

Bergen Community College Staff Senate Meeting Minutes

Date: January 28, 2016


Presiding: Michael DiBartolomeo

Present: Catherine Krostek, Ruth Ann Heck, Diana Davis, Michael DiBartolomeo, Denise Liguori, Lisa Di Gaetano, Caroline Ofodile, Tracy Miceli, Magali Muniz, Elsa Valcarcel, Kim Ritchie, Carolyn Lyons, Kevin Porro, Meaghan Verile, Rachel Lerner Colucci

Excused: Lindsay Maurer, Jaymee Griffin, Carol Clarke, Dawn Kozlowski, Bridget McLaughlin, Jennifer Flynn, Kim Makoe Brown, Monica Postle, Barbara Bliss

Agenda Item	Discussion and Motions	Action Items
Call to Order	The Staff Senate meeting was called to order at 2:12 pm by Michael DiBartolomeo.	
Roll Call	Official attendance was taken by Staff Senate Secretary, Kim Ritchie via paper. We have quorum. There are currently 6 vacant positions.	
Open Discussion	<p>Vote to extend Jaymee Griffin's position until 2017.</p> <p>Suggestions for training were discussed including training for the Ad Astra calendar, time keeping in Datatel, and Communication tools.</p> <p>Enrollment update Spring II registration starts 2/9/2016. Call Michael DiBartolomeo if students need help. We are down 4,000 credits from last year. We do not have enough lab space to accommodate students' needs. Consider nightly seat deletes.</p>	Motion approved
Approval of Minutes	The minutes from January 28, 2016 were presented for approval. No discussion was held.	Motion approved
Committee Reports	<p>SS Executive Team Membership Update We have the following vacancies:</p> <ul style="list-style-type: none"> - Administration: 1 - Deans: 1 - Managing Directors: 1 - Professional Staff: 1 - Support Staff: 2 <p>2016 Terms Ending (includes open positions)</p> <ul style="list-style-type: none"> - Administration: 1 - Confidential: 3 - Deans: 2 	

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	<ul style="list-style-type: none"> - Managing Directors: 3 - Professional Staff: 3 - Support Staff: 3 <p>IT Master Plan Looking for feedback and discussion.</p> <p>Coffee and Conversation The first department to participate was Buildings & Grounds. Each event was very successful and well received by staff.</p> <p>Staff Awards The staff awards committee consists of Michael DiBartolomeo, Lisa Di Gaetano, Ruth Ann Heck, and Denise Liguori. Other college staff awards programs were researched, and their programs include giving a certificate, \$50, a day off, and recognition with a parking spot. Another college has a ceremony, \$1000, plus \$1000 donation to the foundation in their name. A suggestion was made for recognizing the award recipients on the web in a prominent location.</p> <p>Casual Monday Casual Monday is on March 14th, and will remain a ½ day event including lunch. The committee is working on timing and focusing on communication and customer service. Entertainment ideas include a comedian, and they are also looking to include PTK/SGA students, and teambuilding.</p>	Review and submit feedback
Meeting Dates	February 18, March 14 (Casual Monday), April 21, June 16, July 21 (Staff Senate Picnic in TEC-128). All meetings are in C-211 unless otherwise noted.	
Adjournment	The meeting adjourned at 3:00 pm.	
	<p>Respectfully submitted by,</p>  <p>Kim Ritchie Staff Senate Secretary</p>	