

# Bergen Community College Staff Senate

## Meeting Minutes

December 13, 2018

**Present:** Kim Makoe, Amarjit Kaur, Kevin Porro, Catherine Krostek, Nino Schreck, Madeline Trimble, Ruth Ann Heck, Patricia Pappas

**Not Present:** Tracy Miceli, Darlene Zales-Russamano, Jim Miller, Dolores Piro, Gail Cannarozzi, Judith Hungreder, Pam Coles, Lisa Di Gaetano, Marie Jardine, Drorit Beckman,

**Meeting was called to order:** 1:10 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 October 11<sup>th</sup> and November 15<sup>th</sup>, 2018 meetings were approved by the attending members, although quorum was not reached. We have not had a quorum for the past three meetings, so as a group we decided to continue and not defer any minute approvals.

### **Discussion:**

- Staff Development Day... Staff Development Day, Monday, 3/11/2019...an updated was presented and details of the week of 3/11/19 need to be planned and confirmed
- Staff Senate Display Case...Ideas and volunteers needed to update the display case.
- The revised Staff Senate Constitution... deferred until the next meeting
- Regarding a 'Body of Knowledge' ...Employee Directory-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. At the November meeting Lisa Di Gaetano volunteered to speak with Ron Spade and inquire about steps that may have already been taken by IT. No report as yet.
- Staff Senate Secretary...Ruth Ann Heck will continue to act as interim Secretary.
- Coffee & Conversation Cart...the members present felt that this service is valuable and appreciated. A possible date January 8, 2109 will be confirmed and the location agreed upon (3<sup>rd</sup> Shift Custodial Staff) needs be confirmed and communicated to those who volunteered to participate. Ruth will reach out to Chris Talmo regarding approval.

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

Submitted by Ruth Ann Heck, Staff Senate President