



Support Staff Organization

Zoom

Item	Description
Date	03/08/23
Time	3 P.M.
Location	Via Zoom

Attendees

Role	Names
Chair	Deborah McGraw
Minute Taker	Lindsey Reeves
Attendees	Deborah McGraw, Monica Maldonado, Lindsey Reeves, Lori Baumgarten, Shirley Bonewald, Morgan Bruce, Rhonda Clayton, Rickki DeLeon, Gloria Diaz, Meghan Dylla-Stade, Siaa El Kassem, Veronica Garcia, Linda Hines, Terry Hinze, Jill Hudgins, Lacy Jones, Willie Jean King, Thersa Krobot, Jordan McGraw, Patricia Melton, Ramona Petrosky, Carol Riley, Melissa Salas, Lori Saucedo, Selena Schmidt

Approval of Previous Committee Meeting Minutes (November 2022)

	Description
Motion by:	Jill Hudgins
Seconded by:	Lacy Jones
Vote:	Approved

Approval of Previous Committee Meeting Minutes (February 2023)

	Description
Motion by:	Jill Hudgins
Seconded by:	Lori Baumgarten
Vote:	Approved

Information Items

	Description
1.	Extended Cabinet Meeting: (February 16th, 2023) <ul style="list-style-type: none"> • Web Design Update • Legislative information to come after Spring Break • Richmond Campus Renovations <ul style="list-style-type: none"> ○ Space Utilization Report ○ One-Stop Center • Faculty Strategic Plan • Updates to Administrative Procedures <ul style="list-style-type: none"> ○ Verification of past & present employment ○ Overtime Authorization for SS Employees ○ Work for Part Time Employees ○ Professional Development Fund increase ○ Personnel Records ○ Contract & Non-Contract Employees ○ Exit Procedures for all FT Employees ○ Recruitment & appointment of PT Employees for Faculty, Business, and SS
2.	Board of Trustees Meeting: (February 21st, 2023) <ul style="list-style-type: none"> • Budget & Funding <ul style="list-style-type: none"> ○ Governor Abbott made community colleges part of his budget. • Richmond Campus Renovations experiencing some delays; design is being finalized • More information about the legislative changes will be available March 10th
3.	Old Business – Topics for discussion <ul style="list-style-type: none"> • By-Laws & Comments: <ul style="list-style-type: none"> ○ Received some great feedback that we are implementing and will send out when completed • Candy Grams: Raised \$125. We are open for ideas for the next event. • Summer Meetings have been approved; so we will have them throughout the season. • Newsletter and/or Social Media <ul style="list-style-type: none"> ○ Received no feedback either way at this time. • Ice Cream Social <ul style="list-style-type: none"> ○ 2 or 3 volunteers needed to do staggered shifts at each campus. ○ People could come and go at their leisure. • Fall Fun Night: more information to come as we get closer to that time. • Holiday Party: rotate campuses. This year Richmond. • 4 Day Summer: <ul style="list-style-type: none"> ○ Faculty Council was supportive of the idea. This is reflected in their minutes. ○ The proposal will go to the Chain of Command this coming week. ○ Melissa Salas asked about what the proposal would look like. Deborah explained that it would be modeled after the previously held system. It would still be a 40-hr work week, but with half a day on Friday. More details pending approval.

