

## TCC Administrative Association General Body Meeting Minutes

**Date:** November 8th, 2017

**Time:** 3:00 PM

**Location:** Norfolk Student Center/5th Floor

**Present:** 15 face-to-face and 2 virtual

- A. **Call to order.** Meeting called to order at 3:08 PM.  
Blair Rhodes-Ellis shared the purpose of this group to create a sense of community and leverage a platform to express a shared voice regarding issues that affect the institution and our professions.
- B. **Business**
  - a. **Update on constitution ad hoc committee.** Anthony Fontes and Amanda Burbage met as a committee to revise the constitution per the PAPC charge. The constitution is available for preview before a general body vote is called. There were only a few suggested changes including:
    - i. Extending the time for voting
    - ii. Including Professional Faculty (Librarians and Counselors) into the constituency
    - iii. Recommending a name change to reflect the new constituency
  - b. **Update on volunteer hours from social committee.** Kevin McCarthy asks all Administrative Faculty to email him about their current volunteerism. There is no requirement or expectation that members volunteer, however, as a group we already provide so much to our local communities that we wanted to find a way to highlight our efforts to celebrate internally and highlight externally. Any volunteerism for any organization is appropriate to share with Kevin. Emails should be sent to [kmccarthy@tcc.edu](mailto:kmccarthy@tcc.edu).
  - c. **Update on PD day planning and input.** Professional Development Day is planned for May 16th at the Chesapeake Student Center. Volunteers are needed in any capacity to help direct or organize this event. Please email Emily Hartman, [ehartman@tcc.edu](mailto:ehartman@tcc.edu) to offer input.
  - d. **Update from PAPC.** The Administrative Association ideas generated at the October General Body meeting for streamlining and improving communication across the college were shared at the PAPC meeting. The PAPC discussed the use of a website space where more information will be easily accessible and that a monthly newsletter in some format would be mailed to compile all governance activities/requests. This email will stay pinned to the top of your email box until read. Additional charges were given to all members to update their website and constitution. The Administrative Association is up-to-date on the website and the constitution is in the process of revision.
- C. **Announcements**
  - a. Professional Development Day on May 16th at Chesapeake Student Center

- b. Next General Body Meeting is February in Portsmouth, Student Center, Multipurpose Room, 3pm. There will be a social to follow.

**D. Presentation 3:30 - 4:30 PM**

- a. Dr. Corey McCray from Workforce Solutions presented about this division within the college and made suggestions for better partnerships between academic credit and workforce.
- b. Workforce has a clear structure, is focused on business plans that benefit the college, the region, and most importantly, students.
- c. Many partnerships and programs have been developed to cross over from academics to workforce credentials and vice versa. Partnerships such as these are creative ways to serve students with a variety of needs, financial circumstances, and long-term goals.

**E. Adjourn.** The meeting was adjourned at 4:40 PM.

Minutes respectfully submitted by Amanda Burbage on 10/12.

**Corrections** can be emailed to [aburbage@tcc.edu](mailto:aburbage@tcc.edu).

**Contact information:** Blair Rhodes-Ellis, Chair, [brhodes@tcc.edu](mailto:brhodes@tcc.edu) or 822-1973

**Website:** <https://web.tcc.edu/welcome/collegeadmin/gov/adminas/index.htm>

**General Body Meetings:** 2/28/2018-P Student Center, Multipurpose Room, and 03/23/2018-B K320 from 3-4:30

**Executive Board Meetings:** 12/09, no meeting in January, 02/07, 03/07, 04/04, 05/02, and 06/06 from 9-11 in Green Building RM 602