

Bergen Community College Staff Senate Meeting Minutes

Date: November 19, 2015


Presiding: Dawn Kozlowski

Present: Jaymee Griffin, Diana Davis, Dawn Kozlowski, Michael DiBartolomeo, Magali Muniz, Kim Makoe Brown, Kim Ritchie, Carolyn Lyons, Kevin Porro, Meaghan Verile, Ruth Ann Heck, Elsa Valcarcel

Excused: Lindsay Maurer, Carol Clarke, Catherine Krostek, Bridget McLaughlin, Denise Liguori, PJ Ricatto, Lisa Di Gaetano, Caroline Ofodile, Tracy Miceli, Jennifer Flynn, Sharyne Miller

Agenda Item	Discussion and Motions	Action Items
Call to Order	The Staff Senate meeting was called to order at 2:00 pm by Dawn Kozlowski.	
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>The Holiday Get Together is on 12/10 from 8:00 am to 12:00 pm. Wear your Staff Senate buttons.</p> <p>ATD Discussion including topics such as salary disparity, education and tuition options, and how we affect students.</p>	Send ideas to discuss.
Approval of Minutes	The minutes from October 15, 2015 were presented for approval. No discussion was held. <i>Motion approved with 10 in favor and 2 abstentions.</i>	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>Strategies <i>Motion to discuss strategies. Motion approved with all in favor.</i> Discussed the following:</p> <ul style="list-style-type: none"> - Published meeting dates, times, locations and SS email address in the Bergen Daily. - Develop email blast to all Bergen Staff regarding communication with elected Staff Senate members and leadership team. - Guests are encouraged to attend our meeting. - Coffee and Conversation: An update is needed from Chris Talmo to move forward. 	Motion approved

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	<ul style="list-style-type: none"> - Diana Davis has the plaques to return to Archives. - Have pictures taken of the first Coffee & Conversation with B&G. Use it has the first Department Spotlight. - Show pictures from the Staff Senate Picnic at the next meeting. Look into posting an album on the website. <p>Staff Awards The staff awards are for people who go above and beyond. Simplify what Ramapo uses, people are nominated, individual & team awards receive a plaque. Members of the staff awards committee are Lisa Di Gaetano, Ruth Ann Heck and Michael DiBartolomeo.</p> <p>Committees Recommend changes to committee names and bring your ideas to the January meeting. Sign up for committees.</p> <p>Casual Monday Maggie can help with Casual Monday, but won't be around that week. The following volunteered to be on the committee: Ruth Ann Heck, Maggie Muniz, Elsa Valcarcel, and Barbara Bliss.</p> <p>Communication Committee Review the Communication Task Force Recommendations and make recommendations for moving forward.</p> <p>Election Committee Remove Denise Liguori as Chair and replace with Carolyn Lyons.</p> <p>IT Master Plan The IT Master Plan needs to be reviewed for staff. There are not enough examples for staff. Read it and determine if it meets your needs. How can we change things?</p>	<p>Draft by 12/11 for the President's Meeting</p> <p>Send ideas and sign up for committees</p> <p>Review and submit your ideas</p> <p>Review and submit changes</p>
Meeting Dates	January 28, 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>	