



August 6, 2014

The meeting was called to order at 1:30pm at the Norfolk Campus with Chair Coby Dillard calling the meeting to order.

Dean Emanuel Chestnut was our guest speaker and addressed the association letting us know that he is interim dean at the Norfolk campus. Afterward, Coby went down the agenda items, (agenda attached).

Attendees: Paulette Eloy-Bell, Leona Davis, Joyce Banks, Paula Wood, Joyce Green, Kathy Richardson, Nancy Jones, Peggy Manuelito, Tiffani Wright, Toni Dixon, Coby Dillard, and Inda Walker

Not attending: Stacey Armstrong, Roosevelt Gray

Campus reports

Norfolk – Announced the new provost, Dr. Jeffery Boyd, who was invited to the meeting but he was not on campus, therefore, Dean Chestnut filled in.

Chesapeake – has had no meeting yet.

Portsmouth – Flip Flop Friday's has been implemented to boost morale, which includes a pot luck lunch and a drawing for a gift card. The facilities staff use a flip flop label because they are not allowed to wear flip flops for safety reasons.

Virginia Beach – Met on July 30th and 5 people showed up. 16 people attended the prior meeting. Paula Wood put out a short survey to find out what the people would like to do as a community project and the consensus was school supplies for an elementary school that is close to campus. They will distribute supplies on Aug 29 and 30. A contact person has been established for each building.

Committee Reports

PDD Committee

Dr. Brown has been inaccessible. Paulette will contact Novella in the Provost office in hopes that Novella will be able to contact Dr. Brown.

Location for PDD is the Doubletree Hotel by the Airport (formerly the Airport Hilton). We will have a continental breakfast and the chef's choice for the lunch buffet.

2 tables will be needed for the service project and a table will be needed for registration. If TCC can bring our own audio visual equipment, then we will not have to pay the hotel for it.

Coby has emailed Dr. Kolovani and given her the agenda. He will send another email to confirm the attendees and he will set up the Knowledge Center for PDD attendance.

Invitations for Breakout Sessions

- Strategic Enrollment Management Group
- YWCA
- Financial Aid
- Learning Resource Center
- Foundation & Alumni Association
- Human Resources
- Safety & Security
- Institutional Effectiveness
- Facilities
- Visual Communications

Each group will have their own table.

Thumb drives will be the giveaways for the PDD. These thumb drives are a pen and thumb drive combination.

The VETS House in Virginia Beach will be our community project for PDD and Director, Mr. Smith, will come by to pick up the donated items. Requested items are:

- Toiletries
- Gently used books or new books

Nancy will send out a Save-the-date notice on September 5 and registration dates will be September 5 – 19.

Gift for First Time Attendees: Since last year, there have been extras of the giveaways and if there are enough, it was suggested that these leftovers (which are nice) could be given to first time attendees.

ByLaws Committee

Coby would like to see, in writing, the rule that states that wage employees cannot participate in PDD. It was suggested that we would like to include the wage employees

to increase our numbers, and we would like for wage employees to be able to vote and hold office. However, wage employees are not a part of the governance.

Nancy suggested that we add a wage employee as an officer. They would not be able to hold an office but they could be a Member at Large.

General Information

Joyce would like for each campus to do something for a cancer month. It was agreed that the Classified Association would have a team for Relay for Life.

The next meeting will be at Portsmouth campus.



Meeting Agenda-August 6, 2014

1. Campus Reports
2. PDD Planning
 - a. Speaker
 - b. Confirmation of invited organizations
 - c. Location confirmation
 - d. Giveaways
3. Bylaws Committee Update
 - a. Inclusion of wage employees
4. Year-Long Service Project
5. Customer Service Certificate update

**TIDEWATER COMMUNITY COLLEGE
CLASSIFIED ASSOCIATION CONSTITUTION**

I. NAME

The name of this body shall be the Classified Association of Tidewater Community College.

II. PURPOSE

The Classified Association is established by the classified employees of Tidewater Community College to serve as a voice for the classified employees and to exercise the authority of the classified employees in college affairs. The Association exists to provide an organization to address issues affecting the college's classified employees, enabling them to contribute in a meaningful way to advancing the college's mission and goals.

III. MEMBERSHIP

A. The Classified Association shall consist of seventeen members and those seventeen members shall be the officers of each of the four Tidewater Community College campuses' Classified Assemblies and shall include the District Administration personnel. District Administration personnel shall participate in the Campus Classified Assembly of the campus on which they are physically located and exercise their voting rights on that campus.

1. Chesapeake
2. Norfolk
3. Portsmouth (4 + 1 from Visual Arts Center)
4. Virginia Beach

B. At its discretion, the Classified Association may invite other members of the college community to participate in its meetings as non-voting members. All meetings are open to the classified employees, although participation is restricted to duly elected members.

IV. OFFICERS

The officers of the Classified Association shall be a Chair, four vice-Chairs, and a Secretary. These officers shall constitute the Executive Committee of the Association.

A. The **Chair** of the Association shall:

1. Preside over Classified Association and Executive Committee meetings
2. Represent the classified employees at President's Staff meetings, when invited
3. Solicit volunteers to serve on ad hoc committees and appoint persons to serve on ad hoc committees
4. Distribute information from the Association, the Assemblies, the Provosts, and the President to the classified employees
5. Serve on the Executive Committee of the Association.

B. The **Vice-Chairs** of the Association shall:

1. Perform the duties of the Chair in the chair's absence
2. Attend the Administrative Staff meetings of their respective campuses
3. Serve on the Executive Committee of the Association

C. The **Secretary** of the Association shall:

1. Keep accurate minutes of Association meetings
2. Post minutes to Classified Association website and distribute to the Association Chair, Faculty Senate chairs, Provosts, and the President
3. Serve on the Executive Committee of the Association

V. ELECTIONS

- A. During the May meeting of each year, the Association shall hold an organizational meeting to elect by a majority vote a chair and a secretary.
- B. The four vice-chairs of the Association shall be the chairs of the four Assemblies. In the event that an Assembly chair is elected Association chair, that Assembly's vice-chair shall become chair of the Assembly and vice-chair of the Association.
- C. On June 1 of each year, Association officers shall begin their terms of office.

VI. MEETINGS

- A. The Classified Association shall meet each month at a time designated by the Association.
- B. Meeting locations shall rotate alphabetically—Chesapeake Campus, Norfolk Campus, Portsmouth Campus, Visual Arts Center, and the Virginia Beach Campus.
- C. Members of the four Assemblies by majority vote, may petition for a meeting of the Association.
- D. Members of the Association, by majority vote, may petition for a meeting of the Association.
- E. A majority of the Association's membership shall constitute a quorum.
- F. Meetings of the Association shall be governed by the Constitution.

VII. CLASSIFIED ASSOCIATION COMMITTEES

- A. Executive Committee of the Classified Association
 1. Membership
The Executive Committee shall consist of the officers of the Classified Association.
 2. Officers
The officers of the Executive Committee shall be the chair, four vice-chairs, and secretary of the Classified Association.
 3. Duties
 - a. The Executive Committee shall represent classified employees college-wide.
 - b. The Executive Committee shall meet with the President of the college in the fall and spring of each year to address concerns of classified employees and to maintain open lines of communication.
 - c. **The Executive Committee shall be empowered to declare vacant the seat of any member who fails to attend more than three properly designated meetings.**
 - d. In the event that a member's seat is vacated, the respective member's Assembly shall elect from among its members a replacement.
 4. Meetings
The Executive Committee shall meet at the call of its chair or upon a petition by a majority of its members.
- B. Classified Assembly
 1. Membership
Each campus shall have a Classified Assembly and District Administration personnel shall participate in the Campus Classified Assembly of the campus on which they are

physically located and exercise their voting rights on that campus. All full-time classified employees and all wage employees are members of their respective Assemblies. Wage employees will participate, whether during paid working hours or on a volunteer basis, depending on supervisor approval.

2. **Officers**

The Assembly shall elect four of its full-time classified members to serve as its officers. The officers shall be a chair, vice-chair, a secretary, and member-at-large. These officers shall be the Assembly's Executive Committee.

a. The **Chair** of each Assembly shall:

- (1) Preside over Assembly meetings;
- (2) Represent the classified employees at campus Administrative Staff meetings;
- (3) Solicit volunteers to serve on ad hoc committees and appoint persons to serve on ad hoc committees;
- (4) Distribute information from the Association, the Assemblies, and Provosts, and the President to classified employees;
- (5) Serve on the Executive Committees of the Assembly and the Association.

b. The **Vice-Chair** of each Assembly shall:

- (1) Preside over Assembly meetings in the absence of the chair;
- (2) Serve on the Executive Committee of the Assembly.

c. The **Secretary** of each Assembly shall:

- (1) Keep accurate minutes of the Assembly meetings;
- (2) Distribute copies of the minutes to Assembly members and to Association Executive Committee members;
- (3) Serve on the Executive Committee of the Assembly.

d. The **Member-At-Large** of the Assembly shall:

- (1) Assume the responsibilities of the vice-chair, if the chair is elected to chair the Association.
- (2) Serve on the Executive Committee of the Assembly.

