



**Date:** Friday, November 4, 2022      **Room Number:** KN 4090

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

**Meeting Secretary:** Michael Daley

**Meeting Agenda**

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1. Welcome + Introductions
2. Vote to approve previous meeting minutes
3. Purpose of Constitution + By-Laws Revisions and Deadlines: Chair and Vice Chair
4. Important Timelines: Chair
5. Discuss and finalize revisions to the By-Laws
  - 5.1 Creation of ad-hoc By-Laws and Constitution Committee
6. Vote to ratify By-Laws
7. Vote to ratify Constitution

**Agenda Item 1) Welcome + Introductions**

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**Chair Gaafar Rego:** Welcomes President Hughes to the meeting and amends the agenda to moving minutes to the top of the meeting.

**Agenda Item 2) Vote to approve previous meeting minutes**

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**Motion** to approve minutes from meetings on 10/28/22: **Chair Gaafar Rego**

- Seconded: **Representative Daley**
- Discussion: None
- Vote:

<b>YES</b>	13	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Agenda Item 3) Purpose of Constitution + By-Laws Revisions & Deadlines**

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**Chair Gaafar Rego** – Discussion on the existing Governance manual. The current document does not describe the existing structure at CCRI. We need to amend or replace this document.

We need to announce to the College that we have dissolved this document and it’s being replaced with the Faculty senate and Staff Assembly. A timeline has been proposed by VP



Ogden after ratifying our documents that will include a town hall where we announce the new structure to the College. The college can then vote on approving the structure. This was received on 11/3/22.

**Chair Gaafar Rego to VP Ogden:** Do we still need to hold a vote since the process was built into the previous Governance structure?

**VP Ogden:** General Council Cavallaro states that we need to follow the existing timelines in the previous manual in order to amend / replace the documents. The timeline matches the one specified in the previous manual. It gets us to a place where both bodies are included in the document.

**Chair Gaafar Rego:** Are we voting on the description of the bodies or the By-Laws and Constitution?

**VP Ogden:** The Faculty Senate had a description of how the body will operate. The voting would be on the introduction of Governance at CCRI. (2-3 pages)

**Representative Geraldo:** Asks to clarify that the vote would be for just the description or By-Laws and Constitution.

**VP Ogden:** It's only the description of how governance at CCRI operates, and refers to the By-Laws and Constitution of the two bodies (Staff Assembly, Faculty Senate).

**Representative Albro:** Asks about paper ballots in addition to the electronic voting.

**Chair Gaafar Rego:** We can look into it. It should be possible.

**Representative Daley:** This has not been done in the past with previous governance amendments.

#### **Agenda Item 4) Important Timelines**

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**Chair Gaafar Rego:** Proposing an ad-hoc committee to review the By-Laws and Constitution. This would be to review the parts that were tabled from the previous discussions.

Chaired by Vice-Chair Cabral. Secretary Grace will join as an HR Rep. Committee charge is in the presentation.

**Representative Gudczauskas:** Asked about our quorum. We clarified that quorum is 14 since we are only 27 members.

**Representative Vota:** Question on the timeline and the dates 11/8 and 11/9, are these for the assembly or the committee?

**Chair Gaafar Rego:** This date has moved based on the information from VP Ogden.



**Agenda Item 4.1) Creation of ad-hoc committee for Constitution and By-Laws**

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**Motion:** To convene committee on By-Laws and Constitution: **Representative Geraldo**

- Seconded:
- Discussion: Happened before the motion.
- Vote:

<b>YES</b>	12	<b>NO</b>	0	<b>ABSTAIN</b>	1
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**Chair Gaafar Rego:** The charge of the committee is also in the presentation:

Interim Constitution and By-Laws Committee (11/4-12/1)

## Committee Charge

- ① Address part-time employee membership and propose text options
- ② Address student representation on committees and provide text options
- ③ Work in tandem with Elections Committee to address inaugural and permanent membership terms of service and work with Election Committee to determine 1-2 year membership selection mechanism + Officers term(s) of service (in prep for April elections)
- ④ Chaired by Vice Chair
- ⑤ HR representative (Assembly Secretary) + others necessary for conversation  
+ research other staff assembly models

**Vice Chair Cabral:** An interest form has been published. Yes, no, participate if not enough people. This will be 6-10 members. We will get started right away.

