

Bergen Community College Staff Senate Meeting Minutes

Date: June 15, 2017

Presiding: Jaymee Griffin (via conference call)

Present: Drorit Beckman, Jaymee Griffin, Kim Makoe Brown, Lisa Di Gaetano, Magali Muniz, Marissa Drukker, Monica Postle, Angie Goldszmidt, Amarjit Kaur, Caroline Ofodile, Tracy Miceli

Not Present: Darlene Zales-Russamano, Kim Ritchie, Ruth Ann Heck, Jim Miller, Catherine Krostek

Agenda Item	Discussion and Motions	Action Items
Call to Order	Monica Postle called the Staff Senate meeting to order at 12:33 pm.	
Roll Call	Staff Senate Secretary, Marissa Drukker via paper, took official attendance. Meeting met quorum. There are currently 14 vacant positions.	
Open Discussion	Members did not have ideas/information to bring forward.	
Approval of Minutes	April 20, 2017 minutes were not discussed/or approved and tabled until next meeting.	
Committee Reports	<p>Staff Senate Executive Team</p> <p>President- Jaymee Griffin – <u>Timekeeping update</u> - Jaymee Griffin spoke to Jim Miller about official timekeeping, which she discovered was a complex issue involving contracts and the board of trustees. Therefore, since Jim Miller was not in attendance to discuss the issue further Jaymee Griffin was unable to comment further on the topic.</p> <p><u>Administrative management review taskforce</u>- President Walter charged Jaymee Griffin with recommending individuals to work on a taskforce which will review national best practice models of administrative management structures. Jaymee recommended the following individuals: Drorit Beckman, Marissa Drukker, Tracy Miceli, and Gail Fernandez. Monica Postle and Jaymee Griffin will serve as a back-up if the recommended individuals cannot attend a meeting. Jaymee Griffin offered her thanks to those who volunteered to serve on the taskforce.</p> <p>Vice President- Monica Postle - <u>Election and Membership report</u> – Discussed proposed amendments to the Staff Senate constitution. Marissa Drukker moved to vote on constitution amendments Caroline Odoflie 2nd the motion. Please see pages 3-5 for constitutional amendments. Proposed constitutional amendments were unanimously approved by senate members 11-0-0.</p>	

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	<p>All other agenda items were tabled until the next meeting (08/10/17) due to time constraints.</p> <p>Parliamentarian – Drorit Beckman Secretary – Marissa Drukker</p> <p>Public Relations Coffee and Conversation Casual Monday Staff Awards Staff Senate Picnic New Staff Engagement/ Sunshine Committee (Vacant) New Business</p>	
Meeting Dates	<p>July 20 (Staff Senate Picnic in TEC-128)</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. The locations of the meetings TBA.</p> <p>August 10, 2017 * Special meeting, September 14, 2017, 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>	
Adjournment	<p>Caroline Ofodile moved to adjourn the meeting at 1:10 pm Marissa Drukker 2nd the motion. 11-0-0 approval</p>	
	<p>Respectfully submitted by, Marissa Drukker, Staff Senate Secretary</p>	

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STAFF SENATE PROPOSED CONSTITUTION AMENDMENTS

ARTICLE III: MEMBERSHIP

Current Constitution

Members of the Staff Senate shall be elected from the Bergen Community staff at-large and shall be comprised of college employees who are in the categories of support staff, professional staff, directors/managing directors, confidential staff, deans, and executive administrators.

A total of 30 delegates will be elected by the general membership and will be representative of the following:

- 2 – Elected at-large
- 2 – Executive Administrators
- 4 – Deans
- 5 – Confidential Staff
- 5 – Directors/Managing Directors
- 6 – Professional Staff
- 6 – Support Staff

The initial election of delegates will provide for a staggering of terms as follows:

Total Number of Delegates	Position	Two Year Term: 2014-2016	Three Year Term: 2014-2017
		Number of delegates	Number of delegates
6	Support Staff	3	3
6	Professional Staff	3	3
5	Directors/Managing Directors	3	2
5	Confidential Staff	3	2
4	Deans	2	2
2	Administration	1	1
2	At-Large	1	1

Thereafter, delegates will be elected for a term of 2 years, which will run from July 1st to June 30th of the respective years. Half of the delegates will be up for election each year.

