



**Date:** Friday, May 19th, 2023      **Room Number:** KN 4090

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

## **Meeting Agenda**

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1. Call to Order
2. Roll Call
3. Approve April Meeting Minutes – Vice Chair Daley
4. Approval of Assembly Meeting Schedule
5. Welcome and Chair Report – Chair Gaafar Rego
6. Remarks from President Hughes
7. Elections – Office of Staff Assembly Secretary - Elections Committee
8. Vice Chair Report – Vice Chair Daley
  - a. Assembly roster updates
  - b. C & BL Committee Updates
9. Updates on Date to Announce Elections Results
  - a. Representative Jenkins and Representative Parr.
10. Standing Committee Updates
11. Reminder: Additional comments on Guiding Principles Document - Chair Gaafar Rego
12. Adjournment

### **Agenda Item 1) Call to Order**

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**Chair Gaafar Rego:** Calls the meeting to order at 11:05am

- Recognition was given to the 2023 Commencement held last night.

### **Agenda Item 2) Rollcall: Vice Chair Daley**

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**Roll taken at 11:10AM**

**Total present: 13, quorum 11**

#### **Resignations:**

**Secretary Grace**

**Rep. Meghan Plouffe**

The Assembly is appreciative for their service and commitment to our work and extends best wishes to both. Wishing representative Plouffe best of luck with her graduate work.



**Agenda Item 3) Approve Meeting Minutes:**

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**Motion:** Approve the April 14 meeting minutes as currently presented.

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

<b>YES</b>	9	<b>NO</b>	0	<b>ABSTAIN</b>	4
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**Agenda Item 4) Approval of Assembly Meeting Schedule**

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**Motion:** To accept the meeting schedule as printed:

- Motion by: Rep Jenkins
- Seconded by: Representative Del Sesto

Motion Amended to remove the May date and change the June meeting from the 19<sup>th</sup> to the 16<sup>th</sup>.

<b>YES</b>	12	<b>NO</b>	0	<b>Abstain</b>	1
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Motion passed.

- Alix Ogden has suggested that we send out email describing expected contribution and attendance to the ex-officio members as many may not know they should be attending.

- Chair Gaafar Rego will work with Vice Chair Daley to draft requested email

- Representative McGeogh asked that we send meeting invites to hold the upcoming meeting date.

**Future meeting dates are as follows:**

- 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



2 Additional Reps joined during this time

15 Voting members are now present.

### **Agenda Item 5) Chair Report: Chair Gaafar Rego**

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- Thanks all representatives who participated in graduation planning and implementation. Recognizes the vital role we all play leading up to this moment in our students' lives and the lives of their families.
- Reminder: In depth PolicyStat Technical Training - Peter Bardsley and Naglaa Gaafar Rego scheduled for 5/24/23
- Updates on future collaboration with the faculty senate:
  - Shares possibility of Fall Shared Governance retreat in fall 2023- More details to be shared in June
  - We look forward to having in-depth planning conversation with Senate leadership to coordinate collaboration between the two bodies.
- Very proud of the work on the guiding principles. Asking for all members to submit their feedback. Many have responded already. Recognizes Representative Archetto and Representative Novell for their active participation in evaluating the document and calls for all to take a chance to provide feedback to guide edits to final draft.
- Recognizes Representatives Chinchilla, Giordano and Jenkins for their work on the guiding principles.
- Recognizes our **leadership advisory group** for refining the draft
- We plan to vote to adopt the document during our June meeting
- **Call for action:** Please take a few moments to review and submit any comments or suggestions. We would love everyone to engage in finalizing the draft if possible.
- Summer will be focused on planning. Work on the manual that will help guide new members for the fall and the future terms.
  - Need to identify priorities for 2023-2024
    - Engage in deeper conversations with division leaders and partners across the college
    - Review existing policies
    - Identify emerging need for new policies
    - Allocate to committee(s)
    - Establish processes and timelines for policy completion
  - Community Engagement
    - Establish communication avenues to connect with all staff:
      - Keep our community updated on Assembly work
      - Hear from our constituents and keep ourselves updated on community needs.

### **Agenda Item 6) Presidents Update**

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**Three Topics to cover:**

1. Thank you
2. FY Budget update
3. Presidential transition.
  - Thank you regarding commencement. Described our graduates displaying qualities of joy, relief, and pride.
  - Thanks for continuing with this work (Shared Governance) and for our collaboration. Extended recognition to representatives aligning Assembly work and guiding principles to those of the college and setting a good example of CCRI guiding principles application.
  - Believes we can set a national example and perhaps participate in opportunities to showcase our work and findings in the future.
  - excited about the spirit of collaboration in the Assembly and its clear direction with closer future and continued collaboration with the faculty senate.

