**Date:** July 21, 2023 **Room Number:** KN4090

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

**Meeting Agenda**

1. Call to Order
2. Rollcall- Secretary Jenkins
3. Approve June Meeting Minutes- Secretary Jenkins
4. Welcome and Chair Report- Chair Gaafar Rego
5. President Report- President Meghan Hughes
6. Report on Assembly Elections Committee’s Current
	1. Charge- Secretary Jenkins- Elections Committee
7. Vice Chair Report- Vice Chair Daley
	1. Reminder: Standing Committee Rosters and Meeting Schedules
	2. Survey of Interest: Incoming Representatives’
	3. Assignments to Standing Committees
8. Student Success Committee Draft Resolutions Overview and Discussion- Representative Chinchilla
	1. New Student Orientation
	2. Knight Campus Weight Room
9. Adjournment

**Agenda Item 1) Call to Order**

Welcome-The meeting was called to order by Chair Gaafar Rego at 11:04

**Agenda Item 2) Rollcall- Secretary Jenkins**

Total present: 13, quorum 11

Chair welcomed everyone. The newly elected representatives introduced themselves. Chair called for a motion to remove Item 5 from today’s agenda as the President cannot attend and send her regrets.

**Motion:** Remove Presidents remarks from agenda

* Motion by: Vice Chair Daley
* Seconded: Representative Novell

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YES** | 13 | **NO** | 0 | **ABSTAIN** | 0 |

* Vote: Motion Passed

**Agenda Item 3) Approve Meeting Minutes- Secretary Jenkins:**

**Motion:** Approve the June meeting minutes

* Motion by Rep. Nolan
* Seconded: Rep. Zervas

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YES** | 6 | **NO** | 4 | **ABSTAIN** | 3 |

* Vote: Motion Passed

**Agenda Item 4) Chair Report: Chair Gaafar Rego**

**Chair Gaafar Rego** thanked all in attendance and referenced Thank You email sent to all Assembly Representatives outlining her remarks. She said she was honored and thanked all representatives on behalf of the leadership team for their service and contributions to the Assembly work and to our college.

She continued to mention that this is our last meeting for this year marking the end of term for some members of the inaugural cohort and the beginning of term for 17 new members of our governance body.

**Chair Gaafar Rego** encouraged all past Assembly representatives to attend our monthly meetings as ex-officios as we value their knowledge and feedback. She thanked them for their efforts, and expressed her gratitude as we look forward to another year to build.

Our 16 newly elected full-time representatives and one part time who will serve from Sept 23-Sept 25, **Chair Gaafar Rego** continued. She is optimistic that we will be starting at a much better place than last year.

She announced that **Vice Chair Daley** will send a poll to set up a meeting to review what the Assembly does; current members are welcome to attend.

Chair Gaafar Rego encouraged new representatives familiarize themselves with the assembly website content. **Secretary Jenkins** will be updating the website over the next few weeks and the current posted agenda and minutes will give you an idea of Assembly history and progress.

 **Chair Gaafar Rego** drew new representatives’ attention to our legislation and noted that the documents are currently under review by the Assembly’s Constitution and By-Laws Committee. As the document is undergoing a full revision, she encouraged all to reach out to any of the officers for assistance.

**Policy and collaboration update:**

* **Andrea Ray**, Director of the Office of DEI and OD, will be on the agenda for our September meeting to explore partnership opportunities with the Assembly.
* **SLT** and others at the college are working with the Assembly Leadership Team to identify collaborative opportunities.
* **VP Lapointe** will be meeting in August with Chair of our Student Success Committee, **Rep Chinchilla**. **Chair Gaafar Rego** will share some slides with the work done by Student Affairs and, if time permits, at the end of the meeting. She emphasized that the more information we have, the more informed decisions we can make.
* **VP Rich Sullivan** will be setting up a meeting about the budget with our Strategy and Finance Committee who, in turn, will be bringing info back to the assembly.
* **Staff assembly training survey**, was sent to all representatives today at 11:00 AM, please review and complete. There is space for comments on the survey. Deadline for completing the survey is August 15th to give us an opportunity to plan next phase of training. Chair Gaafar Rego encouraged representatives who have served their term to please complete the survey.
* **Draft governance manual is being developed.** The manualwill be a living document that includes materials that we have covered as well as areas describing the Assembly’s work and processes are working with Chair Gaafar Rego to compile the d manual. **Alix Ogden** is contributing to any legal matters or comments. **Chair Gaafar Rego** added that we developed beautiful guiding principles which will also be included in the manual. The plan is to hopefully develop the draft and have it reviewed by the leadership advisory group by mid-August, then survey the entire membership for feedback in late August. The manual will be a living document describing our processes and work, not legislation. This will be discussed at the Sept 29th meeting.

**Agenda Item 5) President Report- President Meghan Hughes**

Item removed from agenda.

