

TCC Administrative Association Executive Board Minutes

Date: October 21, 2015

Time: 11:00 AM

Location: 601 District/Green Building

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

Absent: Jim Perkinson, Kay Williams

I. Call to order and welcome: by Jeannetta Hollins at 11:07 AM

II. Approval or correction of minutes: Approved September 22, 2015 Executive Board meeting minutes as submitted.

III. Old Business

- A. **Professional Development Budget:** Hollins informed members that two professional development requests have been submitted. Lynn Rainard, Ronald Gray and Jim Perkinson will review and respond to them. Timing of Executive Board elections prevented designation and publication of a fall 2015 submission deadline. Ronald Gray will send a notice in mid-November to all members regarding the spring 2016 submission deadline, which will be just before December break.
- B. **Faculty Grievance Board:** Hollins spoke with former EVP Frank Dunn regarding the Faculty Grievance Board and the State Appeals Board. The Faculty Grievance Board is the 3rd level of appeal and approximately 15 faculty administrators and counselors and librarians are needed to fill this role (approximately 3 from District and 3-4 from each campus). Kellie Sorey and Beth Callahan will serve as 2 of the 3 District representatives. Hollins will solicit the general membership via email to fill the remaining positions, followed by notice at the regular meeting if needed.
- C. **Regular Meetings:** Administrative Association Executive Board will meet on the 1st Tuesday monthly from 2:00-4:00 p.m. through January. Room 601 in District/Green has been reserved for these meetings, but location may be moved to Chesapeake.
- D. **Headcount for TCC Administrators:** Gray consulted with Human Resources and learned that counselors and librarians are not considered as faculty administrators in regards to Administrative Association (AA) membership. Per Gray and Hollins, TCC employs approximately 110 faculty administrators who have membership in the AA.

IV. New Business

- A. **PAPC Meeting:** Hollins attended a PAPC meeting on October 2 where she was elected as PAPC Secretary during the election process that took place. Dr. Kolovani has charged the PAPC with developing a draft of a new vision statement. Curt Aasen informed the PAPC that all committees are required to submit for the preceding 5 years copies of minutes, past charges, end of the year reports, etc. for SACSCOC review. Future meeting dates for the PAPC were announced (October 30, November 20, December 11). Further, all governance committee memberships have been filled.

- B. **Subcommittees:** Hollins stated there may be a need to form several subcommittees from AA members to complete several projects/tasks such as the Administrative Association website, Administrator of the Year Award and AA bylaws.
- C. **General Body Meeting:** The first general body meeting will be November 12, 2:00-4:00 p.m. Agenda items were discussed. It was determined that we should survey members to learn more about what their needs are to create a meaningful agenda and encourage greater participation. A short survey will be sent prior to the meeting to learn more about their needs and past participation. Beth Callahan will lead this effort. A survey that includes more free response, thereby needing a more careful review, will be developed and distributed at the General Board Meeting.
- D. **Professional Development (spring 2016):** Hollins initiated a discussion about professional development ideas for the general body. Executive Board members chimed in with their own ideas, to include issues relating to leadership, supervision, publishing, job advancement and dotted line reporting. Having a featured speaker was also discussed. Hollins will solicit the general body to form a subcommittee responsible for developing and implementing this spring event, tentatively scheduled for Wednesday, April 27.
- E. **Administrator of the Year:** The selection process of past years was discussed. The EB determined the need to get input from the general body on this process before proceeding.

V. Adjournment 1:19 PM

Submitted by Kellie Sorey