



**Date:** September 29, 2023

**Room Number:** KN 4090

**Start Time:** 11:00 am

**End Time:** 12:30 pm

**Meeting Agenda**

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1. Call to Order
2. Rollcall- Secretary Jenkins
3. Approve July Meeting Minutes- Secretary Jenkins
4. Welcome and Chair Report- Chair Gaafar Rego
5. Approval of Assembly December 2023-June2024 Meeting Schedule-VC Daley
6. Vice Chair Report-Vice Chair Daley
  - a. Approval of Assembly Committee Assignments
  - b. C & BL Committee update
  - c. Motion to extend C & BL sunset date
7. Special Elections Report-Secretary Jenkins
8. NECHE update-Dr. Lauren Webb
9. Standing Committee Updates
10. Adjournment

**Agenda Item 1) Call to Order**

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

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

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Total present: 21, quorum 13

**Chair Gaafar Rego** welcomed all present, commended the work done during inaugural year, thanked all who contributed to Assembly establishment and work, and encouraged all to celebrate achievements and look forward to opportunities for upcoming year.

**Chair welcomed** Raekwon Grace who is rejoining Staff Assembly as ex-officio designee representing the office of DEI and OD. She also welcomed Brenda Pacheco as the first part time person to serve on the Assembly.

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

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**Motion:** Approve the July meeting minutes

- Motion by Rep. Weiss
- Seconded: Rep. Geraldo
- Vote: Motion Passed

<b>YES</b>	20	<b>NO</b>	0	<b>ABSTAIN</b>	1
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**Agenda Item 4) Chair Report: Chair Gaafar Rego**

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**Chair Gaafar Rego** thanked all in attendance and referenced the Assembly's Pinning Ceremony and noted that photo gallery is published on our CCRI Marketing and Communications page. An announcement and coverage of the event was published in **CC Daily**. She noted that representatives who missed the event, will have a chance to be pinned today after meeting adjourns.

**Chair Gaafar Rego** noted:

- A survey will be sent out for PolicyStat training. PolicyStat has been adopted by the Senate and the entire College.
- Based on representatives' feedback, we are creating a calendar for scheduled divisional updates to Assembly as an opportunity to increase cross-divisional communication and awareness of important initiatives happening in each division. The hope is this information will better inform committee work.
- Andrea Ray is on the agenda for October to give an overview of DEI and OD activities and discuss areas of collaboration with Assembly.
- There will be an onboarding process of new assembly members. Assembly Governance manual is underway.
- VP LaPointe is on the agenda for October for a divisional update.
- VP Sullivan is on The agenda for November for an overview of CCRI budget updates.

**Chair** referenced email sent today at 11:00 to survey membership on date for a joint coffee hour between the Staff Assembly and Faculty Senate. There are two dates, one in Lincoln and one in Warwick. She encouraged representatives to respond today.

**Chair** gave the floor to **Alix Ogden** for a report and remarks on behalf of **President Costigan**.

**Ogden** said President sends her greetings to the Assembly and regrets of missing the today's meeting due to previously scheduled conference commitment in DC. **Ogden** also emphasized that **President Costigan** is super hands on and will be at future meetings. She also stressed why this body is so important to the NECHE accreditation. The changes in internal governance will be so important to NECHE. The adoption of PolicyStat is important and said she has such pride in the work that has been done. **President Costigan** sends her best. **Chair Gaafar Rego** said Assembly Leadership had the pleasure to meet with her as a team and she is very supportive.

#### **Agenda Item 6) Vice Chair Daley**

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- a. **Approval of Assembly December 2023-June2024 Meeting Schedule- Vice Chair Daley** reviewed proposed January- June 2024 meeting schedule and asked for any comments. **Vice Chair Daley** asked for a motion to approve,

**Motion:** Approve proposed Staff Assembly January-June 2024 Meeting Schedule

- Motion by Rep. Weiss
- Seconded: Rep. Carroll



- Vote: Motion Passed

<b>YES</b>	21	<b>NO</b>	0	<b>ABSTAIN</b>	0
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- b. **Approval of Assembly Committee Assignments-Vice Chair Daley** said he tried to honor everyone’s first preference but that was not always possible. He read the list of who was on each committee and what committees still had vacancies.

