



## TCC Administrators Association Executive Board Minutes

Date: June 9<sup>th</sup>, 2022

Time: 9:00 AM

Location: Zoom

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

**Absent:** ClauDean Kizart, Emily Hartman, Kia Hardy, Willie Williams

I. **Call to order and welcome:** by Dr. Misty Lyon at 9:06 am.

II. **Business**

**A. Executive Board Elections:**

**Chair-** Anthony Fontes nominates Misty Lyon, and Beth Callahan seconds; committee approved.

**Vice-Chair-** Jen Perkinson nominates Beth Callahan, and Anthony Fontes seconds; committee approved.

**Secretary-** Anthony Fontes nominated Jennifer Perkinson, and Beth Callahan seconds; the committee approved.

**B. Review of Constitution:**

**Administrators Association History:** Beth discussed the history of the committee and provided previous examples of events: new training for administrators (examples- how to advance, benefits review, etc.) Used surveys in the past to determine what staff were interested in. This committee was previously responsible for the administrator of the year award. Happy hours. Mentorships. Distributed funds.

**Suggested changes:** add Zoom as a meeting option for meetings. Motion to amend the constitution by Anthony Fontes, Michele Barnes seconds; committee approves

III. **New Business**

A. **Development of a sub-committee** to work on funding opportunities. Dr. Nicole Wilson and Michele Barnes offered to serve on the committee. Suggestion to add this item to next meeting agenda for the opportunity for those not in attendance to participate. Discuss in next meeting any other sub-committees that should be established.

- B. **Goals of Committee-** It was discussed how to get more staff involved and aware of the re-establishment of this committee. Suggestion from those who served on the committee in the past was to utilize a survey to notify administrative faculty of the re-establishment and inquire about workshops and other engagements they may be interested in seeing in the future. The suggestion was to obtain a list from HR who meet the requirements and email them with an announcement of re-establishment and survey.
  
- C. **Google Drive:** Beth will create Google Drive to house all previous documents she has for the Administrators Association along with a place to upload meeting minutes, etc. moving forward.
  
- C. **Meeting schedule/time:** Start meetings monthly. Second Thursday of the month at 9 am. First 6 months.

**Meeting Adjourned** at 9:32 am- Beth Callahan motioned; Anthony seconds; committee approved.