

Bergen Community College

Staff Senate Meeting Minutes

Date: April 2, 2014

Time: 2:00 pm

Place: Pitkin Building Room C-311

Attendees: Sharon Audet, Carol Clarke, William Corcoran, Diana Davis, Bessie De Jesus, Lisa Di Gaetano, Carla Fleming, Jude Fleurismond, Jennifer Flynn, Laurie Francis, Dawn Kozlowski, Catherine Krostek, Denise Liguori, Carolyn Lyons, Kim Makoe Brown, F. Christian Mdeway, Nestor Melendez, Sharyne Miller, Esther Mills, Magali Muniz, Caroline Ofodile, Kevin Porro, Greg Reilly, PJ Ricatto, Kim Ritchie, Milind Samant, Jamie Smigelski

Absent: David Hamoui, Ilene Kleinman, Lorraine Langoski, Robin Wanner

Welcome From the President

PJ Ricatto, Staff Senate President, welcomed everyone and called the meeting to order at 2:05 pm. PJ introduced the other Staff Senate Officers:

Dawn Kozlowski, Vice President
Jamie Smigelski, Parliamentarian
Kim Ritchie, Secretary

Post-Election Protocol

A tally of votes was requested by several members of the Staff Senate. A discussion was held with regard to whether the tally of votes should be communicated to the group. Here is a summary of the views expressed:

- Keep the tally private
- The election tally should be in our bylaw and needs to be fair.
- Any individual has the right to know the tally. The information may sway people to run or not.
- Someone may feel bad or be hesitant to run if they see they only received a few votes.
- Are people going to wonder or figure out who voted or not?
- It was suggested to form the Bylaws and Constitution and create a process for this moving forward.
- See how other colleges handle this.

Constitution & Bylaws

Motion to form a committee for Constitution & Bylaws by Laurie Francis and seconded by William Corcoran. There were no oppositions or abstentions.

Committee Volunteers: F. Christian Mdeway, Sharon Audet, and Laurie Francis.

Code of Conduct

Sharyne Miller received a healthy response from the Staff Senate members with feedback on the Code of Conduct. Dr. Walter wants us to work with the Faculty Senate and Student Government Association to form a sub-committee to work together. The Faculty Senate Chair for the Code of Conduct Committee is Michael Redmond. The other members are Tobyn DeMarco, Joann Marzocco, and Lisa Mayer. The Staff Senate will have four members as well. The purpose of this is to review the Code of Conduct, and make recommendations for change.

The floor was opened for comments, and it was suggested that we should be our own body; not a part of the Faculty Senate and requested clarification from Sharyne Miller on whether we have to work with the Faculty Senate or if we can work independently. The concept of us working together comes from the Board. We need to be fair and have a co-chair from the Staff Senate. We should have a unified document first, and also present a separate document from the Staff Senate with concerns not addressed in the unified document.

- First consolidate our concerns, work with the Faculty Senate, and include our unaddressed concerns separately.
 - Favored - 26
 - Opposed - 1
 - No abstentions.

PJ Ricatto motioned to form a committee for Code of Conduct.

Committee Volunteers: F. Christian Mdeaway, William Corcoran, Nestor Melendez, Dawn Kozlowski.

New Business

- Draft a Mission Statement

The group brainstormed elements. A summary of the elements discussed are as follows:

- Remember who we serve – the staff.
- Promote staff development
- The reason this group was formed is to serve the staff. It was created to address our needs. We have a voice that isn't heard that needs to come out.
- Be active participants in shared government.
- Decision making and input on the strategic side.
- Betterment of the college.
- Social functions and celebration for involvement.
- Include in mission that we are supportive and fun and have a productive meeting.
- Discussed getting to know each other, boundaries, and forming our identity as a group.
- Morale.

Committee formed to write the Mission Statement includes Lisa Di Gaetano, Carol Clarke, and Cathy Krostek.

- Communication to the Board

The College Council communicates to the Board. The College Council is formed from the three branches; Faculty Senate, Staff Senate, and Student Government Association. Sharyne Miller is our liaison. We also have three members of the Executive Committee on the Staff Senate.

- Meetings

Our meetings will be held on Tuesdays at 2:00 pm. It was recommended to meet during the summer months, but to stay out of blackout mode. Meet once in June, July, and August with one meeting in a “retreat fashion” to get to know each other.

- Comments

A suggestion was made to have a treasurer if we need to raise money.

Adjournment

As there was no further business, motion to adjourn by PJ Ricatto, seconded by Dawn Kozlowski, and agreed by all. The meeting was adjourned at 3:10 pm.

Next Meeting

Date: Tuesday, April 22, 2014

Time: 2:00 pm to 3:30 pm

Place: Pitkin Building Room C-308

Respectfully submitted by Kim Ritchie, Staff Senate Secretary