



TIDEWATER COMMUNITY COLLEGE  
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Tidewater Community College - Classified Association  
Meeting Minutes

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**Date:** Friday, 11/1/19

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

**Place:** Norfolk/District, 8 present

**Attendance:** Christie Bradley (C), Jill Hartney (C), Toni Dixon (N/D), Inda Walker (N/D), Leona Davis-Daniels (N/D), Nancy Jones (P), Debbie Willis (P), Paula Wood (VB)

**Absent:** Dianne Parker (C), Jackie Fernandez (N/D), Stacey Newton (N/D), Kathy Richardson (P), Charles Dennis (P), Diane Graham (P), Alicia Wilson (P), Trisha Ok (VB), Roosevelt Gray (VB)

**Special Guest:**

**Call to order:** The meeting was called to order by Nancy Jones. Lunch was provided by the Norfolk/District staff.

**Minutes:** The minutes were presented to the members in attendance and corrections suggested. We did not meet quorum and so an online count will be attempted to gain minute approval.

**Outstanding Business:**

- **Christie Bradley and Nancy Jones updated the committee on what was going on with the new Classified Webpage. More updates to come.**
- **Finalized plans for PD Day, Nov. 8, 2019, 8:00 a.m. – 4:00 p.m., Chesapeake Campus Student Center. Program begins at 8:30 a.m.**
  - **Christie Bradley: Registration sent out on 10/15/19. Google Doc, currently collecting RSVPs.**
  - **Food: Jill Hartney reported that all was set with Yummy Goodness, delivery about 11:30 a.m. (salad, turkey/gravy, green beans, stuffing) Nancy Jones will provide a sheet cake for dessert. The Chesapeake Campus Student Center will provide drinks for lunch. Christie Bradley will get small plates and napkins for the breakfast and dessert tables. Jill and Nancy will go purchase the items needed for the breakfast Danish and yogurt bar.**
  - **Program details:**

- 8:30 a.m., Dr. James Edwards, Interim Provost of Chesapeake, will offer words of welcome
- Dr. Gregory DeCinque, Interim President, comments
- Mr. Tim Mallory: Update on safety and new communications center
- Jackie Fernandez: webpage changes and PDF Funds Update
- Sara Hair: Collaborative Engagement activity
- Ashanti Watts, Business Pathway Adj. Prof. Customer Service (1 hour)
- Concurrent Sessions (repeating 3 times)
  - Glenn Corillo: Dealing with Challenging People (Anthem)
  - Julia Byard: Collaborative Customer Service (Anthem)
  - Paula Slagle: Chair Yoga
- Service Project: Foodbank and Salvation Army hats/gloves/scarves/socks. A tree will be up and decorated for fall in the lobby where we can display the Salvation Army goods.

○ Committee members were asked to dress in fall colors and be there by 7:30 a.m. Christie will have name tags for the committee members.

**Classified Professional Development Fund update:** No update as the fund administrator was absent.

## **New Business**

**The Classified Association received an email from Kimberly Bovee ([kbovee@tcc.edu](mailto:kbovee@tcc.edu)) requesting our input.**

“As you are probably aware, I am reaching out to diverse groups at the college to seek input ahead of the new president coming and our upcoming strategic planning process – we are calling the process ‘pre-strategic plan scanning’.

I would like to get input from the classified association and classified staff as well which is why I am contacting the four of you.

Can you suggest the best way to engage staff so that the voices of you and your colleagues are included?

I will take any suggestions you offer – and am happy to schedule sessions for each of your campuses if necessary.”

## **Campus Reports**

**Chesapeake:**  
**Staff Changes:**  
**Events:**

**Norfolk:**  
**Staff Changes:**  
**Events:**

**Portsmouth:**  
**Staff Changes:**  
**Events:**

- **10/31, Campus Chili Cookoff.** There were 50 people who attended the event. It was sponsored by the Classified Assembly but was inclusive to campus colleagues.
  - **1<sup>st</sup> Place: Security guard Butler**
  - **2<sup>nd</sup> Place: Liset Barreto**
  - **3<sup>rd</sup> Place: Dean Thomas Stout**
- Chuck Thomas shared the CommonHealth monthly topic with the campus—"Effects of Late-Night Eating."

**Virginia Beach:**  
**Staff Changes:**  
**Events:**

**Next Meeting:**

Submitted by  
Christie Bradley, Vice Chair/Secretary

Approved: 12/19/19

## Follow-Up Remarks Regarding PD Day, Nov. 8, 2019

**Total Responses: 42**

**Attendance: 77**

Question	Range	Average
Breakfast (yogurt bar, snacks), Lunch (turkey & fixings), Dessert (cake)	3-5	4
Welcome and Comments (Dr. James Edwards)	1-5	4
Dr. Gregory DeCinque, Interim President of TCC	2-5	4
Mr. Tim Mallory, Director of Public Safety	2-5	4
Jackie Fernandez (Classified Webpage and PD Funds)	1-5	4
Sara Hair: Team Building Exercise	2-5	5
Prof. Ashanti Watts: Customer Service	1-5	4
Chair Yoga: Paula Slagle	1-5	4
Collaborative Customer Service: Julia Byard (Anthem)	1-5	3
Dealing with Challenging People: Glenn Corillo (Anthem)	1-5	4
Final Announcements & Wrap Up	1-5	3
Choice of Service Project: Foodbank of Southeastern Virginia and Salvation Army	1-5	5

