



Wharton County Junior College

Extended Cabinet Minutes

Item	Description
Date	September 23, 2021
Time	3:00 P.M.
Location	Zoom

1. Attendees

Role	Name
Chair	Amanda Allen
Minute Taker	Deanna Feyen
Attendees	Kim Ashburn; Lori Baumgarten; Deborah Barron; Susan Denman-Briones; Trish Chandler; Rhonda Clayton; Gloria Diaz; Mike Feyen; Sherri Hardin; Terry Hinze; Leslie Kolojaco; TK Krpec; Barbara Lee; Jandy Luong; Debbie Lutringer; Cheryl Machicek; Monica Maldonado; Deborah McGraw; Cindy Mahalitic; Lindsey McPherson; Nwosu Obiageli; Matt Prasifka; Lindsey Reeves; Tommy Regan; Liz Rexford; Selena Schmidt; Victoria Schultz; Tamara Sealy; Tanya Taylor; Wendy Tamayo; Arthur Vellejo; Gus Wessels; Hector Weir; Vershonda Williams; Stephanie Witzkoski; Philip Wuthrich; Pam Youngblood; and Tara Zekavat
Absent	

2. Agenda

	Description	Date	Participants
1.	Call to order – Amanda called the meeting to order.		
2.	Approval of Minutes – August 12, 2021 -On a motion by Hector Weir and a second by Liz Rexford, the Extended cabinet approved the August 12, 2021 minutes as presented.		
3.	Faculty Items – 1. Extended Cabinet Meeting Minutes to Board Packet -Amanda verified that the August 12, 2021 minutes will be included on the October board meeting agenda. 2. Simultaneous board meetings streamed online as they happen in person. -Amanda stated that distance education personnel have been asked to research simultaneous streaming of board meetings. -Parking pass waivers at UHSL – Amanda explained that they are also doing the vaccine lotto incentives like WCJC is doing. Our students and employees are not eligible for UHSL's lotto. -Liz asked for a status on the water fountains. Amanda will check on the status and send a communication out to everyone.		

	<p>-Liz asked for an update on signage at the Sugar Land campus. Amanda will check on the status of signage.</p> <p>-Liz gave on behalf of faculty council a shout out to Vice President Youngblood on the technology report that she sent to everyone.</p>		
4.	Staff Items – NONE		
5.	<p>Student Concerns – NONE</p> <p>-Liz asked about the status of vending machines (student supplies) on the Sugar Land campus that had been discussed in the past. Matt stated that UHSL is not going to provide vending machines although they did provide some scantrons, pencils, bluebooks, etc. at the front desk for students.</p>		
6.	<p>Other Items</p> <p>-Amanda gave an overview on administrative procedures.</p> <p>-Amanda and Kay Shoppa will be working on administrative procedures next week. An email will be sent when they are complete.</p> <p>-COVID Response Reminders – Amanda reviewed mitigation measures. Masks will be provided in all classrooms, but will not be mandated.</p> <p>-Amanda reviewed the self-reporting protocols.</p> <p>-On September 29th from 11:00 AM – 4:00 PM Pfizer second shots will be given.</p> <p>-Amanda explained the vaccine incentive program which is voluntary.</p> <p>-Mid-Coast Clinic is open on campus.</p> <p>-Amanda reviewed who to contact for certain COVID protocols.</p> <p>-Amanda reminded everyone that the board meeting was rescheduled for September 28th at 2:30 P.M.</p> <p>-Amanda reminded everyone that at the UHSL campus, the visitors lot and the library lot was available.</p> <p>-Danny Terronez coordinated the Car Seat event held yesterday and it went well.</p> <p>-Amanda thanked everyone!</p>		

3. Information Items

	Description	Date	Participants
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4. Action Items

	Action Items	Owner	Date	Participa nts
1.	Amanda will send an email when administrative procedures are complete.	Amanda Allen		
2.	Amanda will check on the status of signage at the Sugar Land campus.	Amanda Allen		
3.	Amanda will check on the status of water fountains and send out a communication.	Amanda Allen		
4.				

5. Adjournment

	The meeting adjourned at 3:32 P.M.

Chair

Date