



Item	Description
Date	04/06/2022
Time	3:00 pm
Location	Blackboard Zoom

**Attendees**

Role	Name
Chair	Deborah McGraw
MinuteTaker	Lori Saucedo
Attendees	Deborah McGraw, Wendy Tamayo, Lori Saucedo, Aryel Montalvo, Christina Vela, Debby Barron, Gloria Diaz, Kelli Crosson, Leilani Flores, Lindsey Reeves, Linda Hines, Meghan Stade, Rachel Cavazos, Sarah Kresta, Selena Schmidt, Shannon Hobbs, Shirley Bonewald, Stephanie Witzkoski, Veronica Garcia, Vicky Baltz, Lori Baumgarten, Carol Riley, Jill Hudgins, Bob Falco, Rhonda Clayton, Barbara Lee, Julia Weakley, Monica Maldonado, Marla Martinez, Nora Chalue, Megan Bubela, Vicki Hudson, Marcela Quinones, George Pratt, Terry Hinze, Julianna Reyes, Ramonica Cortez

**Approval of Previous Committee Meeting Minutes (March 2, 2022)**

	Description
Motion by:	Jill Hudgins
Seconded by:	Michelle Smith
Vote:	

**Information Items**

	Description
1.	<p>Extended Cabinet Meeting: March 24, 2022</p> <ul style="list-style-type: none"> <li>• Encourage everyone to attend, if time allows.</li> <li>• Extended Cabinet Faculty Items: <ul style="list-style-type: none"> <li>○ Sign into Sugarland- no additional information at this time</li> </ul> </li> <li>• Update the status of a stipend or compensation, given revenue shortage not going to be available anytime soon.</li> <li>• Went over the strategic plan and Board of Trustees Vision Committee is looking into a plan and will present it at the next board meeting.</li> <li>• Marketing plans- Hired a team to revamp the website.</li> <li>• WCJC 75<sup>th</sup> Anniversary- possible planning for the future</li> <li>• Support Staff Items- <ul style="list-style-type: none"> <li>○ Flex Time</li> <li>○ Condensed work week or FLEX Schedule throughout a 40 hour work week, no pay increase and the continuation rising of inflation.</li> <li>○ Not a full day, possible half day, something to give us some relief.</li> <li>○ If you are by yourself, up to your manager and they be able to work with you.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Fitness Center- Sugarland Fitness Center not opening soon.</li> <li>• Fitness Center- Inquired about it being open to employees during the day. Was informed that it would be open between 11-1 for employee use once staff was hired.</li> <li>• Company Picnic- have not had a banquet in 3 years, going to put a proposal together and working on that.</li> </ul>
2.	<p>Board of Trustees Meeting: March 29, 2022</p> <ul style="list-style-type: none"> <li>• Please try to attend a Board Meeting, very interesting and informative.</li> <li>• Leann Collins -Faculty Evaluation Review</li> <li>• Rachel Bahnsen – Performance Appraisal Over View</li> <li>• Zina Carter- Marketing Over View</li> </ul>
3.	<p>Old Business –</p> <ul style="list-style-type: none"> <li>• Events – <ul style="list-style-type: none"> <li>○ We do not have a department to highlight today but are lining up presenters for future dates. <ul style="list-style-type: none"> <li>▪ Benjamin Green from IT</li> <li>▪ Rachel Bahnsen- Performance Appraisal Over View</li> </ul> </li> </ul> </li> <li>• Support Staff Council Committee Review of the Ballots – we do have a winner. Human Recourses has informed- should announce something soon.</li> <li>• Shirt Orders- <ul style="list-style-type: none"> <li>○ Wendy Tamayo will send out an email about the shirt orders.</li> <li>○ Same pricing- nothing has changed</li> <li>○ Order Forms and payments can be picked up or dropped off at the following locations. SL-Arial: WHA- Wendy: Richmond – Deborah McGraw- Wharton Mail Room- Stephanie Witzkoski</li> </ul> </li> </ul>
4.	<p>New Business –</p> <ul style="list-style-type: none"> <li>• Security - <ul style="list-style-type: none"> <li>○ Danny Terronez asked if staff would like training over the summer. Stop the Bleed, CPR basics, Active Shooter. Will confirm about Active shooter and AED. Will talk to him and confirm times and date and locations.</li> </ul> </li> <li>• Survey- <ul style="list-style-type: none"> <li>○ Support Staff Organization- going to send out survey and is anonymous something similar to what faculty has done. Addressing some of our concerns and things that could help.</li> <li>○ If you need assistance with a computer or any assistance- Ariel M in Sugarland, Deborah McGraw- Tech Center, Lori Saucedo- Wharton Campus.</li> </ul> </li> </ul>
5.	<p>Misc-</p> <ul style="list-style-type: none"> <li>• None</li> </ul>
6.	<p>Announcements-</p> <ul style="list-style-type: none"> <li>• None</li> <li>• Next meeting: <ul style="list-style-type: none"> <li>○ Will be May 4,2022 VIA ZOOM</li> </ul> </li> <li>• Questions or Concerns:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Vicky Baltz- Anything about DL2 Training? Deborah McGraw is going to get with Kim Ashburn.</li> <li>○ Secret Pal- If you have any questions or concerns about your Secret Pal, please let Lori Saucedo know.</li> <li>○ Who will see the surveys? No one at all. Officers will review results only. The results will be presented as a council, same as Faculty Council.</li> <li>○ Please participate- so that we can get your input.</li> <li>○ Kelly Crosson asked about the Staff Picnic on the 30<sup>th</sup>? No final approval just yet- Deborah McGraw. The 30<sup>th</sup> has nothing to do with Support Staff Council. Different Distance Education has their calendar available on their page, they have zoom training dates.</li> </ul> <ul style="list-style-type: none"> <li>● Door Prize: <ul style="list-style-type: none"> <li>○ Donated By Deborah Barron.</li> <li>○ Winner Nora Chalue</li> </ul> </li> </ul>
<b>7.</b>	Employee Changes: Attached

