



Item	Description
Date	11/16/17
Time	2:15 pm
Location	

1. Attendees

Role	Name
Chair	Emily Voulgaris
MinuteTaker	Rhonda Clayton
Attendees	Leilani Flores, Emily Voulgaris, Linda Hines, Rhonda Clayton, Kimberly Bowen-Johnson, Kerrie Cunningham, Cassee Strickland, Vicki Hudson, Lea Kostelnik, Michelle Smith, Shannon Calk
Absent	

2. Approval of Previous Committee Meeting Minutes

	Description
Motion by:	Michelle Smith (by e-mail)
Seconded by:	Kayla Harden (by e-mail)
Vote:	

3. Information Items

	Description
1.	Extended Cabinet is today, Nov. 16th.
2.	Board Meeting is on Tuesday, Nov. 21 st .
3.	An agreement has been reach between BCBS-Health Select and Memorial Hermann. Rachel Bahnsen has sent an everyone e-mail in regards to this. If you have any questions, you can contact her.
4.	The Support Staff Christmas party will be in Dec. 7 th from 2p-4p. Secret pals will be revealed. Michelle Smith will be sending an e-mail out for anyone interested in being a Secret Pal for next year.
5.	Nominations for the Support Staff employee of the year will be due on Jan. 11 th . Reminders will be sent out when we get back from Winter break. Emily will have a list of eligible people.
6.	The deadline to enter the Christmas door decoration contest will be Dec. 1 st . Decorations are to be complete by Dec.13 th , judged on Dec. 14 th , and removed by Dec. 15 th . Emily will be sending out the entry forms and they are to be turned in to Geraldine Johec. There will be a Christmas tree placed in the Admin Building and all departments are asked to place a decoration that represents their department.
7.	Nominations for Support Staff Council will be due in March. Please make sure that your nomination is interested in the position.
8.	Employment Changes: New Employees: Cassee Strickland, CE Specialist, SL Campus, SGL-128, ext 8494, stricklandc@wcjc.edu ,

	<p>Effective 10/30/2017 Eric Malmberg, Director of SL Campus, SGL-117, ext. 8412, malmberge@wcjc.edu, Effective 1/3/2018 Change in Title/Assignment/Name/Office: James Bullock, MIS Infrastructure Architect, to Director of Cyber Security, ext. 6330, jamesb@wcjc.edu, effective 12/1/2017 Megan Constanza, Dean of Vocational Instruction, Richmond, to PT Director of Grant Writing & Compliance, ext. 1671, costanzam@wcjc.edu , effective 11/1/2017 Separations: Brittany Faith, Resident Hall Supervisor, Wharton, effective 10/31/2017</p>
13.	<p>Door Prize was donated by Michelle Smith, Vicki Hudson, Kerri Cunningham and won By Linda Hines</p>

4. Action Items

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

5. Adjournment

Time:	2:35pm
Motion by:	
Seconded by:	
Next Meeting:	