



Item	Description
Date	11/19/2020
Time	3:00 pm
Location	Blackboard Collaborate

Attendees

Role	Name
Chair	Theresa West Spillers
MinuteTaker	Wendy Tamayo
Attendees	Marsha Brown, Anthony Corbett, Michelle Smith, Cassee Strickland, Aryel Montalvo, Lacey Barbre, Rebecca McKnight, Selena Schmidt, Leilani Flores, Veronica Garcia, Angela Manna, Deborah McGraw, Alyssa Cabrera, Linda Hines, Marla Martinez, Jill Hudgins

Approval of Previous Committee Meeting Minutes (October 22, 2020)

	Description
Motion by:	Stephanie Witzkowski
Seconded by:	Veronica Garcia
Vote:	Minutes were approved in the November Board Meeting

Information Items

	Description
1.	<p>Extended Cabinet Meeting –</p> <ul style="list-style-type: none"> Thursday, November 12th – Several questions were submitted and proposed during the meeting relating to faculty and support staff. President McCrohan, VP Collins and VP Allen were all available to answer questions proposed.
2.	<p>Board of Trustees Meeting –</p> <ul style="list-style-type: none"> Tuesday, November 17th - All items were approved as presented. Swearing in of trustees Election of board officers Retirement Resolution for Mr. Rudolph Henry
3.	<p>Old Business –</p> <ul style="list-style-type: none"> Ornament Exchange: Everyone received their selected person and any ideas/suggestions if provided. Approval of Events: At this time, there are no changes to campus gatherings SSO Meeting Presenters: Requests will be fulfilled upon schedule availability. Recommendations at this time are to attend the Extended Cabinet and Board of Trustees Meetings and to follow emails from the President and VPs to stay up to date with important information.
4.	<p>New Business –</p> <ul style="list-style-type: none"> Employee of the Year Award: Request will be submitted to the President for the Employee of the Year Award.

	<ul style="list-style-type: none"> • SSO Shirt Order: Information was provided to vendors on availability of better quality polo shirts. We are waiting on pricing, order information, etc. from the vendors so we can move forth with orders. • Ornament Exchange: The ornaments should be sent interoffice mail to your drawn person by Thursday, October 10th. • Reopen Plan – Spring 2021 Updates: Please review the emails sent out by VP Allen outlining the updates for the Reopening Plan and spring 2021. There will be two information sessions held by VP Allen to go over the changes and answers any questions.
5.	<p>Announcements:</p> <ul style="list-style-type: none"> • Senior Citizen Donations: <ul style="list-style-type: none"> ○ Needing recycled grocery bags for their drive-thru fundraiser on Nov. 13th (box located at the service center in the Administration Bldg) ○ Scissors, quart/gallon zip lock bags to store projects, liquid glue, colors/crayons, yarn, and varieties of colors of; pipe cleaners, tissue paper, wooden embroidery hoops, embellishments, scotch tape, construction paper, and tulle fabric, etc. Additionally, any other art products and/or donated gifts for the Senior Citizen project winners, is greatly appreciated. • Candy Corn Guessing Jar – The total amount was 417 and the winner was Rebecca McKnight with a guess of 340. • Door Prize Winner: <ul style="list-style-type: none"> ○ Veronica Garcia

Adjournment

Time:	3:21 pm
Motion by:	Wendy Tamayo
Seconded by:	Marsha Brown
Next Meeting:	January 21, 2021