



Item	Description
Date	10/20/2021
Time	4:00 pm
Location	Blackboard Zoom

Attendees

Role	Name
Chair	Deborah McGraw
MinuteTaker	Wendy Tamayo
Attendees	Amanda Schulze, Angela Manna, Aryel Montalvo, Barbara Lee, Debra Barron, Gloria Diaz, Shannon Hobbs, Jill Hudgins, Kimberly Mrnustik, Linda Hines, Lindsey Reeves, Megan Bubela, Monica Maldonado, Trish Chandler, Patricia Melton, Rachel Cavazos, Ramona Petrosky, Rebecca McKnight, Sarah Kresta, Selena Schmidt, Stephanie Witzkoski, Anthony Corbett, Vicky Baltz, Shirley Bonewald Ramonica Cortez, Meghan Dylla-Stade

Approval of Previous Committee Meeting Minutes (September 23, 2021)

	Description
Motion by:	Kimberly Mrnustik
Seconded by:	Debra Barron
Vote:	

Information Items

	Description
1.	Extended Cabinet Meeting (October 14, 2021) – <ul style="list-style-type: none"> • Touchless faucets have all been installed. • New water fountains/refilling stations will be in and installed during November.
2.	Board of Trustees Meeting (October 19, 2021) – <ul style="list-style-type: none"> • All items were approved on the agenda • Science on Saturday, October 23rd at the Bay City Campus
3.	Old Business – <ul style="list-style-type: none"> • Secret Pal <ul style="list-style-type: none"> ○ It is still happening, make sure you are sending your gifts! ○ Lori Saucedo is the new contact if you have questions about your person, etc.
4.	New Business – <ul style="list-style-type: none"> • Events - We will submit request for approval to President McCrohan for the following events: <ul style="list-style-type: none"> ○ Support Staff Holiday Party ○ Holiday Door Decorating Contest • Shirt Options <ul style="list-style-type: none"> ○ Unisex & Ladies Polo's, Unisex & Ladies V-Neck, & Unisex Cotton Tee ○ We will start taking orders now through November 5th, so they can be submitted to the company on November 8th. Order information will go out by

	<p>Thursday to the SSO via email.</p> <ul style="list-style-type: none"> ○ Orders can be placed with: Deborah McGraw, Richmond; Aryel Montalvo, Sugar Land; Wendy Tamayo, Wharton; or the Wharton Mailroom <ul style="list-style-type: none"> ● Misc. <ul style="list-style-type: none"> ○ Submit any topics for discussion or information that needs to go out to the SSO to Deborah and Wendy ○ The Support Staff Council will be working on getting things organized and going through the documents for the organization. ● SSO Meetings <ul style="list-style-type: none"> ○ The SS Council would like to move the meetings to the first Wednesday of the month. This will ensure we meet and can take concerns to the Extended Cabinet meeting that month. ○ Meeting start time between 2:30p/3p ○ SSO would like to see face-to-face options available on each campus, so the Council will work on getting both options available.
5.	<p>Announcements:</p> <ul style="list-style-type: none"> ● Senior Center – there is a box located in the Mailroom at Wharton for any items donated <ul style="list-style-type: none"> ○ Halloween Party: goodie bags, activity packets to keep the Senior Citizen Mind sharp ○ Thanksgiving Feast: activity packets to keep the Senior Citizen Mind sharp ○ Monthly Bingo: variety of prizes for women and men ● Next meeting will be November 3, 2021 at 3pm on Zoom and rooms will be announced ● SSO Shirt Orders and payment will be due by November 5, 2021 <ul style="list-style-type: none"> ○ Shirt orders and payment should be turned in to Deborah McGraw, Richmond; Aryel Montalvo, Sugar Land; Wendy Tamayo, Wharton; or the Wharton Mailroom ● Door Prize: <ul style="list-style-type: none"> ○ Ramona Petrosky ● Halloween Guessing Game: Total 107 <ul style="list-style-type: none"> ○ Veronica Garcia, guess of 98
6.	Employee Changes: Attached

Adjournment

Time:	4:42 pm
Motion by:	Kimberly Mrnustik
Seconded by:	Amanda Schulze
Next Meeting:	November 3, 2021

New Employee

- Rylee Taylor Full Time Instructor of Math, Wharton Campus, Science 216, extension 6362, email taylorr@wcjc.edu, effective 08/23/2021,
- Wanda Taylor- Full Time Instructor of Vocational Nursing, Wharton Campus, J-137, extension 6486, email taylorw@wcjc.edu, effective 08/23/2021
- Patricia Guillory, Temporary Developmental Math Instructor, Wharton Campus, Science-213, ext. 6385, email guilloryp@wcjc.edu, effective 08/23/2021
- Alexis Brooks, Academic Advisor, Richmond Campus, TC-120, extension 1593, email brooksa@wcjc.edu, effective 09/07/21
- Emma Hermes, Transcript Analyst, Wharton Campus, A-101B, extension 6381, hermese@wcjc.edu, effective 09/07/21
- Traci Myers, Administrative Assistant to the Dean of Student Success, Wharton Campus, PSC-300, extension TBD, email myerst@wcjc.edu, effective 09/20/21
- Jonathan Jeter, Director of the WCJC Foundation, Wharton Campus, L-108A, extension TBD, email JeterJ@wcjc.edu, effective 10/20/21

