



# Wharton County Junior College

## Support Staff Organization

Zoom

Item	Description
Date	12/1/2021
Time	3:00 pm
Location	Blackboard Zoom

### Attendees

Role	Name
Chair	Wendy Tamayo
MinuteTaker	Lori Saucedo
Attendees	Wendy Tamayo, Lori Saucedo, Aryel Montalvo, Christina Vela, Debby Barron, Gloria Diaz, Jazmin Cordova, Kelli Crosson, Lindsey Reeves, Linda Hines, Meghan Dylla-Stade, Patricia Chandler, Patricia Melton, Sarah Kresta, Selena Schmidt, Shannon Hobbs, Shirley Bonewald, Stephanie Witzkoski, Tony Corbett, Barbara Lee, Carol Riley, Lori Baumgarten, Elizabeth Argote, Kimberly Mrnustik, Megan Bubela, Terry Hinze, Rhonda Clayton, Rowenna Britton, Mike Billingsley, Vicky Hudson

### Approval of Previous Committee Meeting Minutes (November 3, 2021)

	Description
Motion by:	Shannon Hobbs
Seconded by:	Vicki Hudson
Vote:	

### Information Items

	Description
1.	Extended Cabinet Meeting: November 11, 2021 <ul style="list-style-type: none"><li>• Signage at SL - No updates</li><li>• Transparency Issues<ul style="list-style-type: none"><li>○ Rumors at Sugar Land</li><li>○ 1.9 million surplus</li><li>○ Plans for next FY to include a raise for all WCJC EEs</li></ul></li><li>• No December meeting</li></ul>
2.	Board of Trustees Meeting: November 16, 2021 <ul style="list-style-type: none"><li>• BOT meetings are being live streamed through Zoom. You can find the link for the meetings on the Board of Trustees page each month. As well, the agenda is always available for viewing.</li><li>• The new Foundation Director was introduced.</li><li>• The retirement of Pam Youngblood was announced for the end of this year. On December 15, 2021. Hutchins Board Room 2:00-4:00 p.m.</li><li>• All other items were approved.</li></ul>
3.	Old Business – <ul style="list-style-type: none"><li>• Events<ul style="list-style-type: none"><li>○ SSO Holiday Party:</li></ul></li></ul>



