

2015 - 2016 Administrative Association Mid – Year Report

The Administrative Association’s 2015-2016 Mid-Year Report to the President’s Advisory and Planning Council provides a summary of accomplishments and goals. All relevant information is for reporting purposes and allows for planning and execution of projects.

Accomplishments

Established monthly executive committee meetings	Surveyed needs of administrators’ needs
Filled governance vacancies	Awarded professional development funds to 13 administrators Fall - \$1,008.83 Spring - \$4,194.00 Late Spring/ Summer - \$3,437.46 Total: \$7,883.75
Established sub-committees and participation from general body membership	Updated website to reflect current status
General body meetings on all campuses	Determined Professional Development Day

Goals

To continue to reassess the purpose of the Administrative Association	To continue to create valuable experiences (retreats, mentoring, training, etc.)
To continue to increase participation of general members	To reassess the selection and recognition processes for the Administrator of the Year Award
To offer an all-day Professional Development Day	To revise the Constitution & By-laws to include diversity and inclusion statement and the align with the purpose of the constituent group

During the 2015 -2016 year, a new Administrative Association Executive Committee was established to lead the efforts in advocating and supporting the needs of TCC administrators. The executive committee meets the first Tuesday of every month. These standing meetings have created a routine of communication and interaction, as well as a healthy comradery among the committee members to develop realistic goals and a practical course of action to rebuild the Administrative Association. Current practices and plans are underway in preparation for SACSCOC accreditation and to revitalize an inactive constituent group.

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To prepare for the upcoming SACSCOC accreditation, the Administrative Association has taken the following steps to comply with standards: (1) filled vacant governance positions (i.e. Faculty Grievance Board, Global and Intercultural Learning Committee, and PAPC representatives); (2) scheduled a meeting on March 1, 2016 with the college's designees to gain an in-depth understanding SACSCOC requirements; (3) attended PAPC meetings and maintained consistent communication with the PAPC Chair for updates; (4) created Ad Hoc and sub-committees to assess, develop, amend, and restructure in the areas of the Administrative Association's website, constitution and by-laws, Administrator of the Year, and Professional Development Funds/Day (list is available upon request); (5) gathered historical data (i.e. EOY Reports, meeting minutes, membership, etc.); and (6) provided financial assistance to thirteen administrators requests for professional development funds in the amount of \$7,883.75.

In an attempt to engage more administrators, increase awareness and participation in the Administrative Association, the following course of action was taken: (1) general body meetings were conducted on each campus; (2) all administrators were offered an opportunity to participate in an on-line survey to assess their knowledge of the Administrative Association, as well as to gain an understanding of their needs and the different programming they believed were valuable and relevant to their positions and overall professional growth; and (3) invited general body members to join committees and consider serving as a facilitator for Professional Development Day. Plans are proceeding with structuring the Professional Development Day and outlining an annual calendar for future events sponsored by the Administrative Association.

In closing, ongoing efforts and initiatives are continuously discussed to outline a clear purpose and to ensure all practices and activities align with our goal(s). All required reports and tasks have been submitted and completed in a timely manner. As of mid-year, the Administrative Association has accomplished some identified goals. However, the committee is working diligently to accomplish several pending goals over the next year. To achieve the magnitude in which we aspire, it will involve innovative ideas, guidance from seasoned professionals and commitment from all of those who desire support with growing in their professional roles and wish to experience positive change with the constituent group.