



Wharton County Junior College

Extended Cabinet Minutes

Item	Description
Date	September 15, 2022
Time	3:00 P.M.
Location	Zoom

1. Attendees

Role	Name
Chair	Betty McCrohan
Minute Taker	Sheryl Rhodes
Attendees	Amanda Allen, Peter Anderson, VickyBaltz, Amber Barbee, Debby Barron, Lori Baumgarten, Lori Blust, Gary Bonewald, Alexis Brooks, Zina Carter, Leticia Castillo, Rachel Cavazos, Allyson Chuc, Rhonda Clayton, Gloria Crockett, Kelly Crosson, Kevin Dees, Carol Derkowski, Gloria Diaz, Robert Falco, Jessica Falcon, Shayna Guerra, Jill Hudgins, Jennifer Jeffery, Bryce Kocian, Tina Kollmann, Leslie Kolojaco, Patricia Korenek, Lea Anna Kostelnik, T.K. Krpec, India LeBan, Eric Li, Debbie Lutringer, Cheryl Machicek, Cindy Mahalitic, Angela Manna, Marla Martinez, Jerry Martinez, Tessa Mathews, Robby Mathews, Deborah McGraw, Patsy Melton, Kimberly Mrmustik, Nick Niemeier, Rose Ochoa, Andrew Palomino McClure, Ramona Petrosky, Alexandra Price, Lindsey Reeves, Tommy Regan, Carol Riley, Haydee Ruiz, Lori Saucedo, Selena Schmidt, Ben Sharp, Don Smith, Natalie Stavinoha, Wendy Tamayo, Danny Terronez, Arthur Vallejo, Gloria Vela, Emily Voulgaris, Kelly Wallace, Cindy Ward, Wendy Waters, Hector Weir, Gus Wessels, Stephanie Witzkoski, Philip Wuthrich, Tara Zekavat
Absent	

2. Agenda

	Description
1.	Call to order – President McCrohan called the meeting to order.
2.	Approval of Minutes – July 28, 2022 -Kimberly Mrmustik made a motion to approve the July 28, 2022 Extended Cabinet minutes as presented. Hector Weir seconded the motion.
3.	President’s Items – <ol style="list-style-type: none"> 1. Update on Web Redesign Project -Zina Carter provided an update on the status of the web redesign project and informed the group that the process is on schedule. 2. Texas Commission on Community College Finance -President McCrohan briefed the group on the discussions that took place at the TCCC Finance hearings. 3. Billboard Advertising -Zina Carter reported on the new billboards that have been installed throughout our service area.
4.	Faculty Items <ol style="list-style-type: none"> 1. Update on Richmond Campus Plan -President McCrohan reported that the Strategic Visioning Committee has not been able to meet however; she is planning to provide some updates within the next week.

	<p>2. Testing center personnel staffing -VP Allen reported that the posting for the recently vacated full time testing position in Sugar land and the part time testing position in Richmond have been done and HR is in the hiring process. She reminded the group to refer to the testing calendars on the website.</p> <p>3. Full time counselor availability -President McCrohan informed the group that Dean McPherson has a process for assisting students in a crisis. President McCrohan will have Dean McPherson send the information out.</p> <p>4. Copier maintenance -Philip Wuthrich discussed issues with copier outage and maintenance. General maintenance will be scheduled prior to the fall and spring semesters. Peter Anderson recommended back up batteries for servers to prevent outages.</p> <p>5. Sugar Land student scantron availability -VP Kocian informed the group that scantrons are available to the students at the receptionist desk in Brazos Hall.</p>
5.	<p>Staff Items –</p> <p>1. WCJC Employees Fall Fun Night -Deborah McGraw informed the group that the Support Staff Council is sponsoring a WCJC employees fall fun night on October 27, 2022 from 5:00 p.m. to 8:00 p.m. in the Pioneer Student Center. Everyone is welcome.</p>
6.	Student Concerns - none
7.	<p>Other Items</p> <p>1. Extended Cabinet Agenda -President McCrohan requests that agenda items for the Extended Cabinet meeting are submitted on Mondays at noon, prior to the Thursday meeting.</p>

3. Information Items

	Description	Date	Participants
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4. Action Items

	Action Items	Owner	Date	Participants
1.	President McCrohan will provide an update in her monthly newsletter on the Texas Commission on Community College Finance hearings and will provide the links to the hearings to view.	President McCrohan	September Newsletter	
2.	President McCrohan will provide updates to the Richmond Campus Plan as they are presented from the committee.	President McCrohan	On-Going	
3.	President McCrohan will have Lindsey McPherson send out information on the full-time counselor availability, and the chain of command, and who to go to when needed.	President McCrohan		
4.	Philip Wuthrich will schedule general maintenance of copiers prior to the start of fall and spring semesters.	Philip Wuthrich	On-Going	

5.	Zina Carter is working on scheduling a date for an open session for faculty to review the website redesign.	Zina Carter	October 2022	
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5. Adjournment

	The meeting adjourned at 3:43 P.M.

Chair

Date