

Bergen Community College Staff Senate Meeting Minutes

Date: February 19, 2015

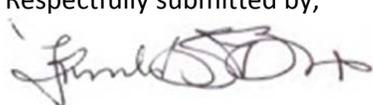
Presiding: PJ Ricatto, Dawn Kozlowski

Present: Greg Reilly, Kim Makoe Brown, Kim Ritchie, Carolyn Lyons, Caroline Ofodile, Ilene Kleinman, Carol Clarke, Diana Davis, Catherine Krostek, Dawn Kozlowski, PJ Ricatto, Laurie Francis, Jamie Smigelski, Sandi Haan, Sharyne Miller

Excused: Jennifer Flynn, Milind Samant, Esther Mills, Kevin Porro, Bessie DeJesus, Magali Muniz, Lisa Di Gaetano, Pamela Forte, Sharon Audet, Denise Liguori, William Corcoran

Agenda Item	Discussion and Motions	Action Items
Call to Order	The Staff Senate meeting was called to order at 2:07 pm. PJ Ricatto announced that he is stepping down as President, but will remain a member of the Staff Senate. The meeting was handed over to Dawn Kozlowski, Vice President, who will now be stepping up as President of the Staff Senate.	
Roll Call	Official attendance was taken by Staff Senate Secretary, Kim Ritchie via paper. Fourteen voting members out of twenty five were in attendance which was enough to confirm quorum.	
Approval of Minutes	The Minutes from November 20, 2014 were presented for approval. No Discussion was held. <i>Motion approved with 13 in favor and 1 abstention.</i>	Motion approved
Committee Reports	<p>Constitution and Bylaws Changes were made to the Constitution and Bylaws:</p> <ul style="list-style-type: none"> - New Director/Managing Director Position - Change under staff growth to include HR - Committee member engagement section updated <p><i>Motion approved with 13 in favor and 1 abstention.</i></p> <p>Elections Elections for the Vice President and Parliamentarian will be held at the next Staff Senate meeting on March 19, 2015. We also have five positions open; Dean (1), Managing Director (1), and Support Staff (3).</p> <p>Public Relations See Attached report. Reviewed the Staff Senate website. <i>Motion approved with 13 in favor and 1 abstention.</i></p> <p>Posters are ready for distribution and hanging throughout the college. Post by time clocks in Facilities and Public Safety.</p> <p>Staff Growth and Professional Development See attached report.</p>	<p>Motion approved</p> <p>Email to be sent next month requesting nominations.</p> <p>Motion approved</p> <p>Ask Student Life before hanging on boards.</p>

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	<p>Community Member Engagement/Member Recognition We need a committee chair for this group. Jamie will remain on the committee. Greg is on the committee, but unable to chair this committee.</p>	<p>Committee Chair needed. Recruit at Casual Monday event.</p>
Old Business	<p>Proposal for Improvement: Revision of Code of Conduct People voiced that the section about volunteers, visitors, member hosts and students needs to be further clarified. Proposed Changes include: - Change member host to staff member host - Corrected grammar - Modified and cleaned up the language of the definitions <i>Motion approved with 11 in favor and 3 abstentions.</i></p>	<p>Motion approved</p>
Parliamentarian Pearls	<p>Quorum – This is about how many people need to be in attendance to vote. We are a self-governing body and it’s not fair to vote if not enough people are here. There is a quorum and a majority. We have 30 members unless there are vacancies. At this moment we have 25 people in positions not including the Ex-Officio. Quorum is based on simple majority of our full membership which is 14 (out of 25). If we don’t have quorum we can only move forward on something if it is urgent and we don’t think anyone will question. Then we can ratify it at a later time. We can do an electronic meeting and send an email out with items for a vote.</p>	
New Business	<p>Membership Why aren’t people here? Are you hearing negative things? Is there a better time to have these meetings? Reach out to members who don’t attend, and find out what their needs are.</p> <p>Casual Monday – March 16th Encourage your staff to attend.</p>	<p>Reach out to members.</p>
Meeting Dates	<p>March 19th (Spring Break), April 16th, June 18th, and July 16th. <i>There are no meetings scheduled in May and August.</i></p>	
Adjournment	<p>The meeting adjourned at 3:15 pm.</p>	
	<p>Respectfully submitted by,  Kim Ritchie Staff Senate Secretary</p>	

**Public Relations Committee Update for
Staff Senate Meeting on
February 19, 2015**

Catherine Krostek- Chair
Diana Davis
Pamela Forte

- Staff Senate Flyer- The Staff Senate flyer was finished before the holiday break and returned to us from BCC's Public Relations department in mid-January. The poster was reviewed and approved by the college's Executive Team on February 5th, and 50 copies were printed for distribution to the three college campuses. Diana will be bringing them flyers to the meeting for distribution.

Next steps:

- We need to decide where the posters should be posted and who will put them up.
 - We should discuss whether to put a notice in the Bergen Daily now, wait until the webpages are published on the website, or both.
- Staff Senate Webpages- The Staff Senate webpages have now been created and populated with content and will be presented at the Staff Senate meeting on Thursday, February 18th for comments and suggestions by Staff Senate members.

Next steps:

- Discuss the website issues regarding "responsive design" and choice of browser.
- Copies of the content on the webpages will be provided at the meeting for proofreading, comments and suggestions.
- Content will need to be approved by the Executive Team.

**BERGEN COMMUNITY COLLEGE
STAFF SENATE REPORT
STAFF GROWTH AND DEVELOPMENT COMMITTEE
FEBRUARY 19, 2015**

Pamela Forte, Magali Muniz, PJ Ricatto

The Staff Senate subcommittee for Staff Growth and Development has met six times during January and February to plan for the “Staff Development Program by Staff, for Staff.” Sharyne Miller and Carol Clarke have joined this subcommittee for the purpose of planning the event. Sharyne and Carol communicate about the program with the college Executive Leadership Team and have been of great assistance to this subcommittee in planning for this event.

The Staff Development Program is planned for Monday, March 16th from 9am-1:30pm on the Paramus campus. TEC 128 is booked for the event.

Agenda for Program

9 – 9:30	Registration and Continental Breakfast	
9:30 – 9:40	Opening – What is Staff Senate	Jamie Smigelski
9:45 – 10:15	Underutilized Fringe Benefits	
	/Internal Job Postings	Bridgett Kelly
10:20 – 10:50	Cyber Security	Peter Rassow
10:55-11:30	Stress Management	Kathy Pignatelli
11:35-12:10	Mindfulness	Peter Dlugos
12:15 – 1:15	Lunch and Closing	Survey, Evaluation of Program and Give-away

The program is planned to be interactive, not lecture/PowerPoint.

We will seek staff input for future programming ideas. An evaluation and survey tool will be distributed to all participants at the end of the program. They will receive a small give-away gift as they leave and hand in their evaluation/survey.

Save the Date to be sent out from HR on 2-19-15, all FT staff members to be invited and strongly encouraged to attend. Supervisors will need to plan for staffing if the department will remain open. A separate e-mail notification will need to be sent to all supervisors. Staff who do not regularly receive e-mails will be notified in person or through their supervisors. An invitation will be sent to all staff next week (week of 2/23/15) with an RSVP date of March 6th.

Volunteers from the Staff Senate will be needed to register participants, assist with speakers, collecting evaluation forms, etc.