TCC Administrative Association Executive Board Minutes

Date: March 14, 2018
Time: 9:00 AM
Location: 602, Green Building

Present: Blair Rhodes-Ellis, Amanda Burbage, Emily Hartman, Sarah Lupton, Terrance Bowers, Kevin McCarthy
Absent: Katina Barnes, Beth Callahan

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. **March GB meeting, brown-bag topic selection.** At this time no presenter is scheduled. A brief discussion about canceling the presentation portion and focusing on the business was held. It was decided that a presentation should remain. Dr. Karen Campbell was identified as a speaker to present 20 minutes on the PACE update (where the project began, where the project is in terms of progress/completion), and Mr. Kurt Wynn was identified as a speaker to present 20 minutes on the colleges marketing efforts and how administrators can support.
D. New business
    a. **Discuss February's GB meeting & social.** The meeting was not well attended in comparison to previous meetings. A number of executive committee members had conflicts with the date and the social was cancelled. The guest presenters shared valuable information. No recommendations in meeting process adjustments were made.
    b. **Professional Development Day Survey Results.** Three respondents provided feedback. The two most supported topics for breakout sessions were providing quality with limited resources and boosting morale. Two comment about the great value of administrators collaboration and interaction was submitted.
    c. **Community Service Survey Results.** Two respondents shared they volunteer 30 and 20 hours per year respectively. Blair and Kevin will discuss setting community services goals for next year in a separate meeting.
    d. **Elections.** The executive board officer positions are up for election. Positions of Chair, Vice Chair, and Secretary welcome nominations from the executive board and the general body. Elections should take place before April. At that time, vacancies on the executive committee can be identified and filled by election

per the constitution. Sarah & Beth are required to rotate off the committee for the July 2018-June 2019 year. Blair will solicit nominations and votes from the general body.

E. Sub-Committee Reports

a. **Administrator of the Year.** Beth provided an email update in her absence. At this tim 11 people have nominated 11 administrators. All executive board members are asked to encourage nominations from their campus constituents. A last email reminder will be sent in the coming weeks.

b. **Community Service.** No update at this time.

c. **Professional Development Day.** BIn consideration of the day's them "Succeeding through change" and the survey feedback, possible presenters and additional topics were discussed.

   i. Keynote speaker. Blair is making contact with a Regent University POC.
   ii. Human Resources (Daye Faulks Brayboy) may provide a boosting morale session addressing more than a "pat on the back".
   iii. Lynn Huntley was suggested as a speaker from procurement who could address what CAN be done with resources and repurposing.
   iv. Grants office to talk about creative funding with regards to personnel; but not their typical "this is who we are" presentation.
   v. Jessica Smith was suggested as a speaker who can address the emotional component of coping with change and stress.
   vi. Save the date needs to be sent ASAP. Blair will contact Visual Communication.
   vii. Registration will be conducted in the Virginia Learning Center. Amanda will coordinate.

d. **Professional Development Funding.** $6,000 current balance. Spring semester anticipated spending was $5,000, and $1,000 remains of that proportioning. The remaining balance will be spent on PD Day supplies/catering, AOY award, and summer session funding. All summer session activities must end before June 7th to meet budget reporting deadlines.

e. **Ad Hoc Committee.** Constitutional Revision. A brief discussion about the name change was held. The name "Administrative Faculty Association" was selected. Blair shared information from the PAPC which required constitution update (meeting minutes are encouraged, not required, to be shared, and meeting summaries will be provided per suggested practice). Amanda will update the constitution and share for constituency review.

f. **50th anniversary update.** The committee is making progress. The State of Virginia is providing a proclamation in recognition of the anniversary. Input is welcome to make this celebration successful.

g. **Diversity and inclusion task force.** Terrence shared that the self-study plan is still in development.

h. **PAPC**. Shared information about constitution revisions which have been adopted by our constituency.

F. **Adjourn.** The meeting adjourned at 9:55.

Minutes respectfully submitted by Amanda Burbage on 3/14/18
Next meeting, April 4th, 9am, Green Building, Room 602.

Summary of Action Items:

Blair	Ask Karen & Kurt to speak at the March General Body meeting. Solicit nominations and votes for executive officers/board members. Confirm keynote speaker for APDD. Coordinate with VC for Save the Date announcement for APDD.
Amanda	Revise and reshare constitution revision. Coordinate APDD registration in the VLC. Request website update with approved minutes & speakers. Ask Jessica Smith to speak at APDD. Coordinate meeting with Emily re: APDD tasks.
Kevin	Meet with Blair regarding community service goals and committee.
Beth	Send reminder for AOY vote.