

TCC Administrative Association General Body Meeting Minutes

Date: March 28, 2018

Time: 3:30 PM

Location: Virginia Beach Student Center, K-304

Present: 11 face-to-face and 0 virtual (link was not included in calendar invite)

- A. **Call to order.** Meeting called to order at 3:34 PM.
- B. **Business**
 - a. *Nominations & elections.* Nominations were solicited across the membership for Executive Board officer positions (Chair, Vice Chair, and Secretary) and for one vacant constituent representative position (District Representative). One nomination per vacancy was received and write-in space is available to members wishing to put forth other candidates. A paper ballot was available to those participating at the meeting and a virtual ballot will be made available to the membership at-large.
 - b. *Constitution voting.* Included in the ballot is an up or down vote to accept the changes proposed in the amended constitution which was made available for membership review via email March 14th.
 - c. *Next fiscal year input.* A discussion was held to solicit input for the incoming executive board regarding meeting process and topic. Participants agreed meetings were valuable and topic selection to this point has been relevant. There was a question as to the appropriate number of meetings (moving to two instead of four) and better spacing of meetings (not two consecutive months per semester) and time selection (consistency of routine times vs varied times to attract those who might be unable to come). There was agreement we should continue to make meetings available online.
 - d. *Update on PD day planning and input.* Professional Development Day is scheduled for May 16th at the Chesapeake Student Center. RSVPs are open in the Virginia Learning Center. The event theme is succeeding through change. There are confirmed keynote and session speakers. The event will end with a collaborative session, reception, and Administrator of the Year award. Dr. Gwendolyn Lee Thomas, Higher Education & Work Culture specialist with expertise in data collection, measurement, development, and change management.
- C. **Announcements**
 - a. Professional Development Day on May 16th at Chesapeake Student Center. RSVP in the Virginia Learning Center.
 - b. Next General Body Meeting is TBD by the incoming Executive Board.
- D. **Presentation 3:30 - 4:30 PM**
 - a. *Karen Campbell, PACE Director*

- i. PACE is designed to provide students with career exploration and experience. There are three assessment opportunities for student learning.
 - ii. Forms and Blackboard space is used to address questions about retention & program decisions and changes.
 - iii. Aware of a few challenges in the current process (manual data collection and entry, low number of referrals to PACE advisors) & working through possible solutions.
 - iv. Feedback welcome to kcampbell@tcc.edu.
- E. **Adjourn.** The meeting was adjourned at 4:15 PM. A social immediately following the meeting was hosted at Finn McCool's with 3 participants.

Minutes respectfully submitted by Amanda Burbage on 3/29/18.

Corrections can be emailed to aburbage@tcc.edu.

Contact information: Blair Rhodes-Ellis, Chair, brhodes@tcc.edu or 822-1973

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

General Body Meetings: TBD

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