

Bergen Community College

Staff Senate Meeting Minutes

Date: October 30, 2014

Time: 2:00 pm to 3:00 pm

Place: C-313

Attendees: PJ Ricatto, Dawn Kozlowski, Kim Ritchie, Jamie Smigelski, Carolyn Lyons, Catherine Krostek, Kim Makoe Brown, Denise Ligouri, Carol Clarke, Sandi Haan, Ilene Kleinman, Diana Davis, Caroline Ofodile, Kevin Porro, Pamela Forte

Absent: Milind Samant, Jennifer Flynn, Greg Reilly, Esther Mills, Bessie DeJesus, Ilene Kleinman, Magali Muniz, Lisa Di Gaetano, Sharon Audet, Laurie Francis, William Corcoran

Roll Call

This meeting was called to order at 2:04 PM. Official attendance was taken by Staff Senate Secretary, Kim Ritchie via paper, and quorum was confirmed.

Staff Senators

- New Members
 - Dr. Pam Forte, Assistant Dean – Confidential
 - Sandra Haan – At-Large
- Open Positions
 - Support Staff – 3
 - Managing Directors – 1
 - Deans – 1

Committee Reports

Communications

Diana and Cathy met and will provide an update at the next meeting.

College Council

PJ reported that Staff Senate members are able to be on committee meetings even if not a member of the College Council. The different committees were mentioned such as Policies, Budget, Communications, etc. Carol Clarke mentioned there is a policy manual online and offered to send a link to the group.

Old Business

Constitution and Bylaws

Vote on the Constitution and Bylaws with a quorum of 15 senators. Ilene Kleinman motioned to ratify the Constitution and Bylaws as is. Kevin Porro seconded.

Favored – 15

Opposed – 0

Abstentions – 0

Web Site

Cathy and Diana asked permission to update the web site.

General Discussion & Goal Setting for the 2014-2015 Academic Year

- The hot topics for this year are social activities, spreading the word about Staff Senate, and getting people involved. We discussed having a voice that can be heard at the College.
- Many people have dropped out of Staff Senate and some for scheduling reasons. Make this a fun group that is working on our culture.
- We discussed reasons people feel or don't feel comfortable voicing their opinions. The reality is we can't change others, but we can change ourselves.
- We discussed forming a committee about planning events, communicating who we are and what we are working on. Put these things in the Bergen Daily, set priorities, get more people involved, and bring a friend.

New Business

Committees

- Constitution and Bylaws – This committee needs membership to look at this annually and every five years to make sure it's meeting our and the College's missions.
- Election Committee – Call to staff for members by word of mouth, paper memos, etc. Brainstorm how to handle the first election. Denise Ligouri volunteered to be on this committee.
- Public Relations – This committee was formerly known as Communications. The members of this committee include Diana Davis and Cathy Krostek.
- Staff Growth and Professional Development – Need members
- Community Member and Engagement – This committee was formerly known as the social committee.

Meetings

We discussed having a conference phone setup for meetings, so all can attend even if not on campus. It can be difficult for people to get to Paramus for just one meeting. Kim is looking into this.

General Discussion

- Cathy Krostek attended a social media class and mentioned an internet discussion web site for staff. Kim Ritchie advised that this would have to be approved and reviewed for security concerns.

- Using a physical bulletin board throughout the College was also recommended for posting news and flyers. Check with Student Life about available bulletin boards and what's not being utilized.

Adjournment

This meeting was adjourned by Dawn Kozlowski at 3:00 PM.

Next Meeting

Date: Thursday, November 20, 2014

Time: 2:00 pm to 3:00 pm

Place: Pitkin Building Room L-143

Submitted by Kim Ritchie, Staff Senate Secretary