



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

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**Date:** Friday, October 12, 2018

**Time:** 1:30 p.m.

**Place:** Chesapeake Campus, Whitehurst Bldg., Rm 2057

**Attendance:** Christie Bradley (C), Dianne Parker (C), Toni Dixon (N/D), Inda Walker (N/D), Leona Davis-Daniels, via call-in (N/D), Nancy Jones (P), Linda Jacobs (P), Paula Wood (VB)

**Absent:** Bobbie Jean James (C), Kathy Richardson (P), Charles Dennis (P), Diane Graham (P), Trisha Ok (VB), Roosevelt Gray (VB)

**Special Guest:**

**Call to order:** Meeting was called to order by Nancy Jones.

**Minutes:** The September minutes were reviewed and approved by those present. Minutes will be submitted to Web Communications for posting.

### Outstanding Business

**Classified Professional Development Fund update:** Leona Davis-Daniels shared that we still have not been given a fund amount but she was told to continue as she was currently until told otherwise.

### Classified Professional Development Day:

- Friday, October 26, 2018, Chesapeake Campus, Student Center
- Coffee: Nancy Jones has urns for coffee and tea
- Breakfast:
  - Chesapeake: Breakfast bar variety. Christie has small plates and napkins for the breakfast table and a basket for the breakfast bars.
  - Norfolk/District: Coffee creamer; fruit
  - Portsmouth: Coffee, tea, apples
  - Virginia Beach: Muffins, Danish
- Lunch: Toni Dixon arranged through Yummy Goodness for our lunch: Port BBQ, BBQ legs, mac and cheese, baked beans, cole slaw, salad, fruit, rolls, and cookies.

- Project: H.E.R. Shelter: Toiletries--(Diapers and diaper wipes Toothpaste & toothbrushes Body Wash Shampoo Deodorant Lotion Sanitary napkins, tampons, panty liners Toilet paper Tissues)
- Agenda Sample: Shared and approved with time amendments
- Registration update: At the time of our meeting, we had 60 responses
- Room Layout: The room layout as provided by Jill Hartney was shared with the Vice-Chairs.
- Information Vendors: We have 6 vendors/organizations who will have information tables available (VCCA, VGEA, Human Resources, CommonHealth, Wellness (Reamie Tabin), and the Classified Academy)
- Presenters: Dr. Rhine has been invited as a part of the welcome comments. Christie will have the EAP presenters PowerPoint presentations on a thumb drive for their use.
- Toni Dixon has arranged to get ½ notepads and pens through the Warehouse. Inda Walker thought that a small token would be nice for attendees so she and Christie Bradley are working on small “mint” bags with a note “Thank You for Your Commit-mint” message.
- Officers were asked to be at the campus by 7:30 a.m. on Friday to get organized before registration begins.
- Inda Walker will man the registration table and Paula Wood will man the donations table.

## **New Business**

VCCA: Christie Bradley talked briefly about the VCCA and the drop in membership. She also mentioned that TCC classified staff was well represented by having several of us serving in some capacity.

- Christie Bradley, Chesapeake Campus Contact and Secretary to the Support Staff Commission
- Ivory Warren, Norfolk/District Campus Contact
- Barbara Vinson-Ratliff, Portsmouth Campus Contact, who won the membership award last year
- Christine Pauly, Virginia Beach Campus Contact and Secretary to the Executive Committee
- Peggy Manuelito, Member-at-Large for FTE 4000+

Please talk about the VCCA on your campus and encourage your colleagues to join.

## **Campus Reports**

### **Chesapeake:**

- Cheyenne Askew’s vacated position has been advertised, interviewed, and the selection paperwork submitted to District.
- Lunch with the President scheduled for 10/18/18.
- The library regularly maintains various displays, often in support of a national monthly awareness topic. October is Breast Cancer Awareness, Health Awareness, and Hispanic Heritage.

## **Norfolk**

- Staff Changes: New part-time Administrative Assistants in the Pathway Dean's Office (Nancy Prather-Johnson) – Angel Hicks and Olivia Rominiyi. New part-time Administrative Assistant in the Student Center – L'Tanya Clark.
- The Last Downtown Norfolk First Friday's event was held on October 5. The Norfolk Campus office of Admissions set up a table.
- Norfolk Campus Luncheons with the President—The first luncheon was held in September and the second one was cancelled. The October dates are October 4<sup>th</sup> and the 22<sup>nd</sup>. At our luncheons, we host students, faculty and staff. The Dean of Students, the Academic Deans, and the Student Center director nominate the participants. Each luncheon has hosted different participants each time.
- Mental Health Walk and Awareness – hosted by Tiffany Putman – Norfolk Campus Educational Accessibility Counselor. It was held on Thursday, October 11 from 12:00 until 2:00 in the Student Center (originally scheduled for the green and the walk was cancelled due to the pending arrival of Hurricane Michael). The event hosted Norfolk Community Services Board, Norfolk Police Department Crisis Intervention, the YWCA, Virginia Beach Psychiatric Center, Veterans Affairs, and a host of other community partners.
- The Office of the Provost is working to strengthen relationships with the City of Norfolk including attending the Downtown Norfolk Civic league meetings, meetings with the Norfolk Superintendent, and planned meetings with the Districts Principals.
- The Campus is working to establish a food pantry for students.
- Hispanic History Month events: September 27 – On the Scene with the Hispanic Theater hosted by Dr. Gabriela Christine Toletti and other distinguished guests presented a book and had an evening of reflection, theater, and tango. The event was held at 5:30 pm in the Roper Theater.

**Portsmouth:** No report

**Virginia Beach:** No report

**Next Meeting:** November 8, 2018, Norfolk/District. Location information to follow.

Submitted by  
Christie Bradley, Vice Chair/Secretary

Approved: 11/29/18