

## CCRI Governance Appendix II



COMMUNITY  
COLLEGE  
OF RHODE ISLAND

### Governance Council Committee Meetings

#### Minutes

Student Advisory Committee	
<b>Date of Agenda Posting:</b>	Tuesday, December 5, 2017
<b>Meeting Date:</b>	Friday, December 15, 2017
<b>Meeting Start Time:</b>	1:00 p.m.
<b>Meeting Actual Start Time:</b>	1:06 p.m.
<b>Meeting Location:</b>	Distance Learning Rooms FL 2330, KN 4104, NE 200, PV 1208
<b>Meeting Secretary :</b>	Cindy Arce

#### Member Attendance

Committee Member Name	Title	Present	Notes
Cindy Arce	Enrollment Services	Y	carce@ccri.edu
Julie Galleshaw	Dental Health Faculty	Y	jgalleshaw@ccri.edu
Joanne Galliano	Student Success	N	jgalliano@ccri.edu
Allison M Hitte Robinson	Disability Services	Y	amhitterobinson@ccri.edu
Christine Jenkins	Student Life	N	cjenkins@ccri.edu
Wendy Parr	Advising & Counseling	N	wjparr@ccri.edu
Marc LeVasseur	FT Faculty English	Y	mlevasseur@ccri.edu
Ron Schertz	Senior Officer	N	rschertz@ccri.edu
Kevin Salisbury	Athletics Staff AVP Student Service Appointee	N	ksalisbury@ccri.edu
Natalie Schieldrop	Student Government Process Newport	N	nschieldrop@my.ccri.edu
Oscar Rosa	Student Government Process Providence	N	omrosa@my.ccri.edu
Laurie Brito	Student Government Process Warwick	N	lmbrito@my.ccri.edu
Ivone Sical	Student Government Process Flanagan	N	isical@my.ccri.edu
vacant	Academic Dept Chair		

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<b>vacant</b>	<b>Academic Dept Chair</b>		
<b>Michael Cunningham</b>	<b>Dean of Students</b>	<b>Y</b>	<b>mjcunningham2@ccri.edu</b>
<b>John Rood</b>	<b>CCRIFA President/ Designee</b>	<b>N</b>	<b>jjrood@ccri.edu</b>
<b>Guests in Attendance</b>			

### Agenda

<b>Agenda Items</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>• Establishment of a quorum</li> </ul>	Quorum established by Chair. Five members present.
<ul style="list-style-type: none"> <li>• Approval of minutes from previous meeting October 20, 2017</li> </ul>	Motion to approve Minutes, accepted as read. First by Michael, seconded by Allison. All in favor, none opposed.
<b>OLD BUSINESS</b>	
<ul style="list-style-type: none"> <li>• Update on Student Handbook by Michael Cunningham</li> </ul>	Changes were made to the Handbook and it was presented to President's Council at the end of November; it passed Council and is in the process of proofing by Marketing & Communications. It should be available on the web at the start of the Spring semester. There will be some hard copies available for students.
<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
<b>NEW BUSINESS</b>	
<ul style="list-style-type: none"> <li>• <b>Welcome Back</b></li> <li>• <b>Reports from:</b></li> <li>• <b>Chair:</b> Julie Galleshaw – outcome from vote on Governance amendments.</li> <li>• <b>Enrollment services-</b> Cindy Arce</li> <li>• <b>Student Success-</b> Joanne Galliano</li> <li>• <b>Disability Services-</b> Allison Hitte Robinson</li> <li>• <b>Student life-</b> Christine Jenkins</li> <li>• <b>Advising and Counseling-</b> Wendy Parr</li> <li>• <b>Dean of Students-</b>Michael Cunningham</li> <li>• <b>Student representatives-</b> <ul style="list-style-type: none"> <li>○ KN</li> <li>○ FL</li> <li>○ NE</li> </ul> </li> </ul>	<p>Julie - announced that John Rood, a CCRIFA/President Designee, is now a member of the SAC, however, he is not present for today's meeting. Governance Amendments were approved to allow for the CCRIFA President or designee to sit on each of the governance committees.</p> <p>All governance amendments were approved. The Governance Committee will review the bylaws and also look into what some of the other Community Colleges are doing. Julie requested to be on the committee, as she would like to address term limits; reappointments, be voted in, nominated again, etc.</p> <p>Cindy – wrapping up the Fall semester. Finals begin, ongoing registration for Spring semester.</p>

