

## TCC Administrative Association Executive Board Minutes

**Date:** December 1, 2015

**Time:** 2:00 PM

**Location:** 602 District/Green Building

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

**Absent:** Kellie Sorey

- I. **Call to order and welcome:** by Jeannetta Hollins at 2:05 AM
- II. **Approval or correction of minutes:** Approved or November 3, 2015 minutes with one correction to "E".
- III. **Old Business**
  - A. **Faculty Grievance Board:** Finalized by Hollins with administrative faculty. Hollins will send out notification to everyone and to Christine Damrose-Mahlmann.
  - B. **Professional Development Budget:** Sub-committee met and funded two requests with feedback to the third request. Determined that the deadline for spring 2016 will be sent out by the second week in December by Gray. Funds for spring 2016 will probably be allocated by second week in January. Funds for 2016-2017 cannot be allocated as of now. Subcommittee will meet in May to discuss funding for fall 2016 (July 2016-December 2016). Summer and fall ratio allocations will be determined by subcommittee.
- IV. **New Business**
  - A. **General Body Meeting:** Meeting was held at VB campus on November 12<sup>th</sup>. Seventeen people attended. Most attendees were supportive of a Professional Development Day. During this forum, we discussed the purpose of the Administration Association and to solicit their needs, per section D on November 12, 2015 minutes. It was determined to hold three (one at Chesapeake, Norfolk & Portsmouth) mini-meetings via Web-Ex. The meetings will be held on January 20, 2016. The campus representatives will reserve room for the meeting on January 20, 2016 and notify Hollins.
  - B. **SACSCOC Accreditation:** Will reach out to administrators who signed up at the 11/12/15 meeting regarding the subcommittees. Need to schedule meetings soon.
  - C. **Professional Development Day:** Need to identify date and overall structure of the week. Possibility of meeting in the Chesapeake Student Center and on the week of June 13<sup>th</sup>. Executive Board needs to think of topics to cover during the professional development day. HR issues and questions could be one topic covered. Maybe invite HR representatives (internal) to present workshops and answer questions.
  - D. **2c: Website:** Callahan will send out information on website sometime during the month of December. Will work with Terrance Johnson on website.  
**2d: By-laws:** The new diversity inclusion statement needs to be included in by-laws.
  - E. **Questions, Concerns, Issues:** Callahan will attend PAPC meeting on December 11<sup>th</sup> for Lupton.
  - F. **Adjournment:** 2:56 p.m.

Submitted by: Sarah Lupton

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