



TCC Administrators Association Executive Board Minutes

Date: January 12, 2023

Time: 9:00 am

Location: Zoom

Present: Misty Lyon, Beth Callahan, Anthony Fontes, ClauDean Kizart, Steve Borden, Willie Williams, Nicole Wilson

Absent: Kia Hardy, Emily Hartman, Jennifer Perkinson, Michele Barnes,

- I. **Call to order and welcome:** by Misty Lyon at 9:04
- II. **Review of Minutes** from meeting December, 2022; motion accepted: Steve, Willie
- III. **Review of Old Business**

Subcommittee discussion:

Funding Committee:

- Review the Procedures for the Administrative Professional Development
- Changed requirement to tuition reimbursement is to advance TCC's Strategic Plan
 - Tweak the rubric to match the changes
- Discussed alternate funding, if someone has their own budget they can still be included.
- Submit both forms for tuition reimbursement (HR 79) and (HR 78)
 - Do not need it for professional development
- Reverse the steps to find out if there is money first and then permission from supervisor
- Reviewed email to be sent
 - Looks good
 - Need to correct step numbers
 - Misty send out soon after approval from committee
 - Will send using admin email
- Release date
 - January 30th tentative release date
 - As long as email has been created
- Test form one more time
 - Need to add email address
 - Nicole suggested to create admin association email address
 - Misty will create the email created
 - All members with have access

- All approvals, questions, etc. will be sent to the address
- Misty will go back to HR to get another list

Website

- Place Rubric on website of Admin Association Page
- Update Professional Development once we have it finalized
- Change title on Faculty/ Staff Page to Adminstator's Association

PAPC- no meeting date set yet

Next meeting is February 9th.

IV. New Business:

- Look into Appeals committee
- Administrator of the Year
- Next focus area will be general meetings
 - How to recruit more members-in Feb meeting

V. Other Business: No other business

Meeting Adjourned at 9:43 am Anthony motioned, and Nicole seconds, the committee approved.