



Item	Description
Date	10/17/2019
Time	3:15 pm
Location	Library-CDC, TC-138, SU-266

Attendees

Role	Name
Chair	Theresa West Spillers
MinuteTaker	Alyssa Cabrera
Attendees	Michelle Smith, Linda Hines, Leticia Castillo, Wendy Tamayo, Lacey Barbre, Jana Guest, Rhonda Clayton, Theresa Martinez, Cassee Strickland, Barbara Faust Lee, Caller 6929, Caller 8272

Approval of Previous Committee Meeting Minutes (May 2019)

	Description
Motion by:	Michelle Smith
Seconded by:	Alyssa Cabrera
Vote:	Minutes were approved for the May meeting.

Information Items

	Description
1.	<p>Extended Cabinet Meeting –</p> <ul style="list-style-type: none"> • Safety of RAVE • Longevity Incentive Plan • Sugar Land SGA – the SGA President voiced her concerns about the lack of a bookstore on the Sugar Land campus and how it has affected students. She also presented an idea for the upcoming Spring Semester. • Discussed issues with elevators
2.	<p>Board of Trustees Meeting –</p> <ul style="list-style-type: none"> • Longevity Incentive Plan – Looking to retroactively start in 2016. The incentive will be applied in your April check.
3.	<p>New Business:</p> <ul style="list-style-type: none"> • Support Staff Council Members – Michelle Smith is now our new Vice Chair, the rest of the council members stay the same. • Email Survey/Poll from Support Staff Council – please send up some ideas & suggestions. • Strategic Planning Task Force (SPTF) – Michelle and Theresa are on the task force. Amanda Allen sent an email on Oct. 17th to everyone, please complete it.
4.	<p>Announcements:</p> <ul style="list-style-type: none"> • Senior Citizen 5K Stride & Stroll – Will take place Saturday, November 2. Registration will begin at 8am, it starts at 9am. Pre-Registration by Oct. 24th: Individuals - \$30, Kids (12 & Under) - \$20, Teams (up to 5 participants) - \$100. Late Registration is Oct. 28th Through Nov. 1st: Individuals - \$35, Kids (12 & Under) - \$25, Teams (up to 5

	<p>participants) - \$120. Registration forms are located at the WCJC Senior Citizen Center in the LaDieu Building, Office 112.</p> <ul style="list-style-type: none"> • Newspaper Collection – Still ongoing. Papers can be dropped off in the mail room. • October Breast Cancer Awareness Month – Sugar Land will be having a Pink out day on Friday, October 18th in honor of and to bring awareness to Breast Cancer. • Richmond Campus Cosmetology Program - Hosting a Breast Cancer Pink Nail Fundraiser. In the lobby, every Tuesday and Thursday from 8am to 12pm. • Richmond Campus SGA campus Garden – is going well. Planted in the garden are okra, green beans, and pumpkins. Faculty, staff, and students are able to pick the vegetables. This project is to encourage students to become more involved on campus. If students are interested, please refer them to contact Dr. Liz Rexford. • Sugar Land Campus Parking – there are no longer any closed off sections off, however, constructions is still ongoing. • Sugar Land SGA, Spanish Club, Photography Club, and Gaming Club will be holding a Day of the Dead dance for Students and Staff. The date has changed, an email will be sent once we receive new information. Students must bring their current class schedule (either print or phone) and a photo id to enter. If students are interested in Sugar Land SGA, please refer them to Mr. Ernest Ramirez. • Training Opportunities Blackboard Collaborate – Hosted by Kim Ashburn, training will be held on Oct. 17th and Oct. 18th. An email was sent out to October 17th. • Employee changes – please see below. • CVS is still offering the flu shot. Take the wavier (sent via email by Terry Hinze) and ID with you when you go. The form was sent via email on October 3rd. • ERS Discount Purchase Program – Terry Hinze also sent out an email on October 15th with a link to Beneplace. • Next Meeting – November 14th or November 21st, an email will be sent out. • Support Staff Christmas party will be held on December 5th.
5.	<p><u>New Employees:</u></p> <ul style="list-style-type: none"> • Paul Quinn, Dean of Vocational Instruction, Wharton, Rm J-117, ext. 6492, quinnp@wcjc.edu, effective 06/19/2019 • Jami L. Smith, PT Administrative Clerk/Receptionist, Wharton, smithja@wcjc.edu, effective 06/10/2019 • Christina Vela, Campus Support Clerk, Richmond, Rm TC-130, ext. 1535, velac@wcjc.edu, effective 06/24/2019 • Samantha Westwood, Resident Hall Supervisor, Wharton, Mullins Hall, ext. 6980, westwoods@wcjc.edu, effective 07/15/2019 • Juan Limones, PT Grounds Supervisor, limonesj@wcjc.edu, effective 07/08/2019 • Ryan Wuthrich, Temp Accounts Receivable Clerk, Wharton, Rm A-103B, ext. 6409, wuthrich@wcjc.edu, effective 07/16/2019 • Troy Jefferson, Director of Student Life, Wharton, Rm PSC-207, ext. TBD, jeffersont@wcjc.edu, effective 08/13/2019 • David Voulgaris, Instructor of Automotive Technology, Wharton, Rm LA-101D, ext. 6548, voulgarisd@wcjc.edu, effective 08/19/2019 • Haobo Yang, Instructor of Computer Science, Richmond, Rm TC-140L, ext. 1571,

