

2015 - 2016 Administrative Association End of Year Report

The Administrative Association's 2015-2016 End of Year Report to the President's Advisory and Planning Council provides a summary of accomplishments and goals. All information is relevant for reporting purposes and allows for planning and execution of various projects.

Accomplishments

Established monthly executive committee meetings	Surveyed needs of administrators' needs
Filled governance vacancies	General body meetings on all campuses
Established sub-committees and participation from general body membership	Updated website to reflect current status
Awarded professional development funds to 15 administrators Fall - \$1,008.83 Spring - \$4,202.83 Late Spring/Summer - \$3,480.46 Total: \$8,692.12	Determined Professional Development Day <ul style="list-style-type: none"> • June 8, 2016 (Chesapeake Student Center) • 49 RSVPs • Panel and Round table discussions regarding middle management
Revised the Constitution & By-laws to include diversity and inclusion statement and the align with the purpose of the constituent group	Revised the elections selection and recognition processes for the Administrator of the Year Award <ul style="list-style-type: none"> • Recipient will be recognized during the June 8th event • Offer \$500 stipend for the upcoming year

Goals

To continue to increase participation of general members and create forums which offer meaningful and relevant discussion surrounding issues impacting TCC administrators and the overall institutional culture	To create a 2016 – 2017 working calendar and publish all upcoming scheduled events and meetings on the Administrative Association website
To continue to create valuable experiences (retreats, mentoring, training, etc.)	To offer an all-day Professional Development Day for 2016 – 2017 if feedback indicates interests

2015 - 2016 Administrative Association End of Year Report

During the 2015 -2016 year, a new Administrative Association Executive Committee was established to lead the efforts in advocating and supporting the needs of TCC administrators. The executive committee met the first Tuesday of every month. These recurrent meetings created a routine of communication and interaction, as well as a healthy comradery among the committee members to develop realistic goals and a practical course of action to rebuild the Administrative Association. Activities during the 2015-2016 academic year were inspired by the need to revitalize an inactive constituent group and prepare for the upcoming SACSCOC accreditation.

SACSCOC accreditation preparation included:

1. Filling vacant governance positions (i.e. Faculty Grievance Board and PAPC representatives);
2. Attending scheduled SACSCOC meetings facilitated by the college's designees to gain an in-depth understanding SACSCOC requirements;
3. Attending PAPC meetings and sustaining consistent communication with the PAPC Chair for updates;
4. Creating ad hoc and sub-committees to assess, develop, amend, and restructure the Administrative Association's website, constitution and by-laws, Administrator of the Year, and Professional Development Funds/Day (list is available upon request);
5. Gathering historical data (i.e. EOY Reports, meeting minutes, membership, etc.);

Revitalizing the Administrative Association included the following:

1. General body meetings facilitated on all TCC campuses
2. First annual Administrator's Professional Development Day (June 8, 2016)
3. Soliciting feedback from all TCC administrative faculty members to identify needs, concerns, and suggestions for continued improvement by offering an opportunity to participate in an on-line survey to assess their knowledge of the Administrative Association and proposed programming of interest
4. Developing plans to incorporate suggested ideas for the 2016-2017 academic year (i.e. post annual calendar of events on website; brown bag sessions, welcoming program for new administrators, etc.)
5. Offered financial assistance to thirteen administrators requests for professional development funds in the amount of \$8,692.12
6. Invited general body members to join committees and consider serving as a facilitator for Professional Development Day
7. Administrative Association funds were also allocated to support the Professional Development Day

In closing, ongoing efforts and initiatives are continuously discussed to outline a clear purpose and to ensure all practices and activities align with our goal(s). In particular, plans are proceeding with finalizing details for the Professional Development Day and

2015 - 2016 Administrative Association End of Year Report

outlining an annual calendar for future events sponsored by the Administrative Association.

All required reports and tasks have been submitted and completed in a timely manner. At the end of the 2015-2016 year, the Administrative Association has accomplished some identified goals. The committee is working diligently to accomplish several pending goals over the next year. To achieve the magnitude in which we aspire, it will involve innovative ideas, guidance from seasoned professionals and commitment from all of those who desire support to grow in their professional roles and wish to experience positive change with the constituent group.