



TIDEWATER COMMUNITY COLLEGE  
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Tidewater Community College - Classified Association  
Meeting Minutes

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**Date:** Friday, 7/12/19

**Time:** 1:30 p.m.

**Place:** District/Norfolk, Provost Conference Room, Martin Bldg.

**Attendance:** Christie Bradley (C), Jill Hartney (C), Toni Dixon (N/D), Leona Davis-Daniels (N/D), Stacey Newton (N/D), Jackie Fernandez (N/D), Nancy Jones (P), Kathy Richardson (P, via call-in), Charles Dennis (P, via call-in), Paula Wood (VB)

**Absent:** Dianne Parker (C), Inda Walker (N/D), Diane Graham (P), Debbie Wills (P), Alicia Wilson (P), Trisha Ok (VB), Roosevelt Gray (VB)

**Special Guest:**

**Call to order:** The meeting was called to order at 1:30 p.m. with 9 members present.

**Minutes:** April minutes were approved by email query for approval. May 10 minutes were approved as presented.

### **Outstanding Business**

#### **Classified Staff and Wage Employee of the Year Awards, 2019:**

- Discussion regarding the form and process for the selection of the **Classified Staff and Wage Employee of the Year Awards** was held. Christie Bradley presented suggestions for improvement. The suggestions were reviewed and additions/corrections made. All was agreed acceptable for next year's selection, Jan. 2020, once the changes are made.
- There was a lot of competition this year for both awards, with many deserving colleagues, and well-documented paperwork.
- The 2019 recipients are: Mary Beth Apperson, Full-Time Award; Pinkey Brown, Wage Employee Award.

#### **November Classified Professional Development Day:**

- **Date and Location:** November 8, Chesapeake Campus Student Center
- **Signage:** (hold the date, invitation, agenda, etc.) Christie Bradley
- **Food:** A "Thanksgiving type feast" was suggested. Toni Dixon and Jill Hartney will investigate Yummy Goodness and see what would be available.
- **Program Ideas:**
  - President, invitation to do a mini-townhall meeting, about 1 hour
  - Team Building Exercise: Mystery

- Customer Service: Possibly building on the Bob Farrell: “Give ‘em the Pickle” YouTube video. Suggested Ashanti Watts for presentation; check with her supervisor, Nancy Prather-Johnson. <https://youtu.be/ISJ1V8vBiil>
- Break-out session ideas: a “paint nite” type drawing exercise (asking Diane Graham for suggestions); extreme couponing; retirement readiness or financial planning (EAP); neighborhood harvest; holiday stress management (EAP); resume building
- Service Project: Foodbank and Salvation Army hats, gloves, socks

**VCCA:**

- Conference to be held September 25-27, 2019, at Sheraton Norfolk Waterside.
- Because of the close conference location, attendees should register using the day-rate. Only the registration for day-rate, mileage, tolls, and parking are refundable.
- The names of the campus representatives for the Showcase Awards was due in on July 1, 2019. Pictures and paperwork is to be submitted no later than August 1, 2019.

**Classified Professional Development Fund update:**

- Christie has updated the online form to reflect the new fund manager’s contact information.
- Report submitted by Leona Davis-Daniels:
- **Statics for FY19, July 1-2018 - June 30, 2019, the Classified Professional Development Fund reflects the following:**

• <b>Beginning balance</b>	= \$89,500.00
• Amount used by employee participation	= <u>\$30,041.62</u>
• <b>Ending balance</b>	= <b>\$59,458.38</b>

- This means that of the college’s 382 full-time employees, there was only **33.6%** of the classified staff to take advantage of using the fund.

