

Bergen Community College Staff Senate Meeting Minutes

Date: February 8, 2018

Presiding: Jaymee Griffin

Present: Amarjit Kaur, Darlene Zales-Russamano, Dolores Piro, Drorit Beckman, Kim Makoe Brown, Tracy Miceli, Gail Cannarozzi, Laura Montenegro, Marilyn Simpson, Nino Schreck, Ruth Ann Heck, Caroline Ofodile

Not Present: Magali Muniz, Pamela Coles

Agenda Item	Discussion and Motions	Action Items
Call to Order	Jaymee Griffin called the Staff Senate meeting to order at 12:33 pm.	
Roll Call	Staff Senate President, Jaymee Griffin, via paper, took official attendance, which met quorum.	
Open Discussion		
Approval of Minutes	The January 11, 2018 minutes were approved.	
Committee Reports	<p>Staff Senate Executive Team <u>President</u> – Jaymee Griffin <u>College Council Update:</u> Jaymee Griffin <u>Communications Subcommittee:</u> <u>Feedback from Dr. Redmond:</u> Jaymee Griffin announced that Dr. Redmond wants to come to one of our Staff Senate meetings. We could move our April meeting from the 12th to the 18th 12:30 to 1:30 to accommodate him (same day as the BCC Open House event). Everyone agreed that we need to make sure our attendance is good that day!</p> <p><u>Vice President</u> – Monica Postle</p> <p><u>Parliamentarian</u> – Drorit Beckman</p> <p><u>Election Committee 2018:</u> Drorit Beckman, Laura Montenegro, and Tracy Miceli - plans for the next election process have started.</p> <p><u>Secretary</u> – Marissa Drukker (not present)</p> <p>Public Relations - Catherine Krostek was not in attendance. In her absence, Monica Postle said perhaps we could highlight the Staff Senate. Carol Ofodile thought it would be a great idea to have pictures taken for the spotlight when Dr. Redmond attends the SS meeting in April. Jaymee will prepare a few highlights of the Staff Senate for the spotlight. Caroline Ofodile also</p>	<p>*Formal invite to Dr Redmond to April 18 Staff Senate meeting</p> <p>*Jaymee ask Larry about photo-taking at Casual Monday.</p>

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	<p>suggested spotlighting individuals rather than entire departments if that were easier – perhaps pick people randomly at the Casual Monday event. Jaymee said she could ask Larry Hlavenka if he (or his staff?) could take photos at Casual Monday.</p> <p>Staff Growth and Professional Development - Ruth Ann Heck stated that she gave an article (which came from another school) to the Executive Board regarding the benefits of having all activities under one umbrella – coordinated in one place for all needs/provisions – similar to CITL. This idea would help to get rid of silos – so everyone’s aware of available training/enhancements. Perhaps Human Resources might organize this (as happens in other colleges). Jaymee Griffin also thought the article could be used as a guide to question all staff as to items they would like to see addressed or their topics of interest. Drorit stated this was also the idea behind the list which the Staff Senate came up with at last month’s meeting (see those Minutes). Ultimately, a compilation of both lists will be provided to Dr. Redmond by May.</p> <p>Casual Monday – Co-Chairs Ruth Ann Heck & Gail Cannarozzi Ruth Ann Heck stated that everything moving ahead as planned for the March 12 2018 Casual Monday event. Larry Hlavenka agreed to upgrade the cold lunch to a hot lunch using a small portion of the “\$50 for Fifty” fund-raising campaign proceeds. Jaymee Griffin reminded everyone we must take care to meet all dietary restrictions. Invitations/registration requests would be emailed next week by Jaymee Griffin to full-time staff with the agenda and highlights of the event. To date, 178 is the most there has been in attendance for this event. The theme is the BCC 50th Anniversary, with Larry Hlavenka to do a quiz/ice breaker, Joan Cohen and Lynn Schott to present archived items, an open mic for people to share stories. All Staff Senate members are reminded to bring a dessert - with ingredients provided. Ruth Ann Heck is working with the Horticulture department to create centerpieces using (old BCC logo) coffee mugs. A door prize is still requested – perhaps something from the BCC Bookstore if all else fails.</p> <p>Coffee and Conversation– Co-Chairs Ruth Ann Heck & Tracy Miceli - Nothing has yet been set for spring 2018 semester. Perhaps a good time would be during Teen STEM day again since many staff are “stuck” in their offices that day due to the overwhelming crowd of high school students visiting. A brief discussion regarding obstacles to having the coffee cart</p>	<p>*Jaymee email proposed constitutional amendments for review</p> <p>*Jaymee to email invitations using Event-brite *Door prize</p>
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	<p>at the Hackensack and Meadowlands sites led to idea that perhaps we could use “Box ‘o Joe” from Dunkin Donuts.</p> <p>Staff Awards – Co-Chairs Marilyn Simpson & Amarjit Kaur – Marilyn Simpson stated she came up with a form using ideas from other colleges – this could be doctored up to meet the Senate’s expectations. Marilyn inquired as to a few items: timeline – possibly present awards at picnic?, # of prizes?, and award amounts? Jaymee Griffin stated that there are no funds to purchase awards, and all ideas presented by the Co-Chairs would be entertained. Darlene Zales-Russamano suggested using printed certificates of award which could be printed internally.</p> <p>Staff Senate Picnic– Co-Chairs Ruth Ann Heck & Laura Montenegro</p> <p>New Staff Engagement/ Sunshine Committee – Co-Chairs Pamela Coles & Darlene Zales-Russamano – Pamela and Darlene discovered that Diana Davis (in Human Resources) is the correct contact to be notified of new staff members and have actually met with three of them already. Pamela and Darlene were able to assist with items such as obtaining a paring decal, etc. Based on their meetings, they noted that the new younger staff members would like to see some kind of forum to meet other young employees. Jaymee suggested that they document the topic that seem to be needed so that other staff senate members could help in a pinch. This might be something which could be included in the Day of Professional Development.</p> <p>Unfinished Business – Proposed Constitutional Amendments tabled until next meeting. A 2/3 vote would be required. Jaymee will email the proposed changes.</p> <p>New Business –</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. February 8, 2018, March 8, 2018, April 18, 2018, May 10, 2018 * Special Meeting, June 14, 2018, July 12, 2018, August 9, 2018</p>	
Adjournment	The meeting adjourned at 1:38 pm	
	Respectfully submitted by Gail Cannarozzi - in absence of Marissa Drukker, Staff Senate Secretary	

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