



Date: Friday, April 14, 2023 **Room Number:** KN 4090

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

Meeting Agenda

1. Call to Order
2. Welcome: Chair Gaafar Rego
3. Rollcall: Secretary Grace
4. Approve February Meeting Minutes: Secretary Grace
5. President Hughes Report
6. Chair Report: Chair Gaafar Rego
7. Constitution and By-Laws Committee Elections
8. Vice Chair Report: Vice Chair Daley
9. Guiding Principles Gallery Walk: Representatives Giordano, Chinchilla and Jenkins
10. Approval of Proposed May – December 2023 Staff Assembly Meetings
11. Adjournment

Agenda Item 1) Call to Order

Chair Gaafar Rego: Calls the meeting to order at 11:06am

Agenda Item 2) Rollcall: Secretary Grace

Secretary Grace – 14 representatives out of 23 are present. Quorum is met.

Agenda Item 3) Welcome: Chair Gaafar Rego

Chair Gaafar Rego welcomes representatives and reports that President Hughes will not be able to attend today's meeting as she is attending a colleague's funeral.

Motion: Skip President Hughes's report due to her absence and replace it with the Vice Chair report.

- Motion by Representative Chinchilla



- Seconded: Vice Chair Daley
- Vote: Motion Passed

YES	13	NO	0	ABSTAIN	0
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Agenda Item 4) Approve February Meeting Minutes: Secretary Grace

Chair Gaafar Rego says that printed copies of the minutes will no longer be provided at Staff Assembly meetings. Attendees are encouraged to print their own copy or leverage the virtual copy that is distributed via email prior to the start of the meeting.

Secretary Grace allocated 3 minutes for representatives to read the March Assembly meeting minutes.

Motion: Approve the March 24th meeting minutes as currently presented.

- Motion by Secretary Grace
- Seconded: Representative Jenkins
- Vote: Motion Passed

YES	12	NO	0	ABSTAIN	2
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Agenda Item 5) Remarks from President Hughes

Voted by the Assembly to skip this agenda item given President Hughes’s absence.

Agenda Item 6) Chair Report: Chair Gaafar Rego

Chair Gaafar Rego: PolicyStat training will be delivered to Standing Committee Chairs by Chair Gaafar Rego and Peter Bardsley on May 24th (11am :00-12:00 pm). This will be an in-depth PolicyStat Technical Training specific to chairs followed by a Q&A session on June 14 (11am :00-12:00 pm) open to chairs and committee members.

Policy writing intensive training will also be offered by Chair Gaafar Rego and Representative Jenkins to the Assembly in early June.

Leadership training will also be offered to the Assembly in late June by Chair Gaafar Rego, Vice Chair Daley and Secretary Grace. Training to focus on the Committee Chair's role, responsibilities, and accountability measures.

Elections and final nominations for the Constitution and By-Laws Committee take place today. The sunset date of this initiative is July 31st. To solicit input from Assembly membership, a



Survey and Excel Sheet circulated to all Assembly membership week of April 17th. Committee is charged by identifying strengths as well as gaps in both legislative documents and revised documents accordingly.

Parallel to this, a companion Assembly Governance Manual is scheduled to be completed by July 31st to onboard new members. This will be started by the Leadership Committee and shared with Assembly for approval post completion. The manual will include:

- CCRI approved Governance Document
- Revised Constitution and By-Laws
- Training Essentials
- Assembly Guiding Principles
- How Tos

Reminder that all motions approved by the Assembly are to be carried out by committees as is. If circumstances necessitate amendments, new vote by the Assembly is required. We are all accountable to uphold the rules of operations if necessary amendments are time sensitive, please communicate to Chair (nagaafar@ccri.edu) and copy Assembly (assembly@ccri.edu). Leadership team will work out means of facilitating new vote on proposed amendments.

Reminder that minutes will only be shared electronically moving forward. Please read before meeting, decide on necessary corrections beforehand. If unable to attend meeting, please email requested corrections to Secretary and copy assembly@ccri.edu. No corrections will be permissible after approval by Assembly during meeting.

Agenda Item 7) Vice Chair Report: Vice Chair Daley

Vice Chair Daley says he will schedule meeting with committee chairs to provide support to them. Newly onboarded members of the Assembly will also partner with the Vice Chair to be assigned to committees.

Contact the Vice Chair if any standing committee needs more members.

For the Constitution and By-Laws committee, Vice Chair Daley states that no more than 3 meetings per month will occur. Vice Chair Daley will also be reviewing Blackboard material and documents to ensure that they're easily uploaded onto the websites.

Representative Gudeczauskas: Where does this leave the Vice Chair's role that he served on other committees?

Chair Gaafar Rego: The Vice Chair can continue to attend until Vice Chair investigates membership distribution among committees.

Agenda Item 8) Constitution and By-Laws Committee Elections



Vice Chair Daley nominated Representative Archetto who accepts his nomination.

