

2016 - 2017 Administrative Association Mid – Year Report

The Administrative Association’s 2016-2017 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

Implementing plan to conduct General Body meetings on all campuses to ensure accessibility, suitability and opportunity for all interested members to attend meetings	Recorded sessions to allow for absent members to access information and remain current with various activities
Facilitated two off-campus social networking events during after-hours to promote relationship building among professionals in a casual and relaxed setting	Allocated professional development funds: -Fall 2016: \$3,421.00 (6 recipients) -Spring 2017: \$5,063.00 (7 recipients) -2016-2017 Admin. Award: \$500 (pending) Total expenditures: \$8,484.00 Total Remaining: \$1,516.00
Developed a “Welcome Letter” and incorporated into the Human Resources onboarding training to introduce new administrative faculty to the Administrative Association	Restructured General Body meetings to include one-hour Brown Bag sessions

Goals

To increase general body membership participation by 10%	To restructure General Body meetings to include one-hour Brown Bag sessions
To offer off-campus monthly networking events to build internal relationships	To reassess the selection and recognition processes to recognize the Administrator of the Year
To offer professional development funds to qualifying applicants within the outlined institution’s budgeting parameters and standards	To restructure voting procedures and incorporate casting ballots during the annual college Administrator’s Work Session

Executive committee meetings occur monthly on the first Tuesday, with the upcoming meeting scheduled for Tuesday, February 7, 2017 at 2pm. These standing meetings have facilitated needed communication and interaction. They’ve also produced a healthy comradery among committee members to develop realistic goals and a practical course of action to rebuild and maintain the Administrative Association.

In an effort to maintain compliance with SACSCOC accreditation standards and the bylaws of the PAPC and the Administrative Association, the Administrative Association Executive Staff (AAES) routinely assesses vacant seats (i.e. Faculty Grievance Board,

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PAPC representatives and other governance positions). A member of the AAES also attends scheduled PAPC meetings for updates pertinent to the Administrative Association.

Professional development financial awards have contributed to college tuition, training, conferences and employee recognition initiatives. Thus far, 9 members received allocated funds toward graduate courses, partial funding assisted 3 requests for training and conferences and one administrator was recognized for their exemplary contributions to the college during the 2015-2016 academic year.

In an attempt to engage more administrators and to increase awareness and participation in the Administrative Association, the following courses of action were taken: (1) general body meetings were conducted on two different campuses, with two pending meetings for the remaining campuses; (2) condensed general body meetings (90 minutes) twice a semester; and (3) invitations were distributed to general membership for sub-committee representation. For instance, previous meetings included recorded sessions for absent members, conferences adjourned within the published 90 minute allotted time and a committee formed to coordinate off-campus networking events. In hopes to increase awareness and participation a “Welcome Letter” was composed to introduce and welcome new administrators to the Administrative Association. By doing so, new employees will can immediately learn of the group during their Human Resources onboard training. While attendance for the social events has been low, a review of advertising, dates, times, location, etc. is in progress with planning underway to adjust the approach and increase administrator attendance.

The 2016 -2017 academic year will conclude the term for the current Administrative Association Executive Committee. Discussions and initial planning will begin to identify and confirm rational and seamless steps for a successful transition of governance to new members. Changeover will occur during the summer months in preparation for new officers to take office and begin their two-year term. All voting procedures will be in accordance with the recently amended and revised Administrative Association Constitution and By-laws. The goal is to conduct open nominations for all interested parties for Chair, Vice-Chair, Secretary and campus representatives and to cast ballots during the annual college Administrator’s Work Session (Wednesday, May 31, 2017).

In closing, ongoing efforts and initiatives are continuously discussed to outline a clear purpose and to ensure all practices and activities align with our goals. 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 during the remaining months. To achieve the magnitude in which we aspire, it will involve innovative ideas, guidance from seasoned professionals and commitment from those desiring professional growth and wish to experience positive change with the constituent group.

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