



Item	Description
Date	04/29/2021
Time	2:00 pm
Location	Blackboard Collaborate

Attendees

Role	Name
Chair	Theresa Spillers
MinuteTaker	Wendy Tamayo
Attendees	Anthony Corbett, Michelle Smith, Lacey Barbre, Lori Baumgarten, Vicki Hudson, Monica Cortez, Selena Schmidt, Shirley Bonewald, Stephanie Witzkoski, Rebecca McKnight, Christina Nava, Barbara Lee, Carol Riley, Debby Barron, Elizabeth Argote, Kimberly Mrnustik, Mervat Mickael, Mike Billingsley, Terry Hinze, Jill Hudgins, Rachel Cavazos, Rae Otradovsky, Nora Chalue, Marla Martinez, Linda Hines, Monica Malonado

Approval of Previous Committee Meeting Minutes (November 2020)

	Description
Motion by:	Lacey Barbre
Seconded by:	Linda Hines
Vote:	Minutes were approved in the February Board Meeting

Information Items

	Description
1.	Extended Cabinet Meeting (April 15, 2021) – <ul style="list-style-type: none"> • VP Collins covered the meeting in President McCrohan’s absence. • Care Act and items that would be covered.
2.	Board of Trustees Meeting (April 20, 2021) – <ul style="list-style-type: none"> • All items were approved on the agenda
3.	Old Business – <ul style="list-style-type: none"> • Employee of the year award: Nomination and ballots completed; the information was submitted to Human Resources for Plaque and Award
4.	New Business – <ul style="list-style-type: none"> • SSO Committee Members – (For nominations of employee of the year & elections of SSO council) <ul style="list-style-type: none"> ○ Chair, Lacey Barbre ○ Stephanie Witzkoski ○ Kerrie Cunningham ○ Vicki Hudson ○ Jill Hudgins ○ Monica Maldonado • SSO Representatives: (New Representatives) <ul style="list-style-type: none"> ○ Deborah McGraw (Richmond)

	<ul style="list-style-type: none"> ○ Mervat Mickael (Sugar Land) ● Employee of the Year award: the awardee should've been notified but waiting for confirmation. ● Election of SSO Council Members: In May we will hold elections for the new council year. The representatives Wendy Tamayo, Anthony Corbett, Mervat Mickael, & Deborah McGraw will remain on. We will elect two more representatives and then the council will be determined who will be President, Vice President, and Secretary will be. ● Secret Pal Participation: Several people have inquired about starting it back, so we will. If you would like to participate please send email to spillerst@wcjc.edu. Take items directly to the mailroom for delivery. ● Discounts for WCJC Employees <ul style="list-style-type: none"> ○ WCJC employees receive 10% at our College Bookstore on purchase ○ WCJC Health Benefit Information – AFLAC – Long Term Disability ○ Discount Purchase program through Beneplace ○ WCJC Additional Employee Discounts & Benefits <ul style="list-style-type: none"> ▪ WCJC Cafeteria ▪ WCJC Automotive Shop ▪ WCJC Cosmetology ▪ WCJC Dental Hygiene ▪ WCJC Library ▪ WCJC Fitness Center ▪ AT&T/Sprint/TMobile Discounts ▪ Mid Coast Campus Care Clinic ● SSO Shirt: <ul style="list-style-type: none"> ○ Went over the options of Polo's from Creative Impressions. ● Kid's College will be held at the Richmond campus
5.	<p>Announcements:</p> <ul style="list-style-type: none"> ● Secret Pal Participation – Please send email to spillerst@wcjc.edu by 5:00 p.m., on May 3rd if you would like to participate. ● SSO Shirt Orders and payment will be due by May 14, 2021 <ul style="list-style-type: none"> ○ Shirt orders and payment should be turned in to your campus Representative. ● Email will be sent for May 2021 election of SSO Council Positions ● Door Prize: Carol Riley
6.	Employee Changes: Attached

Adjournment

Time:	2:43 pm
Motion by:	Michelle Smith
Seconded by:	Wendy Tamayo
Next Meeting:	May 20, 2021 (Tentatively)

