



Date: Friday, June 16th, 2023 **Room Number:** KN 4080

Start Time: 10:00am **End Time:** 11:30pm

Meeting Agenda

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

Chair Gaafar Rego: Calls the meeting to order at 10:08am

Agenda Item 2) Rollcall: Secretary Jenkins

Roll taken at 11:10AM

Total present: 13, quorum 11

Agenda Item 3) Approve Meeting Minutes: Secretary Jenkins

Representative Raptakis was present at the meeting and she asked for the minutes to be updated to reflect this.

Representative Albro said she has had a title change and requested that her title be updated.

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

- Motion by Vice Chair Daley. Jenkins
- Seconded: Rep. Zervas



- Vote: Motion Passed

YES	12	NO	0	ABSTAIN	1
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Agenda Item 4) Welcome and Chair Report- Chair Gaafar Rego

- **PolicyStat Training Update:** All chairs now have access to policy stat, later in the meeting **Rep. Gudecauskas** will give an update on the Technology and Data Committee’s experience with policy upload to the system.
- **Chair Gaafar Rego** thanked **Peter Bardsley** and his team for developing training sessions and manual to help get us started on utilizing the system.
- Reached out to Andrea Ray of DEI/OD for Assembly training. Office of DEI/OD welcomes the involvement and we appreciate their support. **Chair Gaafar Rego** will send a survey to the entire membership to help solicit training topics to guide us through the next steps.

Agenda Item 5) Report on Assembly Elections- Secretary Jenkins- Elections Committee

- The Committee received staff employee data for Human Resources of all Staff in January.
- Committee recommended a 1/14 ratio for equitable division on the assembly based on the obtained data.
- Committee ran one virtual and one in person Q & A prior to increase awareness and encourage a greater number of nominations.
- Total of 57 nominations submitted.
- Results: 28 accepted nominations or 49%,
- 25 or 44% did not respond,
- 4 or 7% declined.

Agenda Item 6) Vice Chair Report- Vice Chair Daley

- **Announcement of April elections results:**
Vacancies filled by April Elections:
 1. Academic Affairs had 3 seats, 3 candidates elected,
 2. Administration and Finance had 6 seats, 5 candidates, 5 elected, 1 vacancy available.
 3. Information Technology had one seat, 2 candidates, 1 elected,
 4. Presidents Office had 1 seat, 1 candidate, 1 elected,



Staff Assembly

Full Assembly Meeting

5. Student Affairs had 5 seats, 23 candidates, 5 elected,
6. Workforce Partnership had 2 seats, 3 candidates, 2 elected.
7. Part time staff there is 1 seat per Division, 2 candidates from Student Affairs, 1 elected.

- **The following individuals have been elected:**

Academic Affairs: Terri Notarpippo, Maya Geraldo, Karen Devine

Student Affairs: Kevin Novell, Benson Arrigo, Kayle Collins, Kaylee Luchka and Colleen Oliver.

Administration and Finance: Michael Archetto, Deloise White, Tiffany McClay, Chris Weiss, Amy Zervas

Information Technology: Michael Daley

Workforce Partnerships: Yamel Chinchilla, Jane Reggio

President: Michael Parente

Part time Staff: Brenda Pacheco

Representative Gudeczauskas asked why there is only one seat for IT.

Chair Gaafar Rego explained that changes to number of seats allocated to IT Division were based on the 1/14 ratio utilized by Election Committee to allocate vacancies by division. Smaller number of staff currently serving in IT resulted in reduction of seats allocated for division on Assembly.

Vice Chair Daley said we looked at how many were currently employed based on the 1/14 ratio; some areas gained seats and some lost. He further explained that things are in flux and we need to address this as an Assembly.

Rep. Gudeczauskas said we had three new staff start, but we are still short in seats.

Vice Chair Daley said the Election Committee will look at this next January and come up with a new ratio based on updated HR data. IT will no longer be its own Division and this will inflate Administration and Finance numbers. There is a lot of work ahead of us.

Chair Gaafar Rego stated we still have vacancies available after April elections concluded and that there will need to be a special election to fill the remaining seats. Vacancies are filled according to what the assembly needs, it is fluid and forever changing. She also announced that **Representative Zervas** will join the Elections Committee as Ex-Officio HR liaison.



Rep. Albro voice here concern that there were two candidates on the ballots from IT who have done a lot and it was tough to chose one.

