



TCC Administrators Association Executive Board Minutes

Date: September 8, 2022

Time: 9:00 am

Location: Zoom

Present: Beth Callahan, Jennifer Perkinson, Anthony Fontes, Steven Borden, ClauDean Kizart, Willie Williams, Michele Barnes

Absent: Misty Lyon, Kia Hardy, Emily Hartman, Nicole Wilson

I. **Call to order and welcome:** by Beth Callahan at 9:04

II. **Review of Minutes** from meeting August 11th, 2022; motion accepted: Willie, Anthony seconds.

III. **Review of Old Business**

Subcommittee discussion:

Funding Subcommittee:

- Steve provided update on funding. In review of funding breakdown from previous years, \$15,000 was designated mostly to professional development. Provided details on creating of questionnaire and will review and update to stream line. Planning to utilize a Google Form.
- Award amount- Fund higher for someone who is attending for benefit to the college college (job specific). More personal interest coursework would receive less funding. Ability to use throughout the year. Questions around capping funds for individual. Entertain someone requesting funding a second time if there is funding remaining.
- Layout guidelines on the application for individuals to complete.



- Question about amount of funding for individuals. Split even from Fall and Spring was an idea.
- Previous year's funding varied based on conference/class. Funding for education- should it be related to the position at the college?
- Review of the constitution to determine who qualifies for funding. Steve will research and dive into the policy regarding this. Plans to review other associations' contacts to determine their breakdown of other association funding.

Moving forward- Steve will get application going and lock down funding, and creating Google Form.

Administrative Association Professional Development Subcommittee

Administrative Association Day (1 large meeting per year)

- In-person meeting
- Discuss updates relevant to the committee
- Provide an opportunity for administrative staff to generate suggestions on information they would like during future meetings.
- Focus on a process each meeting- (start with funding for conferences and educational funding since our association is in charge of those efforts)
 - Other suggestions include reimbursement for travel guidance, security access form completion, and the accurate process for creating appropriately branded documents.
- The administrator of the year award (previously an award recipient would receive additional funding).

Development of smaller events (can be conducted via Zoom or in-person) (can be multiple throughout the year)

- Specialized panel discussions for various topics of interest
 - Advancing and professional growth in higher education
 - Working full-time while earning your graduate degree
 - Mid-level management and handling the nuances of supervision

Once the funding subcommittee meets to discuss their recommended budget, this committee will move forward with the development of event(s).

Funding Committee: Discussed locking down a first meeting and pitching the idea of process for requesting funding.



IV. New Business:

- Steve reviewed bylaws and brought up and how they may need to be re-reviewed. Questions around active membership and inactive membership.
- Beth suggested bringing it up in our bigger meeting with the association for approval.
- Send out email to vote on bylaws to administrative entirely. Beth will talk with Misty about sending out constitution for vote.
- Anthony mentioned the last committee revised bylaws but getting people to commit to the committee was low.
- ClauDean suggested looking at embedding in the constitution building tasks out vs subcommittees.

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

V. Other Business: No new business

Meeting Adjourned at 9:28 am Michele motioned, Anthony seconds, committee approved.