



**Date:** Friday, February 10<sup>th</sup>, 2023      **Room Number:** KN 4104

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

### **Meeting Agenda**

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1. Call to Order
2. Welcome + Updates
3. Rollcall
4. Approve January Meeting Minutes
5. Assembly Leadership Report
  - 5.1: Chair Report
  - 5.2: Vice Chair Report
  - 5.3: Secretary Report
6. Standing Committee Reports
  - 6.1: DEI
  - 6.2: Strategy and Finance
  - 6.3: Technology and Data
  - 6.4: Student Success
  - 6.5: Elections
  - 6.6: Operations
7. Report from Alix Ogden
8. By-Laws and Constitution Update
9. Adjournment

### **Agenda Item 1) Call to Order**

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**Chair Gaafar Rego-** Meeting is called to order at 11:05am

### **Agenda Item 2) Welcome + Updates**

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**Chair Gaafar Rego** – Currently College has 10,859 students enrolled after drop for nonpayment. The goal was 11,000 students. Chair Gaafar Rego acknowledged the contribution



of our CCRI staff that continues to move the institution towards accomplishing our enrollment goals.

Update: Alix Ogden, current Senior Advisor to President Hughes, will serve as the lead on college governance. Chair Gaafar Rego had the opportunity to showcase Assembly progress during 1/25 President's Council meeting. The Assembly was commended on its work and accomplishments by the college leadership

Chair Gaafar Rego, Vice Chair Cabral, Secretary Grace, and a number of Staff Assembly representatives who serve on each of the NECHE standards groups attended the NECHE forum on 1/20. Chair Gaafar Rego shared the SOAR slides from the forum with the Assembly and commended the Standing Committee on the close alignment of their report with the College's goals and NECHE requirements.

Chair Gaafar Rego also shared timeline of NECHE visits and encouraged all representatives to familiarize themselves with each standard and how it correlates with their work in preparation for the NECHE visits over the upcoming two months.

We currently have excellent ex-officio representation from the finance team, and the ex-officio members of the Assembly will continue to grow.

Based on representative survey, 2/27 will be the training date for Assembly representatives. This will be an all-day training as previously agreed upon. Survey results of desired topics were majorly incorporated in the training program. Virtual options will be made available per requests of a few Assembly representatives.

Student representation job description is nearly finalized and will be passed on to the Elections Committee. Chair Gaafar Rego will connect with Jonathan Miller, new Dean of Student Engagement, to start the conversation on Student representation on the Assembly and connect him with the Elections Committee to coordinate process of student elections. Student representative draft job description previously created by chair and team of Assembly representatives will be passed on to the Election Committee for further discussions with Dean Miller.

All 6 Standing Committees wrote their reports and were commended on alignment with CCRI's Guiding Principles.

### **Agenda Item 3) Rolllcall**

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**Secretary Grace** – 22 representatives out of 25 are present. Quorum is met.

### **Agenda Item 4) Approve January Meeting Minutes**

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**Secretary Grace** – Gave all representatives 3 minutes to review the December 2<sup>nd</sup> Staff Assembly meeting minutes.



**Motion:** Approve the January 6<sup>th</sup> minutes as presented.

**Secretary Grace**

Seconded: **Representative Jenkins**

Vote: Motion Passed

<b>YES</b>	21	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Agenda Item 5) Assembly Leadership Report**

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**Chair Gaafar Rego:** Based on discussion and approval of the Assembly Leadership Team, we are in agreement that there is a need to expand the Leadership Team and form a Steering Committee or Assembly Leadership Advisory Team. To ensure equitable representation and promote engagement, a survey will go out next week to provide an opportunity for Self and peer nominations. Representation from across divisions and students is important. Skills needed to maximize team effectiveness are marketing and communication, event planning, outreach, needs assessment, research workshop & info session development, strategic planning and DEI.

**Representative Daley:** Are nominations asked for in advance?

**Chair Gaafar Rego:** Yes, a survey will be distributed ahead of time. Nominations will be announced during the 2/27 Assembly meeting (held during training day) and nominees will be selected based on Assembly vote.

Chair Gaafar Rego shared desired composition and professional skills necessary for a well rounded advisory group and noted that the goal is to encourage and promote representative engagement in the planning of the next phase of our Assembly work.

Vice Chair Cabral is absent today and sends her regrets. Chair Gaafar Rego provided a preliminary update in her stead on housekeeping items and available Assembly vacancies. Vice Chair Cabral will have a more extensive report upon her return. Committee chairs and secretaries have been given organization leader access to Blackboard so committee they can post their own minutes and agendas. This will allow Assembly Secretary timely access to approved documents to upload them on the website. Committee chairs were asked to provide updated dates and times for their committee meetings to be posted on website as Chair Gaafar Rego has received multiple inquiries from college community on committee meeting dates, times and location as well as means to attend meetings when possible. We currently have 8 student representative vacancies, 6 PT Staff vacancies, and 5 FT Staff vacancies.

