



## TCC Administrators Association Executive Board Minutes

Date: August 10, 2023

Time: 9:00 AM

Location: Zoom

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

**Absent:** Emily Hartman, Kia Hardy

I. **Call to order and welcome:** by Dr. Misty Lyon at 9:03

II. **Review of Minutes:** approve meeting minutes: Beth motion, Steve second, all approve

III. **Review of old business:**

- **Professional Development Committee-** Committee will meet after Fall Semester is underway to draft a document for feedback to go out to Administrators for professional development.
- **Administrative Association Meeting-** Misty created a slide to present at Administration Association meeting on 8/15 (attached to minutes). Misty will look back on constitution to determine when voting needs to take place for new board.
- **Website Updates-** Beth confirmed everything has been updated on website.

IV. **New Business:**

- **Budget Going Forward-** Anthony shared that there were attempts to ask for additional funds in the past but either did not move forward or was faced with resistance.
- **Grant Funds-** Anthony suggested looking into grant funding that the association could apply for. Beth recommend bringing in AVP Snyder.
  - ClauDean mentioned the equity issues that reside in this committee having to leverage for funding through other channels vs other committees and employee types. Research on how the distribution of funds happens. Michele brought up why the funding isn't factored by employee vs ranking.
- **Survey to administrators-** Anthony suggested a survey to go out to administrators to see who would utilized funding. Jen recommended adding to Anthony's recommendation of sending a survey to include why individuals might not be requesting the funding

- **Active Involvement-** Steve points out that there needs to be more individuals utilizing the funding before we request additional funds. Steve is going to track the funding used..
- **Changing of processes-** Michele and Beth brought up perhaps changing the process with HR. Break down barriers. Anthony brought up the workflow approval through Chrome River
- **Involvement-** Nicole recommend that we work toward bringing more people to spread the word and make the committee more robust.

Misty suggested we get started by announcing at administer meeting and if that does not propel new participation, committee should start recruiting and generating a robust plan.

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

**Meeting Adjourned at 9:47-** Michele motioned;ClauDean seconds, committee approved.