



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

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**Date:** 2/8/2024

**Time:** 11:00 a.m.

**Place:** Zoom

**Attendance:** Alicia Voda (P), Debbie Willis (P), Ellen Langston (P), Emily Simmons (VB), Gia Lawrence (P), Jackie Fernandez (PD Fund Admin), Jennifer Wilkinson (N/D), Larissa Reed (VB), Roosevelt Gray (VB).

**Absent:** Barbara Vinson-Ratliff (Ex-Officio), Paula Wood (VB), Ruth DeCarmo (P), Stacey Newton (N/D).

Voting membership is currently 13, quorum equals 8.

**Call to order:** The meeting was called to order by Gia Lawrence, with 8 voting members present.

**Minutes:** Minutes from last meeting already approved and submitted to website.

### **Classified Professional Development Fund update: Jackie Fernandez**

CPDF balances as of 2/8/2024

Requested - \$40,373.69

Requested %- 45.1%

Remaining balance - \$49,126.31

### **Discussion:**

\*Professional Development Day will be moved to Wednesday 3/6/24 so that Dr. Conston and Library personnel may attend.

- Gia will invite Beth Lunde to present an HR update session.
- Barbara will Invite motivational speaker Coach Stackhouse to present.
- Jennifer will invite Robert Barber to do short “wake up” session.
- Jackie will present session on Professional Development Funding.
- Discussed agenda for meeting.
- Add date for Professional Development Day to College newsletter.

- Choose a few meal options and order for quantity of attendees instead of special orders for lunch.

\*We have sent out information for Employee of the Year nominations. We will look at updating process for submitting nomination for next year.

\*Gia asked Alicia to tell us about herself and welcomed her to our group.

\*We will look at updating process for requesting funds for Professional development. We will also look into making CPDF Administrator a voting member.

\*We will have an additional meeting on Thursday, February 22 to finalize plans for Professional Development Day.

**Next Meeting:** Thursday, February 22, 2024 @ 11:00am

Submitted by  
Debbie Willis, Secretary

Approved: 2/23/2024