



Date: Friday, December 2, 2022 **Room Number:** KN 4104

Start Time: 1:00pm **End Time:** 2:30pm

Meeting Agenda

1. Welcome
2. Announcements: Chair Gaafar Rego
3. Approval of October 14th and November 4th Minutes
4. Remarks from President Hughes
5. Blackboard Organization: Chair Gaafar Rego
6. Standing Committee Structure Update: Vice Chair Cabral
7. Report from Constitution and By-Laws Committee
8. Vote On:
 - 8.1: Student Representation
 - 8.2: Term Limits
 - 8.3: Part Time Staff Representation
9. January Assembly Meeting Retreat

Agenda Item 1) Welcome + Introductions

Chair Gaafar Rego: Welcomes President Hughes and thanks all representatives for attending today's meeting.

Agenda Item 2) Announcements: Chair Gaafar Rego

Chair Gaafar Rego – Announces that Deborah Watson and Cindy Arce will attend Assembly meetings as the PSA union representative. ESPA union representatives are still in the process of being identified by union leadership.

Chair Gaafar Rego reported on attending the President's council on November 7th and sharing an update of the work we accomplished over the past two months. President Hughes and VP Ogden encouraged all council members to support our efforts and be expectant of our requests for participation in the months ahead.



The December 1st Townhall was successful and was recorded for college community members to watch. The link will be shared with all representatives. Chair Gaafar Rego encouraged all representatives to introduce themselves, their roles and Assembly work with the college community.

Chair Gaafar Rego and Assembly representatives recognized and thanked Chair Cabral for her leadership chairing our first committee work, Secretary Grace for his help in organizing committee efforts, and the members of the Ad Hoc By-Laws and Constitution Committee for their efforts and volunteering their time to complete this important task. Committee members are:

- Vice Chair Cabral: **Chair**
- Representative Albro: **Secretary**
- Representative Grace: **HR Liaison**
- Representative Gudeczauskas
- Representative Vota
- Representative Chinchilla
- Representative Giordano
- Representative Geraldo

Agenda Item 3) Approval of October 14th and November 4th Minutes

Secretary Grace – Shared copies of the October 14th minutes and November 4th Assembly minutes for representatives to view.

Representative Gudeczauskas: Asked if for future meetings will all minutes display the count of the vote. Secretary Grace answered that all future minutes will display the vote for all motions and votes.

Motion: Approve the October 14th minutes: **Secretary Grace**

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

YES	20	NO	0	ABSTAIN	0
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Motion: Approve the November 4th minutes: **Secretary Grace**

- Seconded: **Representative Del Sesto**
- Vote: Motion Passed

YES	19	NO	0	ABSTAIN	1
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Agenda Item 4) Remarks from President Hughes



President Hughes—Announces that Vice President LaPointe will give a more detailed student enrollment update but she will give a brief overview. Enrollment for spring 2023 is currently looking good, as right now our enrollment numbers are 11% higher from last spring. Our highest enrollment groups are Black and Hispanic students. The proactiveness of the JAA program has seen a 60% increase as well.

There will be a Townhall next Thursday with a larger report on enrollment from VP LaPointe, NECHE accreditation from VP Costigan, and DEI/OD initiatives from Director Andrea Ray.

CCRI was also a finalist for the Lumina Foundation thanks to the work done by the Office of Institutional Advancement and was awarded \$100K.

VP Ogden – Highlights the success of the Governance Townhall last week and thanks the Senate and Assembly leadership. All 9 standards of NECHE accreditation will be submitted February 2023 and thus the vote next week for the Governance Overview Statement is important.

Agenda Item 5) Blackboard Organization: Chair Gaafar Rego

Chair Gaafar Rego—Announces the Staff Assembly Blackboard webpage. Blackboard will be the place where all work of the Assembly can live to build transparency and inclusion of our work, as well as support future successors. It will also be a space to share information to guide us through the formative phase of our Assembly, ask questions to inspire better direction, and post research to help Assembly team learn from each other and from our constituents on matters of importance to the work that lies ahead.

All representatives have been added except Representatives Archetto and Zervas as their Blackboard accounts still need to be created. They will be added as soon as possible.

Representative Chinchilla: Who can upload to Blackboard? Chair Gaafar Rego highlights how all representatives who have been added to Blackboard are able to comment and upload items, especially to help with the work of standing committees.

Agenda Item 6) Standing Committee Structure Update: Vice Chair Cabral

Vice Chair Cabral—Announces that the preferences of all representatives were considered and the final list of the standing committee members were now available. The roster is shared for each committee and is available on Blackboard. Templates for all agendas and minutes are



available there to ensure consistency across committee work. Information from previous members of the GCC can also share knowledge there and with their committees. All committees are assigned to meet before the January meeting to pick a chair, secretary and meeting schedule. Subject matter experts will be sought out later on once these are established.

Representative Gudczauskas: Do we meet during the summer?

Chair Gaafar Rego: Committees can meet when they decide to meet as long as all committees have the same number of meetings. Details will be announced during Assembly Training.

Vice Chair Cabral: Highlights that all committees should meet at least once per month.

Representative Giordano: Is there a charge for each committee? It will help with the building of the calendars. It is important to know exactly what each committee is expected to accomplish.

Chair Gaafar Rego: Chair Gaafar Rego and Vice Chair Cabral will soon release the charge.

Representative Albro: Will PSA ex-officio serve on the committees?

Vice Chair Cabral: They can be invited to meetings if their expertise would advance the work of the committee but they are not expected to serve on committees.

Agenda Item 7) Report from Constitution and By-Laws Committee

Vice Chair Cabral—She reported on behalf of each of the three groups (term limits, student representation, and part time representation) before the Assembly votes.

