

## Bergen Community College Staff Senate Meeting Minutes

Date: October 15, 2015


Presiding: Dawn Kozlowski

Present: Carol Clarke, Lisa Di Gaetano, Michael DiBartolomeo, Jaymee Griffin, Dawn Kozlowski, Cathy Krostek, Denise Ligouri, Carolyn Lyons, Kim Makoe Brown, Lindsay Maurer, Bridget McLaughlin, Kevin Porro, Kim Ritchie, Meaghan Verile, Jackie Ottey, Ruth Ann Heck, Victor Anaya, Tyler Beebe

Excused: Barbara Bliss, Diana Davis, Jennifer Flynn, Tracy Miceli, Sharyne Miller, Magali Muniz, Caroline Ofodile, PJ Ricatto

Agenda Item	Discussion and Motions	Action Items
<b>Call to Order</b>	The Staff Senate meeting was called to order at 2:02 pm by Dawn Kozlowski.	
<b>Roll Call</b>	Official attendance was taken by Staff Senate Secretary, Kim Ritchie via paper. Fifteen voting members out of 21 active members were in attendance, which was enough to confirm quorum. We have 8 vacant positions.	
<b>Open Discussion</b>	<p>Mr. Victor Anaya spoke about Bergen Community College's upcoming 50<sup>th</sup> celebration. He is meeting with small groups including the SGA and Faculty Senate to put together ideas.</p> <p>Staff development day is on October 27<sup>th</sup>. Ms. Jaymee Griffin gave a summary of the day planned.</p>	Contact Mr. Victor Anaya or Ms. Sharyne Miller to volunteer for the 50 <sup>th</sup> .
<b>Approval of Minutes</b>	The minutes from September 17, 2015 were presented for approval. No discussion was held. <i>Motion approved with all in favor.</i>	Motion approved
<b>Committee Reports</b>	<p><b>Membership Update</b> We have the following vacant positions in the Staff Senate.</p> <ul style="list-style-type: none"> <li>- Administration 3-year term ending in 2017</li> <li>- At-large 3-year term ending in 2017</li> <li>- Deans 2-year term ending in 2016</li> <li>- Managing Directors 2-year term ending in 2016</li> <li>- (2) Professional Staff 2-year terms ending in 2016</li> <li>- Professional Staff 3-year term ending in 2017</li> <li>- Support Staff 2-year term ending in 2016</li> <li>- Support Staff 3-year term ending in 2017</li> </ul> <p><b>Strategies</b> <i>Motion to discuss strategies. Motion approved with all in favor.</i> Discussed four strategies for the goals including the following:</p>	Motion approved

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	<ul style="list-style-type: none"> <li>- Publish meeting dates, times, locations and SS email address in the Bergen Daily.</li> <li>- Develop email blast to all Bergen Staff regarding communication with elected Staff Senate members and leadership team.</li> <li>- Attempt to get one representative from every department (unit) to attend meetings.</li> <li>- Coffee and Conversation: Setup coffee in areas such as admissions, registration and public safety. Start with Chris Talmo’s group at 6:30 am. Ms. Jennifer Flynn and Mr. Kevin Porro volunteered for the 6:30 am event. Deliver coffee on a cart to your door. Send a “traveling cart” to CLC and Lyndhurst. Ms. Lisa Di Gaetano and Ms. Carol Clarke volunteered.</li> <li>- Monthly Birthday celebrations with cake, an email or card from the team. Work with the hospitality program to plan this.</li> <li>- We need a budget for our group.</li> <li>-</li> </ul> <p><b>Constitution and Bylaws</b> This committee needs a volunteer to chair the committee.</p> <p><b>Public Relations</b> A reminder email about the Department Spotlight was sent to the Executive Team.</p> <p><b>Member Engagement and Recognition</b> The President would really like a parking space designated. It can be movable depending on where the recognized employee works. Due to legalities, giving money is difficult. Ideas were discussed including getting vendor donations, reaching out to the Foundation, bonds, gift certificates from the bookstore, and donations from the Bergen Room. Ms. Lisa Di Gaetano volunteered to look into what other colleges are doing including Ramapo’s program.</p>	<p>Staff Senate Leadership Team will discuss budget options with Mr. Jim Miller</p> <p>Chair needed.</p> <p>Follow up on Executive Team approval.</p> <p>Kim will send a link to Ramapo’s program.</p> <p>Discuss IRS limits with Mr. Victor Anaya.</p> <p>Need volunteers for committees.</p>
<b>Meeting Dates</b>	January 28, February 18, March 14 (Casual Monday location TBD), April 21, June 16, July 21 (Staff Senate Picnic in TEC-128). All meetings are in C-211 unless otherwise noted.	
<b>Adjournment</b>	The meeting adjourned at 2:53 pm.	
	<p>Respectfully submitted by,</p>  <p>Kim Ritchie Staff Senate Secretary</p>	