

Bergen Community College Staff Senate Meeting Minutes

Date: October 12, 2017

Presiding: Jaymee Griffin

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

Not Present: Angie Goldszmidt, Caroline Ofodile, Drorit Beckman, Jim Miller, Pamela Coles

Agenda Item	Discussion and Motions	Action Items
Call to Order	Jaymee Griffin called the Staff Senate meeting to order at 12:35 pm.	
Roll Call	Staff Senate Secretary, Marissa Drukker via paper, took official attendance, which met quorum. The Vice President position is vacant.	
Open Discussion	<p>Brief discussion about budget cuts across campus. Jaymee Griffin and Marissa Drukker explain that enrollment is down across the nation. Catherine Krostek adds that 4-year universities are also giving more incentives for students, particularly NJ Stars students to attend there.</p> <p>Catherine Krostek – spoke about our insurance plans increasing. Jaymee Griffin – recommends attending the October 18, 2017 benefits fair in Tech 128 for more information.</p> <p>Tracy Miceli – asked if there were any suggestions about helpful training. Suggestions from Staff Senate included on-boarding training when an employee starts, mandatory Colleague training for users, a tour/orientation to BCC buildings (suggestion better signage around building to help new employees), and better access/training on “who is who” around campus.</p> <p>Catherine Krostek – Suggested that on-boarding training include the appropriate Colleague training and correction of names in Outlook.</p> <p>Jaymee Griffin – Spoke about the employee directory that IT developed and suggested that it is supposed to be piloted under Portal. No timeline given.</p> <p>Nino Schreck – said that her name is not spelled correctly in Outlook and has had a challenging time getting it corrected.</p> <p>Jaymee Griffin and Catherine Krostek – Have experience getting names corrected in Outlook and both offer to assist with the issue.</p> <p>Jaymee Griffin – asks that members send feedback about training to her.</p> <p>Magali Muniz – Asks to confirm the date of the Day of Development since there was conflicting information sent out to the college community.</p> <p>Jaymee Griffin – Confirmed that the date is October 31, 2017 and that the agenda is not out yet, and there is a chance that a description of the workshops will not be available until that day.</p>	<p>*Jaymee Griffin will follow-up with IT.</p> <p>* Jaymee Griffin & Catherine Krostek will follow-up with Nino Schreck’s name in Outlook.</p>
Approval of Minutes	Ruth Ann Heck motioned to approve September 14, 2017 minutes. Darlene Zales-Russamano 2 nd the motion. The minutes were approved upon corrections. 12 yes - 3 abstentions - 0 no	

