



<b>Item</b>	<b>Description</b>
<b>Date</b>	January 19, 2017
<b>Time</b>	2:15pm

**1. Attendees**

<b>Role</b>	<b>Name</b>
<b>Chair</b>	Emily Voulgaris
<b>MinuteTaker</b>	Rhonda Clayton
<b>Attendees</b>	Amanda Jurek, Angela Manna, Geraldine Johec, Stephanie Witzkoski, Carol Riley, Kelly Crosson, Lori Baumgarten, Michelle Smith, Sarah Kresta, Theresa Martinez, Leilani Flores, Veronica Garcia, Lea Anna Kostelnik, Barbara Lee, Jill Hudgins, Kimberly Bowen-Johnson
<b>Absent</b>	

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

	<b>Description</b>
<b>Motion by:</b>	Vicki Hudson (by e-mail)
<b>Seconded by:</b>	Geraldine Johec (by e-mail)
<b>Vote:</b>	The minutes were approved for the November 2016 meeting

**3. Information Items**

	<b>Description</b>
<b>1.</b>	<p>Leanna Kostelnik gave an update to support staff on the computer virus that hit the college.</p> <ul style="list-style-type: none"> <li>• The virus is not attached to your log in so it will not affect your personal computer at home if you log in there.</li> <li>• Leanna updated everyone on which servers were down.</li> <li>• Approximately 1/3 of the computers on the Wharton campus were infected. Other campus computers were still being diagnosed.</li> <li>• Shoretel (phone system) is down and having to be rebuilt.</li> <li>• E-mail is working internally. No emails can be sent outside of the campus, nor can any outside e-mails be received.</li> <li>• Blackboard and student e-mail is functioning</li> </ul>
<b>2.</b>	The January extended cabinet meeting was cancelled.
<b>3.</b>	<p>Emily reported on highlights of the January board meeting.</p> <ul style="list-style-type: none"> <li>• Susan Hoelscher was recognized for her retirement</li> <li>• All items on the agenda passed except the Baseball MOU. It was tabled.</li> <li>• A new Administrative Services position is being added in Sugar Land.</li> <li>• Renovations were approved for the Richmond Campus and Johnson Building. Security upgrades were also approved.</li> </ul>
<b>4.</b>	Emily will send out the ballots the week for the Support Staff of the Year.

	The deadline for voting will be February 3 <sup>rd</sup> . Nominees must be employed for 3 years to be nominated.
5.	<p>Employment changes:</p> <p><b>New Employees:</b></p> <ul style="list-style-type: none"> <li>• Elisa Cantu, PT Associate Degree Nursing Instructor, Wharton &amp; SL Campuses, <a href="mailto:cantue@wcjc.edu">cantue@wcjc.edu</a>, effective 1/7/17</li> <li>• Anika Gupta, PT Seasonal FA/Admissions Clerk, SL Campus, <a href="mailto:guptaa@wcjc.edu">guptaa@wcjc.edu</a>, Effective 1/4/17</li> <li>• Pat Sikora, PT Academic Advisor, Wharton Campus, <a href="mailto:sikorap@wcjc.edu">sikorap@wcjc.edu</a>, Effective 1/10/17</li> <li>• Ariele Rohan-Newsom, PT Computer Science Instructor, SL Campus, <a href="mailto:rohana@wcjc.edu">rohana@wcjc.edu</a>, effective 1/23/17</li> <li>• Sarah Porter, Transcript Analyst, Wharton Campus, A-101B, extension 6382, <a href="mailto:porters@wcjc.edu">porters@wcjc.edu</a>, effective 1/23/17</li> <li>• Anna Olivarez, PT Custodian, Wharton Campus, <a href="mailto:olivareza@wcjc.edu">olivareza@wcjc.edu</a>, effective 1/10/17</li> </ul> <p><b>Separation:</b></p> <ul style="list-style-type: none"> <li>• Kathy Vacek-Kresta, Cashier, Wharton Campus, effective 1/31/17</li> <li>• Jonathan Harris, PT Electronics Engineering Tutor, effective 12/16/16</li> </ul>

**4. Action Items**

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

**5. Adjournment**

<b>Time:</b>	3:00 pm
<b>Motion by:</b>	
<b>Seconded by:</b>	
<b>Next Meeting:</b>	