



Staff Assembly

Full Assembly Meeting

Friday, October 18, 2024

11:00AM – 12:30PM

Warwick, room 4090 and WebEx

AGENDA

1. Roll call
2. Call to order
3. Approval of the minutes of September 20, 2024 – Naglaa Gaafar Rego
4. President's Report – Dr. Rosemary A. Costigan
5. Chair Report – Naglaa Gaafar Rego
6. Vice Chair Report – Kara DiPaola
7. Secretary Report – Jen Nelligan
8. Student Affairs Updates – Greg LaPointe
9. Committee Updates
 - a. AI Institutional Coordinating Committee – Jim Bradley
 - b. Elections Committee – Jen Nelligan
 - c. Operations Committee – Lee Thornber
 - d. DEI Committee – Terry Notaripippo
 - e. Other Committees
10. New Business –
 - a. Adding ex-officio members to subcommittees
11. Adjournment – Naglaa Gaafar Rego

MINUTES

1. Roll Call

- a. 21 Members Present
- b. 7 Members Absent
- c. A quorum is established
- d. 11 Ex-Officio Members Present
- e. 2 Guests Present

2. Meeting commenced at 11:00 AM

3. Approval of September 20, 2024 meeting minutes – Naglaa Gaafar Rego

Naglaa called for a motion to approve August minutes:

Motion made 1st by Allison Hitte Robinson, 2nd by Deloise White

Votes for: 13, Votes against: 0, Abstained: 0

4. President's Report – Dr. Rosemary Costigan

- a. CCRI has successfully completed its ten-year accreditation process and is accredited until 2034.
- b. The college received positive feedback from on its self-study, internal governance, budget management, and new positions.



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- c. Opportunities for growth include expanding online programs and developing anchor programs in Newport, such as hospitality and culinary arts.
- d. The budget outlook is challenging, with a potential deficit, but strategic program development and cost management are being pursued.
- e. Demand for online learning has increased by 154%, while face-to-face enrollment has declined by 37%.
- f. The college needs to maintain a balance between in-person and online learning, while expanding its base.
- g. There is potential to tap into a pool of previous students with some college education and clear any blocks preventing them from registering.
- h. The college is exploring opportunities to expand online programming regionally and develop new programs.
- i. Opportunity for growth despite challenges

5. Chair's Report – Naglaa Gaafar Rego

- a. Welcome to Joshua Seguí-Rodríguez Director of Diversity, Equity and Inclusion
- b. Welcome to Christine Lynch Vice President of the Faculty Senate
- c. President's Council Update: Reported on Assembly elections, change in Strategic Plan Engagement Committee mission and structure, and internal engagement survey results.
- d. Announcement of access to [LinkedIn Learning](#) for self-paced professional development
- e. Chairs and Secretaries of Standing Committees will be invited to attend monthly meetings starting in November.
- f. Resignations:
 - i. Michael Parente – Work Conflict
 - ii. Lis Braun – Work Conflict

6. Vice Chair Report – Kara DiPaola

- a. Call to Action: Committee Chair and Secretaries Roster
- b. Reminder: Committee membership is not exclusive to Assembly members
 - i. Ex-Officios
 - ii. Subject Matter Experts
 - iii. Appointments – Please reach out if you need assistance
 - iv. Annual Goals for Committees – Please discuss, define and share.

7. Secretary Report – Jen Nelligan

Presented Assembly Meetings Survey Results:

- i. Wednesdays was the first choice with Fridays being the second choice for best day to hold the Staff Assembly Meetings
- ii. 11:00 am was the best time to hold the meeting
- iii. An hour and a half for length was the choice for most
- iv. Some said they would attend in person if a room was booked on every campus, while others said they would still only attend online



8. Student Affairs Updates – Greg LaPointe

- a. The state gave us 5 million to pilot a Fresh Start scholarship that started in August of 2023 and will expire in August of 2025.
- b. Enrollment in the program has been successful, with 82% of adult Rhode Islanders attending full time.
- c. The program has enrolled 1,405 adult Rhode Islanders so far, potentially preventing a total of 1,400 from not attending.
- d. The retention rate for full-time students is around 80%, but there is room for improvement to increase enrollment and financial stability.
- e. The graduation rates for Promise students have increased significantly since the program's inception.