New Employee

- Debra Barron, Front Desk Clerk/Receptionist - Richmond Campus, Room TC - 106, email barrond@wcjc.edu, extension 1500, effective 1/11/2021
- Cristina Nava, Assistant Admissions and Registration Officer - Richmond Campus, Room TC - 130, email navac@wcjc.edu, extension 1535, effective 1/6/2021
- Monica Maldonado, Communications Specialist/Receptionist - Wharton Campus, Room - A-108, email maldonadom@wcjc.edu, extension - 2200, effective 1/11/2021
- Marissa Saenz, Director of Library Information and Technical Services - Wharton Campus, Room L-102, email saenzm@wcjc.edu, extension 6953, effective 1/27/2021.
- Timothy "Matt" Prasifka, Director of Fort Bend County Campuses, Campus Richmond & Sugar Land, Richmond-Room TC-131C, extension - 1504, Sugar Land-Room SGL-117, extension - 8412, email PrasifkaM@wcjc.edu, effective 2/1/2021
- Lilly Garcia, Title V Hispanic Serving Institutions Project Director, Wharton Campus, Room, L-108A, email garcial@wcjc.edu, extension- 6002, effective 4/12/2021
- Robert J. Sanchez, Title V Hispanic Serving Institutions Career Development and Transfer Coordinator, Wharton Campus, Room - PSC-301C, email sanchezr@wcjc.edu, extension - 6001, effective 04/01/2021
- Terri Barnes, Director of Admissions and Registrar-Wharton, Room - A-106, email barnest@wcjc.edu, extension 6383, effective 04/01/2021.
- Michael Adkins, Director of Academic and Career Advising, Wharton Campus, Room, PSC-301, email adkinsm@wcjc.edu, extension- 6972, effective 06/07/21

Change in Title/Assignment

- Rachel Bahnsen, Director of Payroll and Benefits, Wharton Campus, A-208, extension 6442, email bahnsenr@wcjc.edu **changing to** Dean of Human Resources, everything else stays the same, effective 01/20/21.
- Emily Voulgaris, Student Services Specialist - Wharton, Room A-106, email voulgarise@wcjc.edu, extension - 6537, **changing to** Assistant Director of Admissions & Registration - Wharton, Room A- 106, Email - voulgarise@wcjc.edu, extension - 6537. effective 01/01/2021
- Lauren Herrmann, Instructor of Developmental Math- Wharton Campus, Room - S-207, email herrmannl@wcjc.edu, extension - 6344, **changing to** Lauren Herrmann, Instructor of Mathematics, Wharton Campus, Room- S-207, email herrmannl@wcjc.edu, extension 6344, effective 01/11/2021.
- Alyssa Cabrera Assistant Admissions and Registration Officer - Richmond Campus, Room TC-125, email cabreraa@wcjc.edu, extension 1534 **changing to** Graduation Specialist-Richmond Campus, Room TC-130 email cabreraa@wcjc.edu, extension 1534 effective 2/1/2021
- Rose Ochoa, Student Services Specialist - Registrar - Wharton Campus, Room - A - 101D, email ochoar@wcjc.edu, extension - 6416 **changing to** Rose Ochoa,