In regards to Student representation, Vice-Chair Cabral reported that the proposal is to recruit 8 students total: 2 attending Assembly meetings and 1 student for each standing committee.

Representative Daley: Will this hurt student government as we're offering a potentially paid position against the unpaid government work.

Chair Gaafar Rego: Ensures that this initiative will be done in collaboration with student Dean of Student Engagement who oversees Student Government.

Secretary Grace: Reminds representatives to be mindful of time and save questions for each topic until we reach that topic and have finalized a vote.

Representative Chinchilla: Can the language be clarified to make the breakdown of student representatives clear?

Motion: Extend the meeting 15 minutes to finish these votes. **Representative Vota.**

- Seconded: **Representative Daley**
- Discussion: Representative Albro must leave for another meeting.



- Vote: Motion Passed

YES	19	NO	1	ABSTAIN	0
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Agenda Item 8.1) Vote on Student Representation

Motion: Approve the student representation proposal with added clarity for student breakdown.

Recommended Language:

Article III, Section G, 1.):

Nomination and selection of students shall be done in collaboration with the Dean of Student Engagement. A total of eight seats shall be reserved for students. Two seats shall be reserved for student representatives as ex officio members on the Staff Assembly. The remaining six seats will be reserved for students on standing committees, one per committee. They are responsible for conveying the perspectives and interest of students.

Article III, Section G, 2.):

If additional student representation is needed the Assembly Leadership will work together with the Dean of Student Engagement to select additional students.

Representative Chinchilla

- Seconded: **Representative Del Sesto**
- Discussion: None

YES	19	NO	0	ABSTAIN	0
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- Vote: Motion Passed

Agenda Item 8.2) Vote on Term Limits

Motion: Approve the proposal of no term limits for representatives, 2 years for inaugural Assembly Leadership, and staggering representatives for the inaugural year.

Recommended Language:

For the inaugural cohort only, the Chair, Vice Chair, and Secretary shall serve for two (2) years. All other representatives will be chosen for staggered terms (1 year and 2 year). This will be chosen by separating the list of representatives into divisions and alphabetizing the members by last name. Representatives in an odd slot will serve one (1) year and representatives in even slots will serve two (2) years. Moving forward, all elected representatives shall serve two (2) years. Divisions are as follows: Academic Affairs, President, Finance and Administration, IT, Student Affairs, Workforce Partnerships.



Representative Daley.

- Seconded: **Secretary Grace**
- Discussion:
 - **Representative Giordano:** Why is there no term limits?
 - **Vice Chair Cabral:** This is designed to ensure sustainability and ensure high numbers of the Assembly.
 - 2:30pm President Hughes departs.
 - **Representative Gudeczauskas:** Why is the representative for President’s Office serving 2 years?
 - **Chair Gaafar Rego:** This is done because there is only one representative as of now instead of 2.
 - **Representative Gudeczauskas:** Expressed concern that in 2 years the term of the whole assembly leadership will end and there could be a leadership with all new people.
 - **Vice Chair Cabral:** Noted that the Constitution and By-Laws Committee agreed on this language, however, it is a fair concern to be considered.
 - **Chair Gaafar Rego:** Stated that this meeting is not for new changes.

YES	16	NO	2	ABSTAIN	1
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- Vote: Motion Passed

Agenda Item 8.3) Vote on Part Time Representation

Motion: Approve the proposal to allow part time non-union staff employees serve as ex-officio members of the Assembly, and allow union part-time staff the ability to run to serve on the Assembly as full-time representatives.

Recommended Language

Part-time employees under the PSA or ESPA bargaining units can serve on the Assembly in the same capacity as full-time employees with full membership rights; counting towards the 30-maximum membership with full rights and responsibilities.

Temporary part-time employees can serve as ex-officio members of the Assembly. Each ex-officio member will represent one of the six (6) divisions, will need the permission of their supervisor to serve on the Assembly and cannot work more than six (6) hours per month on Assembly related activities.

Representative Chinchilla.

- Seconded: **Secretary Grace**
- Discussion:
 - **Representative Chinchilla:** Does allowing non-union PT employees the ability to serve on the Assembly violate union boundaries??
 - **Representative Gudeczauskas:** The Assembly has the ability to create policy, and policies can change our working conditions which are union issues.
 - **Representative Vota:** Goes on the record supporting the point of Representative Gudeczauskas.



- Vote: Motion Passed

YES	19	NO	0	ABSTAIN	0
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Agenda Item 9) January Assembly Meeting Retreat

Chair Gaafar Rego: Introduced the possibility of having Assembly training on the week of January 17th.

Representative Gudeczauskas: Expressed difficulty with that week because of the starting of the spring semester.

Chair Gaafar Rego: The date of the training will be announced soon to all representatives.

Motion to adjourn: **Secretary Grace**

- Seconded: **Representative Vota**
- Discussion: None.
- Vote: Motion Passed

YES	19	NO	0	ABSTAIN	0
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Assembly adjourned at 2:53PM



Rollcall

Total Representatives: 27 Present Representatives: 18 Quorum: 14

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. Michelle Lussier	Coordinator	Disability Services	Student Affairs	A
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	A
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	A
Non-Voting / Ex-Officio				
Alix Ogden	Vice President, Admin and External Relations		Administration	P
Meghan Hughes	President		Administration	P
Deborah Watson	Assoc Director, Enrollment Serv and Admissions		CCRIPSA Rep.	A
Cindy Arce	Senior Records Officer		CCRIPSA Rep.	A
VACANT			ESPA Rep.	
VACANT			ESPA Rep.	
VACANT			Student	
VACANT			Student	