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<ul style="list-style-type: none"> <li>○ PV</li> </ul>	<p>Joanne – not present at the meeting. Julie read the content of an e-mail sent to her for the meeting. E-mail is attached.</p> <p>Allison – Brenda McGill is on sabbatical. Allison will cover KN, NE and Westerly. Helen will cover FL and PV. They have also received approval to hire a full time person for the Providence campus. It's very busy in the labs this semester. They have 45 students scheduled for exams on Monday. They are seeing a lot of students right now who realize they are not doing well in a class(es).</p> <p>Michael – nothing to report.</p> <p>Mark – still learning about the committee. He hopes students are not using DSS services as an out. Allison explained the documentation that is required for a student to be eligible for DSS accommodations. Julie also suggested to Mark that he might want to consider taking a course that is available to all staff, "Changing the Culture" class. It will run again in the Spring semester.</p> <p>Julie – meeting schedule for Spring semester. We usually meet the third Friday of the month. February 16, March 23 (due to Spring break) and April 20<sup>th</sup>.</p>
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### Meeting Action Items

Action	Assigned To	Deadline

### Meeting End

<b>Meeting Schedule End:</b>	2:00
<b>Motion to adjourn:</b>	Motion to adjourn first by Michael, seconded by Mark. All in

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	favor, none opposed.
<b>Meeting Actual End:</b>	1:30 p.m.
<b>Next Meeting Date:</b>	February 16, 2018
<b>Next Meeting Time:</b>	1:00 p.m.
<b>Next Meeting Location:</b>	Distance Learning rooms

Respectfully submitted,

Cindy L. Arce  
Secretary

## Galleshaw, Julie

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**From:** Galliano, Joanne  
**Sent:** Thursday, December 14, 2017 11:07 AM  
**To:** Galleshaw, Julie  
**Cc:** Cunningham, Michael  
**Subject:** SSC report for Friday's meeting

Hi Julie: I won't be in the office tomorrow. Here is my report for the committee.

1. Tutor Training Scheduled for December & January
2. SSC staff will be facilitating math and reading Accuplacer Rapid Review sessions and a Study Strategies session for a pilot "Boot Camp" aimed at new and returning students. Naglaa Gaafar is coordinating the project.
3. COMEVO – online modules
  - a. Promise Scholars – new NSO module completed – needs to be put on web
  - b. Added How to Pay for College video to First Semester Success – needs to be put on web
4. PTECH – providing study skills sessions to Woonsocket HS students Feb 20 & 21
  - a. Meeting with Yamel Chincilla (Admissions PTECH liaison) to discuss using a COMEVO module for PTECH tentatively 12/20/17
5. Training for Welcome Leaders for January Welcome Days - dates and enrollment numbers listed below

New Student Welcome Day	W	01/17	6:00 PM - 8:30 PM	125	91	34
New Student Welcome Day	F	01/19	10:00 AM - 12:30 PM	125	74	51
New Student Welcome Day	W	01/10	6:00 PM - 8:30 PM	125	99	26
New Student Welcome Day	F	01/12	10:00 AM - 12:30 PM	125	81	44
New Student Welcome Day	R	01/18	10:00 AM - 12:30 PM	50	37	13
New Student Welcome Day	T	01/16	6:00 PM - 8:30 PM	50	34	16

*Joanne Galliano*

Director, Student Success Center  
Community College of Rhode Island  
400 East Avenue, Warwick, RI 02886  
401-825-1166

***Directions to the Knight Campus Student Success Center (SSC):***

*Enter the building by the main ramp. You will be on the second floor of the main building. On your left are elevators. Go to fourth floor. Exit elevator and to your left is the skywalk (connects to the "round" building) to the Library.*