3.	<p>Old Business (Cont.)</p> <ul style="list-style-type: none"> ○ Lindsey Reeves asked that if those who were here when the system was previously in place would come forward and discuss how it worked, what they liked about it, any issues, and why we quit doing it that would assist us in making a concrete case for the re-implementation of the 4-day work week ○ Lindsey Reeves also requested that if anyone knows of other colleges/universities that have a similar Summer Semester arrangement, please let the SSC know. ○ Jill Hudgins, Lori Baumgarten, and Veronica Garcia shared what they remembered. ○ Deborah McGraw mentioned that ideally the implementation of the schedule would be between the departments (both their supervisors and employees) because they know their own workloads and needs best. ○ Several people echoed that all work duties would need to be attended to in order for this to work and continue to be implemented. ● Door Prize: Lindsey Reeves & Deborah McGraw wanted to share a HUGE thank you to everyone for participating and signing up for the Door Prizes Donations list. Within just the past month, almost every month of this year is accounted for. Much gratitude and appreciation!
4.	<p>New Business – Topics for Discussion</p> <ul style="list-style-type: none"> ● UIL Fundraising: Melissa Salas brought up the UIL event as a fundraising avenue. <ul style="list-style-type: none"> ○ March 24th at the Wharton Campus ○ 1800-2000 students expected ○ Jill Hudgins asked about facilities requests for the UIL fundraising. ○ Melissa Salas replied that the requests would go through her and paperwork would be needed. ○ UIL volunteers for candy-drink table needed, SSC will send a sign-up. Approval from supervisors to work a shift is needed. ○ Selena S. and Veronica G. expressed interest and suggestions. ● Idea: Potential Graduation Fundraising by selling flowers <ul style="list-style-type: none"> ○ Melissa S. mentioned that no club or organization has claimed selling flowers at this moment. ● Info Session / Department Spotlight: <ul style="list-style-type: none"> ○ Lindsey R. requested that if anyone has any topics/departments, or anything else that they would like to know more about, please e-mail. She will send out a request with an Excel sign-up sheet. ○ Deborah M. mentioned reaching out to a faculty member that did a presentation at TCCTA that may benefit the SSO. ○ Today's presentation is from Amber Barbee about the Counseling and Disability Services Departments. (See attached notes for details.) ● Professional Growth Development Day: Any ideas for next year? <ul style="list-style-type: none"> ○ Suggestions can be shared with Lacy Jones (Admin Assistant to VP of SEMT), and she will pass it along to VP Allen. ● Shirt Order: will take place again. More information coming soon.

4.	New Business (Cont.) <ul style="list-style-type: none"> Employee of the Year Requirements: <ul style="list-style-type: none"> Employed for 3 yrs. Full-time minimum Will send out e-mail with that information for nomination
5.	Misc. <ul style="list-style-type: none"> Door Prize Winner: Gloria Diaz donated by Lori Saucedo
6.	Announcements: <ul style="list-style-type: none"> Senior Citizen Department is hosting an Easter Egg Hunt: Baskets for prize winners. Looking for donations: candy, snacks, drinks, crossword puzzle books, word search books, lotions, socks, brushes, combs, game, trinket, decorative item, cleaning, or toiletry supplies. <ul style="list-style-type: none"> Donations are accepted year-round for bingo days. Contact Traci Myers or Lina Salas with our Senior Citizen Department SSC will send an e-mail reminder.
7.	Employee Changes – See attached

Action Items	Assigned
Reach out to faculty that gave presentation at TCCTA	Deborah McGraw
Discuss previous 4-day work we schedule: what worked & what didn't; how was it scheduled	Anyone who was employed at WCJC during that time contact Lindsey Reeves / the SSC with info
Research other colleges/universities that have a 4-day Summer work schedule	Unassigned – (Anyone willing to assist) provide info to Lindsey Reeves / the SSC
Info Session Excel Sign-Up	Lindsey Reeves will send out to all SSO Members; Members can e-mail her with a request.
Reminder E-mail about the Senior Citizen Easter Egg Hunt; donations needed	Lindsey Reeves will send the reminder e-mail.
Nomination e-mail for the Employee of the Year	Deborah McGraw will send out

Adjournment

Time:	4:20
Motion by:	Gloria Diaz
Seconded by:	Veronica Garcia
Next Meeting:	Wednesday, April 5 th , 2023

Employee Updates

New Employees

MARCH 2023

Jeffrey Tipton, PT Public Safety Officer, email: TiptonJ@wcjc.edu, effective: 03/27/23
Suzette Isokpunwu, PT ADN Instructor, email: IsokpunwuS@wcjc.edu, effective: 03/27/23
Shannon Haltom, PT ADN Instructor, email: HaltomS@wcjc.edu, effective: 03/22/23
Micheal McLain, PT Custodian, email: McLainM@wcjc.edu, effective: 03/20/23

Kamilah Hill, PT Academic Advisor - Richmond, email: HillK@wcjc.edu, effective: 03/20/23
Nabeel Habib, Continuing Education Corporate Coordinator, Richmond Campus, TC-122C, extension 1620, email habibn@wcjc.edu, effective 03/20/23.

Ty Grahmann, PT Police Academy Instructor, email: GrahmannT@wcjc.edu, effective: 03/20/23

Torey Gilmore, Counselor, Richmond Campus, TC-118, extension 1527, email gilmoret@wcjc.edu, effective 03/20/23.

