



Date: Friday, January 6, 2023 **Room Number:** KN 4090

Start Time: 11:00am **End Time:** 12:30pm

Meeting Agenda

1. Welcome + Introductions
2. Approve December Meeting Minutes
3. Announcing Term limits for Inaugural Assembly Representatives
4. Celebrate the approval of the new College Governance Overview Statement and next steps
5. Standing Committee Updates and Discussion
 - 5.1: Announcing Standing Committee Chairs and Secretaries
 - 5.2: Announcing Meeting Schedules for Standing Committees
 - 5.3: Discussion: Standing Committee Chair Monthly Meeting
 - 5.4: Identifying ex-officio members and next steps
6. Staff Assembly Training Update and Spring 2023 Strategic Priorities
7. Closing

Agenda Item 1) Welcome + Introductions

Chair Gaafar Rego: Opens the meeting with an icebreaker, giving 60 seconds for each representative to name one thing they are grateful for going into the New Year.

Agenda Item 2) Approve December Meeting Minutes

Secretary Grace – Gave all representatives 3 minutes to review the December 2nd Staff Assembly meeting minutes.

Representative Gudeczauskas: Submits feedback that when spelling Blackboard, the second “B” is lower case and not capitalized. She also clarifies her language on page 6 of the December minutes to ensure her statements were accurately captured.

Motion: Approve the December 2nd minutes with the updates made by Representative Gudeczauskas: **Secretary Grace**

- Seconded: **Representative Ducharme**
- Vote: Motion Passed

YES	22	NO	0	ABSTAIN	1
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Agenda Item 3) Announcing Term limits for Inaugural Assembly Representatives

Secretary Grace – Reviews the slides that show which Assembly representatives of the Inaugural Year will serve 1 term and which will serve 2.

Academic Affairs

First Name	Last Name	Terms of Service
Jo-Ann	Albro	1 Year
Elizabeth	Del Sesto	2 Years
Maya	Geraldo	1 Year
Sandra	Nolan	2 Years
Meghan	Plouffe	1 Year

Administration and Finance

First Name	Last Name	Terms of Service
Michael	Archetto	1 Year
Michael	Campbell	2 Years
Amy	Zervas	1 Year

Information Technology

First Name	Last Name	Terms of Service
Michael	Daley	1 Year
Lynn	Gudeczauskas	2 Years
John	Vota	1 Year

President’s Office

First Name	Last Name	Terms of Service
Becka	Carroll	1 Year

Student Affairs

First Name	Last Name	Terms of Service
Anna	Battye	1 Year
Helen	Ducharme	2 Years
Mimi	Fattore	1 Year
Christine	Jenkins	2 Years
Kevin	Novell	1 Year
Wendy	Parr	2 Years



Workforce Partnerships

First Name	Last Name	Terms of Service
Yamel	Chinchilla	1 Year
Elizabeth	Giordano	2 Years
Beatrice	McGeoch	1 Year
Donna	Raptakis	2 Years

Representative Giordano: Requests to rename “Terms Limits” to “Terms of Service” as that is a more accurate description.

Representative Gudczaskas: Asks if these slides and other documents will be shared/where will they live?

Chair Gaafar Rego: States that this information will be shared on Blackboard and will be made accessible for representatives.

Agenda Item 4) Celebrate the approval of the new College Governance Overview Statement and next steps

Chair Gaafar Rego: Congratulates Assembly representatives on the college vote to approve the college’s Governance Overview Statement and approve the Assembly/new governance structure. CCRI governance officially consists of the Faculty Senate, the Staff Assembly, and the President’s Council. The Assembly is applauded for doing so much so quickly. It is reiterated that the Assembly’s primary role is policy recommendation.

Over 80% of those who voted (352 in total) voted yes to approve the Governance Overview Statement.

- 282 people voted yes
- 26 voted no
- 44 abstained

The next steps for the Assembly will be training to answer the questions of who we are, what we do, how we do our work, and how do we measure if it is being done well. Chair Gaafar Rego also announced that a needs-assessment survey will go out in the next few days polling Assembly representatives on training topics.



