

## MEMORANDUM: Mid-Year Report Executive Staff Liaison

To: Beth Lunde, AVP for Human Resources  
Richie Windley, Financial Information Systems Manager

From: Nancy Jones, Classified Association Co-Chair  
Christie Bradley, Classified Association, Co-Chair/Secretary

Date: January 4, 2021

Subject: Classified Association, Constituent Group Mid-Year Report 2020/2021

### Professional Development Opportunities

- 9/1/2020: Held a mini-event via Zoom for all Classified Staff/Wage Employees. Topics for this event included: staff updates and reminders from the Association Co-Chairs, an update and review of Classified Professional Development funding procedures, and Kim Bovee as a guest presenting the Strategic Plan preparation/kick-off presentation.

We had 56 attendees. Following the event, all staff were sent a copy of the PowerPoint shared and a link to the recording of the event.

- 10/23/2020: Held a mini-event via Zoom for all Classified Staff/Wage Employees. Topics for this event included: remarks by President Conston; Dean Chestnut regarding the TCC Feeds initiative; Dr. Karen Campbell gave an update on the changes and reorganization of Student Affairs; and Chris Woodbury, Financial Relationship Manager of VaCU gave a presentation on “Are You Financially Healthy?”

Following the event, a summary was sent to all staff with the handouts/presentation materials provided by each presenter. There was no recording of this event.

- 12/4/2020: Held a mini-event via Zoom for all Classified Staff/Wage Employees. Topics for this event included: update from Dr. Michelle Woodhouse including an overview of Academic Affairs and Pathways, with a Q&A segment; “Ugly Holiday Mask “Parade” and Voting; Laurie Andries, Anthem EAP Solutions on “Dealing with Stress During COVID 19;” introduction of Dr. Stanley Turbeville the new VP for Institutional Advancement.

We had 62 attendees. Following the event, all staff were sent a copy of the handouts/presentation materials provided by Dr. Woodhouse and Laurie Andries and a link to the recording of the event.

- We are in the planning stages for our next mini-event scheduled for Feb. 12.

## Staff Outreach & Engagement

- It has been difficult to get the entire panel of Association officers together at once via Zoom. As a result, the four co-chairs have continued to work together diligently to find additional suggestions for engagement and ideas for presentations for the staff through future events.

The Classified Association did hold a meeting on 12/4/20 via Zoom with poor attendance. We are scheduled to meet again on 2/5/2021.

The Co-Chairs have continued to meet: 9/9, 9/16, 10/15, 11/18, and 12/11/20. We are scheduled to meet again with our liaison, Beth Lunde, on 1/7/2021.

- Survey: 9/30/20: A survey was sent to all Classified Staff/Wage Employees asking for their input and concerns on a variety of topics (including technology needs, COVID concerns, communication, morale, etc.) We asked for both concerns, needs, and kudos. The survey results were forwarded to the President's Cabinet via our liaison, Beth Lunde.
- 12/15/20: Holiday eCard was created and sent to all Classified Staff/Wage Employees.