**Agenda Item 6) Report on Assembly Elections Committee’s Current**

Report on Assembly Elections Committee current charge- **Secretary Jenkins** reviewed current vacancies. These are 4 full and 4 part time.

Secretary Jenkins reported on reasons for current vacancies as follows:

* three Reps resigned their position at CCRI,
* three Reps’ could not balance work and the assembly, and
* one Rep started a grad program and needed to focus on studies.

The elections committee will be looking at the possibility of filling these vacancies via special election targeting only available seats in affected Division(s).

The Elections Committee will also be looking at exploring the possibility of filling these vacancies using those that received the highest votes and were next in line after the April 2023 elections.

The elections committee will discuss possibilities and recommend a process. Then the C & BL committee will review and decide if the process needs to be included in our revised by-laws. We anticipate bringing this to the Assembly during our October meeting.

**Agenda Item 7) Vice Chair Report: Vice Chair Daley**

Vice Chair Report- **Vice Chair Daley**, requested committee rosters to be sent to him as soon as possible. He thanked those that have submitted them. He encouraged representatives who are serving a one-year term to attend the September meeting.

**Representative Vota** asked what the process would be for placing new people on committees.

**Vice Chair Daley** said this will be announced soon. Some committees are continuing to work on their current assignment. Current members of these committees may want to stay and follow this through.

**Chair Gaafar Rego** also announced that she received requests from representatives who wish to change committee assignment to better align with their passion.

**Agenda Item 8) Student Success Committee Draft Resolutions Overview and Discussion- Representative Chinchilla**

Student Success Report-**Representative Battye** said the committee is a team of two and they decided to table resolutions until September.

**Motion:** Approve tabling Discussion of Committee Resolutions

* **Motion:**  Rep. Battye
* **Seconded:** Rep. Geraldo

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YES** | 13 | **NO** | 0 | **ABSTAIN** | 0 |

* **Vote:** Motion Passed

**Chair Gaafar Rego** thanked Reps Battye and Chinchilla for their work.

**Agenda Item 9) Updates on Student Affairs**

**Chair Gaafar Rego** presented slides used during Student Affairs retreat that occurred on June 9th. She also spoke about key issues such as verification of enrollment, drop for nonpayment, student government, student orientation, athletics, tutoring, satisfactory academic progress.

**Chair Gaafar Rego** spoke about SAP and indicated that there were close to 1500 students who regained their financial aid eligibility, which was close to 5 million dollars in aid to continue towards their degree completion.

**Chair Gaafar Rego** reviewed several slides and indicated if anyone wants to share information with the Assembly, please ask to be included on the agenda.

**Rep Geraldo** asked if we could have copy of the slides and Chair Gaafar Rego stated yes. She emphasized that slides are for internal use only.

**Agenda Item 11) Adjournment**

**Motion:** Adjourn Session

**Motion by:** Vice Chair Daley

**Second by:** Representative Vota

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YES | 12 | NO | 0 | Abstain | 0 |

**Meeting Adjourns at 12:08**

**Rollcall**

**Total Representatives:** 21 **Present Representatives:** 13 **Quorum:** 11

|  |
| --- |
| **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 | A |
| Rep. Yamel Chinchilla | Assistant Director. Admission | Admissions | Student Affairs | A |
| 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 | A |
| 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 |
| Rep. JoAnn Albro | Information Services Tech II | Mathematics | Academic Affairs | A |
| 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 | P |
| Vice Chair Michael Daley | Manager | 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 | A |
| 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 |
|  |  |  |  |  |
| **Non-Voting / Ex-Officio** |
| 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 |
| Tracy Karasinski  | Dean Office Opportunity & Outreach  |   | Administration  | P  |
| David Snowe  | Director of Physical Plant  |   | Administration  | A  |
| 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 |
| Annmarie McMahon | Director, Budget |  | Administration | A |
| Andrea Ray | Director, DEI & OD |  | Administration | A |
| Cody Fino  | Executive Director of Workforce Partnerships  |   | Administration  | P  |
| Mason Walmsley |  |  | Institutional Effectiveness | A |
| *VACANT*  |   |   | ESPA Rep.  |   |
| *VACANT*  |   |   | ESPA Rep.  |   |
| *VACANT*  |   |   | Student  |   |
| *VACANT*  |   |   | Student   |   |
| **Guests** |
| Terri Notarpippo |  |  |  | Yes |
| Karen Devine |  |  |  | Yes |
| Benson Arrigo |  |  |  | Yes |
| Kaylee Collins |  |  |  | Yes |
| Kaylee Lucka |  |  |  | Yes |
| Colleen Oliver |  |  |  | Yes |
| Deloise White |  |  |  | Yes |
| Tiffany McClay |  |  |  | Yes |
| Jane Reggio |  |  |  | Yes |
| Michael Parente |  |  |  | Yes |