



TCC Administrators Association Executive Board Minutes

Date: July 14th, 2022

Time: 9:00 AM

Location: Zoom

Present: Misty Lyon, Anthony Fontes, Jennifer Perkinson, Beth Callahan, Steven Borden, Nicole Wilson, Michele Barnes, Willie Williams

Absent: ClauDean Kizart, Emily Hartman, Kia Hardy

- I. **Call to order and welcome:** by Dr. Misty Lyon at 9:02 am
- II. **Review of Minutes** from meeting on June 9th, 2022: motion to accept Beth, Steve seconds
- III. **Review of old business:**
 - A. **Subcommittee discussion-**

Beth discussed subcommittees formed in previous years:

 - Professional Development Funding committee
 - Social committee
 - Website updates committee
 - Administrator of the year committee
 - Community Service Committee

Discussed executive committee chairing the subcommittees and trying to get other administrators to join the subcommittee for more active participation. Beth discussed the difficulty of that in the past.

Priority for launching two subcommittees to start:

Professional Development Funding Committee

- Discussion around funding- Total amount in account \$15,000. Previously \$300 was given to each administrator who requested funding. Discussed possibly making some changing this amount based on requests.



- Beth discussed the previous budget to have an idea of how much money was used for various things.

Professional Development Day Committee

Committee Members:

Beth Callahan
Jen Perkinson
Willie Williams
Dr. ClauDean Kizart
Michele Barnes
Dr. Emily Hartman

Professional Development Funding Committee

Committee Members:

Dr. Misty Lyon
Steven Borden
Dr. Kia Hardy
Dr. Nicole Wilson
Anthony Fontes

- Steven discussed his experience as a new employee and need to focus on what different people at the colleges do. Internal education.
- Beth mentioned the difficulty as a new employee/promoted employee within the organization and not knowing who to go to for getting certain processes completed. Noted on another committee doing a peer mentor group.

Misty inquired from past experience how to initiate these subcommittees. Due to getting a fully rounded group, all executive members should choose a committee to get things started.

Please email Misty and Jen which committee you would like to join by July 29th, 2022.

IV. New Business:

A. How to notify qualifying staff of re-organization of Administrator Association-

Anthony- suggested mass email by gaining a list from HR to those who qualify for this committee. Sharing information in convocation. Beth suggested providing information in the newsletter.



Michele suggested announcing it in Administrator Workshop.

Misty will talk with Dr. Campbell about getting on the agenda and/or developing a document for the Administrator Workshop.

Anthony and Michele suggest the announcement in the Administrative Workgroup should be more of an informal announcement. Misty will work on a draft for the announcement for review before the Administrator Workshop date (August 5th, 2022).

V. Other Business: No new business

Meeting Adjourned at 9:31- Anthony motioned; Michele seconds, committee approved.