Chair Gaafar Rego thanked representative Albro and indicated that the difficulty of choice between the two candidates is a testament to their strength and quality of service. She added that the issue occurred because there were only two staff members nominated from IT. The election committee followed protocol to ensure the integrity of the election process. Both self and peer nominations were solicited from all staff and there was a chance to nominate a greater number from IT during the process. She encouraged departments to nominate more colleagues.

Rep Albro said it was very difficult, they both have done great work.

Vice Chair Daley indicated that Rep. Albro meant she wanted both to get elected, especially since there are vacancies open in other divisions. All staff at the College are welcome to attend our meetings and appointments to committees are a possibility to look into. Expertise is so important.

Rep Rapatkis inquired about the length of her term of service and the Chair and Vice Chair explained that her term is until 2024. **Chair Gaafar Rego** referred her to the January minutes where terms are listed.

Chair Gaafar Rego asked for a motion to approve and ratify elections results,

- Rep Archetto: motion
- Rep. Zervas: Seconded

Vote: Motion Passes

YES	12	NO	0	ABSTAIN	0
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b. C & BL Committee Updates

Vice Chair Daley reminded representatives to send in their current committee rosters for each committee and an updated meeting schedule through December 2023.

Agenda Item 7) Standing Committees Update: Tech and Data Committee Update- Representative Gudeczauskas

- **Rep. Gudeczauskas** explained that Tech and Data Committee is reviewing current CCRI IT policies,
- Committee met with Nathan Brown current CIO, who recommended policies up for review by Committee.
- 1st policy currently under review is the Privacy Policy,



- Committee looked at other state colleges and revised our existing Privacy Policy based on our research to make it meet current requirements.
- **Rep. Gudczauskas** commended **Rep. Novell** on being a great help and should be a policy writer, **Rep. Delsesto and Vice Chair Daley** and helped us get ahead in the process.
- Committee attended PolicyStat training sessions,
- Privacy Policy has been uploaded to policy stat, and we are awaiting legal review,
- Policy will then move to owners for review, then back to Assembly for approval and from there to Pres Council for final approval.
- **Chair Gaafar Rego** said that this is an opportunity to test this process. She thanked the Tech and Data Committee and Peter Bardsley and his team for making this happen. She added that this process will ensure engagement and communication of all stakeholders.
- **Chair Gaafar Rego** congratulated all members of the Tech and Data Committee on their excellent work, and on being the team to generate the first policy of the assembly.

Chair Gaafar Rego announced that official CCRI Staff Assembly Pins have arrived thanks to Alix and CCRI Marketing, pins will be presented to any representative (past, present and future) who has been involved even if they left the assembly as long as they are currently serving as staff at the College. More information to come in regard to pinning process.

Agenda Item 8) Motion to approve: Guiding Principles Document –Chair Gaafar Rego

Chair Gaafar Rego reviewed the slides, some changes were made. The Chair said these principles capture the spirit of our Staff Assembly and both center and ground us in our mission. People first, if we take care of staff wellbeing, we can better serve our students.

Chair Gaafar Rego asked for a motion to approve and ratify elections results,

- Rep Archetto: motion
- Rep. Ducharme: Seconded

Votes: Motion Passes

YES	12	NO	0	ABSTAIN	0
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Agenda Item 9) Adjournment

Motion: Adjourn meeting.

Motion by: **Secretary Jenkins**

Second by: **Representative Archetto**

YES	14	NO	0	Abstain	0
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Staff Assembly
Full Assembly Meeting

Meeting Adjourns at 12:17



Rollcall

Total Representatives: 21 Present Representatives: 15 Quorum: 11

Voting Members				
Name	Title	Department	Division	Attendance
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	P
Rep. Yamel Chinchilla	Assistant Director. Admission	Admissions	Student Affairs	A
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	P
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	P
Rep. JoAnn Albro	Information Services Tech II	Mathematics	Academic Affairs	P
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	P
Rep. Maya Geraldo	Coordinator, Academic Initiatives and Operations	Office of the VP of Academic Affairs	Academic Affairs	A
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	P
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
Non-Voting / Ex-Officio				



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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.	A
Cindy Arce	Senior Records Officer		CCRIPSA Rep.	P
Tracy Karasinski	Dean Office Opportunity & Outreach		Administration	P
David Snowe	Director of Physical Plant		Administration	A
Cody Fino	Executive Director of Workforce Partnerships		Administration	A
Mason Walmsley			Instutional Effectivenes	P
VACANT			ESPA Rep.	
VACANT			ESPA Rep.	
VACANT			Student	
VACANT			Student	