



Date: Friday, March 24, 2023 **Room Number:** KN 4090

Start Time: 11:11 am **End Time:** 12:40 pm

Meeting Agenda

1. Call to Order
2. Welcome: Chair Gaafar Rego
3. Rollcall: Secretary Grace
4. Approve February Meeting Minutes: Secretary Grace
5. Remarks from President Hughes
6. Chair Report: Chair Gaafar Rego
7. Vice Chair Elections
8. Assembly Guiding Principles Gallery Walk: Representatives Chinchilla and Jenkins
9. Adjournment

Agenda Item 1) Call to Order

Chair Gaafar Rego: Calls the meeting to order at 11:11am. Meeting was delayed due to Faculty Senate's meeting extension taking place in KN 4090.

Agenda Item 2) Welcome: Chair Gaafar Rego

Chair Gaafar Rego provides a recap of the Staff Assembly's history and journey from its inception on 9/28/2022 to the present date. She commends Assembly representatives on their dedication and hard work that made our progress possible. She tells a story conveying how obstacles are meant to be overcome. She expresses gratitude for initial conversations with CCRI Faculty Senate leadership that helped us avoid some of the obstacles faced by the Senate in its early formation and allowed us to have our functioning standing committees sooner. She adds that we are one of a small number of staff assemblies in the nation and the only one in Rhode Island, which comes with both unique challenges to overcome and opportunities to build a structure that suits our institutional needs. She emphasized that effective communication is key and that helpful suggestions and recommendations are highly desired to guide the process.

Chair Gaafar Rego recommends reviewing the minutes at the end of the meeting since we started today's meeting late to allow top meeting priorities to be accomplished.



Motion: Review the February 27th and February 10th minutes at the end of the meeting.

- Raekwon Grace
- Seconded: Representative Parr

- Vote: Motion Passed

YES	19	NO	0	ABSTAIN	0
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Agenda Item 3) Rollcall: Secretary Grace

Secretary Grace – 19 representatives out of 23 are present. Quorum is met.

Agenda Item 5) Chair Report: Chair Gaafar Rego

Chair Gaafar Rego: Wants to first appreciate the work of the Elections Committee and today elect a new Vice-Chair. She also provided a recap of the February training content and the survey that went out.

Both the Senate and Assembly have 4 ex-officio seats for union representatives, 2 for PSA and 2 for ESPA. These resources are encouraged to be leveraged to ensure effective communication. In constructing their constitutions, both the Staff Assembly and the Faculty Senate had the foresight to house 4 Ex Officio seats for union representation (2 for PSA and 2 for ESPA).

A union representative has the right to make their concerns known. Should issues come up where a union rep. believes there may be conflict or overlap with CBAs they should:

- make these concerns known to their union leadership
- Union leadership will bring their concerns to the administration and a resolution will be worked out at that level.

Representative Battye: Provides a report on NECHE accreditation. There is 1 year until the NECHE visits. A self-study has gone out to an editor. Staff Assembly work lives in Standard 3. We will review this and make edits since the Assembly is new. Visiting team comes Sunday and leaves Wednesday. They will interview and talk to us. Mock interviews will be held in September and February before the March visit. Contact Anna Battye, Maya Geraldo or Lauren Webb for questions. NECHE trivia is coming soon.

Chair Gaafar Rego: Shared expected next Steps:

- Standing Committee Chair Training
 - In depth PolicyStat Technical Training (target date mid-June 2023)
 - Policy writing intensive training
 - Leadership Training
- Revising Assembly Constitution and By-Laws
 - **Vice Chair Elections today**
 - Target start date for C & BL nomination April 14, 23
 - Process is to be informed by the whole Assembly by identifying strengths and gaps.



- Target completion date July 31st, 23
- Announced structuring of Assembly Onboarding Governance Manual
 - Includes CCRI Governance document
 - Revised Constitution and By-Laws
 - Training Essentials
 - Guiding Principles
 - Target completion date July 31st, 23

Agenda Item 6) Remarks from President Hughes

- President Hughes has 3 main points to convey. The first is that she is impressed with how far the Staff Assembly has come and how much has built in such a short time period. Other institutions may model themselves after the Staff Assembly built by CCRI and encourages the Assembly apply to conferences to provide guidance on how this works.
- The second point is an update on the finance presentation. \$13.5 million in scholarships is spent on students. Roughly \$3 million goes to mostly non-Promise students thanks to funding replenished by the Governor. Greg LaPointe and Amy Kacerik made a projection of how much funding will be required that will be funded by the state. 44K Rhode Islanders have taken CCRI coursework but have not finished and are not eligible for financial aid. They are a new target with the Fresh Start Scholarship. It is modeled after the COVID Recovery scholarship.
- The third point is President Hughes is stepping down from her position as President of CCRI this summer. She thought about when the best time for transition is, and that CCRI is currently in a very powerful position and that is where as a leader she can step down. This work never ends and this was the most difficult decision of her professional career. Enrollment is recovering, the institution is financially powerful, and governance is establishing its roots. She wants to spend her time with her mother and take care of her.

