



Item	Description
Date	10/01/2020
Time	3:00 pm
Location	Blackboard Collaborate

Attendees

Role	Name
Chair	Theresa West Spillers
MinuteTaker	Wendy Tamayo
Attendees	Marsha Brown, Anthony Corbett, Michelle Smith, Cassee Strickland

Approval of Previous Committee Meeting Minutes (February 2020)

	Description
Motion by:	Barbara Lee
Seconded by:	Selena Schmidt
Vote:	Minutes are waiting to be approved in the next Board Meeting

Information Items

	Description
1.	Support Staff Meetings – <ul style="list-style-type: none"> • Held the Thursday following the Board of Trustee’s meeting, typically the 3rd Thursday of the month from 3:00 – 4:00 pm
2.	New Council members – <ul style="list-style-type: none"> • Theresa welcomed and thanked the new council members <ul style="list-style-type: none"> ○ Theresa Spillers, President ○ Michelle Smith, Vice President ○ Wendy Tamayo, Secretary ○ Marsha Brown, Richmond Representative ○ Anthony Corbett, Wharton Representative ○ Cassee Strickland, Sugar Land Representative
3.	Schedule of upcoming meetings – Meeting will continue to be held in Blackboard Collaborate until further notice. Scheduled times for the meeting are from 3:00 – 4:00 pm and can be joined with the provided meeting link. <ul style="list-style-type: none"> • October 22nd • November 19th • January 21st
4.	Powers & Duties of Positions – <ul style="list-style-type: none"> • Theresa discussed and provided each position the powers and duties of the Support Staff Council
5.	Discussed the appropriate procedure for SSO the meeting minutes.
6.	Ideas for SSO <ul style="list-style-type: none"> • Continue door prizes for the monthly meeting <ul style="list-style-type: none"> ○ Marsha will organize

	<ul style="list-style-type: none"> ○ Cassee will start off with a prize for the October meeting ● Monthly SSO Incentives <ul style="list-style-type: none"> ○ October <ul style="list-style-type: none"> ▪ Guessing Jar, Wendy will organize
7.	<p>Reminders for SSO Meetings</p> <ul style="list-style-type: none"> ● Send out the flyer and agenda a week prior to the scheduled SSO meeting
8.	<p>New Employee</p> <ul style="list-style-type: none"> ● Ayesha Kadri, Counselor, Richmond Campus, TC-118, extension 1527, email KadriA@wcjc.edu, effective 11/02/20 ● Cassandra Franklin, Transcript Analyst, Wharton Campus, A-106, extension 6381, email FranklinC@wcjc.edu, effective 09/28/20 ● Larry Fojtik, Maintenance Assistant - Richmond Campus, TC - 104A, extension 1546, email fojtikl@wcjc.edu, effective 9/14/2020 ● Philip Murad, Systems Analyst, Wharton Campus, A-110C, extension TBD, email muradp@wcjc.edu, effective 04/01/20 ● Natalic Casalla, Part Time Front Desk Receptionist - Bay City, email casallan@wcjc.edu, effective 2/10/2020 ● Deseree Fojtik, Adult Education & Literacy Data Technician, Wharton Campus, LAD-111H, extension 6513, email FojtikD@wcjc.edu, effective 02/24/20 ● Aryel Montalvo, Continuing Education Program Secretary - Richmond Campus, room TC -122, ext. 1531, email montalvoa@wcjc.edu, effective 9/14/2020 ● Sherrie Hardin, Simulation Laboratory Coordinator, Wharton Campus, J-126, extension 6954, email <u>hardins@wcjc.edu</u>, effective 08/24/20 ● David Faul, Instructor of Mathematics, Wharton Campus, S-111, extension 6597, email FaulD@wcjc.edu, effective 08/24/20 ● Heather Keahey, Instructor of Mathematics, Richmond Campus, TC-240D, extension 1585, email KeaheyH@wcjc.edu, effective 08/24/20 ● Anne Champion, Instructor of English, Wharton Campus, P-204A, extension 6598, email ChampionA@wcjc.edu, effective 08/24/20 ● Jeanette Jacobs, Instructor of Associate Degree Nursing, Wharton Campus, J-131, extension 6309, email JacobsJ@wcjc.edu, effective 08/24/20 <p>Change in Title/Assignment</p> <ul style="list-style-type: none"> ● Carolyn Stice, Part Time Online English Instructor, email SticeC@wcjc.edu changing to Temporary Full Time Instructor of English, Online, email will stay the same, effective 08/24/20. ● Ramona Petrosky, Part Time Seasonal Financial Aid Clerk, Wharton Campus, email petroskyr@wcjc.edu, changing to Financial Aid Secretary/Receptionist, Wharton Campus, A-101, extension 6345, email will stay the same, effective 08/24/20. ● Aisha Usmani, Part Time Testing Assistant, email usmania@wcjc.edu, changing to Full Time Testing Technician, Sugar Land Campus, SGL-169, extension 8503, email will stay the same, effective 03/02/20 ● Kayla Drabek, Temp Instructor of Voc Nursing, Wharton Campus, J-137, extension

