



TIDEWATER COMMUNITY COLLEGE
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Tidewater Community College - Classified Association Meeting Minutes

Date: 9/7/18

Time: 1:30 p.m.

Place: Virginia Beach Campus, JUL/Library, Room L-206

Attendance: Nancy Jones (P), Inda Walker (N), Toni Dixon (N), Leona Davis-Daniels (WFS), Paula Wood (V), Dianne Parker (C), Roosevelt Gray (V)

Absent: Kathy Richardson (P), Christie Bradley (C), Bobbi Jean James (C), Linda Jacobs (P), Charles Dennis (P), Diane Graham (P), Trisha Ok (V)

Special Guest: Daye Faulks-Brayboy (HR/District)

Call to order: Nancy Jones called the meeting to order at 1:40 p.m.

Minutes: The minutes for the July 12, 2018 meeting were approved as corrected. There was no August 2018 meeting.

Classified Professional Development Fund: Leona Davis-Daniels gave a fund update. Officially, no definitive fund amount has been allocated to us this year. VP Milloy instructed Leona to proceed as usual, until further notice. Voting to allow an increase to \$1200 funding per individual, from \$800, was passed.

Outstanding Business

Classified Professional Development Day, Oct. 26, 2018, Chesapeake Campus Student Center

- We are able to provide lunch with a \$2000 budget. (Toni Dixon will work on this.)
- We do not have a budget for breakfast. It was agreeable to all that we, the officers, would provide coffee/tea and some breakfast snacks.
 - Nancy Jones has two coffee urns—a 100 cup one for coffee, and a 40 cup one for hot water/tea. Portsmouth campus will provide the urns, coffee, and tea. Toni Dixon has some creamers.
 - Daye Faulks-Brayboy graciously offered to supply bottled water.

- The other campuses will bring breakfast treats (bars, muffins, fruit, etc.). Christie will send out a note so that we can coordinate as to who will bring what.
 - Chesapeake: Assortment of breakfast bars
 - Norfolk:
 - Virginia Beach:

- The suggested program is as follows:
 - 8:30-9:00 a.m. **Welcome & Introductions**
(Dr. Rhine has penciled us in on her calendar)

 - 9:00-10:45 a.m. **Updates:**
 - 9-10:00 a.m. VCCS Performance Funding Measures (PFM), Curt Aasen
 - 10-10:30 a.m. Safety, Tim Mallory
Other initiatives, Pathways (Time and presenter TBD)

 - 11:00-12:00 p.m. **Dr. Gregory DeCinque**, Interim President
 - 12:00-1:00 p.m. Lunch, provided
 - 1:00-2:00 p.m. **Change Management**,
 - 2:00-2:15 p.m. Break
 - 2:15-3:00 p.m. **Stress Management**,
 - 3:00-4:00 p.m. **Classified Strategic Planning**

- Information Tables: It was suggested we have tables of information from various groups: VGEA, HR on benefits, CommonHealth (Dianne Parker will make contact with CommonHealth).

- **Christie note:** When I arranged for the meeting room, I asked for a registration table, a service project collection table, and a food distribution table. Please let me know how many “group” tables we have confirmed to come so that I can make adjustments.

- **Community Service Project:** HER Shelter (Linda Jacobs suggestion and she will follow up with a “items needed” list

Classified Academy:

Leona Davis-Daniels: A very concise and informative discussion was held on the Classified Academy using the documents Leona had sent out. We have a better understanding and a good direction to follow. It was suggested that a survey, something easily filled out that can be done in a timely manner, be sent out to Classified Staff prior to the PDD to get feedback on areas of study staff may have an interest in. Leona will contact Catherine Grunow for assistance with the survey.

New Business:

- A meeting with the Classified Association Co-Chairs (Christie, Paula, Toni, and Nancy) and Interim President Dr. Gregory DeCinque is scheduled for September 24, 10:00 a.m., President's large conference room.

Important Dates:

- VCCA Annual Conference, Fredericksburg, Oct. 3-5, 2018
- Classified Professional Development Day, Oct. 26, 2018

Campus Reports

Chesapeake:

- Staff Changes: **Wendy Webb** has transferred from District to Chesapeake as the Admin Assist. To Dean Ryan, the new Pathway Dean for Engineering, Science, and Mathematics. **Cheyenne Askew** has left the college. Her position has been posted by HR. We don't know when the transfer will happen, but **Thomas Stout** is the new Pathways Dean for Maritime & Skilled Trades and will be transferring to Portsmouth. **Loretta Bingham** will be the new Admin Assist. To Beno Rubin who is the new Pathways Dean for Mechanical & Industrial Technology. Current, Loretta is working between Dr. Edwards office at Chesapeake and her new location at the RAC.
- Other News: After a serious remodel, the duplicating/mail room has relocated to the Whitehurst Building which has afforded them the much-needed space.

Norfolk

- Events: On September 6, 2018, Norfolk Campus held its first luncheon with the President. It hosted 23 people including the President and one college board member. Our next luncheon will be held on September 20 and will host a different group of faculty, staff and students.

Portsmouth: No report

Virginia Beach: No report

Next Meeting: With the VCCA Conference being held the first week in October and several members attending, the next meeting of the Classified Association will be postponed until October 12 on the Chesapeake Campus. Christie will make arrangements for a meeting place and send notification.

Submitted by: Christie Bradley, Co-Chair/Secretary

Approved: 10/12/18