



Item	Description
Date	February 16, 2017
Time	2:18 PM
Location	

1. Attendees

Role	Name
Chair	Emily Voulgaris
MinuteTaker	Rhonda Clayton
Attendees	Emily Voulgaris, Vicki Hudson, Michelle Smith, Kerrie Cunningham, Linda Hines, Rhonda Clayton, Theresa Martinez, Veronica Garcia, Leilani Flores, Rosie Nunez, Kelly Crosson, Carol Riley, Joe Ann Balles, Kayla Harden, Geraldine Johec, Cynthia Fields, Lindsey Shimek
Absent	

2. Approval of Previous Committee Meeting Minutes

	Description
Motion by:	Emily Voulgaris (by e-mail)
Seconded by:	Barbara Lee (by e-mail)
Vote:	The minutes were approved for the January 2017 meeting

3. Information Items

	Description
1.	Emily reported that there was not an extended cabinet meeting. The board meeting will be on Tuesday, 2/21/17. There was a special called board meeting with the Johnson Foundation on 2/10/17 to do a walk thru of the Johnson Building.
2.	Employee of the Year ballots are due to Emily by Friday, 2/17/17.
3.	The WCJC employee banquet is on Thursday, 3/23/17.
4.	Just a reminder that everyone needs to be backing up their computers to flash drives. Once IT is caught up, they will be coming to each computer and transferring files from the old e-mail system to the new e-mail system.
5.	<p>Employment Changes:</p> <p>New Employees:</p> <ul style="list-style-type: none"> • Ashlyn Williams, PT Academic Advisor, FBTC Campus, williamsash@wcjc.edu, Effective 2/13/17 • Stacy Lynch, PT AEL Instructor, SL Campus, lynchs@wcjc.edu, effective 1/21/17. • Armondo Terronez, Groundskeeper, Wharton campus, terroneza@wcjc.edu, Effective 2/6/17 • Miguel Santes, PT Cosmetology Instructor, Wharton campus, santesm@wcjc.edu, Effective 1/23/17 • Kyle Kabrich, PT CE Instructor-Software Computer, Multiple campuses, kabrichk@wcjc.edu, effective 1/25/17

	<ul style="list-style-type: none"> Jazmin Cordova, PT Trio SSS Academic Support Leader, Wharton campus, cordovaj@wcjc.edu, effective 1/25,2017 Johnathan Klotz, PT Electronic Engineering Tutor, Wharton campus, klotzj@wcjc.edu, effective 1/31/17 <p>Separation:</p> <ul style="list-style-type: none"> Yvette Alexander, PT CE/AEL Instructor, Multiple Campuses, effective 12/31/16 Barbara Bubela, PT Temporary Administrative Assistant to the VP of Administrative Services, Wharton campus, effective 9/30/16 Meredith Janecek, PT INRW Instructor, FBTC campus, effective 12/6/16 Laurie Hippel, Front Desk, Bay City campus, effective 1/19/17 Kelly Popp, PT AEL Instructor, El Campo Northside, effective 1/23/17 <p>Change in Title/Assignment</p> <ul style="list-style-type: none"> Gregorio Berrios, Custodial Supervisor, Wharton campus to Carpenter/Plumber, Wharton campus, effective 1/30/17
6.	Door Prize provided by the Library. Winner was Linda Hines.

4. Action Items

	Action Items	Responsible Party	Due Date
1.			
2.			
3.			

5. Adjournment

Time:	2:35 PM
Motion by:	
Seconded by:	
Next Meeting:	