6486, email drabekk@wcjc.edu, **changing to** Instructor of Voc Nursing, everything else stays the same, effective 09/01/20

- Duy Trinh, Part Time Junior Banner System Administrator, email trinhd@wcjc.edu **changing to** Banner System Administrator, Richmond Campus, TC-111, extension TBD, email trinhd@wcjc.edu, effective 09/01/20.
- Shirley Bonewald, Assistant Cashier, Wharton Campus, A-105, extension 6941, email BonewaldS@wcjc.edu, **changing to** Cashier, everything else stays the same, effective 02/01/20
- Tina Kollmann, Temp Coordinator of Testing Services, Richmond Campus, TC-124B, extension 1532, email kollmannt@wcjc.edu, **changing to** Coordinator of Testing Services, everything else stays the same, effective 05/01/20
- Nicole Borg, Temp Instructor of Mathematics, Richmond, TC-225B, extension 1503, email borgn@wcjc.edu, **changing to** Instructor of Mathematics, everything else stays the same, effective 05/18/20
- Aisha Usmani, Temp Testing Technician, Sugar Land, SGL-129, extension 8434, email Usmania@wcjc.edu, **changing to** Testing Technician, everything else stays the same, effective 05/01/20
- Rocio Doherty, Temp Instructor of Chemistry, Sugar Land Campus, SGL-350, extension 8550, email doher tyr@wcjc.edu, **changing to** Instructor of Chemistry, everything else stays the same, effective 05/18/20
- Vicky Baltz, Financial Aid Sec/Receptionist, Wharton, A-101, extension 6437, email BaltzV@wcjc.edu, **changing to** Front Desk Receptionist-Bay City, Bay City Campus, phone 979-318-7355, email will stay the same, effective 07/13/20
- Kerri Novak, Human Resources Specialist, Wharton Campus, A-206A, extension 6561, email novakk@wcjc.edu, **changing to** Human Resources Coordinator, everything else stays the same, effective 07/22/20.
- Esther Kumar, Part Time Instructor of Associate Degree Nursing, KumarE@wcjc.edu, **changing to** Full Time Instructor of Associate Degree Nursing, Sugar Land Campus, SGL-204, extension 8562, email will stay the same, effective 08/24/20.
- Santiago Lopez, Part Time Instructor of English, email LopezS@wcjc.edu **changing to** Full Time Instructor of English, Sugar Land Campus, SGL-128, extension 8408, email LopezS@wcjc.edu, effective 08/24/20.
- C+Shazia Usman, Part Time Instructor of Associate Degree Nursing, email UsmanS@wcjc.edu **changing to** Full Time Instructor of Associate Degree Nursing, Wharton Campus, J-130, extension 6403, email UsmanS@wcjc.edu, effective 08/24/20.
- Don Cavin, Temporary Instructor of English, Wharton Campus, P-108A, extension 6401, email CavinD@wcjc.edu **changing to** Instructor of English, Richmond Campus, TC-240G, extension 6401, email will stay the same, effective 08/24/20.
- Tamara Sealy, Continuing Education Corporate Coordinator, Richmond Campus, TC-122B, extension 1530, email sealyt@wcjc.edu, **changing to** Director of Continuing Education, Richmond Campus, TC-122C, extension and email will remain the same, effective 08/10/20.
- Kimberly Ashburn, Distance Education Media Support Specialist, Wharton, DE-101, extension 6944, email ashburnk@wcjc.edu, **changing to** Accessibility and

Instructional Media Technologist, everything else stays the same, effective 07/27/20.

