

Bergen Community College Staff Senate Meeting Minutes

Date: October 20, 2016

Presiding: Jaymee Griffin

Present: Drorit Beckman, Lisa Di Gaetano, Marissa Drukker, Jaymee Griffin, Angie Goldszmidt, Ruth Ann Heck, Kim Makoe-Brown, Jim Miller, Kim Ritchie, Darlene Zales-Russamano

Excused: Barbara Bliss, Jennifer Flynn, Amarjit Kaur, Dawn Kozlowski, Catherine Krostek, Al Legge, Bridget McLaughlin, Tracy Miceli, Maggie Muniz, Caroline Ofodile, Monica Postle, Jennifer Reyes, Cynthia Rivera, Meaghan Verile

Agenda Item	Discussion and Motions	Action Items
Call to Order	The Staff Senate meeting was called to order at 2:06 pm by Jaymee Griffin.	
Roll Call	Official attendance was taken by Staff Senate Secretary, Kim Ritchie via paper. We did not have quorum. There are currently 7 vacant positions.	
Approval of Minutes	The minutes from were not reviewed or approved.	
Open Discussion	<p>Committee Involvement All Staff Senate members must pick one group to be involved with and work on tasks. This is not optional. Angie Goldszmidt would like to work on the awards committee.</p> <p>Goals Reviewed last year’s goals and what we did. What’s our goal for this year? Determine tasks for each semester.</p> <p>Boosting Morale Visit the staff who moved to Scoskie Hall with decorations, coffee and baked goods as a “surprise housewarming party.” Wednesday, October 26th, meet at 10:00 am in the Student Center.</p> <p>Internal Job Postings Where are they posted? Getting the word out.</p> <p>Office Moves A lot of people are moving around on campus. Get a list of all moves from IT and Facilities, so the Outlook Address Book is updated with everyone’s current location.</p> <p>Staff Senate Share Folder Update the Staff Senate Share folder access.</p>	<p>Kim will send list of all in attendance to Lisa.</p> <p>Kim will send the link to all.</p>

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<p>Committee Reports</p>	<p>SS Executive Team Membership Update We have the following vacancies:</p> <ul style="list-style-type: none"> - Administration: 1 - Deans: 2 - Support Staff: 1 <p>2016 Terms Ending</p> <ul style="list-style-type: none"> - Administration: 1 - Confidential: 1 - Managing Directors: 1 <p>Awards Ideas for the awards program were brainstormed. Some of the ideas included having a ceremony or breakfast awards dinner, combine with other recognition dinner (sell tickets, for retirees, etc.), combine with the Fall Kickoff, have team awards in addition to individual awards.</p> <p>Elections Elections for President and Secretary are ongoing. Email your choices to Kim Ritchie by October 26, 2016.</p> <p>Department Spotlight Additional ideas were discussed including having an online spotlight or working with Larry Hlavenka to produce a video for the day of development that highlights what people are working on.</p>	<p>Kim will send election results on November 1.</p>
<p>Meeting Dates</p>	<p>November 17 (S-254), February 16, 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.</p>	
<p>Adjournment</p>	<p>The meeting adjourned at 3:00 pm.</p>	
	<p>Respectfully submitted by,</p>  <p>Kim Ritchie Staff Senate Secretary</p>	