

TCC Administrative Association General Body Meeting Minutes

Date: October 11th, 2017

Time: 3:00 PM

Location: Chesapeake Student Center/Big Otter Room

Present: 12 face-to-face and 8 virtual

- A. **Call to order.** Meeting called to order at 3:07 PM.
- B. **Introduction.** Executive board members introduced themselves and identified role:
 - a. Blair Roads, Chair
 - b. Sarah Lupton, Vice Chair
 - c. Amanda Burbage, Secretary
 - d. Kevin McCarthy, Chesapeake Representative
 - e. Beth Callahan, District Representative
 - f. Terrence Bowers, Norfolk Representative
 - g. Katina Barnes, Portsmouth Representative
 - h. Emily Hartman, Virginia Beach Representative
- C. **Business**
 - a. **Purpose & Goals of Administrative Association.** Blair Rhodes, presented the annual goals of the association ([presentation slides linked here](#)):
 - i. Reassess the selection and recognition process for the Administrator of the Year award.
 - ii. Increase general body membership engagement by 10%.
 - iii. Partner with the college to reinforce community service and dovetail association projects with college initiatives.
 - iv. Provide professional development funds to qualifying applicants within the outlined institution's budgeting parameters and standards.
 - b. **Sub committee updates.**
 - i. Kevin McCarthy shared a tentative plan to collect volunteer hours currently contributed by association members in an effort to quantify the service we already provide to the community, and to potentially identify ongoing activities the association can support in the future. He also shared a plan to invite the association to participate in United Way Day of Caring, September 2018.
 - ii. Sarah Lupton updated the association on the funding process, including the new form and the status of funding requests. The request for funding is now a rolling deadline. At this time, awards have been limited to \$500 per person. Forms & process on website, [linked here](#).
 - iii. Professional Development Day is May 16th at the Chesapeake Student Center. Input on topics for the event is welcome.
 - iv. Volunteers for the community service, professional development funding, and professional development day are sought.

- c. **Response to P APC charge regarding communication.** The association responded to the P APC charge to develop an effective communication plan. Members were invited to email input or write input on easel paper. A summary of the feedback is as follows:
 - i. Methods:
 - 1. Convocation
 - 2. Quarterly Town Hall Meetings.
 - 3. Newsletter
 - 4. Email
 - ii. Content:
 - 1. One message - keep it consistent, not contradictory from different messengers.
 - 2. Timelines
 - 3. Appreciate the minutes from executive staff meetings.
 - 4. Start using BLUF for emails that are more than 2 paragraphs (Bottom Line Up Front)

D. Proposed constitutional amendments

- a. **Name change.** It has been expressed by some members that the name of our organization "Administrative Association" does not convey the proper context of the membership body. To that end, a vote to consider a name change will be conducted in the near future.
- b. **Updating the constitution.** In addition to a possibly revised name, there are other edits necessary to the constitution. Volunteers are sought for an ad hoc committee willing to provide input to the constitution.

E. Announcements

- a. Professional Development Day on May 16th at Chesapeake Student Center
- b. Meeting schedule, Brown Bag topics & socials
 - i. 11/08/2017-N Student Center, Multipurpose Room. Brown bag topic Workforce Development. Social: Brick Anchor Brew House.
 - ii. 2/28/2018-P Student Center, Multipurpose Room.
 - iii. 3/23/2018-B K320

- F. Call for volunteers.** Please volunteer for any of the committees by emailing brhodes@tcc.edu.

G. Presentation 3:30 - 4:30 PM

- a. An Hour with HR by Daye Faulks Brayboy
- b. All slides will be posted by Daye to the HR Sharepoint (*@tcc.edu log in required*): <https://intranet.tcc.edu/sites/InsideTCC/HumanResources/Pages/TrainingDevelopment.aspx>.

- H. Adjourn.** The meeting adjourned at 4:30 pm.

Minutes respectfully submitted by Amanda Burbage on 10/12.

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: 11/08/2017-N Student Center, Multipurpose Room, 2/28/2018-P Student Center, Multipurpose Room,, and 03/23/2018-B K320 from 3-4:30

Executive Board Meetings: 11/01, 12/09, no meeting in January, 02/07, 03/07, 04/04, 05/02, and 06/06 from 9-11 in Green Building RM 602