarships – Awards to TCC students participating in the college's ROTC program through Old Dominion University and Norfolk State University.
7. 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.

**TIDEWATER COMMUNITY COLLEGE  
LOCAL CONTRIBUTIONS  
AS OF JANUARY 31, 2019**

LOCALITIES	PLEGGED	RECEIVED	BALANCE
<b>PORTSMOUTH:</b>			
LOCAL BOARD (Operating)	6,000	6,000	
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
<b>VIRGINIA BEACH:</b>			
LOCAL BOARD (Operating)	6,000	6,000	-
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
<b>CHESAPEAKE:</b>			
TECHNOLOGY	60,500	60,500	-
LOCAL BOARD (Operating)	6,000	6,000	-
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ -</b>
<b>NORFOLK:</b>			
LOCAL BOARD (Operating)	6,000	6,000	-
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
<b>TOTAL</b>	<b>\$ 84,500</b>	<b>\$ 84,500</b>	<b>\$ -</b>

**TIDEWATER COMMUNITY COLLEGE  
LOCAL INVESTMENTS  
2014 - 2019**

LOCALITIES	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014
<b>PORTSMOUTH:</b>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	5,400	6,000	
<b>TOTAL-PORTSMOUTH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 5,400</b>	<b>\$ 6,000</b>	<b>\$ -</b>
<b>VIRGINIA BEACH:</b>						
LOCAL BOARD (Operating)	6,000	6,000	5,100	5,100	5,100	5,100
<b>TOTAL-VIRGINIA BEACH</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>	<b>\$ 5,100</b>
<b>CHESAPEAKE:</b>						
TECHNOLOGY	60,500	60,500	60,500	60,500	60,500	60,500
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
<b>TOTAL-CHESAPEAKE</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>	<b>\$ 66,500</b>
<b>NORFOLK:</b>						
LOCAL BOARD (Operating)	6,000	6,000	6,000	6,000	6,000	6,000
<b>TOTAL-NORFOLK</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>TOTAL</b>	<b>\$ 84,500</b>	<b>\$ 84,500</b>	<b>\$ 83,600</b>	<b>\$ 83,000</b>	<b>\$ 83,600</b>	<b>\$ 77,600</b>

**TIDEWATER COMMUNITY COLLEGE  
INVESTMENTS  
2018-19 STATEMENT OF EARNINGS**

	<b>BALANCE INVESTED</b>	<b>AVERAGE YIELD All Investments</b>	<b>INTEREST 2018-2019</b>
07/31/18	\$ 40,455,135	1.72%	\$ 58,044
08/31/18	\$ 41,438,760	1.05%	\$ 36,359
09/30/18	\$ 41,649,769	0.86%	\$ 29,870
10/31/18	\$ 45,175,819	1.22%	\$ 45,959
11/30/18	\$ 45,086,972	1.13%	\$ 42,361
12/31/18	\$ 45,270,012	1.32%	\$ 49,953
01/31/19	\$ 44,119,553	1.61%	\$ 59,331
02/28/19			
03/31/19			
04/30/19			
05/31/19			
06/30/19			
<b>TOTAL</b>			<b>\$ 321,877</b>

Note 1

OFS 2/15/2019

**Detail:**

<b>Investment Category</b>	<b>Average Yield</b>	<b>Balance</b>
Towne Bank - Repurchase Agreements	2.55%	\$ 6,196,787
Towne Bank - Raymond James	1.38%	\$ 36,982,183
Commonwealth - LGIP	2.55%	\$ 940,583
<b>Total</b>		<b>\$ 44,119,553</b>

Note 2

Note 1 - The investment earnings are reported based on statements received from the financial institution and may vary from the college's financial records due to timing differences.

Note 2 - Actual interest rates on Raymond James CDs range from 1.35% to 2.70%, and payment frequency varies from monthly to annually.

