



Item	Description
Date	11/15/2018
Time	2:06 pm
Location	LD-102B, TC-138, SU-201A, BC-112

**Attendees**

Role	Name
Chair	Theresa West Spillers
MinuteTaker	Alyssa Cabrera
Attendees	Michelle Smith, Linda Hines, Leticia Castillo, Lacey Barbre, Tommy Regan, Angela Manna, Anna Cortez, Barbara Faust Lee, Marla Martinez, Patsy Melton, Cassee Strickland, Wendy Tamayo, Meghan Stade, Theresa Martinez, Deborah McGraw, Shirley Bonewald, Amanda Jurek, Maryann Glaze, Jana Guest, Emily Voulgaris, Rose Flores, Amanda Schulze, Caller 8636, Rhonda Clayton, Helen Brewer

**Approval of Previous Committee Meeting Minutes (October 2018)**

	Description
Motion by:	Kimberly Bowen-Johnson
Seconded by:	Cassee Strickland
Vote:	Minutes were approved for the October meeting.

**Information Items**

	Description
1.	<p>Guest Speaker – Gary Bonewald, Program Director of Emergency Medical Services Program.</p> <ul style="list-style-type: none"> <li>Johnson Building expansion and sharing simulation lab with nursing that assists with training to different scenarios. Encouraged everyone to take a tour when you have a chance.</li> <li>Nationally and State accredited.</li> <li>Certificates, License, and AAS degree are available: EMT, Advance EMT, and Paramedics.</li> <li>Scenario Day, December 1<sup>st</sup>, starting between 8 - 8:30 am with a helicopter landing. There will also be fire trucks and EMS agencies on site.</li> <li>Information is available on the website or feel free to email Mr. Bonewald, <a href="mailto:bonewaldg@wcjc.ed">bonewaldg@wcjc.ed</a></li> </ul>
2.	Extended Cabinet Meeting – November 15 <sup>th</sup> – 3:00 pm
3.	Board of Trustees Meeting – November 20 <sup>th</sup>
4.	<p>Donations:</p> <ul style="list-style-type: none"> <li>Wharton Pound – Blanket and Towel Drive was a success!</li> </ul>
5.	<p>Old Business:</p> <ul style="list-style-type: none"> <li>Bay City Museum – Christmas Tree Decorating Contest. We will not be participating this year, as there were not enough interested parties.</li> <li>Secret Pal – will continue. An email will be sent by Michelle with the questionnaire.</li> <li>Wharton Pound – Blanket and Towel Drive was a success.</li> </ul>

6.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• December Toy Drive: New and unwrapped toys. Ages: Infant – 12 years old+.</li> <li>• Collection Boxes will be available at each campus.</li> <li>• December Christmas Party: December 6<sup>th</sup>, from 2pm – 4pm</li> <li>• Senior Citizens Items: Bingo items needed: Top Ramen, Toiletries, Soups, Popcorn, etc.</li> </ul>
7.	<p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>• Emails will be sent out for Door Decorating Contest.</li> <li>• Entry forms and rules will be emailed and will be: \$5/single door or \$10/double door. The winners will be announced on Dec. 13<sup>th</sup> after judges have turned in their sheets.</li> <li>• Food pantry can good drive will take place at a later date</li> <li>• Emails will be sent for the Support Staff employee of the year nominations.</li> <li>• Email nominations will be counted after the January Meeting.</li> <li>• Support Staff Organization will not meet in December; next meeting will be in January.</li> </ul>
8.	<p><b><u>New Employees:</u></b></p> <ul style="list-style-type: none"> <li>• Stephanie Jackson, Resident Hall Supervisor – Brooking Hall, Wharton Campus, Ext. 9352, <a href="mailto:jacksons@wcjc.edu">jacksons@wcjc.edu</a>, effective 11/12/2018</li> <li>• Christina Craft, Resident Hall Supervisor – Mullins Hall, Wharton Campus, Ext. 6980, <a href="mailto:craftc@wcjc.edu">craftc@wcjc.edu</a>, effective 10/28/2018</li> <li>• Kimberly Willis, Director of Senior Citizens Program, Wharton Campus, LD-112C, Ext. 6504, <a href="mailto:willisk@wcjc.edu">willisk@wcjc.edu</a>, effective 10/29/2018</li> <li>• Lois Ault, Human Resources Technician, Wharton Campus, A-206, Ext. 6947, <a href="mailto:auldl@wcjc.edu">auldl@wcjc.edu</a>, effective 11/05/2018</li> <li>• Helen Brewer, Director of Richmond Campus, Richmond Campus, TC-131C, Ext. 1504, <a href="mailto:brewerh@wcjc.edu">brewerh@wcjc.edu</a>, effective 11/13/2018</li> <li>• Anna “Kay” Gardner, Counselor, Wharton Campus, PSC-304, Ext. 6441, <a href="mailto:gardnerk@wcjc.edu">gardnerk@wcjc.edu</a>, effective 12/03/2018</li> </ul> <p><b><u>Separations:</u></b></p> <ul style="list-style-type: none"> <li>• Kay Kunel, PT Administrative Clerk, effective 10/26/2018</li> </ul>
9.	<p><b>Door Prize:</b> Winner for November was Lacey Barbre</p> <ul style="list-style-type: none"> <li>• Door prize gift was donated by Marla Martinez &amp; Angela Manna</li> </ul>

**Adjournment**

<b>Time:</b>	2:53pm
<b>Motion by:</b>	Rhonda Clayton
<b>Seconded by:</b>	Linda Hines
<b>Next Meeting:</b>	November 15 <sup>th</sup> 2018