

Bergen Community College Staff Senate

Meeting Minutes

November 15, 2018

Present: Madeline Trimble, Ruth Ann Heck, Pam Coles, Lisa Di Gaetano, Marie Jardine, Patricia Pappas, Drorit Beckman

Not Present: Kim Makoe, Tracy Miceli, Amarjit Kaur, Darlene Zales-Russamano, Kevin Porro, Catherine Krostek, Nino Schreck, Jim Miller, Dolores Piro, Gail Cannarozzi, Judith Hungreder

Meeting was called to order: 1:07 p.m. by President Ruth Ann Heck.

Attendance: Official attendance was taken via sign-in sheet. A quorum was not reached.

Minutes: Minutes for the September 13th and the October 11 meetings were not approved, a quorum was not reached.

Discussion: All items from today's agenda are deferred until the next Staff Senate meeting on Thursday, December 13, 2018 @ 1-2Pm in C-325.

- The revised Staff Senate Constitution...
- Regarding a 'Body of Knowledge'...
- Staff Senate Secretary...Ruth Ann Heck volunteered to act as interim Secretary.
- Centralize and implement an employee directory...it was discussed for the Staff Senate to make a recommendation to the Executive Team to put together a committee to plan an appropriate process to create an Employee Directory. An employee on/off-boarding process is needed to update a directory, emails and phone extensions. Lisa Di Gaetano volunteered to speak with Ron Spade and inquire about steps that may have already been taken by IT.
- Coffee & Conversation Cart...the members present felt that this service is valuable and appreciated. A date and location, in January 2109, has been requested to be chosen. Any suggestions, please e-mail rheck@bergen.edu.
- Staff Development Day, Monday, 3/11/2019...a brief note was mentioned of the Staff Senate's officers meeting with HR regarding topics and a possible timeline for Staff Development Day. Any updates will be shared at December 13th's Staff Senate meeting.

Adjournment: Meeting adjourned at 1:45 p.m.

Submitted by Ruth Ann Heck, Staff Senate President