

Bergen Community College Staff Senate

Meeting Minutes

August 16, 2018

Present: Drorit Beckman, Gail Cannarozzi, Kim Makoe, Madeline Trimble, Marilyn Simpson, Ruth Ann Heck, Tracy Miceli, Laura Montenegro, Pam Coles, Amarjit Kaur, Darlene Zales-Russamano, Kevin Porro, Annette Rakowski

Not Present: Alan Manzueta, Caroline Ofodile, Jim Miller, Magali Muniz, Marissa Drukker, Nino Schreck, Catherine Krostek, Dolores Piro

Meeting was called to order: 1:05p.m. by President Ruth Ann Heck.

Attendance: Official attendance was taken via paper and a quorum was reached.

Minutes: Minutes for the July meeting were presented and approved.

Discussion:

- The revised Staff Senate Constitution was mentioned and will be resent to all members to read and review. This topic will be deferred until the September meeting.
- Ruth Ann Heck provided a 2018 elections update. The Staff Senate will be losing 11 members and therefore needs eleven new (or returning) members. Through the nomination process 12 staff were nominated and accepted. In October we will be losing one of those staff members due to retirement. It was agreed by all current members to roll in all 12 nominees and forgo a formal election. Drorit Beckman and Ruth Ann Heck will work together on a statement for the Bergen Daily and on an e-mail to welcome all 12 nominees to the Staff Senate. A vote for president, vice president and secretary will be held at the September Staff Senate meeting.
- A name change for Casual Monday was voted on and the new name 'Staff Development Day' was agreed upon by all attendees. *Session ideas need to be discussed further and contacts need to be made for those sessions.* Kevin Porro suggested we contact a team for Hackensack University Medical Center regarding a free session on emergency first aid. Some ideas were: basic first aid demo & information, health related information tables, Automated External Defibrillator and Evacuation Chair training, a follow-up with Public Safety/meet our officers. The Staff Senate officers were notified by President Redmond that funding will be available for that day. An estimate of the expenses needed will be determined and presented to Dr. Redmond.
- Regarding a 'Body of Knowledge' ...the Staff Senate was asked to create a list for President Redmond...member suggestions were: updated college/employee directory and improved internal building signage. A 'Body of Knowledge' will be revisited at the next Staff Senate meeting in September and more formal list needs to be created for presentation to Dr. Redmond. Two motions were made following a discussion:
 - A Motion was made: Develop and improve building and campus directory signage. Motion was passed.
 - A Motion was made: Centralize and implement an employee directory. Motion was passed.
 - These motions will be written up and presented to College Council at their first meeting on September 27, 2018.
- It was noted that the Staff Senate Meetings for the Academic year 2018-2019 is listed on the meeting agenda.

Adjournment: Meeting adjourned at 1:59 p.m.

Submitted by Ruth Ann Heck, Staff Senate President