Maria Ochoa, PT Custodian, email: OchoaM@wcjc.edu, effective: 03/06/23

Amanda Wetz, Wharton Campus, J-146, extension: 6518, FT Instructor of EMS *changing to* PT Instructor of EMS, email stays the same, effective: 03/01/23

Siaa El Kassem, Continuing Education Specialist, Richmond Campus, TC-122, extension 8495, email elkassemS@wcjc.edu, effective 03/01/23

Ricky Cruz, PT Public Safety Officer, email: CruzRi@wcjc.edu, effective: 03/01/23

FEBRUARY 2023

Jacob Zahradnik, PT Public Safety Officer, email: ZahradnikJ@wcjc.edu, effective: 02/28/23

Robert Risher, PT Public Safety Officer, email: RisherR@wcjc.edu, effective: 02/28/23

Aaron Holley, PT Public Safety Officer, email: HolleyA@wcjc.edu, effective: 02/28/23

Kamica Hampton, Testing Technician, Sugar Land Campus, SGL-129, extension 8434, email hamptonk@wcjc.edu, effective 02/22/23.

Willie Jean King, Continuing Education Specialist, Richmond Campus, TC-122, extension 1541, email kingw@wcjc.edu, effective 02/22/23

Yayza Castro Villasmil, PT Math Tutor, email: CastroY@wcjc.edu, effective: 02/06/23

JANUARY 2023

Amber Gurecky, PT Heath Information Technology (HIT) Instructor, email: GureckyA@wcjc.edu, effective: 01/31/23

Leslie Hanneken, CE Corporate Coordinator, Richmond Campus, TC-122C, extension TBD, email hannekenl@wcjc.edu, effective 01/30/23

Brandi Blagg, PT EMS Lab Assistant, email: BlaggB@wcjc.edu, effective: 01/24/23

Brittany Barbee, Library Technician/Project Assistant, Wharton Campus, L-109, extension 6443, email barbeeb@wcjc.edu, effective 01/09/23

Nessa Rolf, Financial Aid Secretary, Wharton Campus, A-101, extension 6437, email rolfn@wcjc.edu, effective 01/09/23

Joseph Reeve, Instructor of Biology, Wharton Campus, S-117, extension 6405, email reevej@wcjc.edu, effective 01/09/23

Marilyn Posey, Transcript Analyst, Wharton Campus, A-104, extension 6381, email poseym@wcjc.edu, effective 01/09/23

Irshad Khan, Instructor of Economics, Wharton Campus, P-204A, extension TBD, email KhanI@wcjc.edu, effective 01/09/23.

Patricia Flores, Instructor of Associate Degree Nursing, Wharton Campus, J-126, extension 6954, email floresp@wcjc.edu, effective 01/09/23

Adriana Free, Online Instructor of English, Online Instruction Only, email freea@wcjc.edu, effective 01/09/2023.

Rafay Anwar, Instructor of Physics, Richmond Campus, TC-104F, extension TBD, email AnwarR@wcjc.edu, effective 01/09/23.

Change in Title/Assignment

Alexandra Price, Temp Instructor of Geology, Sugar Land Campus, SGL-240, extension 8568, email pricea@wcjc.edu **changing to** Instructor of Geology, everything else stays the same, effective 08/21/23.

Mousumi Goswami, Temp Instructor of Biology, Sugar Land Campus, SGL-228, extension 8518, email goswamim@wcjc.edu, **changing to** Instructor of Biology, everything else stays the same, effective 08/21/23

Steven Fojtik, Public Safety Officer-Corporal, Wharton Campus, Security, extension 6336, email fojtiks@wcjc.edu, **changing to** Grounds Supervisor, Wharton Campus, Maintenance, extension 6507, email will stay the same, effective 03/06/23

Amanda Wetz, @00209127, Wharton Campus, J-146, extension: 6518, FT Instructor of EMS **changing to** PT Instructor of EMS, email stays the same, effective: 03/01/23

Ramonica Cortez, Assistant Cashier, Wharton Campus, A-105, extension 6412, email cortezr@wcjc.edu, **changing to** Financial Aid State Programs Specialist, Wharton Campus, A-101, extension 6432, email will stay the same, effective 03/01/23

Reyes Mejorado, Public Safety Officer, Wharton Campus, Security, extension 6985, email mejorador@wcjc.edu **changing to** Public Safety Officer - Corporal, everything else will stay the same, effective 02/27/23