**Chair Gaafar Rego:** Excited about the great discussions that occurred in our last meeting on the language in our documents. I hope that it can continue in the committee and be brought back to the Assembly.

**Agenda Item 5) Discuss and finalize revisions to the By-Laws**

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**Motion:** Approve the addition of the term limits as written in the revised document (Article III B): **Representative Daley**

- Seconded: **Representative Geraldo**
- Discussion:  
**Representative Vota:** Asks to clarification: Representatives will have to take one year off before they can run again for election?

**Chair Gaafar Rego:** Yes

- Vote:
- |            |    |           |   |                |   |
|------------|----|-----------|---|----------------|---|
| <b>YES</b> | 10 | <b>NO</b> | 2 | <b>ABSTAIN</b> | 1 |
|------------|----|-----------|---|----------------|---|



**Motion:** Article III C.C.8 - Add “and the Assembly and the Faculty Senate;”: **Representative Daley**

- Seconded: **Representative Archetto**
- Discussion: None
- Vote:

YES	13	NO	0	ABSTAIN	0
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**Motion:** Article IV F. Add language as written in the revised document regarding liaisons to administration: **Representative Daley**

- Seconded: **Representative Archetto**
- Discussion:  
**Representative Albro:** Should it be sub committees instead of committees?

**Gaafar Rego:** They are standing committees, not sub committees. No need to revise.

- Vote:

YES	13	NO	0	ABSTAIN	0
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**Motion:** Article IV G. Add language as written in the revised document regarding requesting liaisons from Administration: **Representative Daley**

- Seconded: **Representative Vota**
- Discussion: None
- Vote:

YES	13	NO	0	ABSTAIN	0
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**Motion:** Article IV H. Add language as written in the revised document regarding committee chairs acting as a liaison regarding their work: **Representative Daley**

- Seconded: **Vice Chair Cabral**
- Discussion: None
- Vote:

YES	13	NO	0	ABSTAIN	0
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**Motion:** Add “Article V J. Where applicable, students may be appointed as ex-officio members of the committees. Selection for student members will be done by committee chairs in collaboration with Student Government”: **Representative Daley**

- Seconded: **Representative Geraldo**
- Discussion:  
**Representative Jenkins:** Contingency for when there is no active student government? How would we get students to sit on committees? Could a Dean have the ability to appoint in that situation?



# Staff Assembly

Full Assembly Meeting

**Chair Gaafar Rego:** Student Government is coming back to life. This section will be looked at closer in the By-Laws and Constitution Committee.

**President Hughes:** States that we should plan for that we will have an active student government.

**Representative Vota:** How do you make sure the opening is filled? Wants more clarification on the concern from **Representative Jenkins**. Is this being put forth with a note about revisiting this?

**Chair Gaafar Rego:** Yes. There is an endnote section in the By-Laws regarding the By-Laws and Constitution committee work.

**Representative Gudczauskas:** concerned that student government may not represent the areas on the committee.

**Vice Chair Cabral:** add clarifying language that the students do not need to come from Student Government.

**Chair Gaafar Rego:** the language does not require they come from Student Government

**Representative Daley:** agrees that the language does not require students to participate in / come from Student Government.

**Representative Vota:** Does each campus have Student Government officers?

**Representative Jenkins:** Currently only Warwick has Student Government officers. The other campuses fell apart during Covid.

**Representative Vota:** asks to clarify

**Chair Gaafar Rego:** Campuses only have a President, Vice President and Secretary. They all fall under a single “Student Government” branch that falls under the new Dean of Student engagement / life.