Proposed Amendment

Members of the Staff Senate shall be elected from the Bergen Community staff at-large and shall be comprised of college employees who are in the following 5 categories:

- 1. Support staff,**
- 2. Professional staff,**
- 3. Executive staff (deans, executive administrators, directors/managing directors)**
- 4. Confidential staff,**
- 5. 'Elected At-Large' staff**

A total of **20 delegates** will be elected by the general membership and will be representative of the following:

- 6 – Elected at-large
- 4 – Executive Staff
- 2 – Confidential Staff
- 4 – Professional Staff
- 4 – Support Staff

Members may serve an unlimited number of 2-year terms if successfully selected during election cycles. Terms will run from July 1st – June 30th.

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	July 2016 - June 2018...		July 2017 - June 2019...
Number of Delegates		Number of Delegates	
3	Support Staff	3	Support Staff
3	Professional Staff	3	Professional Staff
3	Directors/Managing Directors	2	Directors/Managing Directors
3	Confidential Staff	2	Confidential Staff
2	Deans	2	Deans
1	Administration	1	Administration
1	At-Large	1	At-large

Members cannot hold office for more than two consecutive 2-year terms. After the maximum two consecutive terms have been met, the member must rotate off the Staff Senate for 1 year. S/he may run for election to the Staff Senate after the one year of separation.

ARTICLE V: MEMBER ELECTIONS

Current Constitution	Proposed Amendment
<ol style="list-style-type: none"> 1. The Election Committee shall establish the election process with results conducted and communicated in a manner of honesty and integrity. Implementation of the new election process will commence in March 2015 with an implementation date of March 2014; thereafter, elections will take place in April with service occurring the academic year beginning July 1st and ending June 30th. 2. Members of the Staff Senate may not serve on the Election Committee if they are running for an Executive Officer position. Implementation of the new election process will commence in March 2015; thereafter, elections will take place in April with service occurring the academic year beginning July 1st and ending June 30th. 	<ol style="list-style-type: none"> 1. The Election Committee shall establish the election process with results conducted and communicated in a manner of honesty and integrity. 2. Elections will take place in April with service occurring the fiscal year beginning July 1st and ending June 30th. 3. Members of the Staff Senate may not serve on the Election Committee if they are running for reelection.

ARTICLE VI: OFFICER ELECTIONS

Current Constitution	Proposed Amendment
<ol style="list-style-type: none"> 1. The Election Committee shall establish the election process with results conducted and communicated in a manner of honesty and integrity. 2. Members of the Staff Senate may not serve on the Election Committee if they are running for an Executive Officer position. 	<ol style="list-style-type: none"> 1. The Election Committee shall establish the election process with results conducted and communicated in a manner of honesty and integrity. 2. Members of the Staff Senate may not serve on the Election Committee if

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3. In the case of the first election of Staff Senate officers, there will be a one time “staggering” of terms of office in order to create a natural rotation of leadership. The President and Secretary elected as the first to their positions will each have a 2-year term; the Vice President and Parliamentarian will each have an initial 1-year term. In the case of the first elected President and Secretary, after completing 2 consecutive years of service, they must “sit out” one year as leaders and therefore, they will not be allowed to run for any office until one full year has elapsed.

First Election

Term	Officer
2014-2016	President
2014-2016	Secretary
2014-2015	VP
2014-2015	Parliamentarian

4. With the exception of the first election of officers, Staff Senate Officers will serve for 2-year terms beginning July 1st and ending on June 30th. Thereafter, elections will be held on even years for the President and Secretary and on odd years for the Vice President and Parliamentarian. Once elected as a Staff Senate Officer (President, Vice President, Secretary and Parliamentarian) the elected member may not serve in any one of these elected roles for more than one term and may not serve in any other elected position for one full year after their term of office has ended.

Second election - and every election after that:

Term	Officer
2016-2018	President
2016-2018	Secretary
2015-2017	VP
2015-2017	Parliamentarian

they are running for an Executive Officer position.

3. Staff Senate Officers will serve for 2-year terms beginning July 1st and ending on June 30th.

4. Elections will be held on even years for the offices of President and Secretary and on odd years for the Vice President and Parliamentarian. Once elected as a Staff Senate Officer, the elected member may not serve in any one of these elected roles for more than two consecutive terms and may not serve in any other elected position for more than four consecutive terms.

Term	Officer
2016-2018	President
2016-2018	Secretary
2015-2017	VP
2015-2017	Parliamentarian