- Coordinator of Vocational Support Services - Wharton Campus, Room - PSC - 304, email OchoaR@wcjc.edu, extension - 6483, effective 02/01/2021
- Alyssa Cabrera, Campus Support Clerk - Sugar Land Campus, Room SGL - 106, email cabreraa@wcjc.edu, extension 8446, **changing to** - Assistant Admissions and Registration Officer - Richmond Campus, Room TC - 125, email cabreraa@wcjc.edu, extension - 1534, effective 01/01/2021
 - Michelle Bass, Campus Support Clerk - Sugar Land Campus, Room-SGL - 106, email bassm@wcjc.edu, extension - 8445, **changing to** - Assistant Admission and Registration Officer Sugar Land, Room SGL-106, email bassm@wcjc.edu, extension - 8445, effective 01/01/2021
 - Leticia Castillo, Campus Support Clerk - Sugar Land, Room-SGL - 106, email castillol@wcjc.edu, extension - 8415, **changing to** - Assistant Admission and Registration Officer - Sugar Land, Room SGL-106, email castillol@wcjc.edu, extension - 8415, effective 01/01/2021,
 - Daniel Johnson, Part Time Nuclear Power Technology Instructor - Bay City, email johnsond@wcjc.edu, **changing to** Director/Instructor of Nuclear Power Technology- Bay City Campus, Room BC - 102, email johnsond@wcjc.edu, extension 7365, effective 1/11/2021
 - Lindsey Shimek, Campus Support Clerk- Richmond Campus, Room TC-125, email shimekl@wcjc.edu, extension 1534, **changing to** Accounts Receivable Clerk - Wharton Campus, Room A-103, email shimekl@wcjc.edu, extension 6409, effective 01/01/2021
 - Rudolph Henry, Instructor/Program Director of Nuclear Power Technology, Bay City Campus, BC-102, email henryr@wcjc.edu **changing to** Part Time Instructor of Nuclear Power Technology, effective 01/11/21
 - Amber Bryan, PT Learning Facilitator, Wharton Campus, email BryanA@wcjc.edu, **changing to** Temp FT Title V HSI Academic Advisor for Financial Literacy/Learning Center Facilitator, Wharton Campus, S-100, extension 6440, email will stay the same, effective 05/03/21.
 - Emily Voulgaris, Temporary Assistant Director of Admissions and Registration, Wharton Campus, Room-A-106, email VoulgarisE@wcjc.edu, extension- 6537, **changing to** Assistant Director of Admissions and Registration, Wharton Campus, Room- A-101, email VoulgarisE@wcjc.edu, extension-6537, effective 04/01/2021.
 - Angela Manna, Assistant Admissions and Registration Officer, Wharton Campus, Room - A-104, email mannaa@wcjc.edu, extension 6303, **changing to** Admissions and Registration Specialist, Wharton Campus, Room- A-104, email mannaa@wcjc.edu, extension - 6382, effective 04/01/2021.
 - Amanda Wetz, Temporary Instructor of Emergency Medical Services (EMS), Wharton Campus, Room, J -147, email wetza@wcjc.edu, extension - 6518 **changing to** Instructor of Emergency Medical Services (EMS), Wharton Campus, Room - J-146, email wetza@wcjc.edu, extension - 6518, effective 08/23/2021
 - Daniel Johnson, Temporary Director/Instructor of Nuclear Power Technology, Bay City Campus, Room - BC-102, email johnsond@wcjc.edu, extension - 7355, **changing to** Daniel Johnson, Director/Instructor of Nuclear Power Technology,

Bay City Campus, Room - BC-102, email johnsond@wcjc.edu, extension - 7365, effective 08/23/2021.

Separation of Employment

- Marybelle Albrecht, Director of Grant Writing and Compliance - Wharton, Room L-108A, email albrechtm@wcjc.edu, extension - 6534, effective 12/31/2020
- Christina Vela, Campus Support Clerk - Richmond, TC - 130, email velac@wcjc.edu, extension 1535, effective 12/31/2020
- Rosa Rios, Campus Support Clerk - Richmond, Room TC - 131, email riosr@wcjc.edu, extension 1515, effective 12/31/2020
- Jana Guest, Campus Support Clerk - Sugar Land, Room SGL-108, email guestj@wcjc.edu, extension - 8436. effective 12/31/2020
- Theresa Wappel, Assistant Registrar-Richmond, room - TC-130, email theresaw@wcjc.edu, extension 1544, effective 12/31/2020
- Cynthia Rowatt, Instructor of Mathematics-Richmond, Room-TC-140K, email rowattc@wcjc.edu, extension 1519, effective 12/31/2020
- Cynthia Fields, Vocational/Academic Advising Specialist - Richmond, Room TC - 131B, email fieldsc@wcjc.edu, extension 1672, effective 12/31/2020
- Cynthia Kocian-PT Coordinator of Vocational Support Services, email cindyk@wcjc.edu,,effective 02/05/2021
- Karen Preisler, Director of Admissions and Registration, Wharton Campus, A-106A, extension 6383, email karenp@wcjc.edu, effective 01/31/21
- Kwei-Feng Hsu, Director of Library and Technical Services , Wharton Campus, L-102, extension 6953, email kweih@wcjc.edu, effective 01/31/21
- Monica Maldonado, Communications Specialist/Receptionist - Wharton Campus, Room - A-108, email maldonadom@wcjc.edu, extension - 2200, effective 1/11/2021
- Cassee Strickland, Continuing Education Specialist, Sugar Land Campus, Room-SGL-120, email stricklandc@wcjc.edu, telephone - 281-243-8494, effective 2/18/2021
- Marsha Brown Continuing Education Kids College Specialist, Richmond Campus, Room - TC-122, email brownm@wcjc.edu, extension - 1541, effective 2/26/2021
- Judy Jones, Director of Human Resources, EEO, Equity and Diversity, Wharton Campus, Room - A-206D, email judyj@wcjd.edu, extension - 6560, effective 3/31/2021
- Troy Jefferson, Director of Student Life, Wharton Campus, Room - PSC-207, email jeffersont@wcjc.edu, extension 6519, effective 4/14/2021