

September 15, 2011

TTC Committee meeting

Attending:

Chase Mitchell, Gary Chidester, Omel Contreras, Lisa Anderson, Nick Marsing

Meeting time: 2nd Thursday of each month, 4:00-5:00pm in the TTC

The committee read the TTC Charter (attached) and began discussions on what needs to be changed or amended. The committee was charged with going back to their respective divisions to get input on changes and amendments (including TTC policies). The divisions should review and suggest revisions of the mission of the TTC.

Omel commented that the Science division suggests that the job descriptions of the TTC director and TTC assistant be removed from the charter and that the document should focus primarily on the committee and the committee's responsibilities.

Another suggestion was that the monetary limit for TTC purchases should be raised. At present the limit is \$500. Perhaps the limit could be raised to correlate with the Business Office P-card limits.

Also, it was proposed by Chase that the TTC give a monthly or quarterly report of statistics for TTC attendance and training as well as associated costs, including software and hardware updates.

Attached are suggested revisions from the TTC staff.