Updates are also provided on the previous pre-existing committees such as Health and Safety from the previous governance structure. Research is being done to find out what other remaining committees are still active and need to be integrated within the Assembly structure.

Representative McGeoch: When will an update be provided on the status of these committees?

Chair Gaafar Rego says an update will likely be available by the Assembly meeting.

Agenda Item 5) Standing Committee Updates and Discussion

Vice Chair Cabral: Shares the meeting schedules of all Standing Committees meeting schedules, chairs and secretaries who had submitted that information. This information about the Standing Committees will be posted both on Blackboard and the Assembly website.

Vice Chair Cabral will also schedule monthly 30-minute meetings with committee chairs following Assembly scheduled meetings to provide support for their work.

Chair Gaafar Rego: Shares the current list of ex-officio members who have been designated by administration to serve on the Assembly.

Academic Affairs: Dean Barbara Nauman of BSTEM, Rebecca Heimel, Assistant Dean for Academic Affairs

Administration and Finance: Shaune Hogan-A/P, Purchasing, Systems, Paul Rylander- Accounting, Grants, Sue Turcotte- Bursar, Jeff Augustine- Bookstore, Dinning, Annmarie McMahon- Budget

Student Affairs: Dean Tracy Karasinski Opportunity and Outreach, Dean Amy Kacerik Enrollment Services

Workforce Partnerships: Cody Fino, Executive Director of Workforce Partnerships

DEI: Andréa Ray Director of Diversity, Equity and Inclusion & Organizational Development

IT: TBD

Agenda Item 6) Staff Assembly Training Update and Spring 2023 Strategic Priorities

Chair Gaafar Rego: Walks through the three main training priorities for the Inaugural Staff Assembly training, those three being role clarity, effective communication, and engagement.



A poll will be sent out to gauge the availability of what dates work best for representatives to attend the training and what content they would like to see.

Chair Gaafar Rego will schedule regular meetings with Committee Chairs to ensure they are successful in their operations. Training of chairs will be planned based on current needs and resources will be built out and also shared on Blackboard.

Representative Giordano: Highlights how staff are less familiar with Blackboard and requests support to make sure these resources can be successfully navigated.

Chair Gaafar Rego: Will send out an email to those unfamiliar with Blackboard and provide support.

Representative Vota: Will this training include how to draft policy and help differentiate the difference between policies and procedures?

Representative Daley: Comments that policy dictates procedure.

Representative Chinchilla: Requests training be held the week of February 19th, which **Representative Giordano** requests be avoided. Representative Geraldo also comments that we should avoid the week of February 10th.
Chair Gaafar Rego states that a survey will go out in the next few days to poll representatives on most suitable date for training.

Representative Gudczauskas: Will Assembly work go into procedures, and should it?

Representative Daley highlights how on PolicyStat the procedure is tied to policy.

Representative McGeoch says the Assembly is where policy and procedure meet.

Chair Gaafar Rego: Some policies have procedures and others do not. The appropriate details of the charge/scope of work will be given for the task at hand. Avenues must be established for information from the college to trickle into the Assembly to ensure Assembly work does not exist in a vacuum.

Representative Vota: As Chair of the Operations Committee, it is important to understand where the Health and Safety Committee stand in relation to the Assembly. The Health and Safety Committee may have had subcommittees under it such as the Threat Assessment committee and more information is needed to ensure other Standing Committees do not have to face similar complications.

Representative Albro: States that the Health and Safety Committee was disbanded.

Chair Gaafar Rego: A timeline for beginning of integration of Health and Safety Committee, tied to formation of Assembly Standing Committees, was provided to the Health and Safety Committee in December. Will investigate the status of the Health and Safety Committee to clarify the situation.



Motion: Create an ad hoc committee to discuss concerns related to committee structure and membership to be made up of the Leadership Team and the committee chairs/co-chairs to further explore and propose appropriate language to address such concerns, as well as to streamline said language with the chronological chain of events. **Representative Vota**

- Seconded: **Representative Gudeczauskas**

Representative Giordano: Is this proposal already being satisfied with Vice Chair Cabral’s monthly meeting of Assembly Chairs?