Lacy Jones, Assistant Admissions Officer, Wharton Campus, A-104, extension 6348, email jonesl@wcjc.edu **changing to** Administrative Assistant to the Vice President of Strategy, Enrollment Management & Technology, Wharton Campus, A-108, extension TBD, email will stay the same, effective 02/20/23

Sheryl Rhodes, Executive Administrative Assistant, Wharton Campus, A-113, extension 6308, email rhodess@wcjc.edu, **changing to** Executive Assistant to the President, everything else stay the same, effective 01/18/23

Jeremy Eder, Part Time Law Enforcement Instructor, Wharton Campus, email EderJ@wcjc.edu **changing to** Director of Security and Public Safety, Wharton Campus, Security, extension 6465, email will stay the same, effective 01/18/23

Natasha Goins, Sugar Land Campus, SGL-206, extension: 8561, email: GoinsN@wcjc.edu, FT Instructor of ADN changing to PT Instructor of ADN, email stays the same, effective: 01/17/23
Sarah Kresta, Allied Health Secretary, Wharton Campus, J-110B, extension 6429, email krestas@wcjc.edu, changing to Secretary to Facilities Management, Wharton Campus, Maintenance, extension 6358, email stays the same, effective 01/04/23

Name Change

Jennifer Jeffery, Instructor of Biology, Wharton Campus, S-117, extension 6934, email jenniferj@wcjc.edu, changing to Jennifer Mahlmann, email jenniferm@wcjc.edu, everything else stays the same, effective 01/20/23.

Change in Office

Stacie Ringleb-Krutilek, Instructor of Kinesiology, Wharton Campus, S-126, extension 6925, email krutileks@wcjc.edu changing to Wharton Campus, **Gym-102**, everything else will stay the same, effective 01/30/23

Jennifer Mahlmann, Instructor of Biology, Wharton Campus, S-117, extension 6934, email jenniferm@wcjc.edu changing to Wharton Campus, **S-228B**, everything else will stay the same, effective 01/30/23

Separation

Morgan Bruce, Research Analyst, Wharton Campus, A-210A, extension 6329, email brucem@wcjc.edu, effective 03/31/23.

Aaron Holley, PT Public Security Officer, email: HolleyA@wcjc.edu, effective: 03/31/23

Victoria Cuellar, PT AEL Instructor, email: CuellarV@wcjc.edu, effective: 03/31/23

Ricardo Ortiz, HVAC Technician, Wharton Campus, Maint-106, extension 6467, email ortizr@wcjc.edu, effective 03/27/23.

Leilani Flores, Library Technician/Cataloging, Wharton Campus, L-109A, extension 6354, email floresl@wcjc.edu, effective 03/21/23.

College Recruiter, Wharton Campus, PSC-310, extension 6455, email quinonesm@wcjc.edu, effective 03/17/23

Fatima Mendez, Custodian, Wharton Campus, Maintenance, extension 6358, email mendezf@wcjc.edu, effective 02/20/23

Cynthia Nemec, PT Reading & Writing Tutor, email: NemecC@wcjc.edu, effective: 02/20/23

Maria Alvarado, AEL Data Technician, Wharton Campus, LD-111H, extension 6552, email alvaradom@wcjc.edu, effective 02/20/23

Megan Bubela, Accounting Clerk, Wharton Campus, A-103, extension 6410, email bubelam@wcjc.edu, effective 02/17/23

Shelby Irons, PT English Instructor - BC, email: ironsS@wcjc.edu, effective: 02/16/23

Jimmy Suratt, PT Law Enforcement Instructor, email: SurattJ@wcjc.edu, effective: 02/15/23

Leslie Hanneken, CE Corporate Coordinator, Richmond Campus, TC-122C, extension 1620, email hannekenl@wcjc.edu, effective 02/14/23

Marissa Saenz, Director of Library Information & Technical Services, Wharton Campus, L-102, extension 6953, email saenzm@wcjc.edu, effective 02/10/23

Jasmine Montalvo, Assistant Student Records Officer, Sugar Land Campus, SGL-106, extension 8436, email montalvoj@wcjc.edu, effective 02/10/23

Paul Soto Jr, PT Front Desk Receptionist - Bay City, email: SotoP@wcjc.edu, effective: 02/09/23

Timoteo Yracheta, PT Senior Citizens' Site Manager/Driver - El Campo, email: YrachetaT, effective: 01/30/23

Amy Acord, Instructor of Government, Sugar Land Campus, SGL-227, extension 8540, email, acorda@wcjc.edu, effective 01/06/22.