

## TCC Administrative Association General Body Meeting Minutes

**Date:** February 28th, 2018

**Time:** 3:00 PM

**Location:** Visual Arts Center, Room 208

**Present:** 8 face-to-face and 6 virtual

- A. **Call to order.** Meeting called to order at 3:05 PM.
  
- B. **Business**
  - a. *Update on PD day planning and input.* Professional Development Day is planned for May 16th at the Chesapeake Student Center. Volunteers are needed in any capacity to help direct or organize this event. Please email Emily Hartman, [ehartman@tcc.edu](mailto:ehartman@tcc.edu) to offer input. The theme for the day is "Succeeding through Change". Input for the event may be contributed here: <https://goo.gl/forms/miOuVP2hc6N5tQbs2>
  - b. *Update on constitution ad hoc committee.* The revised constitution has been delivered to the executive board and will be shared to the general body for a vote. At this time, the new name for the organization is open for input. No opinions on naming were expressed at the meeting. Association of Administrators and Administrative Faculty Association are currently proposed.
  - c. *Upcoming elections.* Terms of office for executive board members and officers are expiring in May. Nominations and elections will be sought by ballot in a future email.
  - d. *Administrative Professional Development Fund update.* Remaining in the fund is approximately \$1,000 for spring requests, \$2,000 for summer requests, and Administrator of the Year monies. Requests for funding are accepted at any time. All summer-funded activities must end by June 18, 2018.
  
- C. **Announcements**
  - a. Professional Development Day on May 16th at Chesapeake Student Center
  - b. Next General Body Meeting is March in Virginia Beach.
  
- D. **Presentation 3:30 - 4:30 PM**
  - a. *Tamara Robinson, Education Foundation*
    - i. Contact [foundations@tcc.edu](mailto:foundations@tcc.edu) to initiate funding opportunities
    - ii. Administrative faculty can support the foundation by making a gift, sharing good alumni stories/student success stories.
    - iii. Volunteer for the 50th anniversary and homecoming week by emailing Tamara.
  - b. *Corinne Lilyard-Mitchell, Visual Arts Center Interim Director*
    - i. Opened in 1995 and is currently the only freestanding art building within the VCCS
    - ii. Will be moving to downtown Norfolk (old Greyhound station) in 2020
  
- E. **Adjourn.** The meeting was adjourned at 4:40 PM.

Minutes respectfully submitted by Amanda Burbage on 3/11/18.

**Corrections** can be emailed to [aburbage@tcc.edu](mailto:aburbage@tcc.edu).

**Contact information:** Blair Rhodes-Ellis, Chair, [brhodes@tcc.edu](mailto:brhodes@tcc.edu) or 822-1973

**Website:** <https://web.tcc.edu/welcome/collegeadmin/gov/adminas/index.htm>

**General Body Meetings:** 03/23/2018-B K320 from 3-4:30

**Executive Board Meetings:** 04/04, 05/02, and 06/06 from 9-11 in Green Building RM 602