



TIDEWATER COMMUNITY COLLEGE
From here, go anywhere.™

Tidewater Community College - Classified Association Meeting Minutes

Date: Friday, August 9, 2019

Time: 1:30 p.m.

Place: Portsmouth

Attendance: Christie Bradley (C, via phone), Jill Hartney (C), Jackie Fernandez (N/D), Leona Davis-Daniels (N/D), Stacey Newton (N/D, via phone), Nancy Jones (P), Kathy Richardson (P), Debbie Willis (P), Paula Wood (VB)

Absent: Dianne Parker (C), Toni Dixon (N/D), Inda Walker (N/D), Charles Dennis (P), Diane Graham (P), Alicia Wilson (P), Trisha Ok (VB), Roosevelt Gray (VB)

Special Guest:

Call to order: Meeting was called to order by Nancy Jones. A call-in option was again available for this meeting with 2 taking advantage of this option.

Minutes: The minutes of the July 12, 2019 meeting were reviewed and approved with corrections.

Outstanding Business:

November 8, 2019, Professional Development Day

- **Time:** 8:00 a.m. – 4:00 p.m., program beginning at 8:30 a.m.
- **Food:** (Jill Hartney reported) Yummy Goodness, \$1018.57, delivery about 11:30 a.m. Menu: salad, turkey and gravy, green beans, stuffing. The Chesapeake Student Center will provide the drinks. Nancy Jones will provide a cake for dessert. Christie Bradley will provide small plates and napkins for the breakfast and dessert table. The officers will provide some type of breakfast snacks and will discuss at a later date the specifics.
- **Program:** Concentrating on customer service, inside the organization and out
 - **Customer Service, Ashati Watts, Business Pathway, Adj. Faculty.** Interactive presentation and upbeat, 11-12:00 noon and staying for lunch.
 - **Concurrent Sessions:**
 - **2 presenters from Richmond:** 1 dealing with difficult customers, 1 dealing with another customer service topic
 - Christie suggested another chair exercise session

- Inda Walker suggested by email a session with Mr. Mallory regarding safety and the new communications center.
- Jackie Fernandez is working on a team-building exercise. It's a murder mystery activity that includes all staff. Table groups of 10 work together to solve based on the clues given in the performance. Maverick Productions. \$750 for 2 hours or 2.5 hrs. if during lunch. Jackie and Nancy will look into the possibility of funds to cover this event. (Beth Lunde and Heather McCraig) A proposal was suggested to use existing PDF funds to supplement PD Days.

Classified Professional Development Fund update: We are about 15% used at this point. Requests are coming in and there are no outstanding requests at this time. Jackie Fernandez wants to make some adjustments to the PDF form.

New Business

Spring PD Day will be scheduled for March 12 or 13, 2020.

Campus Reports

Chesapeake:

Staff Changes:

Events:

8/16: Campus Convocation, 9-12, Chesapeake Student Center

- Student Services is gearing up for longer hours and hopefully a busy couple of weeks of admissions and enrollments.

Norfolk:

Staff Changes:

Events:

Portsmouth:

Staff Changes:

Events:

Virginia Beach:

Staff Changes:

Events:

Next Meeting:

Submitted by
Christie Bradley, Vice Chair/Secretary

Approved: 9/13/19