

TCC Administrative Association Executive Board Minutes

Date: May 3, 2016

Time: 2:00 PM

Location: 602 District/Green Building

Present: Beth Callahan, Ronald Gray, Jeannetta Hollins, Sarah Lupton, Jim Perkinson, Lynn Rainard, Kellie Sorey

Absent: Kimberly Curry-Lourenco, Kay Williams

I. Call to order and welcome: by Jeannetta Hollins at 2:04 PM

II. Guest Speakers: None

III. Approval or correction of minutes: Approved April 5, 2016 Executive Board meeting minutes as submitted.

IV. Old Business

- A. **Constitution and By-Laws Review:** Sorey made the non-substantive changes requested and Callahan has since posted the Association's revised and approved Constitution and By-laws to the website.
- B. **Website:** Callahan reported that she has made changes that were requested at the April 5, 2016 meeting (i.e., replacement of membership language, the request again to remove 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:** Three outstanding issues remain to complete the Association's 2015-2016 calendar: Professional Development Day, 2nd Friday Social at Big Woody's in Chesapeake (will be announced at the Professional Development Day event), and the Administrator of the Year Award.

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: Gray reported that one application for a July event has been received and he is determining how/if we can accommodate the request. Including \$5000 that was set aside for the Professional Development Day, the Association has approximately \$6300 remaining.

Website: Noted above.

Constitutions and Bylaws: Noted above.

Professional Development Day: Hollins reported that HR has requested a reduction in the agenda items they are to cover. She will work with her subcommittee to accomplish this. Further, Hollins informed the Board that, due to a June 8 meeting, Dr. Mike Summers will be the only provost presenting. Work is underway with Visual Communications to create an invitation/RSVP for the event. Board members should expect to receive their assignments for this event from Hollins soon.

Administrator of the Year Award: Gray reported that nominations have been accepted and a call for votes took place today with a May 13 response deadline. Board members agreed that the recipient should be awarded a stipend for 2017-2018 professional development funds and a plaque. Perkinson will send Gray plaque language and Gray will order the plaque.

B. **PAPC Meeting:** The next meeting is Friday, May 6. PAPC elections will occur.

C. **Questions, Concerns, Issues:** Next meeting is scheduled for June 7 at 2:00 PM.

VI. Adjournment 2:51 PM

Submitted by Kellie Sorey