



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

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**Date:** Friday, 11/5/21

**Time:** 10:30 a.m.

**Place:** Zoom

**Attendance:** Christie Bradley (C), Jill Hartney (C), Toni Dixon (N/D), Jackie Fernandez (PD Fund Admin), Jennifer Wilkinson (N/D), Debbie Willis (P), Ellen Langston (P), Gia Lawrence (P), Barbara Vinson-Ratliff (P), Larissa Reed (VB), Roosevelt Gray (VB)

**Absent:** Joela Shurdho (C), Sharon Braziel (C), Loretta Bingham (C), Stacey Newton (N/D), Kendal Howard (N/D), Nikki Johnson (N/D), Leona Davis-Daniels (P), Chrystal Sellers (P), Paula Wood (VB), Larissa Reed (VB), Roosevelt Gray (VB)

**Special Guest:** Ruth DeCarmo, Amanda Wilson, Daye Faulks-Brayboy

**Call to order:** The meeting was called to order by Jill Hartney with 10 voting members present.

**Minutes:** Minutes of 10/1/21 were approved as presented.

### Outstanding Business

- **Constitution Update:** The updated constitution was sent to the campuses (FT Classified and Wage Staff) for a vote to ratify the revision. The vote was carried by each campus with a total of 46 yes votes out of the 47 who voted. The ratified constitution of 11/4/2021 was been sent to District for Webpage update. Once this is completed, Christie Bradley will update our Canvas site.
- **Website Review:** Christie Bradley reviewed the Classified Association website for dated information and errors. Those needed corrections were sent to District for webpage update. Corrections have been made and the posting of minutes is current to date.
- **Mini-Event of Dec. 3, 2021:**
  - 9:30 a.m. – 12:30 p.m.
  - Steve Gilliland (Making a Difference) and Dr. Kim Bovee (governance & constituent groups)
  - Christie Bradley will check with Steve Gilliland to see if a morning break can be incorporated in his presentation.

- Schedule for the Event:
  - 9:45 a.m. – 10:00 a.m. Jill Hartney, Welcoming Remarks
  - 10:00 a.m. – 10:45 a.m. Making a Difference, Pt. 1, Steve Gilliland
  - 10:45 a.m. – 11:00 a.m. Break
  - 11:00 a.m. – 11:45 a.m. Making a Difference, Pt. 2, Steve Gilliland
  - 11:45 a.m. – 12:15 p.m. Governance and Constituent Groups, Dr. Kim Bovee
- A post-event survey will be forwarded at the close of the event.
- Christie Bradley will forward an email with the agenda, Zoom information, links to the Classified Webpage, Classified Canvas Site, and Link to request addition to the Classified Canvas Site.

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

FY22 Budget:	\$89,500
Requested Amount:	\$14,394.28
% Allocated:	16.1%
Amount Paid out:	\$1634.22
Unallocated Budget:	\$75,105.72

The requested amount and percent allocation went down from last month due to a couple cancellations.

### **New Business**

- **Portsmouth Fan Friday Proposal:** Purpose to increase knowledge of and membership in the Classified Assemblies, raise awareness of the professional development opportunities afforded staff, and build morale.
  - **Fan Fridays: Jersey Days on Fridays and informational Email Blasts**
  - Nov. 19: Tailgate party: BYOL with networking, information sharing, music, and games to share. (considered Homecoming Week)
  - There was a wrap-up event suggested for the Friday before the Super Bowl.
  - There was a great deal of discussion regarding this. It was decided, with the date being so close, that the email blasts would be sent to staff at each campus but that Portsmouth would proceed with the Tailgate party. They will report back with what worked well and what didn't so that we can plan for all campuses to participate next year.
- **TCC HR Course List:** With a continued concern that wage staff to not have professional development funds, we are looking at what professional development opportunities may be available without cost. The committee was asked to review the list and determine what things on it they would consider professional development and what would be training. We should be ready to discuss at the December meeting.
- It was discussed that it may be beneficial to schedule a meeting with Dr. Conston with the Association Chair and Vice-Chairs.
- Dr. Conston mentioned at the Portsmouth Chat with the President that she wanted to be kept informed about the Classified events and would be willing to come and speak at some future date, schedule permitting.

## **Campus Reports**

### **Chesapeake:**

#### **Staff Changes:**

#### **Events:**

### **Norfolk:**

#### **Staff Changes:**

#### **Events:**

- Transition in Leadership at the Norfolk Campus – Dean Emanuel Chestnut will retire effective December 31, 2021. He will begin his leave on November 11, 2021. Dr. Karen Campbell announced on 11.10.2021 that Dr. Thomas Chatman will replace him as the Interim Dean of Student Support Services/Norfolk Campus Dean. A search will commence to fill the position.
- The MacArthur Barnes and Noble bookstore will move to the Norfolk Campus Student Center by Spring 2022. Renovations will be made to the space identified within the Student Center. The textbook department will definitely relocate. Toni Dixon is uncertain if the entire bookstore will close.
- The Norfolk child care center is expected to have a soft opening in Spring 2022. The college is recruiting for a Director and an Assistant Director. Facilities/Finance are working with Academics to outfit the space in preparation for the opening. The College may replace the playground equipment for more age appropriate equipment as well.
- The Norfolk Campus is slated to have a remodel of both the Andrews and Martin Buildings. The plan is move all of Student Services into the Martin Building and the Library will move to the Andrews Building. The Visual Arts Center moved to the Norfolk Campus in Summer of 2021. They will be moving into a new building most likely during 2022—no later than 2023. The building is next to the District Building which is slated for renovations to accommodate the center.
- The Student Resource and Empowerment Center (SREC) is in the process of hiring five wage employees to support the Community Feeds at MacArthur Mall and the Portsmouth Campus –three for Norfolk and two for Portsmouth. Locations for the Community Feed at the Chesapeake and Virginia Beach Campus have been identified. We're hoping to continue to provide pop up markets for these two campuses in the meantime. The MacArthur Mall location is open to the public, students, faculty, and staff. The Portsmouth Campus is not open to the public.

### **Portsmouth:**

#### **Staff Changes:**

#### **Events:**

### **Virginia Beach:**

#### **Staff Changes:**

#### **Events:**

**Next Meeting:** Friday, December 10, 2021. Place and time will be determined.

Submitted by  
Christie Bradley, Vice Chair/Secretary

Approved: Approved via email, 12/14/21