Change in Title/Assignment

- Pamela Speights, Instructor of Speech, Campus: Richmond, Building: TC-225B, Fort Bend Technical Center, Email: Pams@wcjc.edu, Phone: 281-239-1668, **changing from** Full Time to Part Time, effective
- Latasha Herndon- Instructor of Chemistry, Sugar Land Campus, SL-248A, phone number 281-243-8587, email herndonl@wcjc.edu , **changing from** Part Time to Full Time, effective 08/23/2021,
- Robby Mathews, Director of Cyber Security, Wharton Campus, P-110, extension 6569, email robbym@wcjc.edu **changing to** Director of Technical Services, everything else stays the same, effective 09/01/21
- Catherine Shoppa, Academic Advisor, Wharton Campus, PSC-312, extension 6918, email shoppac@wcjc.edu **changing to** Senior Academic Advisor, everything else stays the same, effective 09/01/21
- Vershonda Williams, Academic Advisor, Sugar Land Campus, SGL-119, extension 8414, email williamsv@wcjc.edu, **changing to** Senior Academic Advisor, everything else stays the same, effective 09/01/21
- Samantha Cannell, Academic Advising Specialist, Wharton Campus, PSC-311A, extension 6935, email cannells@wcjc.edu **changing to** Academic Advisor, everything else stays the same, effective 09/01/21
- Mervat Mickael, Academic Advising Specialist, Sugar Land Campus, SGL-116, extension 8413, email mickaelm@wcjc.edu **changing to** Academic Advisor, everything else stays the same, effective 09/01/21

Change in Office

- Telma Mathews, Instructor of Mathematics, Wharton Campus, S-216, extension 6362, email MathewsT@wcjc.edu **changing to** Sugar Land Campus, SGL-237, extension 8416, effective 08/18/21
- Cynthia Su, Instructor of Mathematics, Wharton Campus, S-212, extension 6435, email sus@wcjc.edu **changing to** Richmond Campus, TC-140K, extension 1519, effective 08/18/21
- David Faul, Instructor of Mathematics, Wharton Campus, S-111, extension 6597, email fauld@wcjc.edu **changing to** Richmond Campus, TC-240L, extension 1584, effective 08/18/21, Phone: 979-532-6597

Separation of Employment

- Courtney Bolin-Part Time Online Academic Advisor, email bolinc@wcjc.edu, effective 07/30/2021
- Aisha Usmani-Testing Technician, Sugar Land Campus, SGL-129, Email: Usmania@wcjc.edu, extension-8434, effective 08/12/2021
- Jimmie Flanagin, Coordinator of Disability Services, Wharton Campus, PSC-313, extension 6384, email flanaginji@wcjc.edu, effective 08/31/21
- Brenda Bode, Instructor of Dental Hygiene, Wharton Campus, J-110K, extension 6914, email brendab@wcjc.edu, @ 00089083, effective 08/31/2021
- Natalie Pittman, Instructor of Computer Science, Richmond Campus, TC-140D, extension 1533, email pittmann@wcjc.edu, @ 00063879, effective 08/31/2021
- Sean Derrickson, Instructor of Chemistry, Sugar Land Campus, SGL-248A, extension 8587, email derricksons@wcjc.edu, @ 00359802 effective 08/31/2021
- Rae Otradovsky, Human Resources Recruitment Specialist, Wharton Campus, A-206A, extension 6591, email otradovskyr@wcjc.edu. effective 09/09/2021
- Anthony Lott, Groundskeeper, Wharton Campus, Maintenance, extension 6507, email LottA@wcjc.edu, effective 09/24/21
- Ronnette Kilpatrick, IT Help Desk Assistant, Wharton Campus, P-112B, extension 6487, email KilpatrickR@wcjc.edu, effective 09/30/21
- Lara Ondruch, Part Time Instructor of EMS, email ondruchl@wcjc.edu, effective 09/30/21
- Jim Baylor, Part Time Instructor of Sociology, email baylorj@wcjc.edu, effective 09/30/21
- Constance Bowie, Part Time Instructor of ADN, email bowiec@wcjc.edu, effective 09/30/21
- Delores Ballard, Part Time Instructor of Dental Hygiene, email ballaridd@wcjc.edu, effective 09/30/21

- Eugene Penzien, Part Time Instructor of English, email penziene@wcjc.edu, effective 09/30/21
- James McLaughlin, Part Time Instructor of Business Office Technology, email mclaughlinj@wcjc.edu, effective 09/30/21
- Madeline Buchanan, Title V HSI Engagement & Communications Advisor, Wharton Campus-PSC-207, extension 6971, email buchananm@wcjc.edu, effective 10/06/21