**Adjournment**

<b>Time:</b>	3:20
<b>Motion by:</b>	Monica Cortez
<b>Seconded by:</b>	Lindsey Reeves
<b>Next Meeting:</b>	May 4, 2022

## **New Employee**

- Elvia Rodriguez, Title V HSI Engagement and Communications Facilitator, Wharton Campus, L-106, extension 6958, email [rodrigueze@wcjc.edu](mailto:rodrigueze@wcjc.edu), effective 03/28/22
- Jerry Martinez, Dean of Enrollment Management and Registrar, Wharton Campus, A-201, extension TBD, email [martinezje@wcjc.edu](mailto:martinezje@wcjc.edu), effective 03/28/22

## **Change in Title/Assignment**

- Armando Palomino McClure, College Recruiter, Richmond Campus, TC-131B, extension 1526, email [mcclurea@wcjc.edu](mailto:mcclurea@wcjc.edu) **changing to** Senior College Recruiter, everything else stays the same, effective 03/01/22
- Vershonda Williams, Senior Academic Advisor, Sugar Land Campus, SGL-119, extension 8414, email [williamsv@wcjc.edu](mailto:williamsv@wcjc.edu), **changing to** Coordinator of Recruitment, Richmond Campus, TC-131A, extension 1542, email will stay the same, effective 03/07/22
- Monica Serrano, AEL Testing Technician, Wharton Campus, LD-111E, extension 6458, email [SerranoM@wcjc.edu](mailto:SerranoM@wcjc.edu) **changing to** AEL Testing Specialist, everything else stays the same, effective 04/01/2022
- Latasha Herndon, Temp Instructor of Chemistry, Sugar Land Campus, SGL-248A, extension 8587, email [herndonl@wcjc.edu](mailto:herndonl@wcjc.edu) **changing to** Instructor of Chemistry, everything else stays the same, effective 08/22/22

## **Separation of Employment**

- Vershonda Williams, Coordinator of Recruitment, Richmond Campus, TC-131A, extension 1542, email [williamsv@wcjc.edu](mailto:williamsv@wcjc.edu), effective 03/11/22, Please note: Vershonda will remain part time faculty.
- Michelle Bass, Assistant Admissions Officer, Sugar Land Campus, SGL-106, extension 8445, email [bassm@wcjc.edu](mailto:bassm@wcjc.edu), effective 03/11/22