yangh@wcjc.edu, effective 08/19/2019

- Jennifer Keppta, PT Front Desk Receptionist, Bay City, kepptaj@wcjc.edu, effective 09/03/2019
- Lindsey McPherson, Dean of Student Success, Wharton, Rm PSC-207, ext. 6905, mcpersonl@wcjc.edu, effective 08/16/2019
- Corey Jennings, Transportation Operation/General Maintenance, Wharton, Rm Maintenance-106, ext. TBD, jenningsc@wcjc.edu, effective 10/21/2019
- Candice Polk, PT Testing Services Assistant, Wharton, Rm Library-202, ext. 6386, polkc@wcjc.edu, effective 10/10/2019
- Anthony Corbett, Grounds Supervisor, Wharton, Rm Maintenance, ext. 6507, corbetta@wcjc.edu, effective 11/04/2019
- Devaughn Hahn, Custodian, Wharton, Rm Maintenance, ext. 6358, hahnd@wcjc.edu, effective 10/28/2019
- Juliana Reyes, Custodian, Wharton, Rm Maintenance, ext. 6358, reyesj@wcjc.edu, effective 10/16/2019
- Julia Orta, Custodian, Wharton, Rm Maintenance, ext. 6358, ortaj@wcjc.edu, effective 10/21/2019

Change in Title/Assignment/Name/Office:

- Gerald Alford, Transportation Operator/Maintenance, Wharton, Rm Maintenance 106, ext. 6472, geralda@wcjc.edu, Changing to PT Transportation Operator, Wharton, same email, effective 05/31/2019
- Amanda Schulze, Transcript Analyst, Wharton, Rm-A101B, ext. 6382, schulzea@wcjc.edu, Changing to Testing Technician, Wharton, Rm L-202, ext. 6386, same email, effective 06/10/2019
- Kimberly Lewis, PT Front Desk Receptionist, Bay City, lewisk@wcjc.edu, Changing to FT Front Desk Receptionist, Bay City, 979-636-5001, same email, effective 06/01/2019
- Rebecca McKnight, PT Assistant Admissions Officer, Wharton, mcknightr@wcjc.edu, Changing to FT Assistant Admissions Officer, Wharton, Rm A-106, ext. 6303, same email, effective 07/01/2019
- Tina Gustavus, PT Dev Math Instructor, Wharton, gustavust@wcjc.edu, Changing to FT Temp Dev Math Instructor, Wharton, Rm S-217, ext. TBD, same email effective 08/19/2019
- Leroy Kocian, Transportation Operator/General Maintenance, Wharton, Rm Maint-106B, ext. 6472, kocianl@wcjc.edu, Changing to Painter, everything else stays the same, effective 07/29/2019
- Judy Jones, Director of Human Resources, Wharton, Rm A-2016D, judyj@wcjc.edu, Changing to Director of Human Resources, EEO, Equity, & Diversity, everything else stays the same, effective 07/01/2019
- Zina Carter, Director of Marketing & Communications, Wharton, Rm HMC-114, ext. 6417, zinac@wcjc.edu, Changing to Director of Marketing, Communications, & Advancement, everything else stays the same, effective 07/01/2019
- Tam Hoang, PT System Administrator, Wharton, hoangt@wcjc.edu, Changing to FT System Administrator, Wharton, Rm P-112D, ext. 6330, same email,

