



TIDEWATER COMMUNITY COLLEGE  
From here, go anywhere.™

## Tidewater Community College - Classified Association Meeting Minutes

---

---

**Date:** 5/2/2024  
**Time:** 11:00 a.m.

**Place:** Zoom

**Attendance:** Debbie Willis (P), Barbara Vinson-Ratliff (Ex-Officio), Ellen Langston (P), Emily Simmons (VB), Gia Lawrence (P), Jackie Fernandez (PD Fund Admin), Jennifer Wilkinson (N/D), Roosevelt Gray (VB), Ruth DeCarmo (P), Stacey Newton (N/D).

**Absent:** Alicia Voda (P), Larissa Reed (VB), Paula Wood (VB).

Voting membership is currently 12, quorum equals 7.

**Call to order:** The meeting was called to order by Gia Lawrence, with 9 voting members present.

**Minutes:** Minutes from last meeting already approved.

### **Classified Professional Development Fund update: Jackie Fernandez**

CPDF balances as of 5/2/2024  
Requested - \$52,155.47  
Requested %- 58.3%  
Remaining balance - \$37,344.53

### **Discussion:**

#### \*Officer Elections for FY2025

- Group discussed the challenges of distributing information about college officer position openings via email. Considered targeting specific campuses to avoid unnecessary clutter and to include only relevant parties. The team also clarified various campus roles. Jennifer expressed interest in running for Association Chair.
- We will discuss content for the email at June meeting.
- Migdalia Siegmund from the Chesapeake campus was attending as a guest and expressed interest in running for the Chesapeake Campus Chair position.

\*Debbie reported that a committee has been formed to select Employees of the Year.

- The information for nominees has been sent out to each committee member.
- The committee will meet the week of 5/13 to discuss nominations and make the final selections.

\*Barbara provided a VCCA update.

- The VCCA meeting will be held at the Founders INN in Va. Beach this year.
- Professional Development funds can be requested for the Registration and membership fee.

\*Gia discussed results of PAPC meeting and potential improvements to their communication and document management methods. They proposed using Microsoft Teams to upload and store committee and faculty association meeting minutes, to prevent loss of documents when committee chairs change.

- A suggestion was made that committees begin using Teams to upload agendas, meeting notes, etc.
- Our committee will wait to see how it works for them before we consider a change to Teams.

**Next Meeting:** Thursday, June 6, 2024 @ 11:00am

Submitted by  
Debbie Willis, Secretary

Approved: 5/24/2024