



## TCC Administrators Association Executive Board Minutes

Date: October 13th, 2022

Time: 9:00 am

Location: Zoom

**Present:** Beth Callahan, Jennifer Perkinson, Anthony Fontes, Nicole Wilson, Willie Williams, Michele Barnes, ClauDean Kizart

**Absent:** Misty Lyon, Kia Hardy, Emily Hartman, Steve Borden

I. **Call to order and welcome:** by Beth Callahan at 9:02

II. **Review of Minutes** from meeting September 8, 2022; motion accepted: Anthony, Willie seconds.

III. **Review of Old Business**

**Subcommittee discussion:**

Funding Committee:

- Steve did not attend but shared the funding form with Beth for review. Beth shared the [application form](#) with the committee.
- We discussed if someone would need the budget number for our association for Chrome River approval.
- We discussed if our committee would cover travel expenses and the training event.
- ClauDean suggested covering all experiences from an equity standpoint. Referenced the ALICE population which is the makeup of many State Employees.
- Committee spoke on limited funding
- Anthony suggested a limit of \$1,500, so we could cover the cost for as many staff as possible.



- Suggested researching the average conference cost now to make sure it aligns with what funding we are offering
- To that point, with our limited funding budget, how do we request more funding or raise more for this association?
- Edit suggestions to form:
  - Add language to indicate the association would cover fees up to X so employees know what our committee will cover.
  - Add \$500 for tuition reimbursement and \$225 for professional development.
  - Suggested a letter of approval from supervisor on form rather than preapproval for Chrome River.
  - Other thoughts on the form:
    - Where will this be located? Sharepoint?
    - Create a FAQ- What does the process of requesting funding look like? Turnaround time, etc. Everything someone would want to know when completing this request.
    - Turnaround time expectation? How often will the committee meet to review applicants?

#### . Review of Bylaws:

- Committee expressed the need for more individuals to be involved in reviewing bylaws.
- How do we recruitment of participants to review? Jen suggested emailing those who qualify for the association to offer participation in meeting to review bylaws and offer suggestions.
  - (Jen to acquire a list from HR)
- Anthony suggested using one of our standing meetings to bring people in to review
- Committee decided the goal is to review bylaws during the next standing meeting.

#### Next steps:

- Tasked the group to review and highlight the bylaws before the next meeting.
- Need to come up with a process for communicating with staff who qualify for the association. Where will documents be stored, shared, etc.?
- Send email to the employees who meet criteria for association to review bylaws and participate in reviewing and approving during the next meeting.
- Nicole asked if we want to set a deadline.
  - Beth mentioned discussing how many approvals we needed to set bylaws.



**IV. New Business: No new business**

**V. Other Business: No other business**

**Meeting Adjourned at 9:45 am** Michele motioned, and Nicole seconds, the committee approved.