effective 08/15/2019

- Melissa Moore, PT Instructor of Developmental Math, moorem@wcjc.edu, Changing to FT Instructor of Developmental Math, Richmond, Rm TC-225D, ext. 1580, same email, effective 08/19/2019
- Dalia El Metwally, PT Instructor of English, elmetwallyd@wcjc.edu, Changing to FT Instructor of English, Wharton, Rm FA-103, ext. 6343, same email, effective 08/19/2019
- Don Cavin, PT Instructor of English, cavind@wcjc.edu, Changing to FT Instructor of English, Wharton, Rm P-108A, ext. 6401, same email, effective 08/19/2019
- Amy Pendergraft, PT Instructor of Associate Degree Nursing, pendergrafta@wcjc.edu, Changing to FT Instructor of Associate Degree Nursing, Wharton, Rm J-133, ext. 6464, same email, effective 08/19/2019
- Stacie Ringleb-Krutilek, PT Kinesiology Instructor, krutileks@wcjc.edu, Changing to FT Instructor of Kinesiology, Sugar Land, Rm SLG-153, ext. 8570, same email, effective 08/19/2019
- Tanya Taylor, Nursing Laboratory Specialist, Wharton, Rm J-134, ext. 6531, taylor@wcjc.edu, Changing to Simulation Laboratory Technician, everything else stays the same, effective 09/01/2019
- Kimberly Gubbels, Admin Assistant to VP of Student Services, Wharton, Rm PSC-207, ext. 6388, gubbelsk@wcjc.edu, Changing to Admin Assistant to Dean of Student Services, Wharton, Rm PSC-301, same ext., same email, effective 09/01/2019
- Trey Porras, Temp Assistant Baseball Coach, Wharton, Rm GYM-305, ext. 6481, porrast@wcjc.edu, Changing to, Head Baseball Coach, everything else stays the same, effective 08/19/2019
- Keith Case, Head Baseball Coach, Wharton, Rm GYM-305, ext. 6480, casek@wcjc.edu, Changing to Director of Athletics, everything else stays the same, effective 08/19/2019
- John Cannon, PT Assistant Baseball Coach, Wharton, cannonj@wcjc.edu, Changing to FT Temp Assistant Baseball Coach, Wharton, GYM-309, ext. 6444, same email, effective 08/19/2019
- Robby Mathews, Network Administrator, Wharton, Rm P-110, ext. 6569, robbym@wcjc.edu, Changing to Director of Cyber Security, everything else stays the same, effective 09/01/2019
- Shane Benich, IT Reliability/Maint Tech, Wharton, Rm P-110, ext. 6423, benichs@wcjc.edu, Changing to Network Administrator, everything else stays the same, effective 09/01/2019
- Donna Schilling, FT Computer Science Instructor, Changing to PT Online Computer Science Instructor, dschilling@wcjc.edu, effective 09/24/2019
- Pisal Var, Information Technology Technician, Wharton, Rm P-110, ext. 6924, varp@wcjc.edu, Changing to IT Reliability/Maintenance Technician, everything else stays the same, effective 10/01/2019
- Ramonica Cortez, Admissions Technician, Wharton, Rm A-106, cortezr@wcjc.edu, Changing to Accounting Clerk, Wharton, Rm A-103, ext. 6410, same email, effective 10/14/2019
- Natalie Stavinoha, Coordinator of Instructional Retention, Dual Credit, and University

