



Item	Description
Date	11/21/2019
Time	3:20 pm
Location	LD-102B, TC-138, SU-266

**Attendees**

Role	Name
Chair	Theresa West Spillers
MinuteTaker	Alyssa Cabrera
Attendees	Michelle Smith, Linda Hines, Leticia Castillo, Wendy Tamayo, Shirley Bonewald, Barbra Faust Lee, Veronica Garcia, Angela Manna, Leilani Flores, Ramonica Cortez, Meghan Dylla-Stade, Lori Baumgarten, Cassee Strickland

**Approval of Previous Committee Meeting Minutes (October 2019)**

	Description
Motion by:	Michelle Smith
Seconded by:	Alyssa Cabrera
Vote:	Minutes are waiting to be approved in the next Board Meeting

**Information Items**

	Description
1.	<p><b>Extended Cabinet Meeting:</b></p> <ul style="list-style-type: none"> <li>• Pictures on Student ID Cards are being looked into for security reasons/issues.</li> <li>• Barnes and Noble will be at the Sugar Land Campus to assist students ordering books online and shipping to their home.</li> <li>• Marketing, the process to initiate a request is on the Intranet.</li> <li>• The Longevity Incentive Plan will be retroactive to 2016. More information will be sent out.</li> <li>• Student Services are sending out weekly emails to inform students about events and information about the semester.</li> </ul>
2.	<p><b>Board of Trustees Meeting:</b></p> <ul style="list-style-type: none"> <li>• All agenda items were approved.</li> </ul>
3.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• Door Decorating Contest – Deadline is Dec. 2<sup>nd</sup>, rules will be sent out. There will be a Committee judging the doors. We have full support from President McCrohan.</li> <li>• Support Staff Secret Pal – Reveals will happen and new pals will be pulled.</li> <li>• Door Prize Donors – list below: <ul style="list-style-type: none"> <li>January – Richmond</li> <li>February – Wharton</li> <li>March – Sugar Land</li> <li>April – Wharton</li> <li>May – Richmond</li> </ul> </li> <li>• Christmas Party – Dec. 5<sup>th</sup> from 2pm-4pm. We should have some guessing games and</li> </ul>

	<p>the ornament exchange.</p> <ul style="list-style-type: none"> <li>• Suggested Speaker for Upcoming Meetings – if you have something in mind, send responses to Michelle Smith</li> </ul>
4.	<p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>• No SSO Meeting in December</li> <li>• Locations of the SSO Monthly meetings will be updated, trying to move it back to the Library but for now in LD - Wharton</li> <li>• Be safe during the holidays! Be aware of your surroundings and see you January!!</li> </ul>
5.	<p><b>New Employees:</b></p> <ul style="list-style-type: none"> <li>• Carlos Olvera, Systems Analyst, Wharton, Rm A-110, ext TBD, <a href="mailto:olverac@wcjc.edu">olverac@wcjc.edu</a>, effective 11/11/2019</li> </ul> <p><b>Change in Title/Assignment/Name/Office:</b></p> <ul style="list-style-type: none"> <li>• Constance Bowie, Instructor of Associate Degree Nursing <b>Changing to</b> PT Instructor Of Associate Degree Nursing, <a href="mailto:bowiec@wcjc.edu">bowiec@wcjc.edu</a>, effective 09/01/2019</li> <li>• Rose Flores, Student Services Specialist Registrar, Wharton, <a href="mailto:floresr@wcjc.edu">floresr@wcjc.edu</a>, <b>Name Change to</b> Rose Ochoa, <a href="mailto:ochoar@wcjc.edu">ochoar@wcjc.edu</a>, effective 11/01/2019</li> <li>• Shayna Barker, Trio SSS Success Advisor/Coordinator, Wharton, STEM Center, ext 6477, <a href="mailto:barkers@wcjc.edu">barkers@wcjc.edu</a>, <b>Changing to</b> Shayna Guerra, <a href="mailto:guerras@wcjc.edu">guerras@wcjc.edu</a>, same ext and location, effective 11/04/2019</li> </ul> <p><b>Separations:</b></p> <ul style="list-style-type: none"> <li>• Carlos Olvera, Systems Analyst, Wharton, effective 10/28/2019</li> <li>• Nathan Crissman, PT Computer Lab Monitor, Sugar Land, effective 10/31/2019</li> <li>• Ryan Wuthrich, Temp FT Accounts Receivable Clerk, Wharton, effective 10/31/2019</li> </ul>
6.	<p><b>Door Prize:</b> Winner for November was Ramonica Cortez Door prize was provided by Sugar Land</p>

**Adjournment**

<b>Time:</b>	3:40 pm
<b>Motion by:</b>	Michelle Smith
<b>Seconded by:</b>	Alyssa Cabrera
<b>Next Meeting:</b>	January 23, 2020