- Ramonica Cortez, Accounting Clerk, Wharton Campus, A-103, extension 6410, email CortezR@wcjc.edu, **changing to** Assistant Cashier, Wharton Campus, A-105, extension 6412, email will stay the same, effective 08/03/20.
- Kimberly Mrnustik, Continuing Education Program Secretary, Richmond Campus, TC-122, extension 1531, email mrnustikk@wcjc.edu **changing to** Administrative Assistant and Records Specialist to the Dean of Vocational Instruction, Wharton Campus, A-102, extension 6570, email will stay the same, effective 08/03/20.
- Lois Auld, Human Resources Technician, Wharton Campus, A-206, extension 6947, email AuldL@wcjc.edu, **changing to** Human Resources Specialist, everything else stays the same, effective 08/17/20.

Separation of Employment

- Orarean Hooper, AEL Career Navigator Data Specialist - Wharton Campus, LD - 111L, ext. 6324, email hoopero@wcjc.edu, effective 7/31/2020
- Alice Atkins, Director of CE - Richmond Campus, TC - 122C, ext. 1511, email atkinsa@wcjc.edu, effective 8/6/2020
- Jennifer Keprta, Part Time Front Desk Receptionist - Bay City, email KeprtaJ@wcjc.edu, effective 12/13/2019
- Courtney Shifferly, Part Time Human Services Instructor - Richmond, email shifferlyc@wcjc.edu, effective 6/10/2020
- Maria Guevara, Part Time Adult Education & Literacy (AEL) Instructional Aide, email guevaram@wcjc.edu, effective 6/4/2020
- Jeremy Salinas, Systems Analyst, Wharton Campus, A-110C, extension 6563, email salinasj@wcjc.edu, effective 06/08/20
- Gail Whitaker, Part Time Math Instructor - Richmond, email whitakerg@wcjc.edu, effective 6/17/2020
- Kimberly Lewis, Front Desk Receptionist-BC, Bay City Campus, phone 979-318-7355, email lewisk@wcjc.edu, effective 06/17/20
- Karen Bishop, PBX Operator/Receptionist, Wharton Campus, A-108, Extension 4560, email karenb@wcjc.edu, effective 8/31/2020
- Paul Quinn, Dean of Vocational Instruction, Wharton Campus, J-117, extension 6492, email quinnp@wcjc.edu, effective 8/31/2020
- Steven Nelson, Maintenance Assistant, Richmond Campus, TC-104A, extension 1546, email nelsons@wcjc.edu, effective 8/31/2020
- Deborah Yancey, Instructor of Associate Degree Nursing, Wharton Campus, J-131, extension 6309, email deborahy@wcjc.edu, effective 08/31/2020
- Dana Bramble, Instructor of Developmental English, Richmond Campus, TC - 240L, extension 1584, email danab@wcjc.edu, effective 8/31/2020
- James Kelley, Instructor of Mathematics, Richmond Campus, TC - 140L, extension 1561, email jamesk@wcjc.edu, effective 08/18/2020
- Michael Gorka, Custodian, Richmond Campus, TC-Maint, extension 1589, email gorkam@wcjc.edu, effective 8/31/2020
- Shelley Naiser Cook, Accounts Receivable Clerk, Wharton Campus, A-103B,

extension 6409, email naisers@wcjc.edu, effective 8/10/2020.

