

Bergen Community College Staff Senate Meeting Minutes

Date: September 14, 2017

Presiding: Drorit Beckman

Present: Alan Manzueta, Marissa Drukker, Caroline Ofodile, Gail Cannarozzi, Jim Miller, Kim Makoe Brown, Laura Montenegro, Nino Schreck, Pamela Coles, Ruth Ann Heck

Not Present: Jaymee Griffin, Amarjit Kaur, Angie Goldszmidt, Catherine Krostek, Darlene Zales-Russamano, Dolores Piro, Magali Muniz, Marilyn Simpson, Tracy Miceli

| Agenda Item | Discussion and Motions | Action Items |
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| Call to Order | Drorit Beckman called the Staff Senate meeting to order at 12:35 pm. | |
| Roll Call | Staff Senate Secretary, Marissa Drukker via paper, took official attendance, which met quorum. The Vice President position is vacant. | |
| Open Discussion | Drorit Beckman and Marissa Drukker welcomed new Staff Senate members with discussion about the history and goals of the Staff Senate. | |
| Approval of Minutes | April 20, 2017, June 15, 2017, and August 10, 2017 minutes were approved via email by members present during these meetings. | |
| Committee Reports | <p>Staff Senate Executive Team</p> <p><u>Parliamentarian</u> – Drorit Beckman- Provided an update on the Staff Senate President’s leave and the vacant Vice President position. Spoke about the election process and the opportunity to bring in new members. Laura Montenegro – asked how nominations for new members are conducted? Drorit Beckman – explained that a call for Staff Senate nominations was posted in the Bergen Daily, and emails went out to all full-time staff. The email requested that full-time staff email their nominations for representatives in the At-large, Support Staff, and Professional Staff categories. She explained, the need to create a balance of three-year terms, so when group members are up for re-election it is not the entire Senate up for re-election.</p> <p><u>Secretary</u> – Marissa Drukker- Spoke about sub-committee involvement and event planning. She listed the types of sub-committees, defined the purpose of the committee, and described the time commitment required. Marissa requested that the Senate members also look at the template that she created to streamline committee reports (See sample at the end of the document). Marissa asked that members provide written ideas for improvement or approve the committee report template on the sample provide at the meeting. Marissa Drukker- Asked that members to think about the commitment they can make to the sub-committee and let her know which committee they prefer to work on. This led to a natural discussion about the events that the Staff Senate hosts. Ruth Ann Heck – Suggested that Casual Monday should not be very regimented or geared toward professional development. She voiced that the Senate should pick either Casual Monday or the Picnic to invest the most time and money into, in order to create the best possible outcome for the event.</p> | |

Bergen Community College Staff Senate Meeting Minutes

Ruth Ann Heck – Recommended moving the picnic from July to June, because more people may be on campus in June. She said July is a time when many people are going on vacation. Ruth said it would be better to hold the event outside under tents to create a more relaxed and more authentic feeling picnic event. Caroline Ofodile and Laura Montenegro agreed that this was a good idea. Laura Montenegro said that events hosted in the past were outside under tents and it made it more personal.

Public Relations - Catherine Krostek (No report submitted, not present)

Coffee and Conversation – Ruth Ann Heck spoke about the success of the coffee carts, and she explained the purpose of the cart to the new members. Ruth reported that from 9:15 am to around 11:00 am the cart went around to the Math Hub and Continuing Education. Drorit Beckman assisted with the cart distribution.

Drorit Beckman and Ruth Ann Heck – collected issues BCC staff would like the Senate to address at a future meeting.

Casual Monday (N/A)

Staff Awards – (Amarjit Kaur: No report submitted, not present)

Staff Senate Picnic- Ruth Ann Heck (Chair) and Marissa Drukker

Ruth Ann Heck – said that the event was very successful. The survey did not have many respondents, but based on those that did respond to the survey, the event was positive.

Ruth Ann Heck made motioned to move the Staff Senate Picnic from July to June. Marissa Drukker 2nd the motion.

Drorit Beckman- Motion to move the Staff Picnic from July to June all in favor show your hands. Motion approved all in favor 10-10.

Ruth Ann Heck – said we must define the timeline for the picnic event in order to reserve a space.

Drorit Beckman said that the events are usually scheduled on a day that we would meet for the Staff Senate, so the meeting in June is scheduled for June 14th.

New Staff Engagement/ Sunshine Committee

Unfinished Business

Sanctuary Campus

Drorit Beckman – Provided an update on the status of the sanctuary campus discussion from the last College Council meeting. Drorit briefly spoke about some of the concerns that staff had regarding the inadvertent impact that such a label might place on the institution and the students. Drorit said we are waiting for reports from our peers regarding their stand on the issue. Marissa Drukker confirmed that she did not receive a report.

Ruth Ann Heck- said she sent all of the reports to Drorit Beckman and Marissa Drukker.

*Drorit Beckman & Marissa Drukker – said they would check their email again.

Special Meeting Rules

*Marissa Drukker and Drorit Beckman found the emailed peer reports, and they

Bergen Community College Staff Senate Meeting Minutes

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| | <p>Marissa Drukker- In the interest of addressing a question from the last meeting that did not have the quorum to vote, we are asking to discuss if Staff Senate should have 12 meeting per year instead of 8.</p> <p>Drorit Beckman- clarifies the question as are we increasing the maximum number of allowed absences from 3 if we increase the number of meetings from 8 meetings to 12 meetings.</p> <p>-The question remains unresolved.</p> <p>New Business</p> <p>Ruth Ann Heck and Drorit Beckman brought information forward from the Coffee & Conversation visit to the Technology Building staff.</p> <ul style="list-style-type: none"> • Staff voiced their concern about the selection process for the Merit raise. • Parking for staff in the technology building working staggered hours. • ID card issue <p>Jim Miller – recommends a workshop to inform staff about the Merit raise selection.</p> <p>Caroline Ofodile- recommends that staff parking issue should be resolved among the departmental staff having the issue because it is not possible to make reserved parking spaces for every evening staff member.</p> <p>Drorit Beckman – In the interest of time and making sure that we address all of the new business appropriately, we will table these new issues until the next meeting.</p> | <p>will read them before the next College Council meeting.</p> |
| <p>Meeting Dates</p> | <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.</p> <p>October 12, 2017, November 09, 2017, 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>Adjournment</p> | <p>Meeting adjourned at 1:33 pm</p> | |
| | <p>Respectfully submitted by, Marissa Drukker, Staff Senate Secretary</p> | |

| Committee Report | | |
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| [Pick the date] | [Meeting Time] | [Meeting Location] |
| Chair | | |
| Co-chair | | |
| Attendees | | |
| Submitted by | | |
| Desired Result | | |
| Questions | | |
| Activity Plan | | |
| Committee Tasks | | |
| Action Items | Person Responsible | Deadline |
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| | | |
| Notes: | | |
| Feedback | | |
| Survey Results (If applicable) | | |
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