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Committee Reports	<p>Staff Senate Executive Team</p> <p><u>President</u> – Jaymee Griffin- Welcomes the Senate and briefly explains the role of the Staff Senate to new members, which is that we are not HR, but we can ensure that we will bring the issues to the appropriate departments. The overall objective is “We want our staff to have fun and feel good about working here.” Therefore, we need to apply engagement strategies to help people feel good about being here (BCC). Jaymee recommends that the Senate think about the direction we want to move, but members must be willing to help get the work done.</p> <p>Jaymee Griffin - The Constitution states that, “The Staff Senate President has the authority to appoint a member to fill a vacancy for the duration of the term.” Jaymee appointed Monica Postle to fill the current member vacancy. Jaymee Griffin- Spoke about the Vice President’s vacancy. Jaymee asked the Senate if anyone was interested in being the Vice President. If someone is interested then there needs to be a nominations and a new election to select the Vice President. No one was interested. Jaymee recommended Monica Postle, and she explained that she was the Vice President last year. Since she is the only nomination, Staff Senate would have to vote Monica into the position under new business.</p> <p><u>Secretary</u> – Marissa Drukker- Updated the Senate about the last College Council meeting. She said that the issue of Sanctuary Campus status has been tabled because Dr. Redmond (Interim College President) wanted to find out more about the topic.</p> <p>Tracy Miceli – said that the label could endanger the very students that we are trying to assist. However, doing what we can to help the students, as we normally do may be the answer. Tracy said providing the name of faculty members that our immigration lawyers to students, who need it, is an example of assisting our students.</p> <p>Jaymee Griffin- Spoke about our previous recommendation to the Council. We suggested using the Office of Peace, Justice, & Reconciliation to send out email blasts about the resources available to our students. However, nothing has come out at this point, but it was an idea that was received well at the Council meeting.</p> <p>Public Relations - Catherine Krostek – Wants to work on communication.</p> <p style="padding-left: 20px;">Jaymee Griffin said that we are looking to get on Dr. Redmond’s calendar in order to get to know him and discuss what we do for the college.</p> <p style="padding-left: 20px;">Catherine Krostek – has updated the website, and she will put Monica Postle’s name back on the website.</p> <p style="padding-left: 20px;">Department Spotlight update – Catherine said, that it was not working.</p> <p style="padding-left: 20px;">Laura Montenegro – asked what do you do?</p> <p style="padding-left: 20px;">Catherine Krostek – explained the simple process of filing out a form listing staff names, positions, and a description of what the department does. Then someone will come to take a group picture of the staff and finally the information is posted in the showcase in the hallway.</p>	<p>* Catherine Krostek – will follow-up with listed</p>
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	<p>Jaymee Griffin – said the people we are communicating with are very busy people; maybe we should try communicating with their assistants.</p> <p>Catherine Krostek – said the purpose of the Department Spotlight is to learn about different departments.</p> <p>There were a number of interested members at the meeting, so Catherine Krostek will send the information to the following people.</p> <ul style="list-style-type: none">• Laura Montenegro• Ruth Ann Heck• Amarjit Kaur• CIE and IR <p>Please fill out the form early, so Catherine Krostek can work on the information.</p> <p><u>Staff Growth and Professional Development</u></p> <p>Casual Monday</p> <p>Jaymee Griffin called for volunteers to work on the Casual Monday event, which takes place Monday, March 12, 2018, during the week of Spring Break. Tech-128 has been reserved.</p> <p>Ruth Ann Heck – Co-Chair Gail Cannarozzi – Co-Chair Nino Schreck – committee member Marissa Drukker – committee member Magali Muniz – assist via email</p> <p>Jaymee Griffin – asked that each member think about the committee they would make a commitment to by the next meeting.</p> <p>Jaymee Griffin Listed the committees (Listed people previously committed)</p> <ul style="list-style-type: none">• Public Relations – Catherine Krostek• Casual Monday – Ruth Ann Heck, Gail Cannarozzi, Nino Schreck, Marissa Drukker, Magali Muniz, Kim Makoe Brown• Picnic – Ruth Ann Heck, Laura Montenegro, Nino Schreck, Marissa Drukker, Dolores Piro, Kim Makoe Brown• Coffee & Conversation Carts – Ruth Ann Heck (Co-Chair), Drorit Beckman, Laura Montenegro, Tracy Miceli (Co-Chair), Kim Makoe Brown• Awards - Amarjit Kaur (Co-Chair), Marilyn Simpson (Co-Chair)• New Staff Engagement – Pamela Coles (Co-Chair), Darlene Zales-Russamano (Co-Chair), Kim Makoe Brown <p>Coffee and Conversation – Ruth Ann Heck- said the two proposed dates for the next coffee carts are Monday, 11/20 and Friday, 12/1.</p> <p>Please let Ruth Ann Heck know if you are interested in helping out and on which day, where you think the next department/location should be visited next.</p> <p>Note: Areas already visited.</p> <ul style="list-style-type: none">• Scoskie Hall, 2nd & 3rd floors Admin area	individuals for Department Spotlight.
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	<ul style="list-style-type: none"> •Pitkin 1st floor - Registration, Fin Aid, A-123, the theatre, International, EOF •The Help Desk, Veterans, OSS, Public Safety, Tech, Testing <p>We did not get into Tutoring, Bursars, Admissions, Student Life or A-118, Ender Hall, West Hall, Library, Meadowlands or Ciarco.</p> <p>Staff Awards – This update had to be tabled until next meeting due to time constraints.</p> <p>Staff Senate Picnic – This update had to be tabled until next meeting due to time constraints.</p> <p>New Staff Engagement/ Sunshine Committee – This update had to be tabled until next meeting due to time constraints.</p> <p>Unfinished Business <u>Coffee Cart Conversation with the Tech building staff</u> - This update had to be tabled until next meeting due to time constraints.</p> <p><u>Special Meeting Rules</u> - This update had to be tabled until next meeting due to time constraints.</p> <p>New Business Catherine Krostek motioned to appoint Monica Postle as Vice President. Gail Cannarozzi 2nd the motion. All Senate members were comfortable show hands to vote for the Vice President. 13 yes – 2 abstentions – 0 no</p>	
Meeting Dates	<p>Academic year 2017-2018 Meeting Dates: Meetings will be held the 2nd Thursday of each month listed below from 12:30pm – 1:30 pm.</p> <p>November 09, 2017, December 14, 2017*Special meeting, January 11, 2018*Special meeting, February 8, 2018, March 8, 2018, April 12, 2018, May 10, 2018 * Special Meeting, June 14, 2018, July 12, 2018, August 9, 2018</p>	
Adjournment	Meeting adjourned at 1:33 pm	
	Respectfully submitted by, Marissa Drukker, Staff Senate Secretary	