**Student Success**

- 1 Representative Karen Devine
- 2 Representative Kaylee Luchka
- 3 Representative Benson Arrigo
- 4 Representative Kaylee Collins
- 5 Representative Yamel Chinchilla
- 6 Vacant (PT)

**Elections**

- 1 Representative Christine Jenkins
- 2 Representative Amy Zervas
- 3 Representative Helen Ducharme
- 4 Representative Wendy Parr
- 5 Vacant (FT)
- 6 Vacant (PT)

**Diversity Equity and Inclusion**

- 1 Representative Maya Geraldo
- 2 Representative Terry Notarpippo
- 3 Representative Tiffany McClay
- 4 Representative Becka Carroll
- 5 Vacant (FT)
- 6 Representative Donna Raptakis (PT)

**Technology and Data**

- 1 Representative Michael Daley
- 2 Representative Colleen Oliver
- 3 Representative Liz Del Sesto
- 4 Representative Lynn Gudeczauskas
- 5 Vacant (FT)
- 6 Vacant (PT)

**Strategy and Finance**

- 1 Representative Chris Weiss
- 2 Representative Kevin Novell
- 3 Representative Michael Archetto
- 4 Representative Liz Giordano
- 5 Representative Sandra Nolan

**Operations**

- 1 Representative Michael Parente
- 2 Representative Deloise White
- 3 Representative Jane Reggio
- 4 Vacant (FT)
- 5 Vacant (FT)



6 Vacant (PT)  
Brenda Pacheco (PT)

6 Representative

**Vice Chair Daley** asked for a motion to approve shared committee membership as announced.

**Motion:** Approve proposed Staff Assembly committee membership:

- **Motion** by Rep. Notaripippo
- **Seconded:** Rep. Rep Geraldo
  
- Vote: Motion Passed

<b>YES</b>	21	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Vice Chair Daley** asked current members to assist the new members with transition and requested that each committee elect a Chair and Secretary to be announced in October.

- All Committees need to create an agenda for each meeting to be posted on website with meeting time, location and date
- Each committee should identify priorities for the year and forward to the Assembly leadership.
- There is space on the Assembly meeting agenda for committee updates to keep us up to date on committee activities.
- He also suggested reaching out to the previous committee chairs for assistance whenever needed.

**Chair Gaafar Rego** announced that **John Vota** has been appointed as Staff Assembly **Parliamentarian** and will be counseling the Chair on parliamentary procedures as well as assist with representative training on Roberts Rules of Order.

Per **Chair Gaafar Rego's** request, **Vota** will hold two training sessions:

- an overview of Robert Rule's and
  - a mock meeting for practical training.
  - Everyone is eligible to participate. The Chair thanked John and looks forward to working together.
- c. **Vice Chair Daley** called for a motion to extend C & BL sunset date. **Vice Chair Daley** noted that the Committee started their work back in May to look at areas that needed to be amended and any reorganization that needs to be done to the document. The committee met ten times over the summer and have made progress but have not been able to complete the work. The Committee is working to combine both documents and make it more concise and easier to read. He asked for a motion to approve extension.

**Motion:** Approve Extension of C & BL Committee Sunset Date to December 15, 2023:

- **Motion** by Rep. Reggio
- **Seconded:** Rep. Oliver



<b>YES</b>	21	<b>NO</b>	0	<b>ABSTAIN</b>	0
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**Chair Gaafar Rego** asked for any suggested revisions to be forwarded to **Vice Chair Daley**.

**Agenda Item 7) Special Elections Report**

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**Secretary Jenkins** reviewed what had been done to date:

- Elections Committee received updated HR data and we are updating Divisional ratios to guide the process. Thanked **Representative Zervas** for assisting with data availability to committee.
- There is currently no formal documentation on the process of elections execution. Raekwon Grace will be assisting and then a document will be created.

**Agenda Item 8) NECHE Update- Dr. Lauren Webb**

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**Dr. Webb** gave an overview of NECHE accreditation and expectations over the next six months. She reviewed the nine standards, the accreditation process, the power of staff voice and showed the website and how to give feedback on CCRI Self Study.

