

TCC Administrative Association Executive Board Minutes

Date: March 7, 2017

Time: 2:00 PM

Location: 602 District/Green Building

Present: Phyllis Eaton, Jeannetta Hollins, Sarah Lupton, Lynn Rainard, Blair Rhodes-Ellis, Kellie Sorey

Absent: Beth Callahan

- I. **Call to order and welcome:** by Jeannetta Hollins at 2:07 PM
- II. **Approval or correction of February minutes:** Minutes were not reviewed.
- III. **Announcements:** Jeannetta Hollins announced her resignation from the college, effective March 17, as she pursues a new position at Virginia Commonwealth University. She will be missed tremendously.
- IV. **Business**
 - A. **Administrator of the Year Award:** Lynn will work with Beth to seek award nominations. Ideally, the Executive Board (EB) would like the general membership to vote on this while also voting for EB vacancies (by April 21). This timeline also ensures the recipient is able to get a plaque and stipend from this year's budget.
 - B. **Executive Board Elections:** Jeannetta will notify Monica McFerrin, PAP Chair, of the following EB vacancies that need to be filled: Secretary (1-year term only) and all Campus representatives. To fill the Chair vacancy due to Jeannetta's resignation, the EB voted in favor of Lynn Rainard serving in this capacity for the remainder of this year and next year. The subsequent vacancy in the Vice Chair position will be filled by Blair Rhodes-Ellis for the remainder of this year and next year. This was also supported by a vote of the EB.
 - C. **Community Service Activity:** Phyllis reviewed community service ideas. The EB decided to support the HER Shelter through donations made by campus and District personnel. When Phyllis obtains the list of needed items, she will route them to EB members, who will then notify others of the need for these items and ensure for their collection.
 - D. **Social:** Blair reported that our next social will occur immediately after our April 19 General Body meeting.

Meeting Adjourned at 3:08 PM

Minutes respectfully submitted by Kellie Sorey