



# Staff Assembly

Full Assembly Meeting

**Friday, November 22, 2024**

**11:00AM – 12:30PM**

**Warwick, room 4090 and WebEx**

## AGENDA

---

1. Roll call
2. Call to order
3. Approval of the minutes of October 18, 2024 – Naglaa Gaafar Rego
4. President's Report – Dr. Rosemary A. Costigan
5. Chair Report – Naglaa Gaafar Rego
6. Committee Updates
  - a. Constitution & By Laws – Kara DiPaola
    - 1- Overview and discussion of proposed amendments
  - b. Diversity Equity and Inclusion Committee – Maya Geraldo
  - c. Elections Committee – Mason Walmsley
  - d. Operations Committee – Deloise White
  - e. Strategic Plan Engagement –
  - f. Student Success – Emma Montague
  - g. Technology and Data – Jim Bradley
7. New Business –
  - a. CCRI Mission Statement feedback – Sarah Gable
8. Adjournment – Naglaa Gaafar Rego

## MINUTES

---

### 1. Roll Call

- a. 18 Members Present
- b. 10 Members Absent
- c. A quorum is established
- d. 10 Ex-Officio Members Present
- e. 3 Guests Present

### 2. Meeting commenced at 11:09 AM

### 3. Approval of October 18, 2024 meeting minutes – Naglaa Gaafar Rego

Naglaa called for a motion to approve the minutes:

Motion made 1<sup>st</sup> by Mason Walmsley, 2<sup>nd</sup> by Yamel Chinchilla

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

### 4. President's Report – Dr. Rosemary Costigan

- a. The budget has not changed dramatically and through operational vigilance looking at positions for float and the budget put forward did include a tuition hike for students.



# Staff Assembly

Full Assembly Meeting

- b. Enrollment is down 200-250 students of the target 12/5, resulting in a potential loss of half a million dollars and have lost 1,000 students since August due to VOE and financial aid form completion.
- c. 7 Week Classes have been very successful and have created substantial improvements in success. Also, students are less likely to withdraw.
- d. Advantage started with 23 students, however one had to withdraw due to a medical problem and the program ended with positively impacting 22 students
- e. Will be attending the NECHE Annual Meeting which is a 2 day conference in which higher education leaders met to prepare for the impact of the next administration
- f. The official announcement and signing that workforce is going to be offering a multi craft course curriculum for registered apprenticeships. This will help connect students to employers and play the intermediary role through the grant of two hundred and fifty thousand dollars. The proposal that was submitted and was awarded from the Department of Labor and Training will allow CCRI to offer this core curriculum to three cohorts beginning in January.
- g. Town hall will be December 12, 2024.
- h. Holiday party will be December 12, 2024.
- i. Save the date for Raising Opportunities in April at the Providence Water Fire Space.

## 5. Chair's Report – Naglaa Gaafar Rego

- a. Monthly committee chair meetings have resumed, with only chairs required to attend.
- b. Policy Stat training will start on December 11th for chairs and secretaries.
- c. Chair gave an overview of policy making process and emphasized importance of involving division heads and stakeholders in the process as early as possible in the process. [See link to slides here.](#)
- d. Chair gave an overview of communication protocols within Assembly meetings. [See link to slides here.](#)
- e.

## 6. Committee Updates

- a. Elections Committee – Mason Walmsley
  - i. Gail Sidney from the reserve pool accepted the seat
  - ii. Seats open in Finance and Strategy and the President's division
  - iii. The elections committee developed standard language to reach out to those missing 5 or more meetings
- b. Operations Committee – Deloise White
  - i. Held a meeting November 14<sup>th</sup> and covered some goals and agendas
  - ii. Next meeting will be in December to discuss those topics
- c. Student Success Committee – Emma Montague
  - i. Revise charge statements
  - ii. What's Up Wednesdays
  - iii. Student survey



# Staff Assembly

## Full Assembly Meeting

- d. Diversity Equity and Inclusion Committee – Maya Geraldo
  - i. In addition to being responsive for creating policy, DEI committee is also charged with recommending activities that support diversity, equity, inclusion within the college community and to promote an open and welcoming campus environment.
  - ii. DEI committee has joined forces with the office of DEI and OD to revamp the recognition awards ceremony which will occur during Professional Development Day April 11<sup>th</sup> 2025.
- e. C&BL Updates – Kara DiPaola
  - i. Kara presented a number of proposed changes to the Constitution and By-laws for discussion. She began with an overview of the work conducted thus far.
- a. **Process**
  - i. July 15-Sept 13: gathered input from Staff Assembly members, Committees
  - ii. Met with Elections Committee & Officers
  - iii. Sept 14- present: reviewing, discussing and drafting new language
- b. **Neutral Approach**
  - i. If a proposal was made, we accepted it into our work. Rarely where the Committee unanimously agreed the proposal was outside the scope was it set aside
  - ii. If contradictory proposals were made, both suggestions provided to Assembly
  - iii. Bringing a proposal forward to the Staff Assembly does not necessarily mean Committee unanimously approved it. These are recommendations received from members; not Committee's role to screen valid ideas.

