



TIDEWATER COMMUNITY COLLEGE
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**Tidewater Community College -Classified Association
Meeting Minutes
February 6, 2008, Virginia Beach**

Members Present: Marie Linton (C-Chair), Joyce Banks (C), Gwen Smith (P), Janet Sydenstricker (P-VAC), Paula Wood (VB), Kathy Beaudin (VB), Arvie Larsen (VB), Annette Nealy (VB), and Christie Bradley (C-secretary pro tem)

Members Absent: Monica Terry (P-Secretary), Wendy Webb (N), Elizabeth Olson (N), Shameka Weaver (N), Lynnell Hopkins (N), Margaret Jones (P), Kathy Richardson (P), Alex Monroe (C)

The meeting was called to order at 1:45 p.m. by Marie Linton, CA Chair.

A motion was made and seconded to approve the Classified Association Meeting Minutes for the November 7, 2007, meeting. Motion carried.

OLD BUSINESS

2008 Professional Development Day

Discussion was held regarding the various details of the March 14, 2008, Classified Spring Professional Development Day.

- **Place:** The Chesapeake Conference Center, same room as last
- **Theme:** After brainstorming and discussion, it was agreed the theme would be “Celebrate New Beginnings”
- **Presenters:**

Main Speaker: As we were unable to confirm Dr. Carolyn Browning’s availability until 2/6/08, other arrangements have been made for a presenter for the day’s program, Okema Harper. Marie will meet with Okema regarding her topic next week. It was suggested to Dr. Browning that perhaps she could present at a future PDD program.

Weight Watchers: Joyce Banks will contact them to see if someone could come and answer a few questions and give a brief introduction to the program following the announcement of the Governor’s incentive. (30 minutes)

Foodbank: Will ask the representative from the Foodbank to give a brief introduction to their program and the services they provide. (15 minutes)

- **Menu:** The menu will be the same as it was for the 2007 Fall activity. The Chesapeake Conference Center will be requested to provide servers for the lunch to ensure that everyone has an opportunity to eat.
- **Community Service Project:** It was agreed that we would again do for the Foodbank of Southeastern Virginia. Monica Terry will contact them to see what their current specific needs are. Paula Wood said she would assist with the project as needed.
- **Publicity:** Marie will ask Monica to prepare a “save this date” email message for each campus assembly to forward to their classified staff and wage employees. Christie Bradley will prepare flyers and a 1/2 –sheet program to be placed on the tables.
- **Give-aways:** Annette Nealy and Paula Wood will supervise the collection of give-aways and handle the distribution.
- **RSVP & Registration:** Lynnell Hopkins volunteered to handle the RSVP process. Monica Terry and Gwen Smith volunteered to manage the Registration Table.
- **Miscellaneous Needs:**
 - Cards for Questions: Christie will bring index cards to be used for this purpose. Arvie will read the questions for Dr. DiCroce to address.
 - Request 4 additional tables: 2 for foodbank items, 1 for registration, 1 for give-aways.
 - Gift basket for presenter: Marie said she would look into this and would let the rest of us know if we could be of financial help.
 - Christie Bradley will assist Marie Linton with eVA orders necessary for PDD.
- **Agenda: (Draft)**

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| 8:00 -9:00 a.m. | Registration and Continental Breakfast |
| 9:00 a.m. | Welcome and Brief Comments |
| 9:15-10:30 a.m. | Dr. Deborah DiCroce |
| 10:30-10:45 a.m. | Break |
| 10:45-11:15 a.m. | Weight Watchers |
| 11:15-11:30 a.m. | Foodbank |
| 11:30-12:00 noon | Break & lunch set-up |
| 12:00-1:00 p.m. | Lunch |
| 1:00 – 3:00 p.m. | Okema Harper Presentation |
| 3:00-3:45 p.m. | Give-aways & Closing Remarks |

Classified Association Website

- Marie Linton has contacted Cynthia Horen to assist Christie Bradley with the CA website. Suggested edits have been made and will be continually reviewed for additional updates/edits.

Classified Professional Development Funds

- Discussion was held regarding the management process of the Professional Development Funds. It was suggested that we invite Patti Martin to our next meeting to give us a “refresher” on this process. There

seems to be a number of questions regarding what qualifies for funding and how it is determined who gets what amount.

- It was mentioned that funds are currently depleted. Patti is drafting a request for Dr. DiCroce requesting more funds for next year. There was discussion regarding a request for additional funds for this year.

