



Tidewater Community College - Classified Association
Meeting Minutes

Date: Friday, 7/2/21

Time: 2:00 p.m.

Place: via Zoom

Attendance: Christie Bradley (C), Jill Hartney (C), Sharon Braziel (C), Joela Shurdho (C), Toni Dixon (N/D), Jackie Fernandez (PD Fund Admin), Stacey Newton (N/D), Jennifer Wilkinson (N/D), Chrystal Sellers (P), Gia Lawrence (P), Paula Wood (VB), Larissa Reed (VB)

Absent: Loretta Bingham (C), Inda Walker (N/D), Andrea Koltz (P), Leona Davis-Daniels (P), Debbie Willis (P), Ellen Langston (P), Roosevelt Gray (VB)

Special Guest:

Call to order: The meeting was called to order by Jill Hartney, Chair, with 11 voting members present for quorum.

Minutes: The minutes of the June 4th meeting were approved as presented.

Outstanding Business

- 7/16/21: The mini-event is scheduled to proceed. Speakers are planned and confirmed. Gia Lawrence is continuing to prepare an icebreaker exercise for us to use to offer a relaxation break between the speakers.
- Hold the Date went out as well as the Agenda and Event link for attendance.
- It seemed to be the consensus of the committee that we should forgo the service project for August. We had such poor participation in April and with so much other monies currently available for student assistance, it might be best to cancel this project at this time. Christie Bradley will reach out to Beth Lunde to determine if we can do this or if we are committed to proceed as planned. Jennifer Wilkinson was going to approach the Educational Foundation about parameters for fund-raising for our service projects. It was suggested that we have some sort of silent raffle or something rather than just asking people to donate out of pocket. Can we have an event, what type, can we request "gift" items for such a raffle?
- Christie Bradley is working on a post-event survey.

Classified Professional Development Fund update:

	<u>FY21</u>	<u>FY22</u>
ALLOCATED TOTAL:	\$22,042.50	\$398.00

ALLOCATED PERCENT:	24.6%	.4%
ALLOCATED AMT PAID:	\$16,842.50	0
UNALLOCATED BALANCE:	\$67,457.50	\$89,102.00

New Business

- The question was raised by the committee, in lieu of the remaining balance of funds, should we raise the amount of individual award from \$1200 to \$1500. Also, it was suggested that staff be informed that if they used their first \$1500 by the end of the Fall, they could request an additional \$1500 in the Spring, as long as funds remain plentiful. This was to better assist those that are taking classes and need to plan for their tuition funding a semester ahead. A notice would be sent in December to all staff who had depleted their allowed \$1500 at that time. We need to investigate this to determine if we need approval from the Administrative Cabinet, or if we are free to make these adjustments for ourselves since it is our assigned budget.
- The CA Canvas site is live and accessible. We will mention this at the mini-event. As a part of the post-event follow-up email that offers the link to the recording and the link to the survey, Christie Bradley will include a link for staff to become a member (a student) of our Canvas site. They can use either their empl ID or VCCS login to register for this site.
- Our next mini-event is scheduled for Dec. 3, 2021 with Steve Gilliland, “Making a Difference.”
- PAPC: Representing the Classified is Jill Hartney and Christie Bradley. The new chair is Sarah DiCalogero with Steve Litherland as secretary.
- Toni Dixon reminded all about the new Hot Spots available to students. If we should hear of a student with such a need, we should refer them to the Dean of Students or the New Student & Empowerment Center. This would also be the resource if a student needs appropriate clothes for job interviews.

Campus Reports

- No Campus Reports

Events:

Next Meeting:

Submitted by
Christie Bradley, Vice Chair/Secretary

Approved: 8/6/21