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 12, 2019

COMMITTEE: Finance & Facilities Committee

AGENDA ITEM: Mid-Year Report on 2018-19 State Operating Budget

---

### BACKGROUND:

The Commonwealth of Virginia operates on a July – June fiscal year. The college's 2018-19 State Operating Budget was presented at the November 13, 2018 meeting; the Mid-Year report provides an update on the budget.

### STAFF RECOMMENDATION:

None. This item is for information only.

### STAFF LIAISON:

Phyllis F. Milloy  
Vice President for Finance  
[PMilloy@tcc.edu](mailto:PMilloy@tcc.edu)  
757-822-1064

**TIDEWATER COMMUNITY COLLEGE  
2018-19 STATE OPERATING BUDGET  
MID-YEAR REPORT**

<b>REVENUES</b>	<b>2018-19</b>	<b>Adjustments</b>	<b>Adjusted 18-19</b>
BASE BUDGET	114,569,702		114,569,702
TUITION REVENUE ADJUSTMENT/ENROLLMENT/OTHER	1,703,773		1,703,773
WORKFORCE SOLUTIONS	2,200,000		2,200,000
ANTICIPATED ADDITIONAL APPROPRIATION	419,675	(93,087)	326,588
<b>TOTAL REVENUES EXPECTED</b>	<b>118,893,150</b>	<b>(93,087)</b>	<b>118,800,063</b>
<b>EXPENDITURES - PERSONNEL SERVICES</b>			
<b>PERSONNEL SERVICES</b>			
TEACHING FACULTY	19,977,354		19,977,354
ADMINISTRATIVE & PROFESSIONAL FACULTY	8,130,649		8,130,649
CLASSIFIED	19,196,900		19,196,900
ADJUNCT/OVERLOAD/SUMMER PAY	15,530,418		15,530,418
WAGE EMPLOYEES	6,286,428	(43,701)	6,242,727
WORKFORCE SOLUTIONS	1,769,491		1,769,491
REALLOCATION, SICK/ANNUAL LEAVE	940,773		940,773
FRINGES	24,473,000		24,473,000
VACANCY	(2,500,000)	(400,000)	(2,900,000)
<b>TOTAL PERSONNEL SERVICES</b>	<b>93,805,013</b>	<b>(443,701)</b>	<b>93,361,312</b>
<b>EXPENDITURES - OPERATING</b>			
CHESAPEAKE CAMPUS	231,480	(64,333)	167,147
REGIONAL AUTOMOTIVE CENTER	20,500		20,500
NORFOLK CAMPUS	222,934	(14,339)	208,595
PORTSMOUTH CAMPUS	281,072		281,072
BEAZLEY SCHOOL OF NURSING	50,482	(20,000)	30,482
VISUAL ARTS CENTER	43,586	(5,000)	38,586
VIRGINIA BEACH CAMPUS	352,298		352,298
ADVANCED TECHNOLOGY CENTER	500,081		500,081
REGIONAL HEALTH PROFESSIONS CENTER	200,925		200,925
CENTER FOR MILITARY EDUCATION	105,848	(46,485)	59,363
ROPER CENTER	191,678		191,678
<b>CAMPUS AND CENTER TOTALS</b>	<b>2,200,884</b>	<b>(150,157)</b>	<b>2,050,727</b>
<b>OTHER OPERATING</b>			
WORKFORCE SOLUTIONS	776,141		776,141
DUAL ENROLLMENT	1,500,000		1,500,000
FACILITIES MANAGEMENT	5,728,612	(1,094,879)	4,633,733
FIXED COSTS	3,703,035	(252,877)	3,450,158
GENERAL ADMINISTRATION	405,900	(83,156)	322,744
INFORMATION SYSTEMS	3,450,334	(40,080)	3,410,254
INSTITUTIONAL ADVANCEMENT	2,028,239	(21,375)	2,006,864
LEARNING RESOURCES	482,930		482,930
PROFESSIONAL DEVELOPMENT	348,500		348,500
SAFETY & SECURITY	2,976,014	(381,984)	2,594,030
VCCS SHARED SERVICES	1,009,970		1,009,970
FY19 STUDENT SERVICES/ENROLLMENT PLAN	739,645		739,645
<b>OTHER OPERATING TOTAL</b>	<b>23,149,320</b>	<b>(1,874,351)</b>	<b>21,274,969</b>
<b>TOTAL BUDGETED EXPENDITURES</b>	<b>119,155,217</b>	<b>(2,468,208)</b>	<b>116,687,009</b>
<b>BUDGET REDUCTIONS</b>	<b>(1,000,000)</b>	<b>1,000,000</b>	<b>0</b>
<b>BALANCE - CONTINGENCY RESERVE</b>	<b>737,933</b>		<b>2,113,054</b>

