



TIDEWATER COMMUNITY COLLEGE
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Tidewater Community College - Classified Association
Meeting Minutes

Date: Friday, December 6, 2019

Time: 1:00 p.m.

Place: Roger Brown's Restaurant, Portsmouth VA

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

7 Present, no quorum

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

Guest: Daye Faulks-Brayboy

Call to order: In honor of the upcoming holiday, we gathered to lunch together prior to our business meeting. Also, in honor of the holiday, we purchased clothing/toys/toiletries for residents of the local H.E.R. Shelter, a shelter for abused women and their children. Christie Bradley will deliver following our meeting.

Minutes: With no quorum, we were unable to approve the October or November minutes.

Outstanding Business:

- **Webpage/PD Fund page Update:** Christie Bradley gave a brief report on the Classified webpage and PD Fund page updates/changes. Thank you also to Jackie Fernandez, Daye Faulks-Brayboy, and Lucy O'Brien for getting this corrected and more stream-lined.
- **November Classified PD Day:** Christie Bradley presented the committee a copy of the attendee review responses.
 - **Service Project:** Jill Hartney delivered the goods to both the Salvation Army and to the Foodbank drop-off locations. We had good participation on both collection projects.
 - **Fall Tree:** The "thankful" tree idea seemed to be well received. Chesapeake students continued to decorate the tree with the remaining "I'm thankful for" leaves after our event.

- **Attendee Review Responses:** Christie Bradley presented the committee members a compilation of the segment ratings and comments shared by the attendees. We had 77 in attendance and gathered 42 responses. Overall, on a 3-5 scale, we earned a 4. We received a number of helpful suggestions. There was a group review and discussion. Since we did receive several comments about things that we really can't change, it was suggested by Christie that maybe we should address some of those things at our next PD Day so that the attendees might have a better understanding of the guidelines that we are required to work within.
- **VCCA:** Membership update by Christie Bradley. Membership runs from Jan. 1 – Dec. 31, 2020. Now is the time to request pd funding and complete your membership applications. Applications are online at www.vcca.edu.org. You can self-pay online or submit your application and funding award letter via our membership system. The dues are \$25. The conference this year will be in Virginia Beach.
- **Presidential Transitional Committee:** Nancy Jones found out that there was no classified staff representative on this committee. We are hoping to have a meeting with Dr. Conston to share some of our concerns. If she can't meet with the committee right away, perhaps we can arrange an initial meeting with the four co-chairs.

Classified Professional Development Fund update:

Jacque Fernandez gave an updated PDF report.

Original Funds:	\$89,500.00
Funds requested to Date:	\$19,327.45 (which includes the \$2000 used for our November PD Day)
Available Funds:	\$70,172.55
Spring PD Day est.	-\$2,000.00
Working Balance	\$68,172.55

We have used 21.6% of our allowed budget.

New Business:

- **Classified Staff Professional Development Day**
 - Friday, March 13, 2020 to be held at the Portsmouth Campus Student Center
 - Discussion was held about current ideas and plans. The morning will be centered around "Diversity and Inclusion." It was suggested that we perhaps have a joint session with Susan James (of TCC) and Carla Kimbrough (from the VCCS office), Beth Callahan (Disabilities), and possibly Batanya Gibson (VA office, CMVE). Perhaps we could have a couple of breakout sessions in the afternoon. Nancy Jones attended a retirement session recently where they presented some mini-programs on

topics that would be helpful to all, not just retirees. Also, it is suggested that at each PDD, we have an activity option for one of our breakout sessions.

Campus Reports

Chesapeake:

Staff Changes:

- **Dr. Peter Agbakpe**, the new Engineering, Science, and Mathematics dean, has transferred to Chesapeake
- **Andrea Strackbein**, Business Office, new full-time classified
- **Dianne Parker**, Enrollment Services, full-time classified retires the end of December
- **Christopher Skipper**, Library, Wage. Got a full-time position and transitioning to the JUL in VB. He begins 12/10/19.

Events:

- 11/4-11/7: Spirit Week 2019: Raising awareness of student hunger insecurities
4th: Wear TCC Day: wear TCC gear or TCC colors
5th: Pajama Day
6th: Jersey/Sports Day: wear your favorite team and join in the CSC for open gym
7th: Dress as or recreate your favorite meme
- 11/11-11/23: Holiday. Hunger. Hope: Creating food boxes for students in need. Asking campus community for donations.
- 11/18: Blood Drive
- 11/19: Multicultural Expo: Featuring “cultures of the world” tour displays, music, crafts, activities and more.
- 11/21: Chili cookoff. Winners were Jennifer Wilkinson (Provost Office) and Andrea Strackbein (Business Office)
- 12/2: Library set up a “de-stress and color” station in the library. It will remain in place until the last day of exams, Dec. 13.
- Dec.: Door decorating contest. Theme: “Holiday,” sponsored by the Provost office.
- 12/20: Campus holiday potluck lunch
- TCC Theatre: November 7 – 9, 14 – 16 at 7:30 PM and November 10 at 2:00 PM., “Animal Farm” adapted by Nelson Bond from the book by George Orwell
- TCC Theatre: December 4 – 7, 11 – 13 at 7:30 PM and December 8 at 2:00 PM., “The Seafarer” by Conor McPherson

Norfolk:

Staff Changes:

- Nancy Prather-Johnson announced as the new Pathway Dean for Business.
- Kia Hardy – Interim Dean of Student Services officially received her doctoral degree from Old Dominion University in Community College Educational Leadership.