**Budget updates**

- Revenue conference held this week. The state is projecting a surplus. This is mainly tied to the COVID Relief funds received from Washington. Does not believe we will see this one-time money again in our lifetime.
- The governor's budget includes some of this money for CCRI.
- We should see the budget come to conclusion soon. Maybe before Memorial Day. I am optimistic that the Governor's request for CCRI's budget will be approved.

**Transition:**

- Rosemary Costigan has been unanimously voted and appointed interim president for the College.
- VP Costigan knew from the day she came in to form tight partnerships with Student Services, Workforce Partnerships and other strategic areas, and she is very qualified to do this work.
- Interim President Costigan and VP of Admin and Finance, Rich Sullivan, are already working very well together and President Hughes is happy that Costigan will have that wealth of knowledge available to her.
- Will continue to seamlessly transition her presidential responsibilities over to Costigan over the summer, complete by Aug 31. This will mostly begin after June 1.
- Lists many of the organizations and meetings that Costigan will start to take over work with. She is already introduced to many of them.
- Costigan will continue to create strong external partnerships (Chamber of Commerce and others).



- Next will be community-based organizations. Some of these CBOs are already in her portfolio and others will need to be added during the transition.
- Will work with the new CEOs at lifespan and CNE (hospitals) this work is very important.
- Notes that she has gone 3 minutes over the 10 allotted to her.
- Offers to take questions from the room and virtual.
- Representative Chinchilla asks about who will replace take the role of VP of Academic Affairs.  
Answer is: more to come, and "Not concerned at all"
- Will be coming back to all in June with updates.

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### **Agenda Item 7) Elections – Office of Staff Assembly Secretary – Elections Committee**

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Submitted list of nominees

1. Amy Zervas
2. Christine Jenkins
3. Sandra Nolan
4. John Vota

**Chair Gaafar Rego** made call for any further nominations from the floor.

None heard, list accepted as shown on screen.

2 Minutes given for nominees to speak. Representative John Vota declined the nomination.

The vote was held, Representative Christine Jenkins was elected Secretary.

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### **Agenda Item 8) Vice Chair Report: Vice Chair Daley**

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#### **1. Rosters for Standing Committees**

The rosters that we currently have only include elected members. Committee chairs should send their complete roster, including ex-office and subject matter experts, to the Vice Chair for inclusion on the published rosters.

#### **2. Dates for future Constitution and By-Laws Committee**

May 25, 2023, 11AM

May 30, 2023, 11AM

All are invited to attend these meetings either in person or virtual. Please email the Vice Chair to get the invite.

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### **Agenda Item 9) Updates on Date to announce Elections Results**

#### **Representative Jenkins and Parr**

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- The list of elected members that will serve from 9/23 until 8/25 will be announced during the June meeting by the Vice-Chair.
- Elections Committee will submit a brief report on the process during the June meeting as well.

**Agenda Item 10) Standing Committee Updates**

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There are no updates from standing committees to share.

**Agenda Item 11) Reminder: Additional Comments on Guiding Principles Document**

**Chair Gaafar Rego**

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- Reminds representatives to provide input to these important statements (Assembly Guiding Principles)
- Talks about our future ability to share this model nationally.
- Announces that survey closes on May 31st.
- Announces that we will be getting CCRI Staff Assembly "Pins". Thanks Alix Ogden and Marketing for covering the cost and designing the pins. Hopefully Reps will be pinned at the June meeting.
- Intends to be able to pin the entire inaugural group of Representatives.
- 250 pins have been ordered.

1 Voting Representative left at 12:06pm. Members present now at 14.

**Agenda Item 11) Adjournment**

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**Motion:** Adjourn meeting.

**Motion by:** Secretary Jenkins

**Second by:** Representative Archetto

YES	14	NO	0	Abstain	0
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**Meeting Adjourns at 12:17**



**Rollcall**

**Total Representatives: 21 Present Representatives: 15 Quorum: 11**

<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	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	P
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	P
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
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	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
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
<b>Non-Voting / Ex-Officio</b>				



# Staff Assembly

Full Assembly Meeting

Alix Ogden	Vice President, Admin and External Relations		Administration	P
Meghan Hughes	President		Administration	P
Deborah Watson	Assoc Director, Enrollment Serv and Admissions		CCRIPSA Rep.	A
Cindy Arce	Senior Records Officer		CCRIPSA Rep.	P
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	P
Mason Walmsley			Institutional Effectiveness	P
VACANT			ESPA Rep.	
VACANT			ESPA Rep.	
VACANT			Student	
VACANT			Student	