

MEMORANDUM: End of Year Report Executive Staff Liaison

To: Beth Lunde, AVP Office of Human Resources
Christine Damrose-Mahlmann, AVP Student Success, Student Affairs

From: Sara Hair, Classified Association Chair

Date: June 9, 2016

Subject: Classified Association Governance Committee End of Year Report 2015-2016

Charges:

- A. In congruence with the Strategic Plan – Goal 2; Objective 1, the Classified Association will work to capitalize on Professional Development investments through technology and collaboration.

Action Taken Fall 2015:

The fall 2015 Professional Development Day on October 23, 2015 focused utilizing technology in lasting way through video recording of the day which included keynote presentations and activities. This resulted in a comprehensive video of the day that employees, regardless of ability to attend on day long development, can benefit from at any time to further their professional growth.

A comprehensive electronic survey form went out to those in attendance and of the 126 that attended 64 completed the survey which indicates a 50.7% response from attendees. The Association took this feedback, and with the colleges Strategic Plan Goal 2; Objectives 1-3 in mind, worked to develop Professional Development Day outcomes and objectives to be used as a framework for future professional development.

There were 126 staff members in attendance at the fall development. As part of the desire to connect to the community over 400 pounds of food and \$71.00 was donated to the Food Bank of Hampton Roads.

Action Taken Spring 2016:

The spring 2016 Professional Development In-Service training on March 10, 2016 focused on transitioning the professional development of classified staff to an “in-service training”. The goal of this shift was provide a comprehensive buildable development training program in alignment with the office of Human Resources Training and Development initiatives. This shift also was enacted to reshape the perceptions of “Professional Development Day” and to refocus employee engagement with the semi-annual event. This realignment has begun the first level of learning objective development that addresses Strategic Plan Goal 2; Objective 1.

The collaboration between HR and the Classified Association for this In-Service training resulted in positive feedback from those in attendance. In addition, due to utilizing speakers provided through our CommonHealth programs and use of campus facilities, the classified association was able to have no overhead costs for this event outside of Aramark catering. There were 113 staff members in attendance at this spring's training. Through evaluation responses (82.5% response rate) the feedback suggests a continuance on the objective driven "In-Service" training. Of note, the fall 2015 training brought 24 and the spring 2016 brought 27 employees that had never attended with desires to continue participation.

In support of the community the participants donated a van full of food and \$50.00 cash to OASIS homeless shelter in Portsmouth.

The Classified Association will continue to look for cost savings, ways to leverage technology in professional development, and collaboration opportunities with faculty, staff, and departments. This will allow the institution to offer more objective driven development opportunities for classified staff.

- B. Assist the AVP for Student Success in the charge to streamline and update all governance pages for the college to ensure consistent and accurate information on the public facing governance pages.

Action Taken:

Updated, revamped, and redesigned the Classified Association constituent page to align with the redesigned governance pages of the college. Provided minutes in a single updated template format, rewrote and redesigned the professional development funding application steps, and clearly identified membership, members and opportunities for development.

With website transition the webpage underwent a second revamp in spring 2016 and is now in line with all other governance pages available on the TCC webpage.

- C. Work to educate and engage the campus staff on the college accreditation and QEP process for the institution.

Action Taken:

Met with the college accreditation team on May 4, 2016 and received education on the formal accreditation process for the institution, educating peers, and the QEP area(s) of development. The association contributed feedback to the QEP process and had questions answered by the facilitation team.

- D. Review submission packets and select the Support Staff of the Year recipients.

Action Taken:

A committee was formed with representatives from each campus to review and select the Support Staff of the Year, and the Part-Time Support Staff of the Year recipients.

Recipients identified from the committee are Mrs. Estelle Bussey – Chesapeake Advising (full time) and Mrs. Holly Desteli – Chesapeake First Year Success (part time).

Other:

- Worked in conjunction with Betsy Foushee in the grants office to pursue the Paul Lee grant for professional development. After completing the necessary writing process the grants office decided to not pursue the grant due to its small dollar amount. Instead it was suggested to connect with individuals that could provide speaker services. This was disappointing as the goal wasn't the speaker but the connection with Paul D. Camp and Eastern Shore CC. The Classified Association has remained in contact with the representatives at Paul D. and Eastern Shore and plan to invite them to the fall 2016 Professional Development Day.
- Provided input and feedback for the Diversity and Inclusion Statement for the college. The Classified Association will incorporate this statement into its bi-laws.
- Joyce Banks retired and Cheyanne Askew is the Chesapeake Campus representative on the Association.
- Inda Walker resigned as Secretary and Mrs. Peggy Manuelito has taken over this role for the Association.
- Participated in community service initiatives with the Salvation Army (stocking collection for Christmas) and with the H.E.R. Shelter (food servers and site coordination) in their annual flag football fundraising tournament.
- Worked in conjunction with the Human Resources department and Davine Faulks-Brayboy to coordinate facilitators for the spring 2016 in-service training.
- Reviewed Classified Association constitution in order to ensure the most inclusive and up to date language and processes. After communication with AVP Lunde we will review once more in June and take a final vote of approval at that time.
- Extensive conversations have been had regarding the timing and success of the offerings of professional development at the college and the role the association plays. The association has charged the Chair with submitting a proposal to AVP Lunde and President Kolovani that includes identified areas of need, proposed ideas, and data from classified staff evaluations. Proposal will be provided to President Kolovani prior to the June 22nd meeting with Classified Association.
- The Association discussed the potential for a Classified Staff Leadership Academy as a collaborative effort between HR Training and Development and the Classified Association to develop leadership and management skills in rising managers/supervisors.
- AVP Lunde has opened collaboration with the Classified Association to provide feedback on New Hire Mentoring Program. The Association will provide feedback to Davine Faulks-Brayboy and AVP Lunde
- Elections will be held on the June 22nd meeting date for the 2016-2017 year.