

## TCC Administrative Association Executive Board Minutes

**Date:** September 22, 2015

**Time:** 10:00 AM

**Location:** 601 District/Green Building

**Present:** Jeannetta Hollins, Lynn Rainard, Kellie Sorey, Ronald Gray, Jim Perkinson, Kay Williams, Kimberly Curry-Lourenco, Sarah Lupton, Beth Callahan

**Absent:** None

- I. **Call to order:** by Jeannetta Hollins at 10:05 AM
- II. **Introductions:** executive board member introduced themselves
- III. **Approval or correction of minutes:** not applicable, per Ronald Gray
- IV. **Purpose of the Administrative Association:** highlighted by Jeannetta Hollins
- V. **Old Business**

Ronald Gray informed members that the \$15,000 Administrative Association allocation has historically been spent as follows: \$5,000 for food in support of the opening and/or closing general board meeting and book club expenditures, and \$10,000 to support professional development (travel, membership and tuition) for faculty administrators, with funds equally distributed between the fall and spring semesters. Gray recommended that two to three Executive Board members work together to solicit requests for professional development funds and to distribute them. Lynn Rainard will serve as lead with support from Jim Perkinson.

### VI. **New Business**

- Jeanetta Hollins explained that the Executive Board would meet monthly (on the first Tuesday or Thursday) and General Board meetings would be conducted every other month. Hollins will survey Executive Board members to select future meeting dates.
- Hollins explained a need to fill vacancies on several committees. These vacancies along with the individuals who offered to fill these roles, as applicable, are as follows:
  - Ad Hoc Constitution Review (vacant)
  - Global and Intercultural Learning: Kimberly Curry-Lourenco
  - President's Advisory and Planning Council: Sarah Lupton (standing member) & Beth Callahan (alternate member)
  - Faculty Grievance State Appeals Panel: Kellie Sorey (administrator vacancy) & vacant (librarian and counselor); NOTE: Hollins will verify the status of Johnna Harrell, who has recently served on this panel

- Website should be reviewed for accuracy. Members discussed the need to hold off on major changes considering the new college website is to be published soon and the potential move to Share Point.
- Hollins asked members to identify issues impacting college administrators. Callahan stated the need for training, particularly on Human Resources-related processes and materials. She also stated a need for a mentorship program. Kellie Sorey explained that the Administrative Association created a mentoring program years ago (confirmed, 2008), but to her knowledge never had any participating mentees. The members agreed it should likely be revived and promoted by Human Resources at the time of hire. Hollins will survey General Board members for additional input.

## **VII. Questions and Concerns**

Hollins asked if members had any questions or concerns not addressed. Kay Williams proposed that we invite a speaker to serve as a professional development opportunity for all faculty administrators. Kellie Sorey proposed that the \$5,000 historically earmarked mostly for book club be used to fund events such as this. Members seemed to agree.

## **VIII. Next meeting: TBA**

## **IX. Adjournment 10:39 AM**

Submitted by Kellie Sorey