

TCC Administrative Association Executive Board Minutes

Date: July 27, 2016

Time: 9:30 AM

Location: 602 District/Green Building

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

Absent: Sarah Lupton, Jim Perkinson, Kay Williams

I. Call to order and welcome: by Jeannetta Hollins at 9:30 AM

II. Guest Speakers: None

III. Approval or correction of minutes: N/A

IV. Norfolk Representative

Blair Rhodes-Ellis, Director of Student Center and Activities at the Norfolk Campus, will serve as the Norfolk representative for the Administrative Association in 2016-17.

V. Programming and Meetings for 2016-17

A. **Suggested Topics:** Executive Board members provided suggested topics. They include: Title IX (Dr. Summers); Counseling/Behavioral Issues (Dr. Smith); Faculty Administrator Evaluation Plan (Human Resources, all campuses); Writing Goals and Objectives that Align with the Strategic Plan (all campuses). The idea is that we will use web-x to allow for greater participation. Sorey will contact Morea for requirements.

B. **First Business Meeting:** Will be held in September

C. **Professional Development Funds:** Gray will check with McFerrin regarding the budget for 2016-17, which may impact professional development funds.

D. **Next Administrative Association Executive Meeting:** Hollins will schedule through doodle poll.

VI. Adjournment 11:40 AM

Submitted by Kellie Sorey