**Representative Gudczauskas:** Would like to know what we do still in lieu of Student Government.

- Vote:

<b>YES</b>	8	<b>NO</b>	1	<b>ABSTAIN</b>	4
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**Motion:** Add “within the Assembly” to Article VII B.4. regarding voting on business before the assembly: **Representative Daley**

- Seconded: **Representative Jenkins**
- Discussion:



There was concern regarding how the votes are recorded. It was clarified that only tallies are kept for YES, NO and ABSTAIN. No names are recorded. This is only concerning voting on business not elections.

- Vote:

<b>YES</b>	11	<b>NO</b>	0	<b>ABSTAIN</b>	1
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**Motion:** Change Spring to April in Article VII C. regarding elections: **Representative Daley**

- Seconded: **Vice Chair Cabral**
- Discussion: None
- Vote:

<b>YES</b>	13	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Motion:** Change 3 years to 2 years in Article V C.4. Strategic plan: **Representative Daley**

- Seconded: **Representative Archetto**
- Discussion: None
- Vote:

<b>YES</b>	13	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Agenda Item 6) Vote to ratify By-Laws**

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**Motion:** To approve the interim by laws: **Representative Vota**

- Seconded: **Representative Archetto**
- Discussion:
- Vote:

<b>YES</b>	11	<b>NO</b>	0	<b>ABSTAIN</b>	2
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**Agenda Item 7) Vote to ratify Constitution**

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**Motion:** To approve the Constitution as modified last week: **Representative Vota**

- Seconded: **Representative Daley**
- Discussion: none
- Vote:

<b>YES</b>	12	<b>NO</b>	0	<b>ABSTAIN</b>	1
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**Additional Item) Future meetings**

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**Chair Gaafar Rego:** These upcoming meetings will “piggy back” on the Faculty Senate meetings.

**Representative Albro:** Conflict with 12/2 meeting due to Health and Safety Committee meeting.



**Chair Gaafar Rego:** Will be changing the meeting on 12/2 due to a conflict with the Health and Safety committee.

- **Emergency Meeting- Vote on Revisions (Constitution and Bylaws)**  
Friday 10/28/22
- **November Meeting**  
11/4/22 (11:00-12:30)
- **December Meeting**  
12/2/22 (11:00-12:30)
- **January Meeting**  
1/6/23 (11:00-12:30)
- **February Meeting**  
2/10/23 (11:00-12:30)
- **March Meeting**  
3/24/23 (11:00-12:30)
- **April Meeting**  
4/14/23 (11:00-12:30)

**Motion:** Accept the upcoming meeting schedule with the exception of 12/2 (date will be amended at a later time). See presentation for dates: **Representative Daley**

- Seconded: **Representative Albro**
- Discussion: None. This was done before the motion.
- Vote:

<b>YES</b>	11	<b>NO</b>	0	<b>ABSTAIN</b>	1
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**Motion** to adjourn: **Representative Vota**

- Seconded: **Representative Geraldo**
- Discussion: None.
- Vote:

<b>YES</b>	13	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Assembly adjourned at 12:34PM**



**Rollcall**

**Total Representatives: 27 Present Representatives: 18 Quorum: 14**

<b>Voting Members</b>				
<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Division</b>	<b>Attendance</b>
Rep. Beatrice McGeoch	Director, Adult Education	Adult Education	Workforce Partnerships	A
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	A
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	A
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	A
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	A
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	A
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	A
Rep. Michelle Lussier	Coordinator	Disability Services	Student Affairs	A
Rep. Wendy Parr	Assistant Administrative Officer	Advising	Student Affairs	A





# 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	A
Rep. Michael Campbell	Manager, Talent Acquisition	Human Resources	Administration & Finance	A
Rep. Dawn Lapre	Technical Staff Assistant	Mathematics	Academic Affairs	A
Rep. Meaghan Plouffe	Technical Staff Assistant	Art, Art History, and Design	Academic Affairs	P
<b>Non-Voting / Ex-Officio</b>				
Alix Ogden	Vice President, Admin and External Relations		Administration	P
Meghan Hughes	President		Administration	P
VACANT			CCRIPSA Rep.	
VACANT			CCRIPSA Rep.	
VACANT			ESPA Rep.	
VACANT			ESPA Rep.	
VACANT			Student	
VACANT			Student	