



<b>Item</b>	<b>Description</b>
<b>Date</b>	03/22/18
<b>Time</b>	2:17 pm
<b>Location</b>	

**1. Attendees**

<b>Role</b>	<b>Name</b>
<b>Chair</b>	Vicki Hudson
<b>MinuteTaker</b>	Rhonda Clayton
<b>Attendees</b>	Kelly Crosson, Vicki Hudson, Linda Hines, Leilani Flores, Lori Baumgarten, Carol Riley, Cynthia Fields, Rhonda Clayton, Theresa Spillers, Lacey Barbre, Kerri Cunningham, Kimberly Bowen-Johnson, Deborah McGraw, JoeAnn Balles, Emily Voulgaris
<b>Absent</b>	

**2. Approval of Previous Committee Meeting Minutes**

	<b>Description</b>
<b>Motion by:</b>	Lori Baumgarten (by e-mail)
<b>Seconded by:</b>	JoeAnn Balles (by e-mail)
<b>Vote:</b>	

**3. Information Items**

	<b>Description</b>
<b>1.</b>	Emily Voulgaris gave a report on transcripts that are submitted for the Support Staff professional growth plan. HR needs the paper copy of transcripts to reimburse Employees under this plan. HR will now accept EDI (electronic version of transcripts sent to WCJC). This will be a cost savings to the employee. Once an employee graduates, HR will need an official paper copy, not an EDI version of the college transcript.
<b>2.</b>	February support staff minutes were approved by email and posted to the intranet.
<b>3.</b>	There was not a March extended cabinet meeting.
<b>4.</b>	Board Meeting will be held on Tuesday, March 27 <sup>th</sup> .
<b>5.</b>	The employee of the year has been finalized and turned into HR. They will receive the award at the Employee Banquet.
<b>6.</b>	The Employee Recognition banquet will be held on April 19 <sup>th</sup> . Volunteers are needed to judge the costume contest. (Leilani Flores, Linda Hines, and Theresa Spillers have volunteered for this) Jami Hughes and James Conner will be the MC's.
<b>7.</b>	Names have been submitted for the Support Staff Council. Emily will send the ballots out on April 2 <sup>nd</sup> and they will be due on April 13 <sup>th</sup> .
<b>8.</b>	The Human Services Club will be collecting items to create Easter baskets.
<b>8.</b>	Employment Changes: <b>New Employees:</b> Ruby Grace, College Recruiter/Academic Advisor, Richmond Campus, TX-117, ext 1526,

	<p><a href="mailto:gracer@wcjc.edu">gracer@wcjc.edu</a>, effective 3/21/18</p> <p><b>Change in Title/Assignment/Name/Office:</b>          Sabas Vasquez, PT Public Safety Officer, changing to FT Public Safety Officer, Wharton, Ext. 6523, <a href="mailto:vasquezSA@wcjc.edu">vasquezSA@wcjc.edu</a>, effective 03/01/18</p> <p><b>Separations:</b>          Matthew Bakus, Instructor of Welding, Wharton, effective 8/4/17</p>
13.	Door Prize was donated by Anna Cortez and JoeAnn Balles and won by Leilani Flores.

**4. Action Items**

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

**5. Adjournment**

<b>Time:</b>	2:30pm
<b>Motion by:</b>	
<b>Seconded by:</b>	
<b>Next Meeting:</b>	