

Bergen Community College

Staff Senate Meeting Minutes

Date: November 20, 2014

Time: 2:00 pm to 3:00 pm

Place: L-143

Attendees: Greg Reilly, Kim Makoe Brown, Kim Ritchie, Carolyn Lyons, Kevin Porro, Magali Muniz, Lisa Di Gaetano, Carol Clarke, Cathy Krostek, Dawn Kozlowski, Pamela Forte, Denise Ligouri, PJ Ricatto, Jamie Smigelski

Absent: Jennifer Flynn, Milind Samant, Esther Mills, Bessie De Jesus, Caroline Ofodile, Ilene Kleinman, Diana Davis, Sharon Audet, Laurie Francis, William Corcoran, Sandi Haan

Roll Call

This meeting was called to order at 2:07 PM. Official attendance was taken by Staff Senate Secretary, Kim Ritchie via paper, and quorum was confirmed.

Minutes

Meeting minutes from October 30, 2015 were accepted as presented without discussion.

Favored –11

Opposed – 0

Abstentions – 3

Officers' Reports

Staff Senate Secretary, Kim Ritchie updated the list of members and open positions.

Parliamentarian, Jamie Smigelski explained what Motions are and how they work. To summarize, a motion is essentially stating that you want to talk about an idea. You motion to discuss something and have it seconded. By seconding the motion, it doesn't mean you agree with it. The President then begins the discussion. Next we motion to vote on it. This is called a mean motion. If at some point during the mean motion something needs to be changed, we can move to amend the motion to something new. This is an incidental motion. Jamie will provide 8 easy steps to motions.

Committee Reports

Constitution and Bylaws

We received an email notifying us that we now have Directors and Managing Directors at the College. Kevin Porro motioned to discuss merging the positions to Director/Managing Director, and Lisa Di Gaetano seconded the motion. This makes sense since the Directors and Managing Directors came from the same group of people. The percentage of representation is the same. The positions will be

amended, but not sent out. The document will be saved in the [Staff Senate share folder](#) with the date and last revision.

Favored –14

Opposed – 0

Abstentions – 0

Communications

Cathy Krostek typed up all pages for the website and showed examples of a flyer. All agreed to “keep it simple” and “less is best.” The pages will be saved to the [Staff Senate share folder](#) where we can review it before voting on at the next meeting. Jamie Smigelski suggested that we can do an official vote via email. The executive committee should review it before it’s posted or distributed at the beginning of the semester.

Old Business

Committee Assignments

- Constitution and Bylaws – Dawn Kozlowski (chair), Carol Clarke, Lisa Di Gaetano
- Elections – Denise Liguori (chair), Carolyn Lyons, Kim Makoe Brown
- Public Relations – Cathy Krostek (chair), Pam Forte, Diana Davis
- Growth, Staff and Professional Development – Pam Forte (chair), PJ Ricatto, Maggie Muniz
- Community Member Engagement and Member Recognition – Jamie Smigelski (chair), Greg Reilly, Kim Ritchie

Goal Statements

Create a pathway for staff to bring suggestions to the Staff Senate who will create proposals for improvement. Lisa Di Gaetano motioned to discuss making this a statement for our goals. Dawn Kozlowski seconded the motion. It was suggested to use “ideas” rather than “proposals” because it sounds formal. The “ideas” are the suggestions, and the Staff Senate will do the “proposals.” Cathy Krostek motioned for this to be our goal. Carolyn Lyons seconded the motion.

Favored –13

Opposed – 0

Abstentions – 1

Committee Goals

Discussed the goals for each committee.

New Business

Proposal for Improvement – Review the Code of Conduct annually, approve edits and send to the College Council and President for possible inclusion for the following academic year. Find out if the Code of Conduct has a section about reviews. Motion to discuss the Code of Conduct by Lisa Di Gaetano and seconded by Cathy Krostek. Whatever the language is, we can still determine if ideas are presented and act on them accordingly if we see fit to do. If there is an annual review, we should be included. The fiscal year is when a new request comes out to sign with your contract. We are doing this now so we can be

ready. Edits to come through the three groups, are captured in one place, and presented to the president to be updated yearly at least. Lisa Di Gaetano motioned to table, and Pam Forte seconded.
All in favor – 13
Opposed – 0
Abstentions – 1

Adjournment

Motioned by Lisa Di Gaetano and seconded by Carol Clarke to adjourn the meeting. This meeting was adjourned at 3:10 PM.

Next Meeting

Date: Thursday, February 19, 2014

Time: 2:00 pm to 3:00 pm

Place: C321

Submitted by Kim Ritchie, Staff Senate Secretary