

TCC Administrative Association Executive Board Minutes

Date: April 4, 2018

Time: 9:00 AM

Location: 602, Green Building

Present: Blair Rhodes-Ellis, Amanda Burbage, Emily Hartman, Sarah Lupton, Terrance Bowers, Beth Callahan

Absent: Katina Barnes, Kevin McCarthy

- A. **Call to order.** Meeting called to order at 9:08.
- B. **Approval and/or correction of previous meeting minutes.** Minutes were unanimously approved. Amanda will request update to website.
- C. **Old business**
 - a. **March GB meeting, brown-bag topic selection.** February's meeting went well. There were some obstacles but everyone was ready to work through them - well done! No online participants, but the link wasn't sent in the calendar invite. This was an oversight & lesson learned.
- D. **New business**
 - a. **Voting.** Blair is sending the ballot. Voting is extend to April 13th.
 - b. **Administrator of the Year.** Once the award is selected we have a monetary award and plaque. Previous support was provided by administrative assistants for navigating the award and purchase process. The process should be documented for future executive board members. Administrator of the Year photo must be online to have reward signature. Amanda will request update as soon as the award is announced.
 - c. **PD Day.** The keynote is Dr. Gwendolyn Lee Thomas. She will be given an honorarium of no less than \$250, no more than \$750. Final amount to be determined based on event budget.
 - d. **New members.** Any new executive board members and/or officers will be invited to attend May's meeting.
- E. **Sub-Committee Reports**
 - a. **Administrator of the Year.** Vote closes April 13th. A reminder has been sent and will be sent one more time.
 - b. **Community Service.** No update at this time.
 - c. **Professional Development Day.** Provided above.
 - d. **Professional Development Funding.** No update at this time.
 - e. **Ad Hoc Committee.** Vote closes April 13th. A link will be sent by Blair.
 - f. **50th anniversary update.** No update at this time.

- g. **Diversity and inclusion task force.** No update at this time.
 - h. **PAPC.** No update at this time.
- F. **Adjourn.** The meeting adjourned at 9:35

Minutes respectfully submitted by Amanda Burbage on 4/4/18
 Next meeting, May 2nd, 9am, Green Building, Room 602.

Summary of Action Items:

Blair	Follow up with Sara re: AOY award and Keynote honorarium. Send votes for constitution & officers.
Amanda	Advance PD Day tasks. Request minutes posted to website.
Emily	Advance PD Day tasks.