9. Committee Updates

- a. Technology and Data– Jim Bradley

AI Institutional Coordinating Committee

Presented overview of committee charge and shared draft guidelines for use of AI on campus.

- i. The AI institutional coordinating committee is focused on using AI in a humane, authentic, and informed way.
 - ii. The committee is responsible for charging ad hoc groups to address issues related to AI.
 - iii. The committee is seeking feedback on their guidelines for using AI on campus through a Microsoft form survey.
- b. Elections Committee – Jen Nelligan
 - i. There have been 3 resignations from the Assembly
 - ii. Looking to the assembly to see if we should hold a special election or if we should wait until the next election cycle. Will send a survey to elicit input.
 - c. Operations – Lee Thornber
 - i. Lee Thornber has been elected committee chair
 - ii. Deloise White has been elected committee secretary
 - d. C&BL Updates – Kara DiPaola
 - i. Almost done reviewing Assembly feedback
 - ii. Will start drafting during next committee meeting
 - iii. Plan is to present draft in November
 - iv. Vote on final draft in December
 - v. Voting Platform: Electronic
 - i. Please contact if you need laptop during December meeting for voting purposes

10. New Business –

- i. Adding ex-officio members to subcommittees



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Chair and Vice chair gave
overview of process of adding ex-officio members to committees

11. Adjournment – Naglaa Gaafar Rego

- a. A motion was put forward to extend the meeting 1st by Michael Archetto and it was 2nd by Maya Geraldo. Meeting adjourned at 12:46 pm

Respectfully submitted: Jen Nelligan, Secretary
Approved: TBD



MEMBERSHIP ATTENDANCE

Members:

Quorum=16/16

Archetto, Michael**	Present
Arrigo, Benson**	Present
Campo, Mellissa**	Present
Chinchilla, Yamel**	Present
Collins, Kaylee**	Not Present
DiPaola, Kara**	Present
Enos, Jennifer**	Present
Fournier, Kristen**	Present
Fragata, Dominica**	Present
Gaafar Rego, Naglaa**	Present
Geraldo, Maya**	Present
Hitte Robinson, Allison**	Present
Hudspeth, Michael**	Present
Kennedy, Leslie**	Present
McClay, Tiffany**	Not Present
McDuff, Robin**	Not Present
Nelligan, Jennifer**	Present
Nolan, Sandra**	Not Present
Notarpiippo, Terry**	Present
Novell, Kevin**	Not Present
Pierre Louis, Roldyne**	Present
Reggio, Jane*	Present
Spirito, Toni**	Present
Thibault, Kaitlyn**	Present



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Thornber, Lee**	Present
Walmsley, Mason**	Not Present
White, Deloise**	Present
Part-time	
Raptakis, Donna	Not Present
Ex-officio Members:	
Arce, Cindy	Present
Bardsley, Pete	Not Present
Bradley, James	Present
Casiano, Ashley	Not Present
Combe, MaryAdele	Not Present
Gordon, Philip	Present
Grace, Raekwon	Present
Henry, John	Not Present
Hogan, Shaune	Not Present
Jayadeva, Rajeev	Present
LaPointe, Gregory	Present
Lynch, Christine	Present
McMahon, Annmarie	Not Present
Rawlinson, David	Not Present
Rowbotham, David	Present
Rylander, Paul	Not Present
Segui, Joshua	Present
Snow, David	Present
Watson, Deb	Present
Guests:	
Costigan, Rosemary	Present



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Ogden, Alix	Not Present
Sullivan, Richard	Present