

TCC Administrative Association Executive Board Minutes

Date: February 7, 2018

Time: 9:00 AM

Location: 602, Green Building

Present: Blair Rhodes-Ellis, Amanda Burbage, Emily Hartman, Sarah Lupton, Terrance Bowers, Beth Callahan

Absent: Katina Barnes, Kevin McCarthy

- A. **Call to order.** Meeting called to order at 9:07.
- B. **Approval and/or correction of previous meeting minutes.** Minutes were unanimously approved. Amanda will request update to website.
- C. **Old business**
 - a. **Discuss November's GB meeting & social, input for process improvement.**
Social after GB meeting was large in October, but not in November. It is decided we will continue to offer socials after GBs. Reevaluate the practice next year.
 - b. **February's General Body meeting.** The meeting is at the Portsmouth Campus. Tamra Robinson from Education Foundation is the main speaker, and Corinne Lilyard Mitchell, VAC Director will tell us about her program. Meeting is hosted in Room 208.
- D. **New business**
 - a. All new business is with sub-committees.
- E. **Sub-Committee Reports**
 - a. **Administrator of the Year.** Beth requested an updated list of administrators to begin the AOY process. Dates and funding are secured.
 - b. **Community Service.** No update at this time. Amanda suggested asking a question about community service on the survey that would go out for PD. Blair posed the question is an aspect of service could be incorporated to PD day and will discuss with him at a later time.
 - c. **Professional Development Day.** Blair, Emily, and Amanda met in January. Determined to be an AM half day program to end approximately at noon, themed "Succeeding through Change". Would like to open with a keynote and then break into concurrent sessions. After sessions, we'd like to host a reception to recognize AOY, other administrators, etc. Finally, introduce new Executive Board. We'd like to poll current members on concurrent sessions (current ideas: providing quality with limited resources, exercising creativity, fundraising/grants/funding, boosting morale, etc.). Amanda will draft a survey to solicit membership input.

- d. **Professional Development Funding.** \$6,900 current balance. Spring semester anticipated spending was \$5,000, and \$1,900 remains of that proportioning. A note and link will go out with the next membership communication to encourage people to directly request funding. A discussion about New Horizons registration funding requests concluded with shared awareness that the college is likely no longer paying for the fee for non-presenters, and participants will likely need to request reimbursement from the APDF.
 - e. **Ad Hoc Committee.** Constitutional Revision. Amanda and Anthony met and revised the constitution which will be shared with Executive Board members and should be shared with general membership no later than 14 days prior to the General Body meeting.
 - f. **50th anniversary update.** No update.
 - g. **Diversity and inclusion task force.** Beth shared that a round of presentations over the 2018 year will be coming to each constituency and governance group. Recognition process shared with committee to consolidate a list of rewards/recognition opportunities and processes across the college.
 - h. **PAPC.** A discussion that each group must update constitution, communicate, etc. Our group is on track. February 16th next meeting for PAPC.
- F. **Adjourn.** The meeting adjourned at 9:35.

Minutes respectfully submitted by Amanda Burbage on 2/13/18
 Next meeting, March 7th, 9am, Green Building, Room 602.

Summary of Action Items:

Blair	Speak with Kevin re: Community service at PD day. Share list of updated admins with Beth for AOY award.
Amanda	Draft survey for PD Day. Share constitution revision. Show Kevin the Volunteer hours survey.
All Members	Think of March topic general body meeting brown-bag topic.