



TIDEWATER COMMUNITY COLLEGE
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Tidewater Community College - Classified Association
Meeting Minutes

Date: Friday, May 10, 2019

Time: 1:30 p.m.

Place: Chesapeake Campus, Room 188; electronic attendance available

Attendance: Christie Bradley (C), Dianne Parker (C), Leona Davis-Daniels (N/D), Kathy Richardson (P-called in), Paula Wood (VB)

Absent: Bobbi Jean James (C), Toni Dixon (N/D), Inda Walker (N/D), Stacey Newton (N/D), Nancy Jones (P—was attending PAPC on our behalf), Charles Dennis (P), Diane Graham (P), Trisha Ok (VB), Roosevelt Gray (VB)

Special Guest:

Call to order: The meeting was called to order by Christie Bradley at 1:30 p.m.

Minutes: Lacking a quorum of 8, we were unable to approve the April minutes. Minutes were reviewed and additions made. An email will be sent to all Association members to do an electronic vote so that the minutes can be posted to the web.

Classified Professional Development Fund update: According to current reports, the PDF budget for FY20 will remain the same as FY19. The maximum request amount for each full-time classified staff is \$1200.

Outstanding Business:

- A brief discussion was held regarding our meeting day/time. It was agreed that it has been a great help to be able to attend via conference call. It was also noted that it might be more beneficial to all if we could determine a day and time per month to be our “regular meeting time.” This can be adjusted occasionally when registration or holidays prove necessary. With the new FY beginning and a new slate of officers coming aboard, it seems now would be a good time to revisit this idea.
- Discussion was held about college service projects now that it is being orchestrated by the TCC Foundation. Opinions and observations were expressed.
- The Classified Webpage was briefly discussed. Christie Bradley will begin reviewing the webpage this summer and suggest changes/corrections/updates for the committee’s approval.

New Business

- **Classified Staff / Wage Employee of the Year Award:** Comments were noted that our “application process” was too complicated. Christie Bradley tried to create a Google Form so that entries for this year could be simplified and made online. At present, we have received a few nominations. We were later than we should have been getting this information out. It was suggested that, as long as none of the four vice chairs are nominated, that the four of us gather to review and select this year’s recipients. More discussion needs to be held as to how to proceed for next year.
- **Professional Development Day:**
 - Date: November 8, 2019
 - Location: Chesapeake Campus Student Center: A main meeting room and break-out session rooms have been reserved by Christie.
 - Theme: Since it will be shortly before Thanksgiving, it was suggested we go with a Fall theme.
 - Signage: Christie will begin working on signage (hold the date, invite, agenda, etc.)
 - Food: We would like to ask Toni to handle this. It was suggested that we order a nice meal (something like turkey and potatoes) where there is plenty of food but maybe with less options. It was noted that we ran out of some stuff at the last event.
 - Program Suggestions:
 - Break-out session: Paint Night Concept—a black/white drawing. Ask Diane Graham for a suggestion for a facilitator.
 - Shelly Brooks: How to Handle Patrons with Mental Illness
 - Bob Farrell: Give ‘em the Pickle
 - Service Project:
Joint Food Bank and Salvation Army: food and hats/scarves/mittens/gloves
- VCCA: Reminder that the conference is local this year, September 25-27, Sheraton Norfolk Waterside. We are currently awaiting word on what our professional development funds will cover since the accommodations are included in the price of registration.

Campus Reports

Chesapeake:

Staff Changes:

Melanie Allen, Enrollment Specialist, will be retiring May 31, 2019 after 24 years of service at TCC. Melanie will spend this summer traveling to multiple universities on the East Coast supporting her son through his 16U showcase baseball season on the Dirtbags baseball team located in Danville, Virginia.

Theresa Mercer, has been named as the new Manager of the Chesapeake Testing Center. Congratulations Theresa!

Estelle Bussey, Academic Advisor, is retiring with her last day being May 10, 2019. We will surely miss you Estelle.

Marie Linton, is returning to TCC, Chesapeake Campus, as the new Director of Financial Aid. Welcome back Marie!

Events:

- **4/1/19: American Red Cross Blood Drive**
- **4/2/19: Literary Festival**—Open Readings by Students
- **4/16/19: Paint & Punch**, artistic event for stress relief before exams.
- **4/17/19: Managing Time & Overcoming Test Anxiety**
- **4/19/19: Leadership Institute: Critical Thinking for Effective Decision Making**, presented by **Mr. Thomas Chatman, Jr.**
- **4/22/19: Earth Day Celebration**, supporting environmental protection
- **4/23/19: How to Series: Interviewing Skills and Techniques**
- **4/23/19: Great Book Giveaway**
- **4/24/19: Chesapeake Student Center 5th Birthday Bash**, cake & celebrating
- **4/27/19: HOPE U “Run for the Cause!”**: funds to help alleviate food insecurities for our TCC youth.
- **4/30-5/6/19: Barnes & Noble at TCC, De-Stress Fest**, free therapeutic coloring pages in Student Center lobby

Norfolk:

Staff Changes:

Events:

Portsmouth:

Staff Changes:

Events:

Virginia Beach:

Staff Changes:

Events:

Next Meeting: To be held at District/Norfolk.

Submitted by
Christie Bradley, Vice Chair/Secretary

Approved: 7/12/19