Note 1: Reflects a Central Appropriation adjustment.

Note 2: Reflects budget changes in Wage and Operating per President's Cabinet direction.

AVPF 02152019

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: MARCH 12, 2019

COMMITTEE: Finance and Facilities

AGENDA ITEM: FUTURE LEASE BETWEEN TCC AND TCCREF FOR PERRY CENTER

---

### BACKGROUND:

The TCC Real Estate Foundation is in the design phase for the construction of the new TCC Perry Center for Culinary and Visual Arts and Hospitality Management. This brand new state-of-the-art culinary facility will be located on the site of the Greyhound bus terminal on Brambleton Avenue. Construction is slated to begin in early 2020.

### Discussion:

Construction costs for this new facility are estimated at \$19 million and will come from money raised specifically for this project during the College's Major Gifts Campaign as well as long-term financing secured by the TCC Real Estate Foundation. The financing plan calls for the College to support \$7 million of the \$19 million it will cost to build the project. This \$7 million is the long-term debt. The Real Estate Foundation will lease the building to TCC for 30 years to recover the cost of the long-term debt. The lease will act as collateral for the loan. The annual lease payment is estimated to be \$400,000 which is the amount of available resources to be redirected for this purpose. We will need to have the lease approved by the State Board prior to seeking the financing.

### STAFF RECOMMENDATION:

The request at this time is for approval to present the proposed lease agreement to the State Board at their May 2019 meeting. Pursuant to the State Board for Community College's Policy Manual §10.4, if the total dollar amount of the lease exceeds \$1 million, the lease requires State Board approval prior to its execution.

### STAFF LIAISON:

Matthew J. Baumgarten  
Executive Director, TCC Real Estate Foundation  
Chief Operating Officer for Facilities and Public Safety  
[mbaumgarten@tcc.edu](mailto:mbaumgarten@tcc.edu)  
757-822-1780



**TCC Key Issues  
January 31, 2019**

***Improving Advising***

***The biggest threat to student success identified in the JLARC study is that our colleges don't have enough advisors to provide the guidance and support that our students need.*** Too many of our students are self-advising, taking credits that don't count, and not completing the programs they enter.

- The national recommendation for an optimum student-to-advisor ratio for community college students is 300:1. The ratio across the VCCS is 548:1.
- Based on Fall 2018 headcount of 20,941, **TCC's advising ratio is 654:1.** Even if you only count curricular students, the ratio is 550:1.
- TCC has 32 full- and part-time advisors. The Governor's submitted budget requests \$5.5 million for 80 additional advisors across the system. ***If TCC received funding for 8 more advisors, the ratio would be 523:1, still far from the optimal.***

***FastForward (Workforce Credential Grant)***

- SCHEV recommends increasing the FY 2020 appropriation by \$4 million to \$13.5 million (the funding for FastForward is administered by SCHEV); the VCCS requests doubling of the appropriation to \$19 million in FY 2020.
- More than 13,500 credentials have been earned across the state since the inception of FastForward.
- 90% of those employed after receiving credentials have employer-sponsored health insurance.
- 500 individuals have received credentials through FastForward at TCC. Truck-driving is one of the WCG approved programs; in Hampton Roads, the average salary for truck drivers is \$82,000!
- TCC is in a unique position to leverage additional funding through our new Skilled Trades Academy, the only one of its kind in Virginia.

