

## TCC Administrative Association Executive Board Minutes

**Date:** April 5, 2016

**Time:** 2:00 PM

**Location:** 602 District/Green Building

**Present:** Beth Callahan, Kimberly Curry-Lourenco, Jeannetta Hollins, Lynn Rainard, Kellie Sorey

**Absent:** Ronald Gray, Sarah Lupton, Jim Perkinson, Kay Williams

**I. Call to order and welcome:** by Jeannetta Hollins at 2:01 PM

**II. Guest Speakers:** None

**III. Approval or correction of minutes:** Approved March 1, 2016 Executive Board meeting minutes as submitted.

### **IV. Old Business**

- A. **Constitution and By-Laws Review:** Hollins reported that 20 individuals voted in favor of the recommended changes. One member provided recommended, non-substantive changes. Hollins will share this feedback electronically with the Executive Board. Assuming the changes are not substantive, Sorey will amend the document and send to Callahan to post to the Association's website.
- B. **Website:** Website was reviewed and the following changes are needed that Callahan will address: removal of Curry-Lourenco as the Global and Intercultural appointee; replacement of the membership section with language in the approved Constitution; and, revisions to language in the Grievance Board membership section.
- C. **2015-2016 Calendar:** The Professional Development Day will mark our final event for the current academic year. Executive Board members discussed ideas for 2016-2017 to include the development of a welcome packet for new faculty administrators, brown bag meetings, and socials on the 2<sup>nd</sup> Friday of each month, beginning with June 10 at a location TBD in Chesapeake.

### **V. New Business**

- A. **Subcommittee Reports:** Executive Board members are expected to give subcommittee updates at each Executive Board meeting. Current updates are provided below.

**Professional Development Funds:** Rainard reported that one application has been received since the last update, and that \$1800 remains to fund Professional Development activities.

**Website:** Noted above.

**Constitutions and Bylaws:** Noted above.

**Professional Development Day:** Hollins and Curry-Lourenco were the only individuals who attended the planning meeting on 4/4. They discussed that a roundtable sharing experience will be offered (in lieu of Title IX training), along with previous plans to include an ice breaker, leadership presentations from the provosts

and deans for student services, and a presentation from Human Resources. Polling and advertising are next steps.

***Administrator of the Year Award:*** No update.

B. **PAPC Meeting:** The April 1 meeting was cancelled due to anticipated low attendance. The rescheduled meeting is tentatively planned for April 6, 1:30-3:30 PM.

C. **Questions, Concerns, Issues:** None.

**VI. Adjournment** 2:42 PM

Submitted by Kellie Sorey