

TCC Administrative Association Executive Board Minutes

Date: November 1st, 2017

Time: 9:00 AM

Location: Webex

Present: Amanda Burbage, Emily Hartman, Sarah Lupton, Terrance Bowers, Beth Callahan

Absent: Kevin McCarthy, Blair Rhodes-Ellis, Katina Barnes

- A. **Call to order.** Meeting called to order at 9:01.
- B. **Approval and/or correction of previous meeting minutes.** Minutes were unanimously approved. Amanda will request update to website..
- C. **Old business.** No old business to discuss.
- D. **New business**
 - a. **Review of October General Body meeting and social, process improvement.**

Overall impression was that both events were great. There were 12 face-to-face and 8 virtual participants, which was deemed good. The virtual participation process was good. A lesson learned is to get materials beforehand. There was positive feedback about the presentation material from Human Resources. Social was well attended. The location was easy to go to after the meeting.
 - b. **PAPC Update.** The PAPC meeting was held on 10/20. The current charge relevant to the Administrative Association is to review website & constitution on our website. All updates should be in place by March. Beth suggests website maintenance is important and should be tasked on a bi-annual or bi-semester basis. There was also a suggestion to put in a placeholder for minutes that are “missing” because of a meeting that did not occur. Amanda agreed to follow up with this idea. The PAPC also discussed the Faculty Advising model.
 - c. **January activity.** In January there is no Executive Board meeting. Sarah suggested and all attendees agreed that sub committees should get together to meet/work and be prepared for a full report out in February. Sub-committee work could include a plan for spring activity, writing job-guides for the shared drive, etc.
- E. **Sub-Committee Reports**
 - a. **Administrator of the Year.** No report.
 - b. **Community Service.** No report.
 - c. **Professional Development Day.** May date is set. Focus on recruiting volunteers at the November meeting.

- d. **Professional Development Funding.** Alexandra Rice volunteered. She, Veronica Cianetti, and Sarah Lupton will meet in December. Approximately \$5,000 was allocated in Fall 2017. This is exactly on the planned budget. Spring allocations TBD.
- e. **Ad Hoc Committee.** Constitutional Revision was undertaken by Amanda Burbage and Anthony Fontes. Revisions were shared with Executive Board members. Highlights include extending the voting timeframe, including Professional Faculty into the group, and changing the association's name. Beth suggested adding a clause to require Professional Faculty to exhaust all other PD funding first. Amanda agreed to take this back to committee for a final revision. Once revisions are accepted by the Executive Board, they can be shared with the General Membership. Revisions should be reviewed for 14 days before a vote is called.
- F. All members are invited to provide input for the November General Body meeting.
- G. There was a question about the volunteers from the October General Body meeting and this will be addressed when Blair returns.
- H. **Adjourn.** The meeting adjourned at 9:27 am.

Minutes respectfully submitted by Amanda Burbage on 11/6/17

Next meeting, December 6, 9am, Green Building, Room 602.

Summary of Action Items:

Blair	Update EB on volunteer offers made at October GB meeting. Finalize GB Meeting Agenda. Provide any "handouts" in advance for virtual participants.
Amanda	Update website with meetings "placeholder". Take constitution revisions back to ad hoc committee. Follow up with Dr. McCray regarding "handouts" for virtual participants.
All Members	Plan to meet in subcommittees in January to work on committee tasks and update the shared folder with "job guide" for future committee members