

Bergen Community College Staff Senate Meeting Minutes

Date: February 16, 2017

Presiding: Jaymee Griffin

Present: Angie Goldszmidt, Amarit Kaur, Caroline Ofodile, Darlene Zales-Russamano, Drorit Beckman, Jaymee Griffin, Kim Makoe Brown, Kim Ritchie, Lisa Di Gaetano, Magali Muniz, Marissa Drukker, Jim Miller

Excused: Albert Legge, Bridget McLaughlin, Catherine Krostek, Cynthia Rivera, Jennifer Flynn, Jennifer Migliorino-Reyes, Meaghan Verile, Monica Postle, Ruth Ann Heck, Tracy Miceli

Agenda Item	Discussion and Motions	Action Items
Call to Order	The Staff Senate meeting was called to order at 12:35 pm by Jaymee Griffin.	
Roll Call	Official attendance was taken by Staff Senate Secretary, Marissa Drukker via paper. We have quorum. There are currently 8 vacant positions.	
Open Discussion	<p><u>Skoskie Hall</u> - Drorit addressed concern for Skoskie Hall staff member's safety when crossing parking lots to get to the main building for lunch. Jim Miller suggested is to provide daily van service between Skoskie/vet tech and Pitkin during lunch time.</p> <p>Jaymee requested a statement to be drafted on the Skoskie Hall issue to Chief Corcoran. Drorit will draft the email to Chief Corcoran.</p> <p><u>Casual Monday</u>- Discussion about the ability to include part-time staff. Jim Miller will follow-up with President Walter on closing offices so all full-time staff can attend Casual Monday. He will also send out a message to management stating "if you can close, please close." Jim will also follow-up on part-time staff ability to attend the event.</p> <p><u>Part-time employees</u>- Discussion involving part-time ability to join the Staff Senate. We must decide if we are ready to address the issue</p> <p><u>Carol Miele (Faculty/ ESL & ATD Staff Development)</u> – Amarjit Kaur and Caroline Ofodile are working with ATD/ Carol Miele. Carol attending the meeting to speak about campus-wide professional development ideas. Some of the ideas generated during the discussion are the following:</p> <ul style="list-style-type: none"> - Customer Service - Soft skills training - Frequently asked questions training - Jaymee offers placing surveys on the table during 	

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	<p>Casual Monday to generate more feedback for Carol Miele.</p> <p><u>Announcements</u> <u>Staff Senate Brochure redesign</u> – members looked at the changes made by Drorit Beckman to the Staff Senate Brochure.</p> <p><u>New Staff Senate Newsletter</u>- E-Board provided a draft of the newsletter for members to review. Caroline suggested making print copies in conjunction with the electronic version for the first couple of newsletters produced. Jaymee suggested for future newsletters sending it to Larry in PR for him to add images.</p>	
Approval of Minutes	The minutes from <insert date> were presented for approval. No discussion was held.	
Committee Reports	<p>Coffee and Conversation Lisa Di Gaetano, Kim Ritchie, and Tracy Miceli have visited Skoskie Hall, 2nd and 3rd floor administration. March 15, 2017 the cart will visit the suggested areas: -One-Stop -Custodial and Public Safety -Tech Continuing Ed</p> <p>Casual Monday – Call for volunteers to assist 3/23/17. Reminder the event is 8:30am to 1:30pm</p> <p>Staff Awards Staff Recognition awards (Vacant)</p> <p>Staff Senate Picnic (Vacant) New Staff Engagement/ Sunshine Committee (Vacant)</p>	
Meeting Dates	March 13 (Casual Monday in TEC-128), April 20, June 15, July 20 (Staff Senate Picnic in TEC-128). All meetings are in C-313 unless otherwise noted from 12:30pm to 1:30pm	
Adjournment	The meeting adjourned at 1:34pm	
	Respectfully submitted by, Marissa Drukker Staff Senate Secretary	