



TCC Administrators Association Executive Board Minutes

Date: November 17, 2022

Time: 9:00 am

Location: Zoom

Present: Beth Callahan, Steven Borden, ClauDean Kizart, Willie Williams, Kia Hardy, Michele Barnes, Anthony Fontes, Nicole Wilson

Absent: Misty Lyon, Emily Hartman, Jennifer Perkinson,

Call to order and welcome: by Misty Lyon at 9:09 am

- I. **Review of Minutes** from meeting October , 2022; motion accepted: Nicole, Steven seconds.
- II. **Review of Old Business**

Subcommittee discussion:

Funding Subcommittee:

- Need to fix tracking on document form for professional development google form
- Make sure people will receive permission from supervisors
- Add copies to be submitted to Steven Borden be placed on form, with wording that says subject must say Request for Admin Association Professional Development Fund
- ClauDean, Steven and Willie will help develop a rubric for granting funding
- Different deadlines and evaluate it monthly
- Needs to be standing committee that meets weekly, will help with tracking of spending
- Discussion about retroactive reimbursement for Fall 2022 only

Administrative Association Professional Development Subcommittee

Administrative Association Day (1 large meeting per year)

- On pause until bylaws are confirmed
- ClauDean suggested looking at embedding in the constitution building tasks out vs subcommittees.



- Misty wants everything wrapped up by December to get information to administration

Bylaws

- Anthony Motioned and Michele seconded to move forward with Bylaws as is

III. New Business:

- Need representation for PAPC as well as back up
- Misty requested for PAPC, Beth volunteered and Misty and ANthony will be back up
 - Beth will reach out to Sara DiCalegro to see when next PAPC meeting
- General Body meeting with professional development part of
 - First one in February
 - ClauDean suggested putting the notice out at Spring Convocation
 - Misty did mention that most of administrators are not able to attend

Parking lot- start recruiting hard on getting more people to join the executive team.

V. Other Business: no

Meeting Adjourned at 9:40 am ClauDean motioned, Nicole seconds, committee approved.