

## Bergen Community College Staff Senate Meeting Minutes

Date: November 09, 2017

Presiding: Jaymee Griffin

Present: Alan Manzueta, Amarjit Kaur, Catherine Krostek, Gail Cannarozzi, Laura Montenegro, Magali Muniz, Marissa Drukker, Marilyn Simpson, Monica Postle, Nino Schreck, Pamela Coles, Ruth Ann Heck

Not Present: Caroline Ofodile, Darlene Zales-Russamano, Dolores Piro, Drorit Beckman, Jim Miller, Kim Makoe Brown, Tracy Miceli

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>• Brief discussion about the Day of Development and the positive reaction people had to the new format of the day.</li> <li>• Marissa Drukker- Brought forward the concern some employees' had regarding the notice from HR and our health insurance. Jaymee Griffin briefly explained that the Community College advocates are lobbying to improve our payment options with the newly elected NJ State Governor, Phil Murphy.</li> <li>• Jaymee Griffin – Followed up with IT about the communication plan discussed during our last meeting. She found that IT is still working on moving forward with the Electronic Employee directory as previously submitted by the BCC Communication Task Force. IT already has a test environment in place, and plans to talk about it further.</li> </ul>	
<b>Approval of Minutes</b>	The October 12, 2017 minutes approved upon correction to page 3.	*M. Drukker sent correction to Catherine K.
<b>Committee Reports</b>	<p><b>Staff Senate Executive Team</b>  <u>President – Jaymee Griffin</u>  <u>College Council Update:</u> Jaymee Griffin - provided a College Council update on topics addressed at the last meeting regarding summer hours. The Student Government voted with their council to bring back the four-day workweek in the summer. College Council still has to agree upon a recommendation, but it is our objective to resume a four-day workweek in order to keep offices operating smoothly with regard to staff scheduling and saving college resources.            Monica Postle &amp; Magali Muniz – Agreed, and explained that the other BCC locations must be looked at, as there are other things happening 5 days a week on those campuses.            Jaymee Griffin – Nothing has been voted on at College Council, because we still have to meet to discuss the recommendation.            Gail Cannarozzi – Was there a discussion about seat deletes and no class openings for students?</p>	

## Bergen Community College Staff Senate Meeting Minutes

Jaymee Griffin – We don't have time to address this issue today, but I can follow-up.

Magali Muniz- Offered a quick answer. She said, "I am a part of the leadership meetings, and the issue is being addressed. There was a discussion about running reports to free up seats. Leadership is working on cleaning up the seating issue for students to be able to register.

Cafeteria Committee: Jaymee Griffin said that the college has established a cafeteria committee to address the issues it has with Gourmet Dinning. Additionally, she was asked to serve on the committee, so if anyone has something to share about the cafeteria, please let her know.

Magali Muniz- Suggested that it would be a good idea to look into students using meal plan cards.

Jaymee Griffin – The meal plan card is among the topics listed.

Finalizing Committee Selections:

Committee	Chair(s)	Members
Public Relations	Catherine Krostek	
Casual Monday	Ruth Ann Heck Gail Cannarozzi	Marissa Drukker Nino Schreck Kim Makoe Brown Magali Muniz (via email) Pamela Coles Alan Manzueta
Staff Senate Picnic	Ruth Ann Heck Laura Montenegro	Nino Schreck Marissa Drukker Dolores Piro Kim Makoe Brown Pamela Coles Alan Manzueta
Coffee Conversation Cart	Ruth Ann Heck Tracy Miceli	Laura Montenegro Gail Cannarozzi Kim Makoe Brown
Staff Senate Awards	Amarjit Kaur Marilyn Simpson	Catherine Krostek
New Staff Engagement/ Sunshine Team	Pamela Coles Darlene Zales- Russamano	Kim Makoe Brown
Elections 2018	Vacant	Vacant
Ad hoc: Outlook Updates	Gail Cannarozzi & Catherine Krostek	

Staff Senate Executive Team members will act as consultants for all of the committees and will participate in events as volunteers.

Members who still need to select their committee:

- Caroline Ofodile
- Jim Miller

Vice President – Monica Postle – Briefly addressed new members (first time attending the meetings since the start of the term). Monica explained that her term was up in 2017 and in order to continue serving

## Bergen Community College Staff Senate Meeting Minutes

as the Vice President she needed to be voted back into the Staff Senate.

Election committee 2018: Monica Postle – Spoke about the need to establish a 2018 election committee to assist with the issues such as the ones that occurred this past election. The purpose of the election committee is to elect individuals in a timely manner. The objective is to have some overlap with membership terms starting and ending dates. Monica also wanted to address a question that was raised in the last meeting’s minutes regarding nominations. She briefly shared that the original Staff Senate members were required to submit a bio, which stated their reason for wanting to serve on the Staff Senate. Therefore, hopefully, this election will include each nominee’s bio, so when people are voting they understand who they are voting for.

