

TCC Administrative Association Executive Board Minutes

Date: May 2, 2017

Time: 2:00 PM

Location: 602 District/Green Building

Present: Amanda Burbage, Beth Callahan, Sarah Lupton, Kevin McCarthy, Lynn Rainard, Blair Rhodes-Ellis, Kellie Sorey

Absent: Phyllis Eaton

I. Call to order and welcome: by Lynn Rainard at 2:02 PM.

II. Approval or correction of April 4 minutes: Minutes were not ready for review.

III. Business

- A. **Administrator of the Year Award:** Beth reported that, out of 101 administrators, 75 voted. John Morea, AVP for Learning Technologies, is the 2016-17 recipient. Lynn will let John know and will also order the plaque we selected. We hope we can get the plaque created in time for the Learning Institute (LI) awards ceremony on May 11 at 9:00 AM. The goal is to ensure the plaque and monetary award are taken from this year's budget. Amanda will ask Staci Forgey if Lynn can present the winner at the LI.
- B. **Executive Board Elections:** We have two new members for 2017-18: Amanda Burbage (Secretary) and Kevin McCarthy (Chesapeake Representative). Welcome to the team! The Norfolk seat has not been filled.
- C. **General Body Meeting, April 19 Meeting:** Ten (10) individuals attended. Of note, Davine Faulks-Brayboy gave an excellent presentation.

IV. New Business

- A. **2017-18 Calendar Year Projects:** Investigate renaming of Administrative Association; Professional Development Day; Continue Brown Bag meetings; Development of Chair's and Professional Development Chair's Guides; and Google hangout for meetings. We also discussed committees that will need representation, to include Professional Development Funds (~Sarah), Social (~Kevin), Webpage (~Amanda); PAPC (Chair and TBD); and College Board Meeting (TBD).
- B. **2017-18 Meeting Schedule:** First Wednesday of each month at 9 AM, beginning in July. Lynn will make room reservations.
- C. **Final Sub-Committee Reports**
 - a. **Professional Development Funds Update:** All monies have been spent, minus the monetary award and plaque expense for Administrator of the Year. Due to removal of our personal professional development funding starting in 2017-18, demand for funds will likely be higher than usual. Lynn stated we need to set aside \$2000 for Professional Development Day next year, and reminded us of Administrator of the

Year costs. This will leave us with approximately \$7000 remaining for professional development requests next year.

- b. Social:** Three socials were held last year, with poor participation. We will try two next Fall (October 4 at C, November 1 at N) and next Spring (February 28 at P, March 28 at B), directly following the General Body meetings, at 3 PM.
 - c. Webpage:** It is current as is, minus minutes not submitted from the last meeting. Beth will include John Morea's information on the site as soon as it is announced.
 - d. Community Service Project:** No report. Phyllis did not attend.
 - e. Questions, concerns, issues:** None reported.
 - f. Special thanks for departing members!**
- D. PAPC Report:** Sarah reported that the college has a new governance committee—the General Education Committee. Another group is attempting to form a Faculty Promotions governance committee.

Meeting Adjourned at 3:05 PM

Minutes respectfully submitted by Kellie Sorey