

TCC Administrative Association Executive Board Minutes

Date: January 5, 2016

Time: 2:00 PM

Location: 602 District/Green Building

Present: Jeannetta Hollins, Kimberly Curry-Lourenco, Kellie Sorey, Ronald Gray, Beth Callahan, Sarah Lupton

Absent: Lynn Rainard, Jim Perkinson, Kay Williams

I. Call to order and welcome: by Jeannetta Hollins at 2:05 PM

II. Approval or correction of minutes: Approved December 1, 2015 Executive Board meeting minutes as submitted.

III. Old Business

A. **General Body Meeting:** The November 12 general membership meeting occurred on the Virginia Beach Campus. Meetings with this same agenda will be conducted on the other three campuses to encourage participation. These meetings are tentatively scheduled for:

Chesapeake Campus: Chesapeake Student Center (Big Otter room), February 4 at 2:00 PM

Portsmouth Campus: Batten Lab, January 20, 2:00-3:30 PM

Norfolk Campus: TBA

Hollins will invite members to these meetings. Once the initial meeting has taken place at all campuses, we plan to web-ex future meetings and rotate campus locations.

- B. **Subcommittees:** Rosters with members who expressed an interest in the subcommittees were distributed. Executive Board members were directed to reach out to these individuals to begin their important work.
- C. **Professional Development Day:** It will take place at the Chesapeake Student Center on June 8 (or 15th if the location is not available). Planning should begin soon.

IV. New Business

- A. **SACSCOC:** Curt Aasen and Kim Bovee will attend our March 1 meeting regarding the Association's role in reaffirmation of accreditation. Gray will locate past meeting minutes that are accessible and provide them to Christine Damrose-Mahlmann.
- B. **Subcommittee Reports:** Executive Board members are expected to give subcommittee updates at each Executive Board meeting. Current updates are provided below.

Professional Development Funds: Gray reported that all members who requested funding were provided support. Of the \$11,809.70 total requested, financial support in the amount of \$5,794.00 was distributed. Gray also reported that items on the current application were confusing to applicants and need to be resolved (e.g., BPA, HR-78, and Hr-79). The subcommittee will work together to propose revised language for consideration by the Executive Board. Gray will also bring proposed future PD application deadlines to the February meeting for review.

Website: Contribute was loaded to Callahan's desktop at the Chesapeake Campus. The question remains as to who will make the updates and/or if training is needed to do so. Further investigation is underway. Marian Anderfuren has expressed an interest in attending a future meeting. Hollins will extend this invitation with the hope that Anderfuren will provide some guidance for modifying the website.

Constitutions and Bylaws: Sorey and Gray have started the review and will meet with other subcommittee members once the campus meetings (see IIIA) have occurred to allow for adequate input. Hollins stated that the new Diversity Statement must be included.

Professional Development Day: Hollins expressed the need to get started on this planning and will reach out to individuals who have already expressed an interest in serving on this subcommittee.

Administrator of the Year Award: Work has not started on this, but the Executive Board discussed the need to add sections to the application that require the nominees' title along with a short descriptor on why he/she is being nominated. Acknowledgement currently takes place during Convocation, but will also be presented at the Professional Development Day and possibly the administrators' work session. Offering the award recipient a small monetary award for professional development was also recommended. Gray and subcommittee members will research these ideas.

- C. **PAPC Meeting:** Hollins updated Executive Board members of PAPC's most recent meeting. Topics included were PAPC Bylaws, reaffirmation of accreditation, communication on policy implementation and changes, etc. The next meeting is February 9, 1:00-3:00 PM, in the President's Board Room.
- D. **Questions, Concerns, Issues:** A reminder was issued that the next Executive Board meeting will be February 2, 2:00 PM, in District/Green, Room 602. Gray questioned the role of the presidential-appointed administrator for the Administration Association. Hollins will seek clarification.

V. Adjournment 3:16 PM

Submitted by Kellie Sorey