Proposed changes/clarifications brought up for discussion:

- Remove requirements for Vice Chair and Secretary to be chairs of committees.
- Elections committee- meets when necessary, not monthly
- Special elections- one 'special election' in November
  - Reserve pool
  - "Ad hoc" special elections if an officer steps down.
- Officers elected in August.
- Removed small requirements that don't impact the work of Staff Assembly
  - Ex: the requirement to post new assembly members in the all-college newsletter.
- "Subject matter expert" can come from any level, not just director level or above
- "Gap year"- can be waived
  - If there is no one else interested in the seat from the division, and no reserve pool, and the division would otherwise go unrepresented.
  - If the number of seats up for election exceeds the number of accepted nominations.
- Ex Officio = "associate member"
- Staff member would not be prohibited from being a member of the staff assembly and voting in elections and college-wide votes simply because they are a member of President's Council.
  - For example- Director of Facilities and Dean of Students.
- Clarify what the Staff Assembly should vote on (e.g., no Committee meeting schedules)
- Defining "part time" employees as 19-hour employees



# Staff Assembly

Full Assembly Meeting

- All ex-officio (associate) members of the Staff

Assembly have equal powers (i.e.: can't vote, can't be an officer)

- New members start in June
- Process to establish task force, subcommittee, and parameters regarding Committee Chairs & Secretary elections and term lengths, and committee quorum.
- Allow an officer to be absent 4 meetings before electing a new one.
- Specify ability to designate a designee from member's division/from the reserve pool to make sure that division still has a seat at the table.

Questions received from Staff Assembly members:

-Should officers be elected in June, not August?

-How are students selected for their seats?

-What happens after the 'gap year' waiver, does it fully reset the clock and entitle the member to another 4 years, or is it just for that 2 year term?

-Question of CIO (who reports to VP), question of 'executive branch' and those who report directly to the president, regarding their eligibility for Staff Assembly membership and voting

-Parameters around designees- expectations for them, should they be voted in, letter of approval?

Discussion of next steps:

- Staff Assembly discussion in November
- Staff Assembly vote in December
  - One vote, multiple parts
  - Electronic- inform if you need laptop provided
- College-wide vote in January

f. Technology and Data – Jim Bradley

- i. Discussed priorities that are in the IT queue, the electronic communications policy and a technology review policy.

7. New Business –

- i. CCRI Mission Statement feedback – Sarah Gable



# Staff Assembly

Full Assembly Meeting

## **8. Adjournment – Naglaa Gaafar Rego**

- a. A motion was put forward to extend the meeting by 10 minutes by a verbal I. Another motion was put forward to extend the meeting 1<sup>st</sup> by Mason Walmsley and it was 2<sup>nd</sup> by Kaitlyn Thibault. Meeting adjourned around 12:50 pm

Respectfully submitted: Jen Nelligan, Secretary  
Approved: TBD



# Staff Assembly

Full Assembly Meeting

## MEMBERSHIP ATTENDANCE

**Members:**

*Quorum=16/16*

Members	11/22/2024
Archetto, Michael**	Not Present
Arrigo, Benson**	Present
Campo, Mellissa**	Present
Chinchilla, Yamel**	Present
DiPaola, Kara**	Present
Enos, Jennifer**	Present
Fournier, Kristen**	Not Present
Fragata, Dominica**	Present
Gaafar Rego, Naglaa**	Present
Geraldo, Maya**	Present
Hitte Robinson, Allison**	Present
Hudspeth, Michael**	Not Present
Kennedy, Leslie**	Present
McClay, Tiffany**	Present
McDuff, Robin**	Not Present
Nelligan, Jennifer**	Present
Nolan, Sandra**	Not Present
Notaripippo, Terry**	Not Present
Novell, Kevin**	Present
Pierre Louis, Roldyne**	Not Present
Reggio, Jane**	Not Present
Sidney, Gail**	Present



# Staff Assembly

Full Assembly Meeting

Spirito, Toni**	Present
Thibault, Kaitlyn**	Present
Thornber, Lee**	Not Present
Walmsley, Mason**	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	Present
Combe, MaryAdele	Not Present
Gordon, Philip	Present
Grace, Raekwon	Present
Henry, John	Not Present
Hogan, Shaune	Present
Jayadeva, Rajeev	Present
LaPointe, Gregory	Not Present
Lynch, Christine	Not Present
McMahon, Annmarie	Present
Rawlinson, David	Not Present
Rowbotham, David	Not Present
Rylander, Paul	Not Present
Segui, Joshua	Not Present
Snow, David	Present
Watson, Deb	Present



# Staff Assembly

Full Assembly Meeting

Guests:	
Costigan, Rosemary	Present
Ogden, Alix	Present
Sullivan, Richard	Present