



TIDEWATER COMMUNITY COLLEGE
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Tidewater Community College - Classified Association Meeting Minutes

Date: Monday, Jan. 6, 2020

Time: 1:30 p.m.

Place: Held by Phone

Attendance: Christie Bradley (C), Jennifer Wilkinson (C), Jill Hartney (C), Jackie Fernandez (N/D), Leona Davis-Daniels (N/D), Nancy Jones (P), Debbie Willis (P), Paula Wood (VB)

Absent: Toni Dixon (N/D), Inda Walker (N/D), Stacey Newton (N/D), Kathy Richardson (P), Charles Dennis (P), Diane Graham (P), Alicia Wilson (P), Trisha Ok (VB), Roosevelt Gray (VB)

Special Guest:

Call to order: With 8 present online, the meeting was called to order by Nancy Jones at 1:30 p.m.

Minutes: Oct. 2019 and Nov. 2019 minutes were approved via email poll. December minutes are incomplete and awaiting approval.

Outstanding Business

Classified Professional Development Day, March 13, 2020

- **Location:** Portsmouth Campus Student Center
- **8:00 a.m. – 4:00 p.m.**
- **Theme:** “New Beginnings”
- **Current plans for agenda:**
 - **Dr. Woodhouse and Dr. Conston to welcome and speak**
 - **Susan James (& company) Diversity & Inclusion (1.5 hours, interactive)** (Nancy Jones)
 - **Mr. Woodbury, VaCU employee, to do a personal finance planning presentation.** (Leona Davis-Daniels)
 - **Suggested wellness activity, line dancing or meditation.**
 - **Lunch: Yummy Goodness** (Jill Hartney) Soup, Sandwich, Salad
 - **Water & Coffee all day**
 - **Service Project: H.E.R. Shelter** (Christie Bradley)
 - **Twin sheets, laundry detergent, paper products**

- **Will ask representative to speak for about 15 minutes (1:00 p.m. just after lunch) and take the donations with her after.**
- **Décor: Royal Blue Tablecloths (colors blue, silver, white)**
- **Communication/Outreach:** (Christie Bradley)
 - **Hold the Date: sent 1/9/20**
 - **Agenda, committee member badges, registration, and follow-up survey** (Christie Bradley) in process RSVP's to be received by Feb. 28 for final food planning.
 - **Candy bags:** Christie will create some labels with appropriate "new beginnings" quotes and purchase snack size bags. All interested will donate hard candies to fill.

Classified Professional Development Fund update:

In lieu of the funds remaining in our Professional Development Fund account, the committee voted to open the request for additional funds for those individuals that already used their allotted \$1200. They can request up to an additional \$1200 and the request for reimbursement must be completed by the fiscal year cut-off date. Classes must be completed by the end of May.

New Business

Campus Reports

Chesapeake:

Staff Changes:

- We have interviewed for a wage position in the library, vacated by Chris Skipper who went to the JUL as full-time classified. It is now back in the hands of HR.

Events:

- 12/20/19: The day of our holiday lunch, we also held a retirement party for **Dianne Parker**.
- 1/10/2020: The TCC libraries held their joint LED (Library Enrichment Development) training at the JUL Campus Library (Diversity).

Norfolk:

Staff Changes:

- Student Services hired two wage positions in Admissions. **Rebecca Howell** was hired as Welcome Desk Attendant. **Augustus Eldredge** has been hired as Admission Assistant.

Events:

- 1/13-14: Campus Connect for locating classes on campus.
- 1/13: Meet and Greet – opportunity to meet Campus Provost and Deans and the Student Center staff.
- 1/14: Coffee Talk Tutoring Session 11:00 AM – 1:00 PM Student Center.
- 1/15: Wellness Wednesday
- 1/16: Sprit Day and Scavenger Hunt – Give-a-ways, Voter's Rights Table, and TCC Trivia.

- 1/21: Campus Baby Shower sponsored by the Women's Center. Vendors were present to assist students as they support their growing families. Baby shower baskets and other items were given to the students.
- 1/23: Norfolk Campus hosts the third "Pop-Up Market in conjunction with the Food bank of Southeastern Virginia and the Eastern Shore. Students were able to complete an application and pick up fresh fruit, veggies, and pantry staples (one meat product was given as well).
- 1/23: Wellness Fair and Mini Olympics
- 1/27: Business Entrepreneur Workshop Weekly Series sponsored by Nancy Prather-Johnson – Pathway Dean for Business. It's held from 11:00 AM – 1:00 PM in the Student Center and will focus on Start-Ups and what they need for this session.
- 1/30: Pep Rally- an event which is held at the Norfolk Campus during the Spring and Fall semesters. It is sponsored by the Office of First Year Success and students are treated to guest speakers including the TCC President to motivate them throughout the semesters. Staff cheer and music is played to motivate the students and get them in playful spirit. Students are tracked by scanning Student ID cards and participants receive follow up calls during the semester to check student progress. Prizes for the students include new lap top give-a-ways, storm dollars, and Walmart gift cards. Lunch is served at the end of the program.

Portsmouth:

Staff Changes:

Events:

Virginia Beach:

Staff Changes:

- 12/10/19: **Chris Skipper** is our new Library Specialist Staff at the Joint-Use Library

Events:

- 12/17/19: JUL Staff Holiday Potluck
- December, 2019: 9 Days of Christmas:
 - Decorate Holiday Tree and Cubical/Office, Holiday Movie Trivia and Pizza, Waffle Wednesday, Holiday Cards for Seniors, Sweep Swap/White Elephant, Christmas Trivia: Christmas Feud and Christmas Song, Spot the Difference, Christmas Emojis, Bingo, Christmas Holiday Knowledge Quiz, Gingerbread Houses, Festive Fashion Day, Hot Cocoa Bar & Donuts and Decorating Holiday Cookies
- 12/02/19: De-Stress Part I
- 12/03/19: De-Stress Part II
- 12/04/19: De-Stress Part III
- 12/04/19: Let's Make a Holiday eCard in Canva!
- 12/05/19: De-Stress Part IV
- 12/07/19: Winter Wonderland -Green Screen Photos & Crafts
- 12/10/19: Let's Repurpose...Your Old Toys

- December 2019: Ugly Sweater Gathering

Next Meeting: Feb. 7, Virginia Beach, JUL Campus Library, Room 206, 1:30 p.m.

Submitted by
Christie Bradley, Vice Chair/Secretary

Approved: 2/7/2020