



TIDEWATER COMMUNITY COLLEGE
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Tidewater Community College - Classified Association Meeting Minutes

Date: Wednesday, 2/6/19

Time: 1:40 p.m.

Place: Portsmouth Campus

Attendance: Christie Bradley (C), Dianne Parker (C), Bobbi Jean James (C), Toni Dixon (N/D), Leona Davis-Daniels (N/D), Stacey Newton (N/D), Daye Faulks-Brayboy (HR Rep.), Nancy Jones (P), Kathy Richardson (P), Diane Graham (P), Paula Wood (VB)

Absent: Inda Walker (N/D), Charles Dennis (P), Trisha Ok (VB), Roosevelt Gray (VB)

Special Guest:

Call to order: Meeting was called to order at 1:40 p.m. by Nancy Jones, Co-Chair. A teleconference option was available for this meeting and three members took advantage of this option. It worked well.

Minutes: The minutes of the Nov/Dec. 2019 meeting were approved with corrections.

Outstanding Business

Classified Professional Development Fund update: Leona Davis-Daniels reported that there have no changes to the funding guidelines, we can continue awarding funds as we are until we are told otherwise.

New Business

- We have a **new member** joining us. From the Norfolk/District Offices, we have Stacey Newton from the Enrollment Office as the new Vice Chair of the N/D Assembly. Welcome Stacey.
- **Professional Development Day, March 15, 2019, Portsmouth Campus Student Center**
 - Much discussion was held regarding the tentative plans currently made by Nancy Jones and Kathy Richardson who generously got the ball rolling when we had to cancel our Jan. meeting. Thank you ladies!

- The plan for the day is to have an Information Fair in the morning, a morning speaker, lunch, followed by an afternoon of four concurrent sessions on various health related topics.
- **Food Assignments:**
 - Chesapeake: Breakfast bars, plates & napkins for breakfast table
 - Daye: Donuts
 - Nancy: Coffee, Tea
 - Paula, VB: pastry, muffins
 - Roosevelt Gray: bottles of water
 - Lunch: Toni will work with Yummy Goodness and see what healthy options there are with a plan for 75 attendees. If there are no other feasible, healthier options, we will go with the “picnic” plan like last time: BBQ (with sauce on side), Baked Chicken, Salad, Fruit Salad, Baked Beans, and Mac & Cheese. This will afford options for those eating lighter or no meat.
- **Treat Bags:** Christie will get the bags, have “appreciation” labels on them and bring them to the March 8 meeting. We decided on individually wrapped hard candies/mints as a healthier alternative to chocolate. Various people offered to donate candy: Paula, Kathy, Leona, Stacey, Diane. If anyone else wants to bring some, feel free. We will stuff the bags at the March 8 meeting.
- **Service Project:** We decided to collect food items for the TCC campus food pantries. Kathy will contact Paula about what Portsmouth is doing as their pantry seems to be going strong. Together they will decide what we suggest the attendees bring. Paula wants to do a table for donations like usual and divide the food up after for the individual campuses. It was suggested that Nicole Wilson speak briefly about the campus pantry project.
- **Publication/Signage:**
 - Christie is about done with the Google Form invitation. She is just waiting for the service project information to be decided on. Registration will begin 2/18 and run through 3/8/19.
 - Christie will prepare table identification signs for the Information Fair tables once she has all of the organization & personal names of those participating.
 - Christie will prepare door signs for the four breakout sessions.
 - Christie will complete Agendas for the day
 - Christie will create breakout guide sheets and table numbering once we have a better idea of attendance. It was suggested we number the tables and control the flow to the sessions for a more beneficial experience for all.
- **Suggested Agenda:**
 - **8-8:30 a.m.** Registration/Breakfast Snacks
 - **8:30-9:30 a.m.** Welcome and TCC Updates
 - **9:30-11:00 a.m.** Tables for Information Fair
(So far we have asked VCE, VGEA, VCCA [Peggy Manuelito], Organize your life with Thirty-One, Healthy Alternative Essential Oils, Take care of our skin with Mary Kay, Relax and renew with

Massage [Reamie Tabin]. Nancy is going to attend the Health Fair scheduled at Portsmouth to see if there is anyone else that would like to attend our event.)

