

TCC Administrative Association Executive Board Minutes

Date: August 16, 2016

Time: 2:00 PM

Location: 602 District/Green Building

Present: Beth Callahan, Ronald Gray, Jeannetta Hollins, Sarah Lupton, Lynn Rainard, Blair Rhodes-Ellis, Kellie Sorey

Absent: Jim Perkinson

I. Call to order and welcome: by Jeannetta Hollins at 2:07 PM

II. Approval or correction of July 27 minutes: approved with one correction to meeting attendee list

III. Old Business

A. **Survey results:** Compiled survey results from Professional Development Day were reviewed and discussed.

B. **General Body Meetings:** Schedule and details, as available, are as follows:

September 14, 2016, 3-4:30 PM, Chesapeake Campus (room TBD). Agenda shall include a review of our events' calendar, call for committee members [Professional Development Day (tentatively scheduled 6/8, "What do you do?" contact list, Social (2nd Friday, 6 PM), community service project interest, brown bag(?)]. Dr. Summers will be invited to talk about Title IX.

November 9, 2016, 3-4:30 PM, Norfolk Campus Student Center, Room 5509. Dr. Smith will be invited to speak about Counseling/Behavioral Issues for Students and Colleagues.

February 15, 2017, 3-4:30 PM, Portsmouth Campus (room TBD). Drs. Bovee and Aasen will be invited to speak about goal writing/strategic planning.

April 19, 2017, 3-4:30 PM, Virginia Beach Campus (K320). Agenda TBD.

C. **Brown Bag Sessions:** Board members discussed there may not be a need for separate brown bag sessions if we can include them as part of each General Body Meeting. This may be a discussion item at the September 14 meeting.

IV. New Business

A. **Portsmouth Resignation:** Kimberly Curry-Lourenco has resigned as the Portsmouth representative. Hollins sent a message to Portsmouth Campus administrators asking for interest. Dr. Phyllis Eaton will likely serve as the Portsmouth Campus representative in 2016-17.

B. **New Administrative Faculty Letter:** Hollins spoke with Beth Lunde and learned that the Administrative

Association can include a letter about the association for new hires as part of the onboarding process to introduce them to the Administrative Association and encourage participation.

C. **Committees:** Most committees are assigned and new members are not needed. However, there are some in need of participation (see IIIB), which will be recruited at our September 14 meeting.

V. **Questions, Concerns, Issues:** None voiced.

VI. **Adjournment at 3:30 PM.**

Submitted by Kellie Sorey