***G3/Debt-Free Community College/"Virginia Promise"***

- The Chancellor and VCCS's presidents endorse a "Virginia Promise" proposal, which would reduce the cost of obtaining a workforce credential or community college education and could create a "debt free" option.
- While 3 of 5 TCC graduates leave debt-free, many of our students struggle to pay for the education that will support them and their families. It is critical that workforce students receive the same consideration as academic program and transfer students.

# TIDEWATER COMMUNITY COLLEGE BOARD

## AGENDA ITEM

MEETING: March 12, 2019

COMMITTEE: N/A – President’s Report

AGENDA ITEM: Proposed 2019 Emeritus Appointments

---

### BACKGROUND:

The college has had a formal emeritus program for recognizing those retired or retiring employees whose individual service and contributions have been particularly meritorious and significant over the course of their careers since 2002. The following rights and privileges accompany such appointments.

1. Listing in the faculty and staff section of the *Tidewater Community College Catalog*, with identification as professor emeritus.
2. The option to participate in the academic procession at commencement exercises and other such official college events, marching at the head of the faculty. *(This is not applicable to Classified Staff)*
3. Full use of the facilities of the college’s learning resources centers.
4. Employee parking privileges.
5. College ID card.
6. A standing invitation to attend special events, concerts, presentations, or lectures sponsored by the college, as well as to participate in college intramural and recreational programs.
7. The employee discount at the college bookstores.
8. A college e-mail account.

### DISCUSSION:

Nominations for emeritus status are submitted by members of the college community and are reviewed by ad hoc committees comprised of long-serving employees representing a cross-section of the college. After reviewing the nominations received, the committees recommended individuals to the President who, in turn, reviews the nominations and makes a recommendation to the College Board for approval of appointment of individuals to emeritus status.

**STAFF RECOMMENDATION:**

That the College Board approve the appointment of the following individuals to emeritus status and the issuance of the attached resolutions.

Teaching Faculty:

Paul English, Professor of Economics and Geography

Eugenia Taylor, Associate Professor of Mathematics

Kim Utley, Professor of Radiography

**STAFF LIAISON:**

Sarah E. (Beth) Lunde  
Associate Vice President for Human Resources

[blunde@tcc.edu](mailto:blunde@tcc.edu)

822-1711



## Resolution

**Whereas**, Paul G. English joined the faculty of Tidewater Community College as an instructor of Business Administration at the Chesapeake Campus in 1972 and was promoted to professor in 1974; and

**Whereas**, Paul G. English worked diligently to enhance his pedagogical skills, not only through the attainment of advanced degrees, but also through the pursuit of foreign teaching assignments, most notably a two-year assignment teaching business courses to students stationed at United States military bases in Korea, Japan, the Philippines and Australia; and

**Whereas**, Paul G. English greatly assisted the United States Navy as well as Tidewater Community College by teaching for the PACE program, an assignment that saw him instructing on the USS Farragut during a Mediterranean deployment and the USS LaSalle during a Middle Eastern deployment; and

**Whereas**, Paul G. English, gladly sharing his foreign pedagogical experiences, helped to form the Tidewater Community College International Education Committee; and

**Whereas**, Paul G. English was an early adopter of online learning and took advantage of available learning opportunities to ensure his online classes met and exceeded the standards set by Tidewater Community College; and

**Whereas**, Paul G. English has shared his considerable expertise in cycling and gardening with his students at Tidewater Community College, coordinating cycling excursions in Virginia, Maryland and Ohio with students and faculty; and partnering with Workforce Solutions and the City of Chesapeake to share his extensive gardens with interested parties; and

**Whereas**, Paul G. English's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

**Whereas**, Paul G. English retired from college service on January 1, 2019:

**Now, Therefore, Be It Resolved** that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Paul G. English for his forty-six years of commitment and dedication; and

**Be It Further Resolved** that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Paul G. English the status of Professor Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

**Be It Further Resolved** that a copy of this resolution be given to Paul G. English with our warmest wishes, on this, the xxth day of July 2019, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