- Amy Conover, Instructor of ADN, Sugar Land Campus, SGL-377, extension 8562, email conovera@wcjc.edu, effective 05/31/20
- Tammy Herrera, Part Time Transcript Analyst - Wharton, email herrerat@wcjc.edu, effective 6/2/2020
- Eric Malmberg, Director of Sugar Land Campus, SGL-117, extension 8412, email malmberge@wcjc.edu, effective 03/31/20
- Christopher Ramsey, Coordinator of Testing Services, Sugar Land Campus, SGL-129, extension 8434, email ramseyc@wcjc.edu, effective 02/21/20
- Jennifer Vasquez, Part Time Administrative Assistant & Records Specialist to CIR - Remote, email vasquezj@wcjc.edu, effective 8/31/2020
- Amanda Jurek, Admissions Document Specialist- Wharton Campus, office, A-106, email: jureka@wcjc.edu, extension 6381.
- Mike Esparza, Maintenance Assistant, Richmond Campus, extension 1517, email mikee@wcjc.edu, effective 07/01/20.
- Marissa Saenz, Public Services Librarian, Wharton Campus, L-102A, extension 6356, email saenzm@wcjc.edu, effective 01/31/20
- Beverley Marks, Counselor, Richmond Campus, TC-118, extension 1527, email beverleym@wcjc.edu, effective 01/31/20
- Geraldine Johec, Cashier, Wharton Campus, A-105, extension 6412, email johecg@wcjc.edu, effective 01/31/20.
- Binh Jessica Nguyen, Student Success Enrollment Assistant / TRIO Academic Support, Wharton Campus, STEM Center, extension 6488, email nguyenj@wcjc.edu, effective 01/17/20
- David Camejo, Instructor of Chemistry, Sugar Land Campus, SGL-350, extension 8550, email camejod@wcjc.edu, effective 01/15/20
- Nancy Witt, Instructor of Vocational Nursing, Wharton Campus, J-137, extension 6486, email wittn@wcjc.edu, effective 12/31/19
- Irina Dronova, Part Time Math Tutor - Richmond, email dronovai@wcjc.edu, effective 9/18/2020
- Teresa Berrios, Part Time Reading/Writing Tutor - Wharton, email berriost@wcjc.edu, effective 9/18/2020
- Amy Farris, Part Time Reading/Writing Tutor - Richmond, email farrisa@wcjc.edu, effective 9/18/2020
- Kendal Glades, Part Time Reading/Writing Tutor - Sugar Land, email gladesk@wcjc.edu, effective 9/18/2020
- Silvano Grosso, Part Time Math Tutor - Richmond, email silvanog@wcjc.edu, effective 9/18/2020
- Stephanie Zachry, Part Time Math Tutor - Sugar Land, email zachrys@wcjc.edu, effective 9/18/2020
- Kristie Sulak, Part Time Financial Aid Counselor - Richmond, email sulakk@wcjc.edu, effective 9/18/2020
- Ana Galvan, Part Time Open Computer Lab Monitor - Richmond, email galvanan@wcjc.edu, effective 9/18/2020

- Paula Leifrig, Front Desk Receptionist-FBTC, Richmond Campus, TC-106/Reception, extension 1500, email leifrigp@wcjc.edu, effective 07/24/20
- Denise Figueroa, Admissions Technician, Wharton Campus, A-106, extension 6462, email FigueroaD@wcjc.edu, effective 07/28/20

Change in Name

- Josh Ann Garcia, Instructor of Cosmetology, Wharton Campus, LD-108E, extension 6419, email garciaj@wcjc.edu, changing to Josh Ann Martinez, email martinezj@wcjc.edu, effective 04/07/20
- Ruby Grace, College Recruiter, Richmond Campus, TC-117, extension 1526, email gracer@wcjc.edu, **changing to** Ruby Riley, email rileyr@wcjc.edu, everything else stays the same, effective 03/31/20.
- Kayla Kuban, Instructor of Vocational Nursing, Wharton Campus, J-137, email kubank@wcjc.edu, extension 6486, **changing to** Kayla Drabek, email drabekk@wcjc.edu, everything else stays the same, effective 01/07/20.
- Samantha Perez, Academic Advising Specialist, Wharton Campus, PSC-311A, extension 6935, email perezs@wcjc.edu, **changing to** Samantha Cannell, email cannells@wcjc.edu, effective 4/22/2020

Adjournment

Time:	3:50 pm
Motion by:	Wendy Tamayo
Seconded by:	Marsha Brown
Next Meeting:	October 22, 2020