**Secretary Grace:** Information from Blackboard will be used to update Standing Committees websites. A form will go out to committee chairs to allow room for flexibility for desired extra information to be posted on websites.

**Agenda Item 6) Standing Committees Reports**

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**Chair Gaafar Rego:** Every committee chair will be given 5 minutes to present their report findings, and allowed 2 minutes for Q&A.

**6.1: DEI: Representative Carroll**

Refer to DEI Committee report for details.

Questions/Comments

**Alix Ogden:** It is important to be mindful that some policies we work within are not CCRI policies but Postsecondary Council policies which will be important in identifying.

**Representative Del Sesto:** Accessibility with webpages is important, especially for NECHE Standard 9. DSS and IT will be leaned on to help promote this.

**Representative Chinchilla:** Students need to book interpreters, a process done with enrollment services that helps close equity gaps for students. These interpreters are limited and apply to college related activities.

**6.2: Strategy and Finance: Representatives Giordano and Nolan**

Refer to Strategy and Finance Committee report for details.

Questions/Comments

**6.3: Technology and Data: Representative Gudczauskas**

Refer to Technology and Data Committee report for details.

Questions/Comments

**Chair Gaafar Rego:** Does Academic Affairs have ex-officio representation on Technology and Data committee? Faculty may have valuable input on technology as it pertains to the classroom environment. Contact was made with Dan O’Neil, Chair of the Academic Technology Committee on the Faculty Senate.

**Representative Gudczauskas:** In order to ensure quorum is met, it is important to be mindful when expanding membership. Shaune Hogan will be leveraged to ensure data consistency.

**6.4: Student Success: Representative Chinchilla**

Refer to Student Success Committee report for details.

Questions/Comments



The committee has a student representative named Rey Plante. They will ensure they have an open zoom link for their meetings to boost student accessibility and engagement.

**6.5: Elections: Secretary Grace**

Refer to Elections Committee report for details.

Questions/Comments

**Motion: I, Raekwon Grace, move to approve the Elections Committee proposed Election timeline:**

1. Open Nominations 2/13
2. Q&As week of 2/27 and 3/
  - ii. Close Nominations 3/10
  - iii. 1-week nomination review period
3. Monday March 20th submit to IE distribution list + list of approved nominees + final approved language for the ballot invite and reminder email
  - iv. 1-week IE build out time period
  - v. Elections open 3/27
  - vi. Elections close 4/7
  - vii. Results available mid-April (approximately April 10th)

**Secretary Grace**

Seconded: **Representative Del Sesto**

- Vote: Motion Passed

<b>YES</b>	22	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Motion:** Extend meeting time by 10 minutes at 12:25pm.

**Chair Gaafar Rego**

Seconded: **Representative Vota**

- Vote: Motion Passed

<b>YES</b>	20	<b>NO</b>	0	<b>ABSTAIN</b>	1
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**6.6: Operations: Representative Vota**

Refer to Operations Committee report for details.

Questions/Comments

**Representative Geraldo:** Will faculty be members of this subcommittee?

**Representative Vota:** Yes. Members will be the same and this can be changed at a future time.

**Chair Gaafar Rego:** Will the Operations committee cover these updates at the 3/24 meeting?



**Representative Vota: Yes**

**Motion: I, John Vota, move to approve the creation of the [former GCC] Health & Safety Committee to be [re]established with its current membership as a standing sub-committee under the Operations Committee so that it may continue its focused efforts in providing a safe and healthy environment for the college community.**

**Representative Vota**

Seconded: **Representative Chinchilla**

- Vote: Motion Passed

<b>YES</b>	15	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Agenda Item 7) Report from Alix Ogden**

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**Alix Ogden:** Ogden shared a list of SLT members, areas they represent, and their contact information and encouraged committees to reach out and involve them early on in policy work. She is part of to SLT and will update them on the work of the Staff Assembly. Emphasized importance of staying in touch SLT to minimize surprises and ensure smooth collaborative work. Ogden will offer a quarterly opportunity for the SLT to recommend policies that either need to be updated or created to the Assembly.

**Agenda Item 8) By-Laws and Constitution Update**

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**Chair Gaafar Rego:** By-Laws and Constitution committee will be convened as an ad hoc committee on March 1<sup>st</sup> with a sunset date of June 30<sup>th</sup> to update the remaining parts of the Constitution and By-Laws after last December revisions ratified by the Assembly. Chair Gaafar shared that a survey will go out soon to provide an opportunity for Self and peer nominations. The goal is broaden representation and promote engagement from across divisions and students. Nominees will be voted on by the Assembly on 2/27.

**Agenda Item 9) Adjournment**

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**Assembly adjourned at 12:51PM**



**Rollcall**

**Total Representatives: 25 Present Representatives: 22 Quorum: 13**

<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	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	A
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	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	A
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
<b>Non-Voting / Ex-Officio</b>				
Alix Ogden	Vice President, Admin and External Relations		Administration	P
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	