**New Business**

**Association Membership for FY20 per campus:**

Chesapeake:	Christie Bradley, Chair Dianne Parker, Vice-Chair Jill Hartney, Member-at-Large
District/Norfolk:	Toni Dixon, Chair Inda Walker, Stacey Newton, Leona Davis-Daniels, MAL-Workforce
Portsmouth:	Nancy Jones, Chair Kathy Richardson, Vice-Chair Alicia Wilson, Secretary Charles Dennis, Member-at-Large Diane Graham, MAL-VAC Debra (Debbie) Willis, MAL-Warehouse
Virginia Beach:	Paula Wood, Chair

Trisha Ok, Secretary  
Roosevelt Gray, Member-at-Large

**Association Officers for FY20:**

Co-Chairs: Nancy Jones (P), Toni Dixon (D/N), Paula Wood (VB)  
Co-Chair/Secretary: Christie Bradley (C)  
PD Fund Administrator: Jackie Fernandez

**Webpage Review:** Christie Bradley printed the information as it currently appears on the college webpage for the Classified Association and made suggestions for changes/corrections. A review was made by the committee and suggestions for additional changes made. Christie will make these changes and forward them to Allison Treloar, District for webpage update. Christie also offered to look at the previous “annual reports” submitted and create a fillable form that can be updated throughout the year so that an annual report can be created in a more timely manner at the close of each FY.

**Meeting Times and Locations:** It was decided that regularly scheduled meetings would be held monthly on the 2<sup>nd</sup> Friday of the month, 1:30 p.m., at alternating campuses. We will continue to make available a call-in option for those that can’t leave their campus. Additional meetings or time changes may be needed should there be weather or event conflicts. As a quorum is needed for voting, it was encouraged that as many members as possible attend as much as possible, if only by the call-in option.

**Campus Reports**

**Chesapeake:**

**Staff Changes:**

- Luz Middleton, new Administrative Assistant to the Dean of Students.
- Katina Gilliam, new part-time advisor in Counseling & Advising Office
- For the summer: 2 TCC Outreach Advisors, Monday & Tuesday from June 24<sup>th</sup> –August 8<sup>th</sup>. They will work with recent high school graduates by appointment only to move them through to enrollment, which includes advisement for their fall and spring schedules.

Nicole Jordan (Mondays, Rm 180, Pass Bldg.)

Kita Graham (Tuesdays, Rm 180, Pass Bldg.)

- Holly Desteli: Wage, has stepped up and is running the Office of First Year Success as Kevin McCarthy is acting as Dean of Student Services.
- Christopher Benedicto: Library, left TCC employment May 17, upon graduation
- There is now 1 full-time library assistant and 1 librarian position open in the library. We await word on if and when the positions will be filled.
- Dean Tom Stout has transferred to Portsmouth as Pathway Dean

**Events:**

- June 22: Saturday, 9:00 a.m.-12:00 p.m. Summer Open House, Student Center
- June 25: Tuesday, 10:00 a.m. – 2:00 p.m. Blood Drive, Student Center
- VCCA Showcase Recipients for Chesapeake, 2019:  
Sharon Braziel, Support Staff (Financial Aid Office)

Elizabeth Briggs, Faculty (Communications Studies)

**Norfolk:**

**Staff Changes:**

**Events:**

**Portsmouth:**

**Staff Changes:**

**Events:**

**Virginia Beach:**

**Staff Changes:**

- New Staff in the Library: Larissa Reed, classified (4/25/19) and Sydney Gordon, Librarian (5/20/19).
- Staff resignation: Jenna Trower, classified (7/5/19). We are in early process of filling this position.

**Events:**

- July 3: Bats of the World (with live bats)
- June 17: Farewell to the Kempsville Library staff returning to their new remodeled building.
- June 19: Meet Pete the Cat
- June 26: Teeny Tiny Farm Animals at JUL
- June 27: VBPL staff and other locations attended the memorial service for victims lost at the Virginia Beach mass shooting. The TCC library personnel covered the building for them to attend.
- Volunteer Training and Orientation for the Summer Reading Program at the JUL

**Next Meeting:** To be held in Portsmouth, August 9, 2019, 1:30 p.m. More information will be sent regarding room location and call-in number information.

Submitted by  
Christie Bradley, Vice Chair/Secretary

Approved: 8/9/19, with corrections