TCC Administrative Association Executive Board Minutes

Date: September 6, 2017

Time: 9:00 AM

Location: 602 District/Green Building

Present: Kevin McCarthy, Blair Rhodes-Ellis, Amanda Burbage, Emily Hartman, Sarah Lupton

Absent: Phyllis Eaton, Beth Callahan

A. Call to order. Meeting called to order at 9:05 AM.

- B. Approval and/or correction of previous meeting minutes. Minutes were unanimously approved. Amanda will request update to website.
- C. Old business
 - a. Affirming annual board goals. The executive board agrees it is better to do a few things extremely well than do many things of average quality. To that end, social meetings will no longer be elevated to the level of goal and the board will focus efforts on the following goals, approved by unanimous vote at this meeting:
 - i. Reassess the selection and recognition process for the Administrator of the Year award.
 - ii. Increase general body membership engagement by 10%
 - 1. Engagement is defined by numbers at meetings, brown bag sessions, community service projects, professional development day and subcommittee volunteering.
 - 2. The 2016-2017 baseline number is in process of being determined.
 - iii. Partner with the college to reinforce community service and dovetail association projects with college initiatives.
 - iv. Provide professional development funds to qualifying applicants within the outlined institution's budgeting parameters and standards.
 - b. **Update of action items from previous meeting(s).** All action items from the previous meeting were initiated or completed. Remaining and new action items are in the summary table.

D. New business

- a. Review of name change ballot. Amanda presented a name change ballot with two questions. The ballot is a Google survey that can be linked to meeting invitations, emails, and printed. The board supports moving forward with this task and a ballot will be finalized at the next executive board meeting for distribution beginning the October general meeting. The vote should remain open for two general meetings.
- Preparation for October GB meeting. Kevin confirmed the date, time, location & speaker. Blair already sent an initial invitation. The following is the draft agenda:
 - i. Call to order 3pm

ii. Business

- 1. Welcome
- 2. Purpose & Goals of Administrative Association
 - a. Inclusion of new constituents
 - b. Name change ballot
- 3. Explanation & brief update from each sub committee
- 4. Announce PD Day
- 5. Announce Brown Bag topics & meeting schedule
- 6. Announce Service Project
- 7. Call for volunteers
- iii. Presentation, 3:30 4:30 PM
 - 1. An Hour with HR by Daye Faulks Brayboy
- iv. Invitation to social at La Parilla
- c. Inclusion of Professional Faculty, librarians/counselors. Blair recognized that counselors are identified as Administrative FAculty by VCCS & TCC HR, but are excluded from our constituency. Also, librarians, considered Professional Faculty by VCCS & TCC HR have no constituent group. To be inclusive and offer a platform for unification, the executive board agrees the Administrative Association constitution should be updated to explicitly include counselors and Professional Faculty. Amanda volunteered to investigate the process and report back next steps to initiate this change.
- d. **Membership.** Phyllis Eaton has resigned from TCC as of September 8th. A new Portsmouth representative is needed. Terrance Bowers has agreed to serve as the Norfolk representative. Amanda will add him to the Google Drive and forward the meeting invitations to him.
- e. **PAPC.** The next meeting is September 29th. Charges have not yet been received. If charges are not received by September 15th, then Blair will reach out to Joe Fairchild, chair.

E. Sub-Committee Reports

- a. Administrator of the Year. No update.
- b. **Community Service.** A new chair for this committee is necessary.
- c. **Professional Development Day.** Emily and Amanda will discuss next steps.
- d. **Professional Development Funding.** To date, there have been 9 requests for professional development funding for the fall semester. The committee decided to limit the amount provided to \$500 per request. They've received requests from \$160 to thousands to cover the cost of classes and conference attendance. Remaining for the fall 2017 semester is \$1,100. Remaining for the 2017-18 year is \$11,100. Designated for Professional Development Day is \$5,000, and includes the cost of the award, along with any other remaining requests that are received after the spring semester ends, but prior to the next fiscal year. Sarah will speak about the process for requesting professional development funds at the October General Meeting.
- e. **Social Events.** Although no longer a goal, will remain a task performed by the committee. Kevin will continue to arrange social events following meetings.

- f. **Website.** This sub-committee is no longer needed because the required revisions are complete and the recorder performs maintenance as part of the committee role.
- F. **Adjourn.** The meeting adjourned at 10am.

Minutes respectfully submitted by Amanda Burbage on 9/8.

Next meeting, October 4th, 9am, Green Building, Room 602

Summary of Action Items:

Sarah	Prepare to share Domestic Violence and Red Cross service opportunities at the next EB meeting.
Blair	Prepare to share hurricane relief for community college opportunities at the next EB meeting. Contact Christine Damrose Mahlmann regarding possible constitutional change. Contact Joe Fairchild after September 15th if necessary regarding PAPC charges.
Amanda	Prepare to share Red Cross, Toys for Tots, and Relay for Life opportunities at the next EB meeting. Research constitution change. Add Terence to drive and meetings.
Kevin	Confirm Daye's technical needs for her presentation, and the time she'll fit into our agenda. Action completed 9/7.