

## Bergen Community College Staff Senate Meeting Minutes

Date: January 11, 2018

Presiding: Jaymee Griffin

Present: Alan Manzueta, Amarjit Kaur, Darlene Zales-Russamano, Dolores Piro, Drorit Beckman, Jim Miller, Kim Makoe Brown, Tracy Miceli, Catherine Krostek, Gail Cannarozzi, Laura Montenegro, Marissa Drukker, Marilyn Simpson, Nino Schreck, Ruth Ann Heck

Not Present: Caroline Ofodile, Magali Muniz, Monica Postle, Pamela Coles

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, which met quorum.	
<b>Open Discussion</b>	<ul style="list-style-type: none"> <li>• Tracy Miceli asked for clarification, regarding employee recognition awards coming out of Dr. Mullaney’s office. Jaymee Griffin said that we are working on awards. However, the e-board did speak to Dr. Redmond about bringing back the employee recognition awards for 5, 10, and more years of service. Jim Miller added that a subcommittee, of the college’s 50-year committee, is looking to add a recognition dinner for people missed at the time employee recognition awards stopped. Tracy Miceli said in the past, the names came from HR or the president’s office, and one person was responsible for the large task. Do they need assistance? Jim Miller said, now the 50th committee is working on it, but in the future, we need to discuss who will continue the awards. Jaymee Griffin said we should ask the committee and HR, how they are gathering the information, and then bring a recommendation to the College Council to work on this moving forward. Jaymee Griffin clarified that the awards that the Staff Senate are working on are peer recognition awards co-chaired by Amarjit and Marilyn. However, it is good to keep an eye the awards to make sure that the college moves forward with them in the future.</li> <li>• A brief discussion of concerns regarding our health insurance, and the 13% health insurance cost increase. Some people wondered if their pay would increase to compensate for the increased health insurance costs. Jim Miller said that would be nice, but it is not possible. We were looking at taking BCC out of the educator’s health insurance plan and</li> </ul>	

## Bergen Community College Staff Senate Meeting Minutes

	<p>putting BCC back into the state insurance plan. However, the matter has been tabled now. Jim Miller said Dr. Redmond is looking into the matter now. Jaymee Griffin said we need to bring this matter up again, and she would be happy to mention it during a College Council meeting.</p> <ul style="list-style-type: none"> <li>• A brief discussion about the technical issues behind the seat deletes and waitlist. Kim Makoe Brown said that students on a waitlist must wait at least 24 hours for the first student on a waitlist to register before the next student on the waitlist can register. Someone is contacting students on the waitlist to let them know that seats are open. Jaymee Griffin said until the technical issue is resolved forward any issues to Jackie in registration since it is a registration issue.</li> </ul>	
<p><b>Approval of Minutes</b></p>	<p>The November 9, 2017 minutes approved upon correction to page 1 and page 5.</p>	<p>*Jaymee will follow-up. Marissa sent correction to Catherine Krostek.</p>
<p><b>Committee Reports</b></p>	<p><b>Staff Senate Executive Team</b>  <u>President</u> – Jaymee Griffin  <u>College Council Update:</u> Jaymee Griffin – Could not provide an update since the last meeting did not reach the quorum; therefore, it was not an official meeting.  <u>Communications Subcommittee:</u> Jaymee Griffin said we met as a subcommittee to revisit the communication task force report as requested. Ruth Ann Heck has a 1-page summary of the report if anyone would like to read it.  <u>Feedback from Dr. Redmond:</u> Jaymee Griffin spoke about the E-board meeting with Dr. Redmond. It is our hope that we can meet with Dr. Redmond at least once or twice a semester. During the meeting we gave him a brief history of the Staff Senate’s accomplishments, and he challenged us to develop a recommendation for professional staff development. Therefore, this will be a working meeting.</p> <p><u>Vice President</u> – Monica Postle – (Not present)</p> <p><u>Parliamentarian</u> – Drorit Beckman spoke on behalf of Monica Postle. We need to develop a 2018 election committee because elections will take place in April; and for this reason, we need an election committee. Anyone willing to help? There was a question about how elections are run? Drorit Beckman said, first we must look at the roster to see who is up for election, a statement is sent to the Bergen Daily asking</p>	<p>*Ruth Ann Heck send summary to Marissa Drukker and Tracy Miceli.</p>

## Bergen Community College Staff Senate Meeting Minutes

staff to nominate staff member. Then a list is compiled of new nominees and members interested in returning, based on the list, a survey is developed for voting purposes in survey monkey. Finally, allowing people enough time to vote. It requires 5 meetings, one of which is developing a list and assigning tasks. Drorit expressed that she would be happy to assist members with the process.

Laura Montenegro asked when does it have to be done by? Jaymee Griffin responded that it takes 2 meetings a month until the process is finished, with elections taking place in April. She reminds members that people who are on the election committee cannot be running for election.

Election Committee 2018: Drorit Beckman, Laura Montenegro, and Tracy Miceli

Secretary - Marissa Drukker- Nothing to discuss at this time.

**Public Relations** - Catherine Krostek – Worked on the website. Catherine has also been working on the Department Spotlight but has been unable to get departments to do something at this point. We decided that we could spotlight the Staff Senate and the Grants Department.

**Staff Growth and Professional Development**

In the interested of saving time for the working meeting Jaymee Griffin asked the committees that have urgent updates to update, otherwise wait to update the Senate at the February meeting.

**Casual Monday – Co-Chairs** Ruth Ann Heck & Gail Cannarozzi

**Coffee and Conversation– Co-Chairs** Ruth Ann Heck & Tracy Miceli

**Staff Awards – Co-Chairs** Marilyn Simpson & Amarjit Kaur

**Staff Senate Picnic– Co-Chairs** Ruth Ann Heck & Laura Montenegro

**New Staff Engagement/ Sunshine Committee – Co-Chairs**

Pamela Coles & Darlene Zales-Russamano

**Unfinished Business** - Constitutional Amendments tabled until 2/8/18 meeting.

**New Business** – Working meeting- Staff Professional Development

Staff Senate Professional Development Ideas:

- Student planner – train all faculty
- Mandatory Moodle training for adjuncts
- Datatel training – budget, purchasing, queries, etc...
- ADP training (summer) – time keeping, salary info
- Webinars on leadership, customer service, communication
- Pathways to promotion
- How to deal with difficult people – colleagues, students, parents

\*Committee's send reports to Marissa Drukker.

## Bergen Community College Staff Senate Meeting Minutes

	<ul style="list-style-type: none"> <li>•Personal Financial literacy for employees (lunch and learn)</li> <li>•Clubs for crafts, hobbies; personal development</li> <li>•Team building</li> <li>•Recognition of proficiencies attained (professional and/or personal)</li> <li>•New employee mentors</li> <li>•Interdepartmental shadowing</li> <li>•Go through the student experience to gain a better student perspective</li> <li>•“The Gig Economy” – book with insights on the future of education</li> <li>•Future vision of Bergen; which skills are needed for future Bergen?</li> <li>•Did you know?</li> <li>•Employee discounts</li> </ul>	
<b>Meeting Dates</b>	<p><b>Academic year 2017-2018 Meeting Dates:</b> Meetings will be held the 2nd Thursday of each month listed below from 12:30pm – 1:30 pm.</p> <p>February 8, 2018, March 8, 2018, April 12, 2018, May 10, 2018</p> <p>* Special Meeting, June 14, 2018, July 12, 2018, August 9, 2018</p>	
<b>Adjournment</b>	The meeting adjourned at 1:34 pm	
	Respectfully submitted by, Marissa Drukker, Staff Senate Secretary	