

## **Bergen Community College Staff Senate Meeting Minutes**

Date: June 5, 2014

Time: 4:00 pm

Place: Pitkin Building Room C-313

Attendees: Diana Davis, Bessie DeJesus, Carla Fleming, Laurie Francis, Ilene Kleinman , Dawn Kozlowski, Catherine Krostek, Kim Makoe Brown, F. Christian Mdeway, Nestor Melendez, , Caroline Ofodile, Kevin Porro, PJ Ricatto, Kim Ritchie, Milind Samant, Jamie Smigelski

Absent: Sharon Audet, Carol Clarke, William Corcoran, Lisa Di Gaetano, Jennifer Flynn, Denise Liguori, Carolyn Lyons, Esther Mills, Magali Muniz, Milind Samant, Greg Reilly

### **Roll Call**

PJ Ricatto called the meeting to order at 2:04 pm. The number of attendees was counted to ensure quorum. A roll call will be performed at each meeting moving forward.

### **Meeting Minutes**

The meeting minutes for April 22, 2014 will be approved at the next Staff Senate meeting. They will be posted in the Staff Senate share folder, and a link will be sent out.

### **Committee Reports**

#### **Code of Conduct**

Christian Mdeway shared that the Code of Conduct document was completed in the required timeframe by April 30, 2014. Item #35 was added asking to provide professional courtesy with a response to the Staff Senate if these are appropriate and useful suggestions, and were in line with what they were asking for. It was discussed that this document should be a living document, and should be revisited annually. Rather than including Item #35, a memo will be drafted by Jamie Smigelski to the President, Board of Trustees, and attorney, thanking them for the opportunity and asking for feedback.

#### **Constitution and Bylaws**

Laurie Francis shared that the Constitution and Bylaws committee met before the end of the school year. We need a brief Constitution and Bylaws. They have a schedule for the first draft, and hope to have it to the executive committee by August 1, 2014, and before any new elections are done. It needs to be user friendly and readable. The committee wants to reconvene before June 25<sup>th</sup>. PJ Ricatto recommends holding off the next meeting until this is done; by the second or third week of July. Everyone needs ample time to review it. It was suggested to have the next meeting on July 10<sup>th</sup> or 17<sup>th</sup> at 2:00 pm.

## **Executive Committee**

The Executive Committee met to prepare the agenda. At the August meeting, Jamie will give tips, procedures, and rules to follow.

## **Old Business**

Should we exchange the Code of Conduct with the Faculty Senate? This was opened for discussion. Ilene Kleinman made a motion to vote, "Do we want to share our document with the Faculty Senate?"

- Favored - 14
- Opposed - 2
- Abstentions - 0

PJ Ricatto will send the file and post in the Staff Senate shared folder.

Communications Directors – Cathy Krostek and Diana Davis volunteered for this position, and will be responsible for sending communications as needed to the Bergen Daily and updating the website.

Open Positions – Jamie Smigelski tallied the positions. We have 1 At-Large, 1 Managing Director, and 1 Professional Staff.

## **New Business**

Do fun things and staff events. Bring ideas to the next meeting.

Thank you, Carla Fleming for bringing ice cream to the meeting.

Other ideas suggested: discussion board, SharePoint site, Beautification Day.

Discuss goals for the next academic year.

## **Adjournment**

As there was no further business, motion to adjourn by PJ Ricatto, seconded by Ilene Kleinman, and agreed by all. The meeting was adjourned at 5:03 pm.

## **Next Meeting**

Date: Thursday, July 17, 2014

Time: 2:00 pm to 3:00 pm

Place: Pitkin Building Room C-313

Respectfully submitted by Kim Ritchie, Staff Senate Secretary