

**THE COMMUNITY COLLEGE
OF RHODE ISLAND**
COLLEGE ASSEMBLY MEETING



Wednesday September 28th Assembly Meeting

Start Time: 9:00am End Time: 10:30am

Meeting Agenda:

1. Welcome + Introductions
2. Charge from Alix Ogden
3. Establish ground rules for meeting operations
4. Nominate and elect College Assembly Officers
5. Schedule October meeting date
6. Briefing from College Assembly Officers + Meeting adjourns

Rollcall:

Total Members: 27 Present Members: 21 Quorum: 14

Name	Title	Department	Division	Attendance
Beatrice McGeoch	Director, Adult Education	Adult Education	Workforce Partnerships	N
John Vota	Senior Information Technologist	Desktop & Media Services	Information Technology	Y
Lynn Gudeczak	Manager, Help Desk and Academic Computer Labs	Help Desk	Information Technology	Y
Yamel Chinchilla	Assistant Director. Admission	Admissions	Student Affairs	Y
Elizabeth Capraro	Coordinator, Academic Affairs	Office of the VP of Academic Affairs	Academic Affairs	N
Mimi Fattore	Counselor, Student Development	Advising	Student Affairs	Y
Donna Raptakis	Instructor Community and Workforce Partnership	Workforce Partnerships	Workforce Partnerships	N
Stephanie Cabral	Business Analyst	Office of the VP Admin/Finance	Administration & Finance	Y

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Liz Giordano	Director of Career Services and Experiential Education	Career Services	Workforce Partnerships	N
Michael Archetto	Building and Grounds Officer	Physical Plant	Administration & Finance	Y
Naglaa Gaafar	Coordinator, SAP Initiatives	Financial Aid	Student Affairs	Y
Becka Carroll	Assistant Director of Brand Marketing & Advertising	Marketing and Communications	President's Division	Y
Raekwon Grace	Facilitator, Diversity, Equity, Inclusion and Organizational Development	Institutional Equity and Human Resources	Administration & Finance	Y
JoAnn Albro	Information Services Tech II	Mathematics	Academic Affairs	Y
Anna Battye	Coordinator, Student Transfers	Advising	Student Affairs	Y
Helen Ducharme	Coordinator	Disability Services	Student Affairs	Y
Amy C. Zervas	Coordinator	Human Resources	Administration & Finance	Y
Maya Geraldo	Coordinator of Academic Initiatives and Operations	Office of the VP of Academic Affairs	Academic Affairs	Y
Michael Daley	Senior Technical Programmer	MIS	Information Technology	Y
Kevin Novell	TRIO Technical Support Specialist	Access to Opportunity	Student Affairs	Y
Michelle Lussier	Coordinator	Disability Services	Student Affairs	Y
Wendy Parr	Assistant Administrative Officer	Advising	Student Affairs	N
Christine Jenkins	Associate Dean, Student Life	Office of the Dean of Students	Student Affairs	N
Sandra Nolan	Director, Concurrent Enrollment	Office of the Dean of BSTM	Academic Affairs	Y
Michael Campbell	Manager, Talent Acquisition	Human Resources	Administration & Finance	Y
Dawn Lapre	Technical Staff Assistant	Mathematics	Academic Affairs	Y
Meaghan E. Plouffe	Technical Staff Assistant	Art, Art History, and Design	Academic Affairs	Y



Agenda Item 1) Welcome + Introductions

- Roundtable introductions of all College Assembly members. 21 members in attendance.

Agenda Item 2) Charge from Alix Ogden

- Group Discussion:
 - The Election Committee provided context and priorities for the goals of the Assembly for Alix who was recovering from sickness. The Assembly priorities are establishing leadership, amending the governance manual, and ratifying their Constitution and By-Laws.

Agenda Item 3) Establish ground rules for meeting operations

- [Leveraging the Senate Interim Rules of Procedure \(March 5th, 2021\):](#)
 - 1. A quorum shall exist when a simple majority of Assembly members are present
 - 2. Please raise your hand over zoom or in person to speak and wait to be recognized. Once you are recognized, please state your name and the discipline you represent.
 - 3. No vote shall be taken in the absence of a quorum.
 - 4. All motions shall pass upon a simple majority of those Assembly members present and voting.
 - 5. No vote shall be taken until all Assembly members and ex officio members wishing to speak to a motion have spoken once.
 - 6. Assembly members individual speaking time will be limited to 2 minutes, per recognition by Assembly Chair.
 - 7. If debate on a motion exceeds 30 minutes, a member of the Assembly may motion to close the debate.

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- 8. Agendas and supporting documents shall be distributed to the body and publicly posted at least 5 business days prior to meeting.
- 9. No new business shall be taken up for immediate consideration by the body without the unanimous consent of the Assembly members present.
- 10. Proxy votes are not permitted.
- 11. All committees established by the Assembly shall operate pursuant to these rules of procedure.
- 12. The rules will remain in place pending adoption of formal bylaws.
- 13. Special rules on Roberts Rules will be used and discussed for unique situations that are not covered by the previous rules.

Agenda Item 4) Nominate and elect College Assembly Officers

- Naglaa Gaafar, Stephanie Cabral, Michael Daley and John Vota ran for Chair. Naglaa Gaafar was voted Chair. Votes: Naglaa – 8 Mike – 3 Stephanie – 7 John – 3
- Stephanie Cabral, Michael Daley and John Vota ran for Vice-Chair. Stephanie Cabral was voted Vice-Chair. Votes: Mike – 7 John – 6 Stephanie – 8
- Michael Daley, Raekwon Grace, and Becka Carroll ran for Secretary. Raekwon Grace was voted Secretary. Votes: Michael – 6 Raekwon – 10 Becka – 5

Agenda Item 5) Schedule October meeting date

- A meeting date of Friday October 14th from 11am – 12:30pm was decided by the Assembly. It will be held on the Knight Campus with a remote option. The location is Room 4104.

Agenda Item 6) Briefing from College Assembly Officers + Meeting adjourns

- The officers are named and all candidates were acknowledged and recognized by the body as capable leaders.
- Meeting adjourns