

## Bergen Community College Staff Senate Meeting Minutes

Date: April 20, 2017

Presiding: Jaymee Griffin

Present: Drorit Beckman, Jaymee Griffin, Kim Makoe Brown, Kim Ritchie, Lisa Di Gaetano, Magali Muniz, Marissa Drukker, Catherine Krostek, Monica Postle, Ruth Ann Heck,

Excused: Angie Goldszmidt, Amarit Kaur, Caroline Ofodile, Darlene Zales-Russamano, Tracy Miceli, Jim Miller

Agenda Item	Discussion and Motions	Action Items
<b>Call to Order</b>	Jaymee Griffin called the Staff Senate meeting to order at 12:33 pm.	
<b>Roll Call</b>	Staff Senate Secretary, Marissa Drukker via paper, took official attendance. We have quorum. There are currently 14 vacant positions.	
<b>Open Discussion</b>	<p><u>Staff Summer Scheduling</u> - Motion to put forth a recommendation that we could save money if the college closed on Friday is for the summer. Unanimous agreement to bring the issue to College Council meeting 04/27/17.</p> <p>List of Concerns:</p> <ul style="list-style-type: none"> <li>• Scheduling issues- juggling between staff vacation and scheduled time off.</li> <li>• Number of classes offered on a Friday</li> <li>• Student enrollment</li> <li>• Is working Friday contractual?</li> </ul> <p><u>Timekeeping</u> - Discussion about conflicting information provided to the timekeeping staff.</p> <ul style="list-style-type: none"> <li>• Jaymee Griffin will speak to Jim Miller about official timekeeping and the need to announce to the college community and its timekeepers.</li> </ul>	
<b>Approval of Minutes</b>	Minutes approved for November 17, 2016 and February 16, 2017. Ruth Ann Heck motioned for the approval of minutes with correction of Kim Ritchie's last name. Kim Ritchie seconded the motion. 9-0-0 approval	
<b>Committee Reports</b>	<p><b>Staff Senate Executive Team</b></p> <p>President- Jaymee Griffin - Discuss about the need to consider following staff calendar and not faculty calendar for meetings</p> <ul style="list-style-type: none"> <li>• Election &amp; Membership – Tackle membership issue and elections.</li> </ul> <p>Vice President- Monica Postle</p> <ul style="list-style-type: none"> <li>• Newsletter – Connect. Communicate. Educate – The newsletter will have a modest issuing goal of once a semester via email. It will highlight the work the Staff Senate has done for the BCC community. The newsletter's scheduled distribution will be in the next</li> </ul>	

## Bergen Community College Staff Senate Meeting Minutes

couple of days. Jaymee Griffin will follow-up with PR to publish the newsletter.

Parliamentarian – Drorit Beckman discussed the need to review the Staff Senate Constitution. A Constitution Review Team was put together at an E-team meeting. Catherine Krostek volunteered to be a member at the meeting, and she asked “what is the deadline to work towards for the Constitution to be approved so it is complete before the elections take place.”

Jaymee stated that June 30<sup>th</sup> is the deadline.

Ad hoc meetings:

Constitution review- changes that should be made before the election process. Ruth Ann Heck suggested a streamlined of the constitution similar to the College Council’s constitution. Jaymee Griffin would like the committee to discuss reformatting monthly meetings to reflect staff 12 month working schedule rather than the faculty senate model.

- Elections/membership- to determine what the membership should be and then carry out election process.

Election/membership/Constitution committee

- Monica Postle, Chair
- Catherine Krostek (volunteer)
- Magali Muniz (volunteer)
- Drorit Beckman
- Jaymee Griffin (assist)

Secretary – Marissa Drukker

- Sanctuary Campus – spoke about the need to make a decision based on our survey and SGA feedback. Our survey for sanctuary campus issued within the Casual Monday survey. Jaymee Griffin discussed the feedback findings, which found many people, are in favor of supporting students without labeling the college a sanctuary campus. Plan to share with the College Council that the issue is complicated and we need to find out how the students feel, because we do not want to do something that will harm them.

**Public Relations** - Catherine Krostek discussed that the Department Spotlight is not working, because departments “all say they will do the department spotlight but then, when the time comes everyone is too busy and backs out.”

- Jaymee Griffin will follow-up on this issue with Caroline.
- Jaymee spoke about the summer Spotlight. Lisa Di Gaetano suggested Department Spotlight should be

## Bergen Community College Staff Senate Meeting Minutes

for the IT department. Catherine Krostek will follow-up with IT.

- Suggestion made the Spotlight to be on a semester basis.
- Catherine Krostek updated the Staff Senate website members, meetings, and agendas. All links are working now. She requested that all members check their contact information and let her know if there were any corrections.

### **Coffee and Conversation**

- Lisa Di Gaetano & Kim Ritchie – will visit 1<sup>st</sup> floor Pitkin Center staff areas May 19, 2017.
- 4 volunteers are needed to help with the coffee cart.
- Brief discussion about the Staff Senate brochure. Catherine Krostek asked “could I see it and said that it should be part of PR Committees responsibilities” She also suggested adding it to one of the Staff Senate webpages. Jaymee said that the brochure is being revised and will send it to Catherine when it was ready.

### **Casual Monday**

- Ruth spoke about the success of the event. She found that the survey stated some staff members were not pleased with the food selection or the entertainment.
- Jaymee read the survey findings and stated, “90% of the staff that attended were satisfied with the event.”
- Marissa Drukker suggested that next Casual Monday committee should consider using Survey Monkey as a tool to collect data prior to the event in order to find out the type of food and entertainment staff would enjoy.

**Staff Awards** Staff Recognition awards – (Angie Goldszmidt & Amarit Kaur) Committee members not present and nothing reported.

### **Staff Senate Picnic**

- Chair – Ruth Ann Heck
- Co-Chair – Marissa Drukker
- Jaymee to assist
- Ruth Ann stated that last year the department of Continuing Education requested that we have karaoke at the event. We will look for anyone that has this machine, so we can accommodate the request.

### **New Staff Engagement/ Sunshine Committee (Vacant)**

#### **New Business**

- Staff Senate Newsletter- Catherine Krostek offered to work with the Executive Team on the newsletter as part of PR Committee's responsibilities.

## Bergen Community College Staff Senate Meeting Minutes

	<ul style="list-style-type: none"> <li>• Jaymee Griffin stated that she understands that the newsletter is a part of PR and will transfer newsletter to Catherine Krostek.</li> <li>• Catherine Krostek suggests that we discuss meeting dates for next semester. Jaymee Griffin asked that June 15 agenda item would be setting the meeting dates for next year.</li> <li>• Lisa Di Gaetano moved to revisit Friday College closing with list of concerns as per Staff Senate minutes. Magali Muniz 2<sup>nd</sup> the motion. 9-0-0 approval</li> <li>• Kim Ritchie motion to place a hold election process. June 30<sup>th</sup> being the completion date. Monica Postle 2<sup>nd</sup> the motion. 9-0-0 approval</li> </ul>	
<b>Meeting Dates</b>	June 15, July 20 (Staff Senate Picnic in TEC-128). All meetings are in C-313 unless otherwise noted from 12:30pm to 1:30pm	
<b>Adjournment</b>	Lisa Di Gaetano moved to adjourn the meeting. Drorit 2 <sup>nd</sup> the motion. 9-0-0 approval	
	Respectfully submitted by, Marissa Drukker, Staff Senate Secretary	