



Item	Description
Date	02/20/2020
Time	3:15 pm
Location	LD-102B, TC-138, SU-266

Attendees

Role	Name
Chair	Theresa West Spillers
MinuteTaker	Alyssa Cabrera
Attendees	Michelle Smith, Linda Hines, Leticia Castillo, Kimberly Mrnustik, Kim Ashburn, Cassee Strickland, Lori Baumgarten, Eugenia Hudson, Selena Schmidt, Denise Figueroa, Wendy Tamayo, Rhonda Clayton, Lacey Barbre, Leilani Flores, Rosie Nunez, Barbara Faust Lee, Shirley Bonewald, Marla Martinez, Ramonica Cortez, Meghan Dylla-Stade, Jana Guest, Angela Manna, Michelle Bass, Amanda Jurek, Anthony Corbett, Caller 0243

Approval of Previous Committee Meeting Minutes (November 2019)

	Description
Motion by:	Cassee Strickland
Seconded by:	Leticia Castillo
Vote:	Minutes are waiting to be approved in the next Board Meeting

Information Items

	Description
1.	<p>Extended Cabinet Meeting:</p> <ul style="list-style-type: none"> Bryce Kocian led the meeting and Agenda items were discussed and will be followed up in the next meeting on March 19th.
2.	<p>Board of Trustees Meeting:</p> <ul style="list-style-type: none"> All agenda items were approved. Next meeting is March 31st
3.	<p>New Business:</p> <ul style="list-style-type: none"> Employee of the Year Ballots – Due March 4th. The nominations must be approved by HR before the ballots can be sent out for voting via email. Upcoming SSO Council Nominations – March or April, an email will be sent out so Nominations can be placed. SSO shirt Orders – Support Staff shirts are being worked on. Vendors are being reviewed for bids. Order forms will be emailed once finalized. Update SSO Group Email – we currently have 130 members in our Support Staff Group Email, if you are not receiving the emails, please contact one of our Council Members so you can be added to the list.
4.	<p>Old Business:</p> <ul style="list-style-type: none"> Employee of the Year Nominations – Closed on February 19th at 5pm.

	<ul style="list-style-type: none"> • Employee Longevity Pay – If you qualify, the Bonus will be added into your April pay check. Please refer to the email sent on February 13th from Deanna Feyen for details. • Suggestion for Speakers – As of Date, no feedback has been received. • Employee Banquet – is scheduled for April 16, 2020. The theme is 80's. Transportation Will be provided from the Richmond Campus to the Wharton Campus.
5.	<p>Announcements:</p> <ul style="list-style-type: none"> • Recent Support Staff Graduates (Shout Outs): Kimberly Mrnustik – AA – Business Administration (WCJC) Alyssa Cabrera – BBA – Management (UHV) Rachel Cavazo – BBA – Accounting (UHV) Selena Schmidt – BBA – Management (UHV) Theresa Spillers – MBA – Strategic Finance (UHV) • If there is anyone that we missed or have coming up for graduation, let us know. We would like to give recognition to the Support Staffers for their achievements. • Secret Pal Participation – everything is running smoothly. If something is not working let Michelle Smith know. • Professional Day – will be taking place February 28, 2020. • Tiger Cards – Sheryl Rhodes is selling the cards, \$10 per card, to help out Wharton High School's Baseball Team. Contact Sheryl if you are interested and she will be selling the cards until Friday, March 13th. • Rhonda Clayton – We would like to say thank you for the Athletic updates. • Vicki Hudson – Opening night for The Last Lifeboat is February 20th and will be held February 21st and 22nd, 2020. Admission is free, come out to support the Drama Department! • Sugar Land – clubs on campus continue to be active and parking issues are the same. • Richmond – foods trucks have been a big help and everything else is fine. • Council meets after the adjournment of SSO meeting.
6.	<p>New Employees:</p> <ul style="list-style-type: none"> • Denise Figueroa, Admissions Technician, Wharton, Rm A-106, Ext 6462, figueroad@wcjc.edu, Effective 01/06/2020 • Deseree Fojtik, Adult Education & Literacy Data Technician, Wharton, Rm LAD-111H, Ext 6513, fojtikd@wcjc.edu, Effective 02/24/2020 • Beverly Tomek, Instructor of History, Wharton, Rm S-124, Ext 6450, tomekb@wcjc.edu, Effective 08/24/2020 • Tammy Herrera, PT Transcript Analyst, Wharton, herrerat@wcjc.edu, Effective 02/17/2020 <p><u>Change in Title/Assignment/Name/Office:</u></p> <ul style="list-style-type: none"> • Elife Dogan-Ciftci, Instructor of Math, Sugar Land, Rm SGL-235, Ext 8520, dogane@wcjc.edu Changing to Amy Morgan, Instructor of Math, Sugar Land, same room, same extension, morgana@wcjc.edu, Effective 12/04/2019 • Kayla Kuban, PT Instructor of Vocational Nursing, Changing to FT Instructor of Vocational Nursing, Wharton, Rm J-137, kubank@wcjc.edu, Effective 01/06/2020

	<ul style="list-style-type: none"> • Rocio Doherty, PT Instructor of Chemistry, Changing to FT Instructor of Chemistry, Sugar Land, Rm 350, Ext 8550, dohertyr@wcjc.edu, Effective 01/06/2019 • Kayla Kuban, Instructor of Vocational Nursing, Wharton, Rm J-137, kubank@wcjc.edu, Ext 6486, Changing to Kayla Drabek, drabekk@wcjc.edu, same room, same ext, Effective 01/07/2020 • Oner Celepcikay, Instructor of Computer Science, Sugar Land, Rm SGL-223, Ext 8565, celepcikayo@wcjc.edu, Changing to PT Instructor of Computer Science, same room, same ext, same email, Effective 01/13/2020 • Shirley Bonewald, Assistant Cashier, Wharton, Rm A-105, ext. 6941, bonewalds@wcjc.edu, Changing to Cashier, same room, same ext, same email, effective 02/01/2020 <p>Separations:</p> <ul style="list-style-type: none"> • Nancy Witt, Instructor of Vocational Nursing, Wharton, Effective 12/31/2019 • David Camejo, Instructor of Chemistry, Sugar Land, Effective 01/15/2019 • Binh Jessica Nguyen, Student Success Assistant/TRIO Academic Support, Wharton, Effective 01/17/2019 • Geraldine Johec, Head Cashier, Wharton, Effective 01/21/2020 • Beverly Marks, Counselor, Richmond, Effective 01/31/2020 • Marissa Saenz, Public Services Librarian, Wharton, Effective 01/31/2020 • Beverly Tomek, Instructor of History, Wharton, Effective 02/13/2020
7.	Door Prize: Winner for February was Kimberly Ashburn

Adjournment

Time:	3:40 pm
Motion by:	Rhonda Clayton
Seconded by:	Kimberly Mrnustik
Next Meeting:	March 26, 2020