Representative Chinchilla nominates Representative Ducharme who accepts her nomination.

Chair Gaafar Rego nominates Secretary Grace who declines his nomination.

Representative McGeoch was nominated and confirms her nomination.

The final list of nominees is: Maya Geraldo, Christine Jenkins, Beatrice McGeoch, Sandra Nolan, John Vota, Mike Archetto, and Helen Ducharme

All attendees give a 2-minute speech on why they are interested and qualified in serving. Chair Gaafar Rego reads the statements of Maya Geraldo and Sandra Nolan, both of whom could not attend today’s meeting and submitted their statements in advance.

Motion: Given that the committee will have 7 representatives on it and we have 7 nominees, a motion was raised to accept the election process as an uncontested ballot and these nominees will make up the membership of the Constitution and By-Laws Committee.

- Motion by Representative Vota
- Seconded: Representative Chinchilla

YES	14	NO	0	ABSTAIN	0
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- Vote: Motion Passed

Agenda Item 9) Guiding Principles Gallery Walk: Representatives Giordano, Chinchilla and Jenkins

Representative Chinchilla facilitates an activity to see how the Staff Assembly’s work will embody CCRI’s Guiding Principles to build a clear connection between the two. Representative Chinchilla breaks the attendees both in person and virtually into groups, each focused on one guiding principle. Each group writes down ways that the Assembly Work demonstrates the Guiding Principles.

Motion: Extend the meeting by 15 minutes to finish all agenda items.

- Motion by Chair Gaafar Rego
- Seconded: Vice Chair Daley

- Vote: Motion Passed

YES	12	NO	1	ABSTAIN	1
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Each group was given time to write down ideas and then present them to the Assembly. These ideas were collected by the Assembly and will be formatted/worked on to be presented to the Assembly at the next meeting with the intention on voting to approve them.

Agenda Item 10) Approval of Proposed May – December 2023 Staff Assembly Meetings

Proposed dates were given to the Assembly to schedule the balancing meetings between May and the rest of 2023. The following are the proposed dates:

- Friday May 26th 11:00-12:30
- Friday June 16th 11:00-12:30
- Friday July 21st 11:00-12:30
- Friday August 11th 11:00-12:30
- Friday September 29th 11:00-12:30
- Friday October 20th 11:00-12:30
- Friday November 17th 11:00-12:30
- Friday December 15th 11:00-12:30

Motion: Select the month of August as the one month that the Assembly does not meet.

- Motion by Representative Jenkins
- Seconded: Vice Chair Daley
- Vote: Motion Passed

YES	13	NO	0	ABSTAIN	0
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Motion: Have the May meeting take place on Friday, May 19th.

- Motion by Vice Chair Daley
- Seconded: Representative Chinchilla
- Vote: Motion Passed

YES	12	NO	1	ABSTAIN	0
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Due to members leaving the meeting, the number of representatives present fell below quorum. The remaining meeting dates will be voted on at the next assembly meeting.

Meeting Adjourns at 12:41



Rollcall

Total Representatives: 23 Present Representatives: 14 Quorum: 12

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	P
Rep. Yamel Chinchilla	Assistant Director. Admission	Admissions	Student Affairs	P
Rep. Elizabeth Del Sesto	Coordinator, Academic Affairs	Office of the VP of Academic Affairs	Academic Affairs	A
Rep. Mimi Fattore	Counselor, Student Development	Advising	Student Affairs	A
Rep. Donna Raptakis	Instructor, Community and Workforce Partnerships	Workforce Partnerships	Workforce Partnerships	P
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	A
Secretary Raekwon Grace	Facilitator, Diversity, Equity, Inclusion and Organizational Dev.	Institutional Equity and Human Resources	Administration & Finance	P
Rep. JoAnn Albro	Information Services Tech II	Mathematics	Academic Affairs	A
Rep. Anna Battye	Coordinator, Student Transfers	Advising	Student Affairs	A
Rep. Helen Ducharme	Coordinator	Disability Services	Student Affairs	P
Rep. Amy C. Zervas	Coordinator	Human Resources	Administration & Finance	A
Rep. Maya Geraldo	Coordinator, Academic Initiatives and Operations	Office of the VP of Academic Affairs	Academic Affairs	A
Rep. Michael Daley	Senior Technical Programmer	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	P
Rep. Christine Jenkins	Associate Dean, Student Life	Office of the Dean of Students	Student Affairs	P



Staff Assembly

Full Assembly Meeting

Rep. Sandra Nolan	Director, Concurrent Enrollment	Office of the Dean of BSTM	Academic Affairs	A
Rep. Meaghan Plouffe	Technical Staff Assistant	Art, Art History, and Design	Academic Affairs	A
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.	A
Tracy Karasinski	Dean Office Opportunity & Outreach		Administration	P
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
VACANT			ESPA Rep.	
VACANT			ESPA Rep.	
VACANT			Student	
VACANT			Student	