



TIDEWATER COMMUNITY COLLEGE
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Tidewater Community College - Classified Association Meeting Minutes

Date: July 3, 2013

Time: 1:30 pm

Place: Chesapeake Campus, Whitehurst Building, Room 2057

Attendance: Christine Anders, Nancy Jones, Joyce Banks, Paula Wood, Coby Dillard, Leona Davis, Christy Price-Townsend, Toni Dixon, Wanda Jackson, Monica Terry, Gwen Smith, Joyce Green

Absent: Stacy Armstrong, Christie Bradley, Roosevelt Gray, Martin Herrera, Shana Owens, Gloria Singleton, Jai Stofocik

Special Guest: N/A

Call to order: The meeting was called to order by Coby Dillard, CA Co-Chair, at 1:00 p.m.

Minutes: The June minutes were discussed and it was suggested that corrections be made and the minutes presented again for approval. Monica Terry, CA Secretary, will make corrections and send minutes via e-mail to CA members for review and approval.

Outstanding Business

Greeting

Coby Dillard, Classified Association Co-Chair, called the meeting to order at approximately 1:30 p.m.

Professional Development Day

There was discussion regarding selection of a location for the September 27, 2013, Classified Professional Development Day. After discussion it was decided that the Virginia Beach Convention Center and Resort Hotel on Shore Drive will be the site for this conference. It was noted that since the Convention Center is not a state agency policy indicates that the cost must be under \$5,000 otherwise there has to be a RFP request.

The TCC – VB Joint Library was also discussed but it was decided that for this upcoming PDDay the CA will pursue the Convention Center.

There was discussion regarding past payment issues with Chesapeake Conference Center and last year's location, Ted Constant Center, according to evaluations was not ideal.

It was noted that Dr. Adolph Brown, potential keynote speaker for PDDay, is unable to speak on the scheduled dates due to a previous engagement. The CA members are asked to submit potential names of keynote speakers to Coby Dillard. The following names were submitted for keynote speaker consideration:

- Susan Kilrain, a local astronaut
- Matthew Sanford, a motivational speaker
- Henry Cobb
- Michael Weisberg, VCCA PD Coordinator

The theme is "One College One Voice" and suggested topics for presentation are leadership, teamwork, and the benefits of professional development for classified employees. The CA members are asked to submit suggestions to Coby Dillard by July 10, 2013.

There was discussion regarding the PDDay budget and it was noted that no specific budget has been identified.

The service project for PDDay will be coordinated through the Women's Center. Participants will be asked to bring school supplies that will be distributed through the Women's Centers on each campus.

It was suggested that since there are two PDDays each year that the Association would investigate changing the focus of one of the PDDays to a Classified Recognition Day. After discussion it was decided that this could be incorporated in to both scheduled PDDays as a partial day recognition program.

There was also discussion regarding an additional PDDay during the summer semester. Summer fun Classified Association sponsored activities such as Busch Gardens Day, Air & Space Museum Day, etc., were discussed.

Go Pass Survey

The Classified employees on each campus were asked the following questions:

1. Can you tell me if you were using the HRT GoPass to get to/from work
2. Would you continue to use the service if it were offered at a **discounted** price to employees?

Coby Dillard indicated that the results indicated that the number of classified **employees using the HRT GoPass was very small and that employees indicated that if** the pass was offered at a discounted price, a minimal number would purchase it. Coby will present the results to _____,

Sub Committee

A sub-committee was formed to assist with formulation of the Classified Staff Academy criteria. Christy Price, Monica Terry, Leona Davis and Sivia Jones will meet within the next week to discuss the criteria for the Academy. More information will be forthcoming.

By-Laws Review

There have been changes made to the CA By-laws that have not gone through the proper review and voting process. Nancy Jones asked for a sub-committee to review the CA By-laws and to make suggestions regarding the noted issue. Leona Davis, Monica Terry and Coby Dillard will review the by-laws and report back to the Association.

New Business

CA Membership Changes

Sivia Jones has resigned her position on the Classified Assembly/Association due to a change in her position. Christine Anders has graciously filled the position of Vice-Chair on the Virginia Beach Campus Classified Assembly.

Liaison Meeting

Nancy Jones and Coby Dillard will meet with VP Frank Dunn to discuss the upcoming year's plans for the CA. VP Dunn is the Executive Liaison for the CA.

TCC Academic Calendar

The TCC Academic Calendar Committee has requested calendar information for the next five years. Nancy Jones will forward the dates for the PDDays to comply. The dates will be the last Friday in September for the Fall PDDay and the Friday of Spring Break for the Spring PDDay.

CA Logo

Coby Dillard has contacted Creative Services regarding the adoption of a Classified Association logo and a branding campaign. They have noted that they will contact him within the next three weeks. Once artwork is received Coby will present to the Classified Association for review and approval.

2013-14 Classified Association
Coby Dillard – Co-Chair
Nancy Jones – Co-Chair
Monica Terry – Secretary

Campus Reports

Chesapeake

- The new Chesapeake Campus Provost, Dr. Lisa Rhine, will begin August 1.
- Danielle Giscombe is a new counselor on the campus.
- Mrs. Cynthia Hunter, Financial Aid Coordinator, retired July 1.
- The Interim library coordinator is Robert Harrison.

Norfolk

Portsmouth

- 2013-14 VCCA Membership is due July 1.
- The 2013 VCCA Annual Convention registration and BPAs are due to Kimberly Airtime in VP Milloy's office by August 16. Please see her e-mail for instructions for completing the process.
- VGEA (Virginia Governmental Employees Association) is a nonprofit organization that "speaks" on behalf of state employees with the General Assembly.
- GoPass Survey results were discussed.
- The campus has been participating in Fun Fridays. A color is selected for each Friday and employees wear a shirt that color to fill the campus with color. In conjunction with the shirt each person is asked to bring a non-perishable food item for the Governor's Food Bowl, a food drive for the Foodbank of Southeastern Virginia. Over the course of four Fridays, the campus donated 195 lbs. of non-perishable food to the Foodbank.
- The Classified Assembly will continue to have Fun Friday activities throughout the year. There was also discussion regarding a Summer Potluck Lunch, Dip Day and Cookie Day as well as a Chili Cookoff planned for the Fall.
- The Portsmouth Classified Assembly will tentatively set the meetings for the 4th Thursday of the month.
- The campus welcomes Ms. Shaunita Sykes, Career Coach, to the campus.

Virginia Beach

Next Meeting: The next meeting is scheduled for August 6, 2013, at 1:30 p.m. at the Norfolk Campus. Room TBD.

Submitted by Monica Terry, 2013-14 Secretary



Important Dates to Remember

Professional Development Day, September 27, 2013
VCCA Conference in Virginia Beach, October 3 – 5, 2013

Approved: