



TIDEWATER COMMUNITY COLLEGE
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Tidewater Community College - Classified Association Meeting Minutes

Date: February 6, 2014

Time: 1:30 pm

Place: Norfolk Campus

Attendance: Roosevelt Gray (C), Nancy Jones (N), Wanda Jackson (N), Tony Dixon (N), Jai Stofocki (N), Monica Terry (P), Gwen Smith (P), Paula Wood (VB), Christine Anders (VB), Dianne Parker (C)

Absent: Joyce Banks (C), Leona Davis (WFD-P), Coby Dillard (C), Joyce Green (P), Shana Owens (P), Martin Herrera (VB), Gloria Singleton (VB)

Special Guest: N/A

Call to order: The meeting was called to order by Nancy Jones, CA Co-Chair, at 1:30 p.m.

Minutes: There were no outstanding minutes for approval.

Outstanding Business

Professional Development Day

March 13th

Location: ATC building, Virginia Beach Campus.

Theme: A Healthy Workplace

Morning Session: Dr. Baehre-Kolovani
CommonHealth to Discuss a Healthy Lifestyle
*Jai has spoken to the CommonHealth rep to confirm.

Lunch: Healthy Meal

*Wanda Jackson shared menus with the CA and light breakfast and healthy lunch was selected. Wanda will check on pricing and approval.

Afternoon Session

1:00 – 2:30 p.m. - Health Fair:

Tables will be set to accommodate individual healthy lifestyle vendors to include but not limited to:

Blood Pressure

Chair Yoga

Massage

CPR/Hands on

Zumba

Cholesterol/Sugar Check

There will also be information tables for:

HR – Benefits Update

Johnna Coleman Yates

Creative Services

2:30 – 3:30 p.m.

Healthy Lifestyle??

Nutrition??

3:30 – 4:00 p.m.

Announcements/Wrap up

The community service project for the day will be food collection for the Foodbank.

Portfolios will be given to each attendee that is registered. Thank you to Wanda Jackson for working with the company to obtain the portfolios. Coby Dillard will supply the new, approved, Classified Association logo for imprinting on the portfolios. Nancy Jones will enter the order in eVa. The CA will order 200 portfolios and the extra ones will be divided between the Campus Assembly Chairs to distribute on the individual campuses.

Coby Dillard is working with the ATC regarding logistics, rooms needed, set-up, etc.

Nancy Jones sent a Save the Date memo noting the change in PDDay from the Friday of Spring Break to the Thursday of the same week.

Okema Bowers will be asked to post the PDDay registration information link in the TCC Knowledge Center so that employees can register. Registration will close on March 7th to allow time for last minute preparations.

There was discussion regarding name tags for PDDay. Toni Dixon typed the nametags last year due to issues with merging from the excel sheet to the printed nametags. Toni and Monica said they will try to figure out the problem so that the process is easier this year. Toni Dixon volunteered to provide signage for PDDay.

Classified Employee of the Year Award

The Association members voted to extend the deadline for nominations of the Classified Employee of the Year Award. The following information will be distributed via TCC_All.

The Classified Association is asking for nominations for the Tidewater Community College Classified Staff Employee of the Year Award. You can access the nomination packet on-line by following the link provided:
http://www.tcc.edu/welcome/collegeadmin/gov/classoc/documents/SupportStaffoftheYearAwardFillableForm_000.pdf

“The Support Staff Employee of the Year Award is designed to recognize a classified staff member who has contributed to advancing the college’s mission and goals. This award will be presented to a classified employee who has demonstrated effective leadership in support of Tidewater Community College’s vision and core values.”

Due to the recent inclement weather closings The Classified Staff of the Year nomination deadline has been extended through March 15th. Please consider nominating a classified employee for this very prestigious award. If you have any questions, please contact Nancy Jones, Classified Association Co-Chair, at ncjones@tcc.edu. Thank you.

Send your completed nomination packet by March 15th to:
Nancy Jones, Classified Association Co-Chair
Norfolk Campus, Andrews Building, room 1208
Or
Coby Dillard, Classified Association Co-Chair
Chesapeake Campus, Veterans Affairs Office

PD Fund

Nancy indicated that according to Stacy Armstrong, Classified PD Fund Administrator, there is still money left in the Classified PD Fund. Classified employees are encouraged to submit requests if they have PD fund needs.

2013-14 Classified Association
Coby Dillard – Co-Chair
Nancy Jones – Co-Chair
Monica Terry – Secretary

Campus Reports

Chesapeake

Disability counselor Constance Lawson will retire effective Jan 31, 2014.

Tempie Forosan is retiring due to health reasons.

Carol Hodges has resigned her position as reference librarian.

Two wage employees have been hired for the Admissions Office: Sabina Haydu and Stephanie Cooper.

The HVAC system on the south side of the Pass Building is being replaced. The ceiling is open and will be replacing once the work has been completed.

The campus had a successful holiday party.

Norfolk

There are a lot of renovations and relocations happening on the campus. The goal is to improve the flow of services.

Portsmouth

The CA is sponsoring a book drive for the YMCA Day Care Center located in the Student Center. The campus is asked to bring books for ages 2 – 5 by Monday, February 10.

Go Red Day is Friday, February 7th. Make a \$5 donation and wear red to show your support for Women's Health.

The Portsmouth Campus student center opened in January 6th. The dedication is scheduled for February 14th.

The campus had a very successful holiday party with good food, karaoke, dancing and wonderful networking. Thank you to the college and Dr. Woodhouse for providing the main course. Employees supplemented with side dishes and desserts.

The campus welcomes:

Selena Simpkins, Administrative Assistant in the Office of Languages, Mathematics and Sciences.

The campus said goodbye to:

Nadine White – Assessment Center

Patricia Saunders – Enrollment Services

Tommy Armstrong - Facilities

Virginia Beach

Two new employees have been hired: Alex Harrington and Heather Fitzgerald.

The recent college fair held on the campus was successful.

Next Meeting: The next meeting will be held March 5th at the Workforce Development Office at the Suffolk location.

Submitted by Monica Terry, 2013-14 Secretary

Approved