3. **Elections**

a. During the month of April of each year, each Assembly shall elect two members to serve as officers on the Assembly for a two-year term.

b. Elections shall be conducted by Election Committees at the campuses and Administration Offices. Members of the Election Committees shall be appointed by Assembly officers continuing for their second year.

c. Election Committees shall solicit candidates for office from among their Assembly members. The names of the candidates volunteering to serve as officers shall be placed on the ballots.

d. The Election Committees shall be responsible for the preparing, distributing, collecting, and counting of ballots and the certification of election results.

e. The Election Committees shall declare the two members receiving the largest number of votes as elected to the Assembly.

f. In the event of a tie, the Election Committees shall hold runoff elections within one week of the close of the first election.

g. Election results shall be distributed promptly to all members of the Assembly and forwarded to the Association's Executive Committee.

h. On June 1 of each year, Assembly officers shall begin their term of office.

4. Term of Service
 - a. The Assembly will have half of its members serving the first year of a two-year term and the other half serving the second year of a two-year term.
 - b. In order to ensure rotation of membership, a committee member who is finishing a two-year term will have to skip one year before serving another two-year term, unless no new candidates are elected.
 5. Meetings
 - a. The Assembly shall meet each month as called for by its chair.
 - b. Meeting days and times shall be designated by the chair.
 - c. Assembly members, by majority vote, may petition for a meeting of the Assembly.
 - d. A majority vote of those in attendance shall constitute a quorum.
 - e. Meetings of the Assembly shall be governed by the Association's Constitution.
- C. Ad Hoc Committees
1. The Association shall provide in its Constitution for ad hoc committees, as are required for the Association to carry out its responsibilities.
 2. The purpose of these ad hoc committees shall be to examine issues and suggest policy to the Association.
 3. Ad hoc committees shall not assume responsibility for areas of concern beyond those assigned them, except by prior approval of the Association.

VIII. REFERRAL OF ASSEMBLY ACTIONS TO THE ASSOCIATION

Prior to the implementation of an Assembly action, it shall be submitted to the Association for referendum. The Association shall have 30 days to approve or disapprove of an Assembly action.

IX. AMENDMENTS

This Constitution may be amended by a majority vote of the participating membership of the four Assemblies. Copies of the proposed amendment and rationale must be given to the members of the four Assemblies at least two weeks prior to the referendum.

X. CONSTITUTION

This Constitution shall take effect upon the majority vote of the participating membership of the four Assemblies.

Calendar of Cancer Awareness Months

January

Cervical Cancer Awareness



February

National Cancer Prevention Month
Gallbladder and Bile Duct Cancer Awareness



March

Colorectal Cancer Awareness
Kidney Cancer Awareness
Multiple Myeloma Awareness



April

Testicular Cancer Awareness
Esophageal Cancer Awareness
Head and Neck Cancer Awareness



May

Melanoma and Skin Cancer Awareness
Brain Cancer Awareness



June

National Cancer Survivor Month



July

Sarcoma Awareness
Bladder Cancer Awareness



August

September

Childhood Cancer
Gynecological Cancer
Leukemia/Lymphoma
Ovarian Cancer
Prostate Cancer
Thyroid Cancer Awareness



October

Breast Cancer Awareness
Liver Cancer Awareness



November

Pancreatic Cancer
Lung Cancer
Stomach Cancer
Carcinoid Cancer Awareness
Caregivers Month



December

 **CHOOSE HOPE**®
SERVING THE CANCER COMMUNITY
THROUGH CANCER RESEARCH

Cancer Awareness Ribbons



All Cancers
Lavender



Appendix Cancer
Amber



Bladder Cancer
Marigold/Blue/Purple



Brain Cancer
Grey



Breast Cancer
Pink



Carcinoid Cancer
Zebra Stripe



Cervical Cancer
Teal/White



Childhood Cancer
Gold



Colon Cancer
Dark Blue



Esophageal Cancer
Periwinkle



Gallbladder/Bile Duct
Cancer Kelly Green



Head & Neck Cancer
Burgundy/Ivory



Hodgkin's Lymphoma
Violet



Kidney Cancer
Orange



Leiomyosarcoma
Purple



Leukemia
Orange



Liver Cancer
Emerald Green



Lung Cancer
White



Lymphoma
Lime



Melanoma
Black



Multiple Myeloma
Burgundy



Ovarian Cancer
Teal



Pancreatic Cancer
Purple



Prostate Cancer
Light Blue



Sarcoma/Bone Cancer
Yellow



Stomach Cancer
Periwinkle



Testicular Cancer
Orchid



Thyroid Cancer
Teal/Pink/Blue



Uterine Cancer
Peach



Honors Caregivers
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