- **11-12:00 p.m.** Speaker, Dr. Stacy Waters-Baily (Talking about how to address student obstacles to learning that are not academic—food insecurity, housing, transportation, etc.)
- **12-12:45 p.m.** Lunch – Yummy Goodness
- **1-1:45 p.m.** Concurrent Session 1
- **1:45-2:30 p.m.** Concurrent Session 2
- **2:30-3:15 p.m.** Concurrent Session 3
- **3:15-4:00 p.m.** Concurrent Session 4

The group will be divided up so that everyone gets an opportunity to attend all sessions.

Chuck Thomas – Chair Fitness

?? – Healthy Foods

Diane Graham – Zentangle

Reamie Tabin – Meditation (www.wellnessagencyva.com)

Campus Reports

Chesapeake:

Staff Changes:

- **Dean Edwards**, Dean of Student Services, is our acting Provost until the position is permanently filled.
- **Christopher (Chris) Skipper**, New wage employee working in the Library, M-R 2-7:30 p.m.

Events:

- Food pantry is starting to accept donations. It will eventually be maintained in the Whitehurst Building and they are waiting for the opportunity or order needed shelving and storage items.
- Blood Drive was held 1/30/18 from 10-4:00 p.m.

Norfolk:

Staff Changes:

- The campus will lose a wage Administration Assistant position in Counseling and Advising

Events:

- The Norfolk Campus and District employees were notified from the City of Norfolk that parking at the MacArthur Mall would no longer be available for faculty and staff. TCC was offered 150 parking spaces behind the Andrews Building in the Freemason Parking garage and 300 spaces in the Bank Street garage next to MacArthur mall. Full-time faculty and staff would be issued Freemason parking spaces on a first-come--first-served basis until the spaces are gone. The wage and adjunct faculty would be offered Bank Street parking only. The MacArthur parking passes would be good until January 31, 2019 and the new parking spaces would be issued starting January 22. District Parking spaces would be issued to key Administrators and the lottery system would be in

effective for remaining spaces. At this time, visitors and visiting staff/faculty to the Norfolk Campus and District would still park at MacArthur and have passes validated.

- On February 13, the Norfolk Campus Office of First Year Success will host a huge Back to School event. It is the second time that the campus is hosting the pep rally styled event. Student ID cards are scanned to determine attendance, enrollment, and academic outcomes for students who attend. The event will host guest speakers including the President, Provost, Susan James, cheerleading from the faculty and staff, food for the students, and prizes including laptops and Storm Dollars. Community Partners are also invited to set up tables at the event for student resources.
- The Office of Student Engagement will host Valentine's Day and Black History Events.
- Other News: MacArthur Mall announced the closing of several stores including Nordstrom, Pottery Barn, Williams and Sonoma, Yankee Candle, Zales, Chicos, Aveda, and Banana Republic.

Portsmouth:

Staff Changes:

- **Bill Pope**, FT Facilities, resigned from facilities in the Student Center.
- **Alexa Hitchman**, Wage Financial Aid resigned.
- **Jasmine Haywood**, FT Financial Aid resigned.
- **New Staff: Tara Wiese**, new PT Counselor for 1st Year Advising; **Dianne Young-Harrell**, new Wage Answer Desk Assistant.

Events:

- Jan. 28 – 2/1: Super Bowl Spirit Week.
- 2/1: Super Bowl Crawl: breakfast, lunch, and desserts provided by various offices. Included fun games and music.
- Campus pantry is going well.

Virginia Beach:

Staff Changes:

- **Alex Harrington**, JUL/Virginia Beach Campus Librarian left end of December 2018 to seek new job at the Medical College of Penn State, Pennsylvania
- We will be hiring a new Librarian and Classified Staff member for TCC Joint - Use Library at the Virginia Beach Campus

Events:

- December 2018: Various activities for the Twelve Days of Christmas at the JUL
- December 11, 2018: Taco Tuesday for Alex's Going Away Party
- December 18, 2018: JUL staff had a Holiday Party Celebration
- The Virginia Beach Campus had these various events: Floating Frames, Drug & HIV/AIDS Booth Education, Welcome Back Week, Virginia Festival of Jewish Film TCC Group Exercise-Trainer' Choice, Game Day, Cardio Dance in the Gym, and Student Organization Day
- Virginia Beach Public Library has programs and trainings in the JUL each month

Next Meeting: March 8, at the Portsmouth Campus, C114, 1:30 p.m. If you can, bring a snack to share. We will be finalizing PDD preparations and filling the treat bags. Please remember to bring your candy. Anyone who can't attend PDD or who needs to, can leave their PDD stuff at Portsmouth on the March 8th.

Submitted by
Christie Bradley, Vice Chair/Secretary

Approved: 3/8/19