

## TCC Administrative Association Executive Board Minutes

**Date:** November 3, 2015

**Time:** 2:00 PM

**Location:** 602 District/Green Building

**Present:** Jeannetta Hollins, Lynn Rainard, Kellie Sorey, Ronald Gray, Beth Callahan, Jim Perkinson

**Absent:** Kay Williams, Kimberly Curry-Lourenco, Sarah Lupton

- I. **Call to order and welcome:** by Jeannetta Hollins at 2:02 PM
  
- II. **Approval or correction of minutes:** Approved October 21, 2015 Executive Board meeting minutes with one correction.
  
- III. **Old Business**
  - A. **Faculty Grievance Board:** Kellie Sorey, Beth Callahan and Lynn Rainard will serve as the District representatives. Hollins will solicit the general membership at the November 12 meeting to fill the remaining positions, followed by notice via email to membership allowing them one week to volunteer. If required positions still aren't filled, deans will be asked for input. Counselors and librarians can serve on this Board.
  - B. **General Body Meeting:** Agenda for November 12 meeting was discussed and will include: Faculty Grievance Board vacancies (see above); overview of professional development funds process and deadlines, and identification of applicable website information; discussion of August 2016 Professional Development Day ideas and solicitation of suggested topics and speakers; subcommittee membership (details below); and an overview of membership survey results, which will be provided by Lynn Rainard. Refreshments will be provided with Beth Callahan bringing cookies and Ronald Gray supplying bottled water.
  - C. **Subcommittees:** Jeannetta Hollins reinforced the need for 5 Administrative Association subcommittees, each with representation by a minimum of 1 Executive Board member and 2 to 3 representatives from the general body membership. These subcommittees are: Constitution and Bylaws (Ronald Gray and Kellie Sorey); Website (Beth Callahan); Administrator of the Year (Ronald Gray and Jim Perkinson); Professional Development Funds (Ronald Gray, Lynn Rainard, Jim Perkinson); and Professional Development Day (Kimberly Curry-Lourenco, Jeannetta Hollins, Sarah Lupton, with Beth Callahan providing back-up as needed).
  - D. **Updates from the PAPC:** Jeannetta Hollins attended a recent PAPC meeting where the following were discussed: diversity draft statement; requirement to submit preceding 5 years of minutes, past charges, annual reports, etc. by the end of January to Christine Damrose-Mahlmann for reaffirmation of accreditation preparation; TCC vision statement; and the request for QEP feedback.
  - E. **Professional Development Funds:** Lynn Rainard and Ronald Gray stated that 3 applications had been received. One was fully funded (ODU Community College Leadership course) and another was partially funded (out-of-state travel, with full funding provided if individual does not receive departmental support). The remaining application was incomplete. Ronald Gray will reach out to this applicant to determine if the needed materials can be submitted for future consideration.

**IV. New Business**

- A. **PAPC Meeting:** Future meetings will be held on November 20 and December 11, 2015.
- B. **Questions, Concerns, Issues:** None voiced.

**V. Adjournment** 2:51 PM

Submitted by Kellie Sorey