



Item	Description
Date	11/3/2021
Time	3:00 pm
Location	Blackboard Zoom

Attendees

Role	Name
Chair	Deborah McGraw
MinuteTaker	Lori Saucedo
Attendees	Deborah McGraw, Wendy Tamayo, Lori Saucedo, Aryel Montalvo, Christina Vela, Debby Barron, Gloria Diaz, Jazmin Cordova, Kelli Crosson, Lacey Barbre, Leilani Flores, Lindsey Reeves, Linda Hines, Meghan , Missy Gavranovic, Patricia Chandler, Patricia Melton, Rachel Cavazos, Sarah Kresta, Selena Schmidt, Shannon Hobbs, Shirley Bonewald, Stephanie Witzkoski, Theresa Krobott, Tony Corbett, Veronica Garcia, Vicky Baltz

Approval of Previous Committee Meeting Minutes (October 20, 2021)

	Description
Motion by:	Stephanie Witzkoski
Seconded by:	Vicky Baltz
Vote:	

Information Items

	Description
1.	<p>Old Business –</p> <ul style="list-style-type: none"> • Events – <ul style="list-style-type: none"> ○ Email was sent to President, waiting on approval for door decorating and holiday party. We will update everyone when we hear something back. • Shirt Orders- <ul style="list-style-type: none"> ○ Email was sent about the shirt orders, Due Date November 5,2021. Order Forms may be sent to: SL-Arial, WHA- Wendy, Richmond – Deborah, or the Mailroom in Wharton. • Face to Face Meeting Options – <ul style="list-style-type: none"> ○ At this time we will continue to hold meeting via Zoom. No other committees are meeting Face to Face and COVID is still a concern. We will look at this again at a later date. ○ If any information is needed for Zoom Distance Education has Zoom Training.
4.	<p>New Business –</p> <ul style="list-style-type: none"> • Previous Council & Committee- <ul style="list-style-type: none"> ○ Thank you to Theresa Spillers, Michelle Smith and Wendy Tamayo for all they did during the last term, as well as the campus representatives. A BIG thank you to Wendy for staying on. ○ We would also like to thank the committee members: Lacey Barbee, Kerri

	<p>Cunningham, Jill Hudgins, Vicky Hudson and Stephanie Witzkowski for their service to the organization and council as well.</p> <ul style="list-style-type: none"> • Misc- <ul style="list-style-type: none"> ○ New Committee: <ul style="list-style-type: none"> ▪ We will need to determine the new committee for this term and the council will be working on that this month. ○ SSO Constitution/By-Laws: <ul style="list-style-type: none"> ▪ Looking at the constitution and bylaws to review and possibly get updated. Using from terms 2006 and 2012 versions we are working from. This is a major focus for us this year. ○ Employee Questions: <ul style="list-style-type: none"> ▪ Can the fitness center be opened for employee use from 11a-1p daily? <ul style="list-style-type: none"> • We reached out to Coach Case, at this time the fitness center is not open for use outside of scheduled classes.
6.	<p>Announcements:</p> <ul style="list-style-type: none"> • Door Prizes and Guessing Games: <ul style="list-style-type: none"> ○ Let us know if you are willing to sign up or if you know someone who is willing to donate a prize. Email Wendy Tamayo or Deborah McGraw. • Secret Pal: <ul style="list-style-type: none"> ○ Secret Pal 2021 will end in December. <ul style="list-style-type: none"> ▪ If we have a Support Staff Holiday Party current Secret Palls can be revealed at that time with your final gift for the year. If we do not have a party or you cannot make it, please make sure your final gift is delivered before we leave for the Holiday Break. ○ Secret Pal for 2022 will be January through December. <ul style="list-style-type: none"> ▪ An email will go out today, November 3rd about signing up. If you would like to participate please respond to the email by November 12, 2021. ▪ After the email deadline, Lori will send out the Secret Pal Information Sheet to be completed and submitted by November 29, 2021. ▪ We are going to draw names at the Holiday Party. If you cannot make it to the Holiday Party or if we do not have a Holiday Party Lori will draw names and she will let everyone know. The information sheet will be emailed or delivered before the Holiday Break. ▪ Gifts do not to be huge, small gifts, cards, sodas or candy. ○ Lori will send out monthly reminders. ○ Please email Lori with any questions at saucedol@wcjc.edu. • Shirt Orders: <ul style="list-style-type: none"> ○ Payment will be due by November 5, 2021. Shirt orders and payment should be turned in to Deborah McGraw, Richmond; Aryel Montalvo, Sugar Land; Wendy Tamayo, Wharton; or the Wharton Mailroom • Senior Center Thanksgiving Fest and Monthly Bingo: <ul style="list-style-type: none"> ○ Goodie bags are needed, hygiene products, etc. Senior Center has a box in the Mailroom - Wharton Campus if you would like to drop off common items.

- Blue Santa:
 - Pork Steak Lunch **November 18, 2021** American Legion Hall- Wharton, Texas. 11:00-2: 00PM
 - All money raised buys Christmas gifts for children in the Wharton area only.
 - Tickets \$ 10.00 per plate- Contact Ben 979-532-3131, Johnny 979-618-6344 or Makyla 979-453-0990
 - Toys are being collected at the Police Department, Radio Shack, and other business around town.
- Toys for Tots:
 - In Wharton **November 18, 2021** - Chicken Fried Chicken Plates \$ 12.00 Pick-up time is between 4:30- 6:00 pm at Sivells Elementary
 - In El Campo **November 30, 2021** – Chicken Spaghetti Plates \$12.00 Pick-up time is between 4:30-6:00 pm at First Baptist Church
 - Tickets Available from Wharton County Toys for Tots Program, NHS Students from El Campo and Wharton
 - Toys for Tots has toy drop off boxes all around Wharton County. The list is being updated right now, we will update you with locations. You can view their website <https://el-campo-tx.toysfortots.org/local-coordinator-sites/lco-sites/donate-toys.aspx>
 - Make sure toys are unwrapped.
- Next meeting:
 - Will be **December 1, 2021 at 3pm** VIA ZOOM
 - No January Meeting
- Questions or Concerns:
 - Please email Deborah McGraw, Wendy Tamayo and Lori Saucedo, or your Campus Representative with any questions or concerns.
 - We will address the email concerns as soon as we can.
 - If a webcam is needed or having a problem connecting to Zoom, let us know we will work with Distance Education.
 - Distance Education has their calendar available on their page, they have zoom training dates.
- Door Prize:
 - Winner Lori Saucedo

7. Employee Changes: Attached

Adjournment

Time:	3:33pm
Motion by:	Lindsey Reeves
Seconded by:	Stephanie Witzkoski
Next Meeting:	December 1, 2021

New Employee

- Julia Weakley, Assistant Admissions & Registration Officer, Sugar Land Campus, extension 8436, email weakleyj@wcjc.edu, effective 10/20/21

Change in Title/Assignment

- Monica Maldonado, Communications Spec./Recept., Wharton Campus, A-108, extension 4560, email MaldonadoM@wcjc.edu, ***changing to*** Accounts Receivable Clerk, Wharton Campus, A-103, extension 6409, email stays the same, effective 11/01/21.

Separation of Employment

- Alyssa Cabrera, Graduation Specialist, Wharton Campus, A-106, extension 6416, email CabreraA@wcjc.edu, effective 10/29/21
- Lilly Garcia, Title V HSI Project Director, Wharton Campus, L-108A, extension 6966, email GarciaL@wcjc.edu, effective 10/31/21