Transfer, Wharton, Rm A-201, ext. 6964, natalies@wcjc.edu, Changing to Wharton, Rm A-203, everything else stays the same, effective 06/03/2019

- Amanda Allen, Vice President of Planning & IE, Wharton, Rm A-113F, ext. 6468, allena@wcjc.edu, Changing to Wharton, Rm A-201, everything else stays the same, effective 06/03/2019
- Robert Falco, Helpdesk/Training Coordinator, Richmond, Rm TC-111, ext. 1538, falcor@wcjc.edu, Changing to Wharton, RM P-112A, ext. 6938, same email, effective 09/24/2019
- John Miller, Manager of Tech Services, Wharton, Rm P-110, ext. 6424, johnm@wcjc.edu, Changing to Richmond, Rm TC-111, same email, effective 09/24/2019
- Lori Saucedo, Help Desk Technician, Wharton, Rm P-112A, ext. 6568, saucedol@wcjc.edu, Changing to Wharton, Rm P-202B, everything else stays the same, effective 09/24/2019
- Kimberly Bowen-Johnson, CE Program Secretary, Richmond, Rm TC-122, ext. 1531, bowen-johnsonk@wcjc.edu, Name Change to Kimberly Mrnustik, mrnustikk@wcjc.edu, everything else stays the same, effective 07/30/2019
- Marybelle Perez, Director of Grant Writing/Comp, Wharton, perezm@wcjc.edu, Name Change to Marybelle Albrecht, albrechtm@wcjc.edu, effective 09/16/2019

Separations:

- Khyla Williams, Front Desk Receptionist, Bay City, effective 05/31/2019
- Stephanie Jackson, Resident Hall Supervisor – Brooking Hall, Wharton, effective 05/31/2019
- Helen Brewer, Director of Richmond Campus, Richmond, effective 06/07/2019
- Dave Leenhouts, Vice President of Student Services, Wharton, effective 06/10/2019
- Larry Fojtik, Groundskeeper, Wharton, effective 07/31/2019
- Peggy Fitt, Instructor of Kinesiology, Sugar Land, effective 08/09/2019
- Amanda Celaya, Instructor of Mathematics, Sugar Land, effective 08/14/2019
- Raul Ramirez, Custodian, Wharton, effective 08/21/2019
- Angela McCain, Instructor of English, Wharton, effective 08/16/2019
- Curtis Cline, Instructor of Automotive Technology, Wharton, effective 08/31/2019
- Donna Schilling, Instructor of Computer Science, Richmond, effective 08/31/2019
- Mushira Shamsi, Instructor of Education/Early Childhood, Sugar Land, effective 08/31/2019
- Eugene Bahnsen, Athletics Director/Instructor of Kinesiology, Wharton, effective 08/31/2019
- Rosella Tucker, Instructor of Biology, Sugar Land, effective 08/31/2019
- Kathy Nguyen, System Administrator, Wharton, effective 08/31/2019
- James Bullock, Director of Cyber Security, Wharton, effective 09/01/2019
- Crystal Munoz, Custodian, Wharton, effective 08/31/2019
- Ariel Clark, Custodian, Wharton, effective 08/28/2019
- June Sparks, Custodian, Wharton, effective 08/31/2019
- Raul Ramirez, Custodian, Wharton, effective 08/21/2019

	<ul style="list-style-type: none"> • Sean McCrohan, PT Grant Student Leader, Wharton, effective 09/01/2019 • Sandy Barnett, Distance Education Secretary, Wharton, effective 10/04/2019
6.	Door Prize: Winner for October was Jana Guest

Adjournment

Time:	3:45 pm
Motion by:	Michelle Smith
Seconded by:	Rhonda Clayton
Next Meeting:	November 21, 2019 (Attentively)