Agenda Item 7) Vice Chair Elections

Representative Jenkins and Parr host this as members of the elections committee. The three nominees who accept their nominations to run for Vice Chair are Representative Daley, Representative Nolan, and Secretary Grace. Each member speaks for two minutes and then representatives vote. The winner of the vote and new Vice Chair of the Staff Assembly is Michael Daley.

Agenda Item 8) Assembly Guiding Principles Gallery Walk: Representatives Chinchilla and Jenkins

Chair Gaafar Rego recommends extending the meeting by 10 minutes to complete the remaining items.

Motion: Extend the meeting by 10 minutes.



- Representative Chinchilla
- Seconded: Representative Archetto

- Vote: Motion Passed

YES	19	NO	0	ABSTAIN	
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Representative Chinchilla: Next meeting we will have a gallery walk to review the Guiding Principles and delivers a worksheet to support this objective. This initiative launches today, will have a gallery walk on 4/14, and the Assembly will vote on the developed draft at the 5/23 meeting.

Agenda Item 4) Approve February Meeting Minutes: Secretary Grace

Secretary Grace – Gave all representatives 3 minutes to review the February 27th Staff Assembly meeting minutes.

Motion: Approve the February 27th minutes as they are currently presented.

- Christine Jenkins
- Seconded: Wendy Parr

YES	16	NO	0	ABSTAIN	3
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- Vote: Motion Passed

Secretary Grace: Representative Vota requested an amendment to agenda item 6.6 of the 2/10 meeting minutes via email.

Chair Gaafar Rego: Clarified that meeting minutes are to be restricted to discussions that occurred in the meeting, not additional conversations that happened afterwards via email and asked for clarification on specific changes that representative Vota would like to see amended in the following part of the 2/10 minutes:

6.6: Operations: Representative Vota

Refer to Operations Committee report for details.

Questions/Comments

Chair Gaafar Rego: Will the Operations committee cover these updates at the 2/27 meeting?

Representative Vota: Yes

Representative Vota agreed to changing the minutes to reflect that an update would be provided on 3/24 instead of 2/27.



Motion: Amend the February 10th minutes to change the date from 2/27 to 3/24.

- Secretary Grace
- Seconded: Kevin Novell

YES	14	NO	0	ABSTAIN	5
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- Vote: Motion Passed
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Meeting Adjourns at 12:40



Rollcall

Total Representatives: 23 Present Representatives: 19 Quorum: 12

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	A
Rep. Donna Raptakis	Instructor, Community and Workforce Partnerships	Workforce Partnerships	Workforce Partnerships	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	P
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	A
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	A
Rep. Michael Daley	Senior Technical Programmer	Operations	Information Technology	P
Rep. Kevin Novell	TRIO Technical Support Specialist	Access to Opportunity	Student Affairs	P



Staff Assembly

Full Assembly Meeting

Rep. Wendy Parr	Assistant Administrative Officer	Advising	Student Affairs	P
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. 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	P
Meghan Hughes	President		Administration	P
Deborah Watson	Assoc Director, Enrollment Serv and Admissions		CCRIPSA Rep.	P
Cindy Arce	Senior Records Officer		CCRIPSA Rep.	P
Tracy Karasinski	Dean Office Opportunity & Outreach		Administration	P
David Snow	Director of Physical Plant		Administration	P
Jennie Johnson	Vice President of Workforce Partnerships		Administration	A
Barbara Nauman	Dean of BSTM		Administration	A
Rebecca Heimel	Assistant Dean for Academic Affairs		Administration	A
Shaune Hogan	Associate Director, Purchasing		Administration	A
Paul Rylander	Associate Controller, Accounting		Administration	A
Susan Turcotte	Assistant Controller, Bursar		Administration	A
Jeff Augustine	Business Director, Aux Services		Administration	A
Anmarie McMahon	Director, Budget		Administration	A
Andrea Ray	Director, DEI & OD		Administration	A
Cody Fino	Executive Director of Workforce Partnerships		Administration	P
VACANT			ESPA Rep.	
VACANT			ESPA Rep.	
VACANT			Student	
VACANT			Student	