**Dr. Webb** encouraged everyone to read the self-study for their areas. She said we have a very busy Fall ahead. She also spoke about the benefits of participating, and then reviewed the timeline and next steps.

**Chair Gaafar Rego** inquired on the benefit of creating an annual report for the Assembly in which each Committee would have a chance to report on goals and activities, and Dr Webb said that would be helpful.

**Dr. Webb** also announced that there will be a mock run through and we will get feedback on what is needed as we prepare. She also announced that on **Friday, October 27**, there will be an open meeting from **11:00-12:00 in Room 4080**. The visit is **March 4-5, 2024**. Click [here](#) for the link to presentation slides.

**Chair Gaafar Rego** thanked **Dr. Webb** and said she wanted to make an announcement that the College is holding an Equity Summit and some of the content is related to what Dr. Webb spoke about. She encouraged representatives to register and attend.

**Agenda Item 9) Standing Committees Updates**

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**Vice Chair Daley** announced that there were no Committee updates. He also that Committee Updates is a standing item on the agenda asked committee chairs to send the updates ahead of time to share with agenda.

**Chair Gaafar Rego** announced that New Business will be added to the agenda.



**Agenda Item 10: Adjournment**

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**Motion:** Adjourn Session

**Motion by:** Rep Carroll

**Second by:** Rep Novell

YES	21	NO	0	Abstain	0
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**Meeting Adjourns at 12:30**



**Rollcall**

**Total Representatives: 26**

**Present Representatives: 18**

**Quorum: 14**

<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	A
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	Executive Director	Workforce Partnerships	Workforce Partnerships	A
Rep. Elizabeth Del Sesto	Coordinator, Academic Affairs	Office of the VP of Academic Affairs	Academic Affairs	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	A
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 Terry Notaripippo	Informational Service Tech 11	Library	Academic Affairs	P
Rep. Anna Battye	Coordinator, Student Transfers	Advising	Student Affairs	P
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
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
Secretary 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 Karen Devine	Interim Coordinator Academic A	Vice Presidents Office	Academic Affairs	P
Rep Benson Arrigo	Specialist Dual Enrollment	Admissions	Student Affairs	P
Rep Kaylee Collins	Coach Student Success	JAA	Student Affairs	P
Rep Kaylee Luchka	Financial Aid Officer	Financial Aid	Student Affairs	P



# Staff Assembly

Full Assembly Meeting

Rep Deloise White	Coordinator Facility Use	Physical Plant	Admin/Finance	P
Rep Tiffany McClay	Assistant Purchasing Officer	Controller's Office	Admin/Finance	P
Rep Colleen Oliver	Office Manager	OES	Student Affairs	P
Rep Jane Reggio	RI best Adult Ed	Workforce	Workforce Partnerships	P
Rep Michael Parente	Manager Comm/Marketing	Marketing	President's Division	P
<b>Non- Voting Representatives</b>				
Rep Brenda Pacheco	Coordinator/ Student Life	Student Life	Student Affairs	P
Rep Donna Raptakis	Instructor, Community and Workforce Partnerships	Workforce Partnerships	Workforce Partnerships	A
<b>Non-Voting / Ex-Officio</b>				
Alix Ogden	Vice President, Admin and External Relations		Administration	P
Deborah Watson	Assoc Director, Enrollment Serv and Admissions		CCRIPSA Rep.	A
Cindy Arce	Senior Records Officer		CCRIPSA Rep.	A
Tracy Karasinski	Dean Office Opportunity & Outreach		Administration	A
David Snowe	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
Annmarie McMahon	Director, Budget		Administration	A
Andrea Ray	Director, DEI & OD		Administration	A
Cody Fino	Executive Director of Workforce Partnerships		Administration	A
Mason Walmsley	Research Analyst		Institutional Effectiveness	P
VACANT			ESPA Rep.	
VACANT			ESPA Rep.	
VACANT			Student	
VACANT			Student	
<b>Guests</b>				





# Staff Assembly

Full Assembly Meeting