Jaymee Griffin – The constitution states, elections should happen in April with members transitioning terms in June and July.

Monica Postle – We need volunteers for the election committee, so that the interested individuals can start working on the proceedings now.

Jaymee Griffin – We will bring this up in the next meeting.

Monica Postle – It might be a good idea for new members to be a part of this meeting.

Parliamentarian – Drorit Beckman (Table proposed Constitutional changes until next meeting)

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

**Public Relations** - Catherine Krostek – Worked on the website, and she requested that members check to make sure their information is accurate. Monica Postle was added back to the webpage.

Catherine has also been working on the Department Spotlight but has been unable to get departments to do something at this point.

Jaymee Griffin- We will continue try to work on the reason why the Department Spotlight is not working.

### Staff Growth and Professional Development

**Casual Monday (March 12, 2018 10 am to 2 pm)** - Ruth Ann Heck – Discussed the possible agenda for the upcoming event. She is reaching out to Lynn Schott & Joan Cohen of the library to see if they are willing to duplicate their presentation about the 50 years of BCC. Larry from PR has also offered his assistance with the event this year, because we are tying it to the 50 years of Bergen theme. If you have any input about the event, please email Ruth Ann Heck and Gail Cannarozzi.

Jaymee Griffin – Asked to send out pre-event information regarding the BYO dessert portion of the event. It is important to have a list of ingredients and a statement of allergens.

**Coffee and Conversation** – Ruth Ann Heck- said that Monday, November 20<sup>th</sup> at 9:15 am the cart will be going to the Veterans Office, Bursar, and Tutoring, and A-118 if there is anything leftover. The next location the cart

## Bergen Community College Staff Senate Meeting Minutes

will visit is the library. Ruth has spoken with the Library Dean, David Marks and December 1<sup>st</sup> the cart will visit the library.

Jaymee Griffin – It would probably be a good idea to understand how many people will be there that day, so obtain a schedule of part-time library employees.

**Staff Awards** – Marilyn Simpson & Amarjit Kaur met to discuss the creation of the Peer Award. They looked at MIT to generate ideas for how to have staff apply for the Peer Award. The target date is June 14<sup>th</sup> at the Staff Senate Picnic.

Jaymee Griffin – said to put together ideas and work out a budget for the awards.

Catherine Krostek- Offered an idea for employee of the year.

Marilyn Simpson – Are these awards for one employee or a department?

Jaymee Griffin - It is up to your committee because it has never been done before.

Marilyn Simpson – We will continue to research. Can someone from the e-team assist?

Amarjit Kaur – Who is the body to nominate? Is there a ways to separate?

Do supervisors have to be a part of this?

Gail Cannarozzi – She suggested that it should be completely peer related and other members agreed.

Jaymee Griffin – Suggested that since it is new, try not to make it too complicated. Executive team is happy to assist when needed.

Marilyn Simpson – recommended that an ad go out in the Bergen Daily stating that the Staff Senate is looking for nominees for the Peer Recognition Award.

**Staff Senate Picnic (June 14, 2018)** – Ruth Ann Heck- said that the DJ has been reserved for the event already. Nothing else has been planned at this point. The beginning of January is the proposed first meeting with the picnic event planning committee. Information will be sent out to committee members closer to January.

**New Staff Engagement/ Sunshine Committee** – Pamela Coles & Darlene Zales-Russamano were thinking about going to the Garden Center to get a rose or flower to give to new employees with a card that we can make up.

Jaymee Griffin – Try the Horticulture department to get a rose or flower

Monica Postle – Try asking the art department students to create card.

Laura Montenegro – We should include a floor plan.

Jaymee Griffin – Do we have that we could offer it to them?

Pamela Coles -The objective is to have something unique to welcome our new employees.

### **Unfinished Business**

Special Meetings- Jaymee Griffin – Explains that we would like to revise the constitution to be 12 meetings a year with the ability to cancel meeting if we need to. This year, we added special meetings to address additional needs that may arise, and we will cancel if we do not need

\*Jaymee Griffin will follow-up.

**Bergen Community College  
Staff Senate Meeting Minutes**

	<p>them. Attendance is needed for voting purposes, but will not count towards your 3 allowed absences.</p> <p><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><b>New Business</b> – no new business was brought forward.</p>	
<b>Meeting Dates</b>	<p><b>Academic year 2017-2018 Meeting Dates:</b> Meetings will be held the 2<sup>nd</sup> Thursday of each month listed below from 12:30pm – 1:30 pm.  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>	<p>*Communication will be sent out about the December 14th meeting.</p>
<b>Adjournment</b>	<p>Meeting adjourned at 1:34 pm</p>	
	<p>Respectfully submitted by, Marissa Drukker, Staff Senate Secretary</p>	