	<ul style="list-style-type: none"> <li>i. Dec. 10th, Wharton Campus, Hutchins Memorial Board Room, 3pm – 5pm</li> <li>ii. Ornament Exchange – participation is optional, if you would like bring a wrapped ornament with you to the party (at least \$5 value)</li> <li>iii. Secret Pal Reveal 2021 – If you can't make to the party make sure your gift is sent to your person by Dec. 10th.</li> <li>iv. Secret Pal 2022 – We will draw names at the party, if you cannot make it please let Lori know and she will draw for you. After everyone has drawn Lori will email your new Secret Pal's info sheet to you.</li> <li>o Holiday Door Decorating: <ul style="list-style-type: none"> <li>i. Open to everyone! Entries are due by 5pm on Friday, December 3rd. Can be turned into Wendy (WHA), Deborah (RICH), or Aryel (SGL). \$5 for single door/window or \$10 for double door/window</li> <li>ii. Decorating can be done Monday, December 6th to close of business Monday, December 13th.</li> <li>iii. Judging will take place on Tuesday, December 14th and announced once everything is completed.</li> <li>iv. Decorations must be taken down Friday, December 17<sup>th</sup>.</li> <li>v. Encourage your office mates and/or neighboring office to participate. Some friendly competition can bring out some great ideas!</li> </ul> </li> <li>• Shirt Orders <ul style="list-style-type: none"> <li>o The orders were submitted to The Screen Stop on November 10th. Wendy checked in with them this week and all requested shirts were ordered. They are waiting on the remaining shirts to come in so they can complete the embroidery and printing. Shipping times are slow due to the holidays and the current state. Wendy will let everyone know as soon as the shirts have been completed and picked up.</li> </ul> </li> </ul>
4.	<p><b>New Business –</b></p> <ul style="list-style-type: none"> <li>• Topics for Discussion <ul style="list-style-type: none"> <li>o If you have a topic or question you would like discussed, please email Wendy or Deborah. You may also reach out to your campus representatives at any time (Mike Billingsley-RICH, Aryel Montalvo-SGL, or Tony Corbett-WHA)</li> </ul> </li> <li>• Misc. <ul style="list-style-type: none"> <li>o The request was made to bring meeting back as a face-to-face option. Wendy will reach out to DE to see what rooms would provide the best options and work to have this done for the February meeting.</li> </ul> </li> </ul>
6.	<p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>• Social Sciences Sock Share <ul style="list-style-type: none"> <li>o Collecting new socks for adults, babies, and teens for the Common Threads incentive in Richmond. Send in intercampus mail or drop off at the Richmond Campus room 240B.</li> </ul> </li> <li>• Blue Santa (Wharton Residents) <ul style="list-style-type: none"> <li>o Applications can be picked up from Wharton Police Dept., 1407 N Richmond Rd., Wharton</li> <li>o Turned in by 5pm on Dec. 13th to Ben Guanajuato at the Wharton Police Department.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Donation Bins at the following locations: Wharton County DA's Office, Wharton Veterinary Clinic, St. James Church, Boys &amp; Girls Club, Dollar General – Hungerford, State Farm Insurance – Cody Sweat, Don Elliott Autoworld, Dollar General – Boling, CrossFit 1710, Grace Community Fellowship, Farmers Insurance – Gary Krenek, Wharton City Hall, Prosperity Bank, Edward Jones, St. Thomas Thrift Store, Faith Christian Academy, St. John's Lutheran Church, Pepsico, New Hope, Community Church, Wharton Police Department, Hair on the Square, Trailer Place</li> <li>● Toys for Tots (Wharton County Children) <ul style="list-style-type: none"> <li>○ Wharton County Toys for Tots Facebook Page (<a href="https://www.facebook.com/WhartonCountyToysForTots">https://www.facebook.com/WhartonCountyToysForTots</a>)</li> <li>○ Drop Box List (<a href="https://el-campo-tx.toysfortots.org/local-coordinator-sites/lco-sites/donate-toys.aspx">https://el-campo-tx.toysfortots.org/local-coordinator-sites/lco-sites/donate-toys.aspx</a>)</li> <li>○ Application Information for Families in Need (<a href="https://el-campo-tx.toysfortots.org/local-coordinator-sites/lco-sites/request-toys.asp">https://el-campo-tx.toysfortots.org/local-coordinator-sites/lco-sites/request-toys.asp</a>)</li> <li>○ Pancakes with Santa (Info on Facebook) <ul style="list-style-type: none"> <li>▪ El Campo Bowling Center, Dec. 4th 9am; Pancakes, games and pictures with Santa and much more; Adults \$6, Kids 3 – 18 \$4, and Under 3 Free; Photos with Santa \$5 (Digital Copies)</li> </ul> </li> </ul> </li> <li>● Next meeting: <ul style="list-style-type: none"> <li>○ No January Meeting, coming back from winter break.</li> <li>○ Will be <b>February 2, 2022</b></li> </ul> </li> <li>● Door Prize: <ul style="list-style-type: none"> <li>○ Donated by: Barbara Lee and Sarah Kresta</li> <li>○ Winner: Kelly Crosson</li> </ul> </li> </ul>
<b>7.</b>	<b>Employee Changes: Attached</b>

#### Adjournment

<b>Time:</b>	3:30
<b>Motion by:</b>	Lori Saucedo
<b>Seconded by:</b>	Gloria Diaz
<b>Next Meeting:</b>	February 2, 2022



### **New Employee**

- Tyler Perez, Groundskeeper, Wharton Campus, Maintenance, extension 6507, email PerezT@wcjc.edu, effective 11/17/21.
- Paulo Lopez, Groundskeeper, Wharton Campus, Maintenance, extension 6507, email lopezp@wcjc.edu, effective 01/10/22
- Mandy Thayer, Instructor of Speech, Richmond Campus, TC-225A, extension 1595, email thayerm@wcjc.edu, effective 01/10/22

### **Change in Title/Assignment**

- Missy Gavranovic, Financial Aid Specialist, Wharton Campus, A-101, extension 6438, email gavranovicm@wcjc.edu **changing to** Human Resources Specialist, Wharton Campus, A-206A, extension 6591, email will stay the same, effective 12/01/21
- Jazmin Cordova, AEL Career Navigator Data Spec, Wharton Campus, LD-111I, extension 6324, email cordovaj@wcjc.edu **changing to** Title V HSI Academic Advisor for Financial Literacy, Wharton Campus, L-106J, extension TBD, effective 12/13/21.
- Armando Terronez, Groundskeeper, Wharton Campus, Maintenance, extension 6507, email TerronezA@wcjc.edu **changing to** Carpenter/Plumber Apprentice, Wharton Campus, Maintenance-106, extension and email will stay the same, effective 01/05/22.
- Michelle McDaniel, Part Time Instructor of Economics, Online, mcdanielm@wcjc.edu **changing to** Temporary Full Time Instructor of Economics, Online, email will stay the same, effective 01/10/22.
- Cynthia Nemec, Part Time Division Clerk-Bay City, Bay City Campus, email nemecc@wcjc.edu **changing to** Part Time Reading and Writing Tutor, Wharton Campus, email nemecc@wcjc.edu, effective 01/18/22

### **Separation of Employment**

- Cristina Nava, Assistant Admissions and Registration Officer, Richmond Campus, TC-125, extension 1534, email navac@wcjc.edu, effective 11/15/21