



TCC Administrators Association Executive Board Minutes

Date: September 21, 2023

Time: 9:00 AM

Location: Zoom

Present: Misty Lyon, Jennifer Perkinson, Kia Hardy, Steven Borden, Beth Callahan, Willie Williams, Anthony Fontes, Nicole Wilson, Michele Barnes, Meredith Pollard, ClauDean Kizart, Nancy Prather-Johnson

Absent: Emily Hartman, Trianne Smith

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

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

III. **Added members to the executive board:** Meredith Pollard, Nancy Prather-Johnson, Trianne Smith

IV. **Review of old business:**

- **Website Updates-** Items have been updated. Reviewed current website; planning to add the second Thursday of the month or rescheduled if necessary
 - Governance Appointees section- Has to be a chair and another representative.
 - President's Advisory and Planning Council- Anthony listed. Going to change Misty to be Standing member and Beth to Permanent Alternative
 - Discussed the Faculty Grievance Board- Beth will put herself down. .

IV. **New Business:**

- Misty will be crafting an email regarding the association and will send it to the group for feedback.
 - Professional Development Funding
 - Survey for what other professional development funding they are interested in

- **PAPC Update-** Beth reported out. Not many people were available to attend. Liz plans to send out email regarding general information to get governance committees.
- **Professional Photos-** Misty proposed sponsoring professional photos for administrators who are interested in new headshots. Determine what the cost would be (association covering the entire cost or part of the funds).
 - Collaboration for VADC student to take the photos with the support of faculty.
 - Michele asked about if the request would need to go through eVA
 - Misty will look into how the cost would be covered.

V. Other Business: No other business

- Jen asked the question about subcommittee chair role and responsibilities for professional development and requested that someone else take on the responsibility to chair that subcommittee.
 - Anthony mentioned he might be interested in taking on the responsibility.
- The Chair, Co-Chair and Secretary roles for the Executive Committee will be voted on in April.
- Jen will create a new document that shows who is in each subcommittee

Meeting Adjourned at 9:34- Anthony motioned; Michele seconds, committee approved.