NEW BUSINESS

The Classified Association discussed development of a step-by-step process for addressing classified employee issues. The process will be similar to what has been implemented by the Faculty Senate. Marie Linton will forward the website information given her by Faculty Senate contact Chris Cartwright to all Classified Association members. We are asked to review and forward our comments to her and each other via email. Further discussion will be held at our next meeting.

CAMPUS REPORTS

Chesapeake

A holiday door decorating contest was sponsored by the Assembly and winners were announced at the Campus holiday potluck luncheon. (FA office won "Best Over-All").

The Assembly sponsored the annual Stockings & Bears project to assist the Salvation Army. We filled 199 stockings and dressed 100 bears.

The Classified "Secret Pal Society" had a successful 1st year with reveals made in December. We are off to another new year with 14 participants.

The Assembly is sponsoring a "dollar drive" throughout February to support the Union Mission and their quest to feed the hungry.

The new "modular structure" is complete and open for use this semester increasing much needed office and classroom space.

Staff Changes:

Mary Ann Hoffman (Library) retired in December. Her position remains open.

Sandra Owens (Testing Center) is now full time. She was previously a wage employee.

Tempie Forosan is the new Counseling, Office Manager.

David Ring is the new Tutoring Center Manager.

Kevin McCarthy is the new Lead Counselor. He comes from Chesapeake's Welcome and Entry Services.

Norfolk

Assembly met in January and had The Green Earth Society present: "A Better You in 2008"

Assembly hosted a going-away party for Alicia Brown and presented her with a token of our appreciation for her loyal dedication.

Assembly is deciding what community service project to work on next.

Norfolk Campus participated in Go Red for Women – National Wear Red Day – Feb. 1. \$295.00 was collected. We considered this a great success as this was the first time Norfolk Campus participated in this event.

Portsmouth

The Portsmouth Campus is beginning a new session of Weight-Watchers-At-Work program and the participants are hoping to lose significant amounts of weight. This is the Portsmouth Campus' third WW session. We are really excited about the chance to get half of our money back when we attend 10 of the 13 meetings thanks to the collaboration of DHRM and the Weight Watchers programs.

The Portsmouth Campus in a joint effort with the Minority Affairs Club and the Salvation Army, participated in the Salvation Army Angel Tree program having provided for 100 angels. The Portsmouth Campus also adopted a family from the HER Shelter for Christmas and provided gifts for the three children and the mother.

The campus enjoyed a holiday potluck luncheon.

The campus' "Secret Pal4" program and it is going successfully.

New Staff:

Business Office: Marie Martin & Sherry Dixon
Financial Aid: Jennifer Hastings
Library: Ann Boone and Namal Ngunawansa

Virginia Beach

The Assembly filled 39 stockings for the Salvation Army. The Campus donated 50 angels to the Salvation Army for their Angle Tree project.

The Library participated in the twelve days of Christmas. Each day had a particular theme. One day each staff member brought in a gift and gave it to someone in another building on campus as a way of thanking them for their contributions throughout the year. Also gift baskets were given to Christina and Stephanie, better known as the duplicating duo who work non-stop to keep the Beach running. The Library held a student appreciation luncheon on Friday, Dec. 14, 2007, for their student workers.

Clothing contributions were taken to the Dwelling Place in Norfolk from the Classified Assembly.

Staff Updates:

Cherie Carl, Librarian, is presently serving as Interim Library Coordinator at the Norfolk Campus after the retirement of Pearline Harmon. In her absence, Mary Hanlin and Steve Litherland have joined the Virginia Beach Library.

Dedra Chapman, Business Manager, has left the college. Interviews to fill her position will be conducted in late February or early March.

Tempie Forosan, Records Office, has transferred to the Chesapeake Counseling Office as Office Manager.

Leslie Twine is Interim Dean of the Health Professions Division, after the retirement of Gwen Carr.

Dean Robb, Jr. is the new Computer Installation and Repair Technician for the IT & Business Division.

The new Mathematics and Science Division, Building J, officially opened for spring classes on January 7, 2008. A special planetarium show was held on January 25th to showcase the facility.

Within the next couple of weeks, district staff will be installing inner campus directional signage to help direct pedestrians to campus buildings.

A number of films or programs are scheduled throughout February for Black History Month.

Visual Arts Center

The exhibition Robert Sites: "Here to There" will continue through March 13. The opening for this event was January 26.

We are hosting our 3rd Annual VAC Open House on Saturday, February 23, from 10 a.m. until 2 p.m. for prospective students. Activities will include a student art sale and demonstrations in the labs.

The next meeting will be held at the Visual Arts Center, March 5, 2008, 1:30 p.m.

Submitted by Christie Bradley, CA Chair
Approved