Events:

- 11/05/19: Norfolk Campus hosts the first “Pop-Up Market” in conjunction with the Food bank of Southeastern Virginia and the Eastern Shore. Students were able to complete an application and pick up fresh fruit, veggies, and pantry staples (one meat product was given as well).
- 11/06/19: Movie & Munch from 11:00 AM to 2:00 PM Student Center.
- 11/07/19: First Generation Celebration which was held outside on the Andrews Building Lawn. The event was sponsored by the Open-Door Project TRIO program and included first generation guest speakers, the Provost, and first-generation students. The local news came to the campus to interview first generation students and staff and the event appeared on the evening news.
- 11/12/19: Veterans Day Celebration which included Veteran speakers and invited not only veterans, but family members who support those who serve. Lunch was served.
- 11/17/19: TCC at the Murray Center – St. Paul’s District Community Resource Fair - Norfolk, VA. A collaboration with the St. Paul’s District Community Project. This event served as a TCC Recruitment event for citizens of the St. Paul’s housing project to introduce them to TCC and ways that the project could pay for classes and support personal growth for the residents.
- 11/19/19: International Men’s Program – Male students and staff were treated to a fashion show, lunch, and topics relevant to men today.
- 11/23/19: Grand Illumination Parade – Students and staff participated in Norfolk’s annual two-mile parade which kicks off the holiday season and the lighting of buildings in downtown Norfolk, Virginia. This year’s theme was “Toy Land.”
- 12/02: Norfolk Campus hosts the second “Pop-Up Market” in conjunction with the Food bank of Southeastern Virginia and the Eastern Shore. Students were able to complete an application and pick up fresh fruit, veggies, and pantry staples (one meat product was given as well).
- 12/02: De-stress Fest – Students and staff are invited to come to the Student Center to relax in a Zen atmosphere and meditate to release stress.
- 12/04: Jazz & Color Arts and Crafts to connect to creativity.
- 12/05: Decorating the Student Center lobby with holiday “Winter Wonderland” decorations created by the students.
- 12/10: The Norfolk Campus hosted the annual campus holiday luncheon celebration from 12:00 to 2:00 in the Student Center. The event was part potluck and some catered items. A campus wide door decorating contest was held with the theme – “Winter Wonderland” and an ugly sweater contest was held on the day of the celebration. Gift cards donated by the staff were given as door prizes and prizes for the games.
- 12/11-13: Norfolk campus has the grand opening of the campus food pantry. The pantry is located in the Martin Building, 300 Granby Street on the second floor – Room 2221. Students are able to come with their ID cards and shop from 11:00 to 1:00 on Monday, Tuesday, and Wednesdays for food items, toiletries, school supplies and other personal items. The pantry is manned by

Student Services staff and student ID cards are scanned and a quick application is completed by the student during the first visit.

Portsmouth:

Staff Changes:

- **Dr. Peter Agbakpe** started at Chesapeake on 11/25 as the Pathway Dean for Engineering, Math, and Science.

Events:

- 12/3: Pop-up Foodbank—served about 150 people
- 12/12: Campus Holiday celebration—pot-luck in the Forum
- Student Center Events included:
 - 12/2-6: Relaxation week
 - 12/10: Winter Candyland
- 12/12: Nursing School pinning ceremony

Virginia Beach:

Staff Changes:

- Interviews will start for the Library Specialist position at the Joint-Use Library

Events:

- 11/08/19: Fall 2019 Information Technology & Business Division Career Fair
- 11/11/19: Transit of Mercury at the TCC Observatory
- 11/11/19: Today We Honor & Celebrate You!
- 11/12/19: Fall Health Fair
- 11/14/19: Graduation Fair @ Barnes & Noble
- 11/15/19: Virginia Beach Campus TCC Community Night
- 11/19/19: International Week Celebration
- 11/21/19: Decorate Your Graduation Cap!
- 11/22/19: Career Fair-Health Professions & Human Services
- 11/13/19: Meet the Artist: Chasing the Light in the Crystal in the Joint-Use Library
- 11/13/19: Cards in the Marketplace for our overseas military in the Joint-Use Library
- 11/23/19: Learn to Knit in Joint-Use Library

Next Meeting: Monday, January 6, 2020, 1:30 p.m., Portsmouth Campus, Room C114.

Submitted by
Christie Bradley, Vice Chair/Secretary

Approved: 2/7/2020