

TCC Administrative Association Executive Board Minutes

Date: December 6, 2017

Time: 9:00 AM

Location: 602, Green Building

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

Absent: Katina Barnes

- A. **Call to order.** Meeting called to order at 9:05.
- B. **Approval and/or correction of previous meeting minutes.** Minutes were unanimously approved. Amanda will request update to website..
- C. **Old business**
 - a. **Discuss November's GB meeting & social, input for process improvement.** The meeting was a good meeting overall for attendance, variety of participation, and quality of presentation. Web connection worked well.
 - b. **Constitutional Amendment vote results/communication.** There has been no definitive answer regarding the question about constituencies having participation in two groups. At this time there is not a consensus about the implications of including Professional Faculty in to the association. To that end, the board requests the ad hoc committee remove references to the inclusion of librarians and counselors to the association.
- D. **New business**
 - a. **January's plan.** Each subcommittee will meet to address spring activities and to develop the position description/task guide for future board members. The chairs of each subcommittee will reach out to volunteers who have already committed regarding January's meeting.
 - b. **February's General Body meeting.** The meeting is at the Portsmouth Campus. Blair will contact Donna Henderson & Marian Anderson to serve as a speaker for the event. The presentation will address that status of campaigns at TCC, and provide insight to administrator's on the process of raising funds for academic programs. The GB meeting location will change to Visual Arts Center pending room confirmation. Amanda will reach out to Corinne Lilyard Mitchell regarding space. Amanda will also ask Corinne to address the room about VAC events. The social will be at a location within walking distance of the VAC. Kevin has identified multiple options and will confirm in the new year.
- E. **Sub-Committee Reports**

- a. **Administrator of the Year.** Beth plans to present the award at the May 16th PD Day. As such, a call for nominations will go out the 1st week of March. At the General Body Meeting in March she will allow for paper ballot voting. Decision by first week of April is required in order to place the plaque order.
- b. **Community Service.** Serving on this committee with Kevin is Anthony and Katina. Only 1 member has emailed a response about current volunteering. Kevin will circulate a form at the next General Body meeting or go out to the membership with an email request.
- c. **Professional Development Day.** Blair, Emily, Amanda, and Terrance serve on this committee. Presentation topic ideas are being solicited. Also, known individuals who may be good for breakout sessions should be forwarded to Blair. Kevin suggested a topic on the OER Z Degree Update.
- d. **Professional Development Funding.** Sara, Allie, and Veronica met Monday December 3rd. In an attempt to balance the request responses with available funds and trends of rewards, repeat requests are awarded \$400, and new requests receive \$500. The current balance of \$2300 for new requests remains available. This amount would cover summer request, PD Day expenses, and Administrator of the Year Award.
- e. **Ad Hoc Committee.** Constitutional Revision. Amanda and Anthony will revise per meeting discussion and have a draft to share in the new year, in time to send to general body for review.
- f. **50th anniversary update.** Beth invites members to give ideas for the event including timelines, old photos, etc. Redesigning mascot is an option the committee discussed.
- g. **Diversity and inclusion task force.** Beth shared that a round of presentations over the 2018 year will be coming to each constituency and governance group.

F. **Adjourn.** The meeting adjourned at 9:55.

Minutes respectfully submitted by Amanda Burbage on 12/8/17

Next meeting, February 7th, 9am, Green Building, Room 602.

Summary of Action Items:

Blair	Contact Donna Henderson re: February speaker.
Amanda	Request space at VAC for GB meeting. Ask Corinne to speak.
All Members	Plan to meet in subcommittees in January to work on committee tasks and update the shared folder with "job guide" for future committee members. Send Kevin an email about volunteer hours.

