## **TCC Administrative Association Executive Board Minutes**

Date: February 7, 2017

Time: 2:00 PM

Location: 602 District/Green Building

Present: Beth Callahan, Phyllis Eaton, Jeannetta Hollins, Lynn Rainard, Blair Rhodes-Ellis, Kellie Sorey

Absent: Sarah Lupton

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

- II. Approval or correction of November minutes: approved with one edit to last name of guest speaker
- III. Announcements: Jim Perkinson's vacancy as a result of retirement will not be filled given the timing.

## IV. Old Business

- A. **General Body Meetings:** 17 responded they would attend the November 9 meeting, but 19 attended. Hollins reminded members of upcoming body meetings (i.e., 2/15 at Portsmouth Student Center and 4/19 at Virginia Beach Campus, K320).
- B. **New Administrative Faculty Letter:** As reported by Hollings, the letter introducing new administrators to the association was prepared and submitted. It should be going out to new hires under the Association's membership.

## V. New Business

- A. **PAPC Updates**: Hollins reported that two subcommittees had been formed under PAPC— PR/Communications and QEP. She also provided a brief and sought feedback by Executive Board members on a recent request to approve the General Education Task Force as a governance committee. All in attendance were in support of the group's recognition as a governance committee. Rhodes-Ellis highlighted the importance of having a Curriculum Committee member on the new governance committee to serve as liaison and ensure for needed communication.
- B. **Professional Development Day**: Hollins reported that there will be no Professional Development Day due to budget constraints.
- C. **Election of New Officers:** Hollins informed members that, per the bylaws, most members of the Executive Board were to remain on the Board for another year, which conflicts with another area in the bylaws that states members may serve no more than two consecutive terms in the same position.