Representative Chinchilla: Highlights how to help remote attendees be as included as possible in the discussion and suggests requesting microphones to ensure clarity.

Representative Nolan: Might it be important to meet sooner as to not slow down the work?

Chair Gaafar Rego: States how moving forward all points of discussion that are not on the agenda must be submitted in advance to ensure all representatives have adequate time to think about each item and ensure the most informed vote.

- Vote: Motion Passed

YES	22	NO	0	ABSTAIN	0
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Agenda Item 7) Closing

Assembly adjourned at 12:53PM



Rollcall

Total Representatives: 25 Present Representatives: 23 Quorum: 13

Voting Members				
Name	Title	Department	Division	Attendance
Rep. Beatrice McGeoch	Director, Adult Education	Adult Education	Workforce Partnerships	P
Rep. John Vota	Senior Information Technologist	Desktop & Media Services	Information Technology	P
Rep. Lynn Gudeczauskas	Manager, Help Desk and Academic Computer Labs	Help Desk	Information Technology	P
Rep. Yamel Chinchilla	Assistant Director. Admission	Admissions	Student Affairs	P
Rep. Elizabeth Del Sesto	Coordinator, Academic Affairs	Office of the VP of Academic Affairs	Academic Affairs	P
Rep. Mimi Fattore	Counselor, Student Development	Advising	Student Affairs	P
Rep. Donna Raptakis	Instructor, Community and Workforce Partnerships	Workforce Partnerships	Workforce Partnerships	P
Vice Chair Stephanie Cabral	Business Analyst	Office of the VP Admin/Finance	Administration & Finance	P
Rep. Liz Giordano	Director, Career Services and Experiential Education	Career Services	Workforce Partnerships	P
Rep. Michael Archetto	Building and Grounds Officer	Physical Plant	Administration & Finance	P
Chair Naglaa Gaafar Rego	Coordinator, SAP Initiatives	Financial Aid	Student Affairs	P
Rep. Becka Carroll	Assistant Director of Brand Marketing & Advertising	Marketing and Communications	President's Division	A
Secretary Raekwon Grace	Facilitator, Diversity, Equity, Inclusion and Organizational Dev.	Institutional Equity and Human Resources	Administration & Finance	P
Rep. JoAnn Albro	Information Services Tech II	Mathematics	Academic Affairs	P
Rep. Anna Battye	Coordinator, Student Transfers	Advising	Student Affairs	P
Rep. Helen Ducharme	Coordinator	Disability Services	Student Affairs	P
Rep. Amy C. Zervas	Coordinator	Human Resources	Administration & Finance	P
Rep. Maya Geraldo	Coordinator, Academic Initiatives and Operations	Office of the VP of Academic Affairs	Academic Affairs	P
Rep. Michael Daley	Senior Technical Programmer	Operations	Information Technology	P
Rep. Kevin Novell	TRIO Technical Support Specialist	Access to Opportunity	Student Affairs	P
Rep. Wendy Parr	Assistant Administrative Officer	Advising	Student Affairs	P



Staff Assembly

Full Assembly Meeting

Rep. Christine Jenkins	Associate Dean, Student Life	Office of the Dean of Students	Student Affairs	P
Rep. Sandra Nolan	Director, Concurrent Enrollment	Office of the Dean of BSTM	Academic Affairs	P
Rep. Michael Campbell	Manager, Talent Acquisition	Human Resources	Administration & Finance	A
Rep. Meaghan Plouffe	Technical Staff Assistant	Art, Art History, and Design	Academic Affairs	P
Non-Voting / Ex-Officio				
Alix Ogden	Vice President, Admin and External Relations		Administration	A
Meghan Hughes	President		Administration	A
Deborah Watson	Assoc Director, Enrollment Serv and Admissions		CCRIPSA Rep.	P
Cindy Arce	Senior Records Officer		CCRIPSA Rep.	P
VACANT			ESPA Rep.	
VACANT			ESPA Rep.	
VACANT			Student	
VACANT			Student	