### Comments regarding food:

- Loved the yogurt bar and the turkey meal was excellent.
- Love the yogurt and fruit toppings. I didn't care for the stuffing or gravy and I don't like cake but that is just me.
- The green beans were not good
- If you do not eat yogurt there really wasn't a breakfast. Lunch was good.
- Water should be provided throughout the day - Everything else was great!
- turkey ran out really fast
- A lot of sweets for breakfast
- Thank you, it was excellent
- I only ate lunch and lunch was delicious.
- Breakfast was fine. However, I expected lunch to be like last year. Chicken, macaroni and cheese, etc.
- Assorted dressings
- Nothing exceptional in the way of food but am thankful for a free lunch. My thought is to remove breakfast from the agenda and provide better lunch options. The Thanksgiving theme was nice.
- Delicious
- The lunch was delicious! I wish there had been water available throughout the day.
- Not good at all
- The breakfast selection was perfect and lunch was delicious.

- The breakfast items were excellent options. The lunch could have been better. The green beans were too rubbery and the tea and lemonade were weak and tasteless.
- liked the variety for breakfast, missed the mashed potatoes and roll for lunch

**Additional comments you would like to share in regards to the day's events:**

- It was all good!
- Well planned and executed
- The chair Yoga teacher was so fun. She was energized, great attitude and full of encouragement. I'd love to see her again for PD day.
- Enjoyed the breakout sessions more than I thought I would.
- Overall learned a few things.
- Some of the speakers were more upbeat than others and held you interest.
- It was an amazing day from start to finish. The presenters were informative and engaging.
- You should have a closing
- Even though the speakers were faster than time allotted, it allowed the table mates to get to know each other from the different department. Did not feel so rushed.
- participation has really diminished over the years. Need more collaborative input from ALL classified staff and seek participation from everyone to build support for the event.
- The 'Collaborative Customer Service' and 'Dealing with Challenging People' break-out presentations were very similar and even included some of the same exact slides, resources and information.
- Afternoon presenters overlapped greatly, even had identical slides.
- Overall the two break-out session (not the yoga), were very similar!
- Did not comment on afternoon, did not attend. Shortened the day.
- Great guest speakers! Enjoyed faculty being involved on subjects that they teach here that align with the theme of the day. I would prefer that the day is shortened and dismissed early. Since the majority of the participants leave soon after lunch it is disrespectful to the presenters who are scheduled at the end of the day.....unless those presenters prefer to have a minimal audience.....My vote would be to pack most activities in early and dismiss by 2:00. Many supervisors would dismiss their staff from having to return to work (hopefully) and this may garner more numbers in employee participation.
- I enjoyed PDD. The speakers were very good.
- The Chair Yoga session was superb and that session should be added to our next PD Day.
- The PowerPoint presentations were very similar they even had the same slides, seemed redundant

**Suggestions for future service projects to support at these events:**

- Have something to do with our military.
- Food Bank, and have them speak on how they are partnering with TCC
- Seaton House
- The service projects were good choices

- Union Mission collection for coats, hats, mittens, pajamas, underwear, etc. for their women's and men's shelters. There are also women with children there.
- Child-centered service projects OR domestic violence and sexual assault project
- Love the foodbanks!!!!
- Maybe a local animal shelter (i.e. dog/cat food etc.)

### **Suggestions for future topics, presenters, activities, etc.**

- More of team building activities and exercising (desk aerobics).
- Some sort of exercise at each event; Continue to use some of our faculty/staff for presentations
- More information regarding Professional Development, instead of presentations from staff. Less presentations and more active activities. Focus on Professional Development for staff members.
- maybe more on stress relief and exercising at the desk
- College Pathway breakdown (have pathway admins discuss their pathways), more input from classified staff that include highlighting areas and allowing those classified staff speak about what they do. community outreach initiatives that everyone can participate in.
- Updates for technology required to do our job i.e., Word 365 updates, Chrome Google; How to fill out EWPs
- Annual updates about the mission and direction of the college.
- Would love to see a HR representative give a quick run-through on how to maximize your yearly EWP (for possible raise or promotion) and the possibility of something on Inside TCC that identifies job postings open to Transfer candidates before advertising to the public; maybe get a representative from each branch of the President's Council to give a quick "snapshot" of what we need to know as TCC employees as far as that department is concerned (much like Dr. DeCinque's newsletter); would like to see a demonstration on how to effectively use electronic tools available to TCC for scheduling and conducting meetings so that minimal travel time is imposed (ex: Zoom, Doodle Polls???), maybe an explanation of the protocol for handling students/staff in crisis (homeless, mental illness, domestic violence, etc.).
- The chair yoga session was great. I also enjoyed the team project (marshmallow challenge) a lot. Maybe a focus on team building/collaboration would be nice and help us get to know each other better as TCC employees.
- "Preparing for your financial future.
- What foods work best with your body type; healthy or otherwise.
- Continuing Education is the key."