Terri N. Thompson  
Chair, College Board

/s/

Gregory T. DeCinque, Ph.D.  
Interim President



## Resolution

**Whereas**, Eugenia B. Taylor joined the faculty of Tidewater Community College's Chesapeake Campus as an adjunct instructor of mathematics in 1976 and was promoted to Associate Professor of Mathematics in 1999; and

**Whereas**, Eugenia B. Taylor, in collaboration with her colleagues, quickly and efficiently developed the policies for the online teaching of mathematics at Tidewater Community College; and

**Whereas**, Eugenia B. Taylor was instrumental in developing consistent objectives in developmental mathematics as well as policies on the incorporation of calculators into pre-calculus classrooms; and

**Whereas**, Eugenia B. Taylor served faithfully for several years as faculty advisor to the Mu Alpha Theta National Two-Year College Mathematics Honor Society; and

**Whereas**, Eugenia B. Taylor gave freely of her time to serve on the Curriculum Committee, to advise the Open Education Resources committee, and to attend math conferences and workshops so that she stayed current with the latest teaching techniques and innovations; and

**Whereas**, Eugenia B. Taylor retired from college service on June 1, 2018:

**Now, Therefore, Be It Resolved** that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Eugenia B. Taylor for her forty-two years of commitment and dedication; and

**Be It Further Resolved** that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Eugenia B. Taylor the status of Professor Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

**Be It Further Resolved** that a copy of this resolution be given to Eugenia B. Taylor with our warmest wishes, on this, the xxth day of July, 2019, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

---

Terri N. Thompson  
Chair, College Board

/s/

---

Gregory T. DeCinque, Ph.D.  
Interim President



## Resolution

**Whereas**, Kim B. Utley joined the faculty of Tidewater Community College as an instructor of Radiography at the Virginia Beach Campus in 1983; and

**Whereas**, Kim B. Utley quickly and efficiently developed the Radiography Program, working diligently as Clinical Coordinator from 1984 to 1993 to manage five hospital program affiliates and supervise eight part-time clinical instructors, concurrent with her own full-time faculty duties; and

**Whereas**, Kim B. Utley was promoted to Program Director of the Radiography Program in 1993, continuing to serve with distinction in her duties that included overall administration of the Program, student advising, program admissions, program Advisory Committee and duties-related program accreditation including self-studies, outcomes assessment, compilation of program effectiveness data and accreditation site visits; and

**Whereas**, Kim B. Utley, as Radiography Program Director, earned the maximum accreditation award from the Joint Review Committee on Education in Radiologic Technology (JCERT) in 1995, 2000 and 2008, bringing prestige to both the Radiography Program and Tidewater Community College; and

**Whereas**, Kim B. Utley, for her exemplary efforts on behalf of radiography education, was awarded the Jimmy Ailsworth Award for Outstanding Service to the Tidewater District Society of Radiologic Technologists in 1993; the TCC Professor of the Year Award in 2010; and the Reward for Professional Excellence in Institutional Responsibility in 2016; and

**Whereas**, Kim B. Utley was promoted to Professor of Radiologic Technology in 2015; and

**Whereas**, Kim B. Utley's service and contributions to Tidewater Community College have been particularly meritorious and significant; and

**Whereas**, Kim B. Utley retired from college service on March 1, 2019:

**Now, Therefore, Be It Resolved** that the Tidewater Community College Board and the President of the College, on behalf of the faculty, staff, and students, express their gratitude and appreciation to Kim B. Utley for her thirty-five years of commitment and dedication; and

**Be It Further Resolved** that the Tidewater Community College Board, by virtue of the authority vested in it by the State Board for Community Colleges, hereby confers upon Kim B. Utley the status of Professor Emeritus with all the attendant rights and privileges per the college's policy for such appointments; and

**Be It Further Resolved** that a copy of this resolution be given to Kim B. Utley with our warmest wishes, on this, the xxth day of July 2019, and that the resolution be recorded in the meeting minutes of the Tidewater Community College Board.

/s/

Terri N. Thompson  
Chair, College Board

/s/

Gregory T. DeCinque, Ph.D.  
Interim President