



TIDEWATER COMMUNITY COLLEGE  
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## Tidewater Community College - Classified Association Meeting Minutes

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**Date:** Friday, September 13, 2019

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

**Place:** Virginia Beach Campus, w Phone-In Option

**Attendance:** Christie Bradley (C), Jill Hartney (C), Jackie Fernandez (N/D), Leona Davis-Daniels (N/D), Nancy Jones (P), Kathy Richardson (P-Phone In), Debbie Willis (P), Paula Wood (VB), Roosevelt Gray (VB)

**Absent:** Dianne Parker (C), Toni Dixon (N/D), Inda Walker (N/D), Stacey Newton (N/D), Charles Dennis (P), Diane Graham (P), Alicia Wilson (P), Trisha Ok (VB),

**Special Guest:**

**Call to order:** The meeting was called to order at 1:30 p.m. by Nancy Jones. Nine members were present either in person or by phone and quorum was met.

**Minutes:** The August 2019 minutes were approved corrected/amended.

### **Outstanding Business**

Christie Bradley and Jackie Fernandez have been working on the repairs to the Classified Association webpage. It suffered some loss in the cross-over. The two updated the PDF Form and when it was sent forward for posting, was found that our professional development procedures and information were completely missing. Christie and Jackie will work on reconstructing the information and Christie will seek Inside TCC training to maintain our Professional Development presence on the web.

### **Classified Professional Development Fund update:**

Jackie Fernandez updated the committee on the status of our Professional Development Fund.

\$89,500.00	Start of FY Balance, includes \$4000 to cover our Fall and Spring PD Days
\$14,573.00	Amount spent, about 16.3%
\$74,926.90	Remaining funds for this fiscal year

All professional development funds are now awarded through campus code 00.

**Fall Professional Development Day**, Nov. 8, 2019, Chesapeake Student Center, 8:00-4:00 p.m.

Current plans in place:

- **Food:**
  - Lunch: Jill Hartney will submit our food order in eVA for Yummy Goodness
  - Breakfast will be finalized at the next meeting, but we are considering yogurt parfaits, with staff possibly bringing breakfast bars.
  - Dessert: Cake provided by Nancy Jones.
  - Paper Goods: Christie Bradley has small plates and napkins for the breakfast table and the cake table.
  - The Chesapeake Student Center will provide bottled water.
- **Service Project:** Food for the Foodbank and Socks/Hats/Gloves for Salvation Army. Roosevelt Gray agreed to gather our donations and deliver them to the appropriate location after the event.
- **Tables:** Fall colors on tables, fall leaves, table signs (12 tables anticipated)
- **Dress:** Members agreed to wear fall colored shirts and Christie will make name badges for the CA officers.
- **Agenda:**
  - 8:00-8:30 a.m. Registration and breakfast
  - 8:30-8:45 a.m. Welcome by Dr. James Edwards, Chesapeake Provost
  - 8:45-9:00 a.m. Jackie Fernandez, Webpage and PDF Funds
  - 9:00-9:45 a.m. President's Office and Mr. Mallory
  - 9:45-10:00 a.m. Break
  - 10:00-11:00 a.m. Disabilities (Beth Callahan)
  - 11:00-12:00 p.m. Customer Service Presentation (Ashati Watts)
  - 12:00-1:00 p.m. Lunch
  - 1:00-1:50 p.m. Breakout session 1
  - 2:00-2:50 p.m. Breakout session 2
  - 3:00-3:50 p.m. Breakout session 3Breakout Sessions presented 3 times: Difficult Patrons; Collaborative Customer Service; Chair Yoga

## **New Business**

## **Campus Reports**

### **Chesapeake:**

**Staff Changes: Jennifer Black Wilkinson:** is the new Administrative Assistant in the Office of the Provost. She has worked with the college since 2010 in a variety of positions and was most recently the Administrative Assistant to the STEM Division and interim in the Provost office.

### **Events:**

- Movie Mondays, starting 8/19, with popcorn
- 8/21 & 8/22: Semester kick-off with block party event
- 8/21: STEM Challenge—online or in person to solve various STEM puzzles
- 8/26-8/30: Open House Week
- 9/27: Outdoor movie, double feature

**Norfolk:**  
**Staff Changes:**  
**Events:**

**Portsmouth:**  
**Staff Changes:**  
**Events:**

**Virginia Beach:**  
**Staff Changes:**  
**Events:**

**Next Meeting:** 10/11/19, Chesapeake Campus Student Center

Submitted by  
Christie Bradley, Vice Chair/Secretary

Approved: 10/11/19, as corrected