



### Meeting Minutes for July 2, 2014

The meeting was called to order at 1:30 by Chair Coby Dillard. He basically went down the agenda items (agenda attached).

**Attendees:** Coby Dillard (chair), Paulette Eloy-Bell (co-chair), Inda Walker (secretary), Toni Dixon (N), Tiffani Wright (N), Nancy Jones (P), Kathy Richardson (P), Leona Davis (P), Joyce Banks (C), Roosevelt Gray (C), Paula Wood (VB), Stacy Armstrong (District), Bobby Bennett (VB)

**Not Present:** Dianne Parker (C), Gloria Singleton (VB), Joyce Green (P), Peggy Manuelito (P), Trisha Ok (VB)

**The Classified Staff Leadership Academy nominees** are Paulette Bell, Bobby Bennett, Sarah Hair, and Inda Walker.

### Campus reports

**Norfolk** – Toni Dixon submitted a hard copy outlining Norfolk campus information (attached).

**Chesapeake** – Joyce Banks submitted a hard copy outlining Chesapeake campus information (attached).

**Portsmouth** – Nancy Jones gave a verbal report.

- Victory Middle School has come to the campus looking at the programs.
- Okema Bowers, along with 3 other people, are Faculty Professional Development persons located at the Batten Lab.
- Monica Terry is retiring soon and a new grandbaby was born to her on July 1.
- Locks were changed at the campus without the faculty and staff being informed, leaving people locked out of their offices.

**Virginia Beach** – will send a report.

### Committee Reports

**PDD Committee** (Paula Wood, Leona Davis, Trisha Ok, Inda Walker)

The theme for the upcoming Professional Development Day is “TCC 101...Did You Know?”

The suggestion is to try and get Dr. Adolph Brown as our main guest to speak after the president speaks. The concern is the cost of acquiring him to speak, of which in the past, money has not been an issue. Someone will talk with Dr. Woodhouse about getting him to speak and work out the particulars with him being an employee of TCC, which may mean that we will not have to pay him for speaking to us. (7/8: Marie has contacted Dr. Woodhouse with regards to Dr. Brown)

We will ask the president to lead into "TCC 101...Did You Know?" and she will be given an agenda.

"TCC 101...Did You Know?" includes different venues of the college that all employees are not aware of and the hope is to introduce these areas to our employees so that all can know what is available at TCC to Classified Staff and wage employees. These venues will be part of the break-out session.

The Chesapeake Conference Center is not available. The Ted Constant Center and the Doubletree Hotel, Norfolk Airport are next two most favorable places. If the cost is more than \$5,000, then it will have to go out for bidding.

Nancy will get a menu for lunch. Breakfast will be a light continental breakfast.

Leona and Tricia are working on the giveaways.

#### **ByLaws Committee** (Leona Davis, Tiffani Wright, and Toni Dixon)

Coby sent the bylaws to Leona and they will be ready to report at the next meeting.

#### **Customer Service Certificate Update**

**Committee Members:** Nancy Jones, Roosevelt Gray, Bobby Bennett, and Tiffani Wright

There will be a report at the next meeting.

#### **General Information**

Wage employees can participate in the assemblies but cannot be a part of the Classified Association per VCCS.

Joyce asked for the past minutes to update the website, and Coby will send them to her.

Stacy Armstrong stated that there was Professional Development money that was not used, but hopefully we will not lose that money since the year before we went over the allotted amount.

Next Meeting Date is August 6 in Norfolk.

The meeting was adjourned at 2:45 pm.



### **Meeting Agenda-July 2, 2014**

1. Classified Staff Leadership Academy nominees
2. Campus Reports
3. Committee Reports
  - a. PDD Committee
  - b. Bylaws Committee
4. Customer Service Certificate update

### **Upcoming Dates**

Next Meeting: August 6, 1:30 pm at Norfolk

College Convocation and Picnic: August 22

Professional Development Day: September 26

## Campus Report

Chesapeake's <sup>new</sup> ~~new~~ librarian, Joy Yaeger will start Monday, July 7, 2014 .

Vivian Washington's last day with TCC is today. She will start Monday, July 7, 2014 at Dr. Clarence V. Cuffee library.

## Norfolk Campus Report

07.02.2014

- **Norfolk Campus Leadership –**

We currently have two Interim Deans –

Emanuel Chestnut – Interim Dean of Student Services

Johnna Harrell – Interim Dean of Business, Social Sciences and Public Services

We have a Dean or Director in all of our five buildings.

### **Provost Candidates Interviews -**

During the week of June 16, we hosted three Provost Candidates on the Norfolk Campus

1. Dr. Arrick Jackson – Divisional Dean of Public Services & Social And Behavioral Sciences – Tarrant County College – Northwest
2. Dr. Jeffrey Boyd – Dean of Sustainability, Safety, and Career Technologies – Elgin Community College
3. Dr. Feleccia Moore-Davis – Vice President For Instruction – Lone Star College – Cy Fair

- **Norfolk Campus Takes Shape –**

New Provost Suite with new furniture and private enclosure

Andrews Building received new furniture in the hallways and inside the suite

### **Library Reading Garden Transformed -**

The Reading Garden space behind the library is being transformed into two spaces – one will be the new Reading Garden and the second space will be a playground to accommodate the children participating in the YWCA child care program.

### **Master Planners on the Campus -**

Norfolk Administrators are meeting with a Firm to determine whether we are best utilizing our space and to determine how the campus can continue to grow because of our space constraints.

- **New at Norfolk -**

### **Summer Bridge Program -**

We are hosting the Norfolk Achieves Bridge Program on the Norfolk Campus. Over 50 high school rising seniors from Norfolk Public Schools are participating in this interactive

program designed to expose aspiring students to the expectations of college which began on June 23 and ends on July 3. Students will focus on team building and leadership skills. They will explore topics to include college placement testing, financial aid awareness, career exploration, and understanding and utilizing campus resources. Students will also participate in SDV 101 (Student Development) where they will be exposed to skills that will prepare them to succeed in college level courses.

- **Plans to Relocate Registration**

We are planning to temporarily relocate some of our Student Services offices to the Student Center during the peak periods of registration. These offices would be Admissions, Counseling, Enrollment, & Financial Aid. We will leave offices open at our current location as well. We are hoping this new set-up will cut down on congestion in our hallways.