



Item	Description
Date	March 30, 2017
Time	2:20 PM
Location	

**1. Attendees**

Role	Name
Chair	Emily Voulgaris
MinuteTaker	Rhonda Clayton
Attendees	Rhonda Clayton, Vicki Hudson, Linda Hines, Leilani Flores, Joe Ann Balles, Barbara Lee, Emily Voulgaris, LeaAnna Kostelnik, Kimberly Bowen-Johnson, Carol Riley, Lori Baumgarten, Lindsey Shimek
Absent	

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

	Description
Motion by:	Geraldine Jochee (by e-mail)
Seconded by:	Kayla Harden (by e-mail)
Vote:	The minutes were approved for the February 2017 meeting

**3. Information Items**

	Description
1.	Emily reported on the March Board meeting. <ul style="list-style-type: none"> <li>There will be no changes to the way the baseball field is being operated other than WISD will be in charge of the scheduling of the field.</li> <li>The Sugar Land campus will not have any WCJC signage.</li> <li>The library will be getting 4 new study rooms.</li> <li>The 1<sup>st</sup> phase of the new security system will begin in a few weeks.</li> <li>The Richmond campus construction project will begin soon. They will also be getting a new sign.</li> <li>Updates were given on the Johnson building project. June 12<sup>th</sup> is the start date.</li> </ul>
2.	Emily gave an update on the Extended Cabinet meeting.
3.	The WCJC employee banquet was on Thursday, 3/23/17. Barbara Lee was the Support Staff Employee of the Year.
4.	Budgets will remain the same for next year. Any increase requests will need to be submitted on a new form.
5.	Campus Carry will start in August 2017.
6.	Support Staff Council met and reviewed the current Constitution and Bylaws. Changes were made to both. These changes were e-mailed out to all support staff to review. <ul style="list-style-type: none"> <li>Constitution – A motion was made by Lori Baumgarten to send out all changes to the support staff to be voted on for approval. A second was made by Carol Riley. If approved it will be presented to the Extended Cabinet.</li> </ul>

	<ul style="list-style-type: none"> <li>By Laws – A motion was made by Rhonda Clayton to send out all changes to the Support staff to be voted on for approval. A second was made by Kimberly Bowen-Johnson. If approved it will be presented to the Extended Cabinet.</li> </ul>
7.	It was proposed to start a Support Staff Scholarship. A committee will be formed to get this project underway. Fundraising ideas are needed to help fund this. An e-mail will be sent out to all support staff to see who is interested in being on this committee.
8.	<p>Employment Changes:</p> <p><b>New Employees:</b></p> <ul style="list-style-type: none"> <li>Lola Lockett, PT AEL instructor, Waller County, <a href="mailto:lokettl@wcjc.edu">lokettl@wcjc.edu</a>, effective 2/24/17</li> <li>Brady Vickery, PT Fitness Center staff, Wharton, <a href="mailto:vickeryb@wcjc.edu">vickeryb@wcjc.edu</a>, effective 3/9/17</li> </ul> <p><b>Separation:</b></p> <ul style="list-style-type: none"> <li>Dariush Darayan, Instructor of Computer Science, Sugar Land campus, Effective 2/13/17</li> <li>Cynthis Fannin, PT Human Services Instructor, Wharton campus, effective 3/20/17</li> <li>Veronica Horelica, PT LVN Instructor, Wharton Campus, effective 3/20/17</li> <li>Rocky Ibarra, IT Help Desk Asst., Wharton Campus, effective 2/17/17</li> <li>Delia Martinez, Chief Site Mgr/Sr. Citizens, Wharton campus, effective 2/28/17</li> <li>Marybelle Perez, Director of College Transition, Wharton campus, effective 3/22/17</li> </ul> <p><b>Change in Title/Assignment</b></p> <ul style="list-style-type: none"> <li>Khyla Williams, PT Bay City Campus Receptionist, changing to FT Desk Receptionist, effective 3/20/17</li> <li>Geraldine Johec, Wharton campus, Assistant Cahier changing to Cashier, effective 3/20/17</li> <li>Rachel Bahnsen, Assistant Director of Payroll and Benefits, Wharton campus, Changing to Acting Director of Payroll and Benefits, effective 2/27/17</li> </ul>
9.	The WCJC Pioneer Baseball team will be playing the Sugar Land Skeeters on 4/17/17. The Continuing Ed department has organized group tickets sales for \$5 each for this game.
10.	Door prize was donated by Emily Voulgaris. The winner was Leilani Flores.

#### 4. Action Items

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

#### 5. Adjournment

<b>Time:</b>	2:55 PM
<b>Motion by:</b>	
<b>Seconded by:</b>	
<b>Next Meeting:</b>	