



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

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**Date:** September 2, 2015

**Time:** 1:30 p.m.

**Place:** Portsmouth Campus

**Attendance:** Nancy Jones, Peggy Manuelito, Linda Jacobs, Kathy Richardson, Leona Davis-Daniels / (P); Estelle Bussey, Joyce Banks, Sara Hair, Debra Belcher (by phone) / (C); Tiffani Wright, Toni Dixon (by phone) / (N); Paula Wood, Bobby Bennett / (VB)

**Absent:** Roosevelt Gray (C); Inda Walker (N); Cheryl Lomas, Trish Ok (VB)

**Special Guest:**

**Call to order:** Meeting was called to order by Sara Hair.

**Minutes:** Minutes were approved as received.

### Outstanding Business

- Fall Professional Development is scheduled for Oct. 16<sup>th</sup>
- Faculty Professional Development is scheduled for October 20<sup>th</sup>
- EVP Dunn approved the Oct 16<sup>th</sup> date at the Chesapeake Conference Center
- President has approved the Oct 16<sup>th</sup> date
- Sara will send a save the date
- Sara will pursue the Double Tree for Spring PD.
- Debra got a price from Harbor Graphics for 200 golf umbrellas

## New Business

- Information
  - The calendar is on the website
  - Meetings are scheduled for the first Wednesday of each month
  - Next meeting will be held at the VA Beach campus on October 7<sup>th</sup>
  - Sara will send a global sheet
  - The next meeting date and location will be included in the agenda.
  - Debra will send out a mass email
- CPP Inconsistencies
  - Leona and Cheryl will check for inconsistencies
  - There are 3 different links and 3 different websites
    - Info on tuition, memberships, conferences, and workshops
  - Sara has spoken to Marian Anderfuren and she can remove old and outdated info
  - Sara will invite Marian Anderfuren to the next CPD meeting regarding the upcoming rollout
- VCCA
  - The account code to be used for the conference has been submitted
  - \$8000 does not come off of our money
    - Phyllis Milloy has transferred \$8000 to cover registration
    - On average \$6200 is used for VCCA registration
    - Yet to be determined is how the showcase winner's bill is paid – Sara will find out
    - New VCCS travel rule – TCC will pay for mileage if travel is over 25 miles
- Pauley Grant for Spring
  - Betsy is working on this
  - Rachelle Brown from ESCC
  - Rena Brown from PDCC
    - Good to go
  - If we get a grant and get a speaker, and have money left, we can pay for the speakers' travel
  - We plan to use electronic streaming
  - Portsmouth Student Center is location for spring event
- PAPC – President Advisory and Planning Committee
  - Coby Dillard Oct. 2
  - Safety Committee, Roosevelt Gray will continue to serve
  - Internal Relations Committee
- Planning for Spring
  - Aramark will cater
- Fall Convocation
  - Nancy commented that the convocation and cookout were on the same day
    - Proposes that Sara asks James Toscano to take into account what is happening on the campuses (classes started on Monday, registration was busy)

In the past, the convocation was alternated between campuses which made it easier for all to get an opportunity to attend.

## **Campus Reports**

### **Chesapeake**

- School supplies will be taken to Crestwood School

### **Norfolk**

- Toni has spoken with Cynthia Duncan and has asked her to come out in October.
- Toni is planning to talk with Dr. Jessica Smith and have her come out in November and talk with the staff about dealing with students who have disability issues and possibly have a meeting once a month for special training.
- The Andrews Bldg. may get new signage on the windows.

### **Portsmouth**

- Flip flop celebration was a success

### **Virginia Beach**

- A new staff person has come on board, Margaret Garrison
- School supplies will be taken to Holland Elementary School
  - Food will be supplied for the weekend at a designated school
  - 30 year award
  - Bayside Bldg. will be transitioned in October

### **Next Meeting:**

Submitted by: Sara Hair, Chair

Approved: