



Friday, April 19, 2024

11:00 AM-12:30PM

Warwick, room 4090 and WebEx

AGENDA

1. Call to order
2. Welcome and updates – Naglaa Gaafar Rego
3. Approval of March meeting minutes and special meeting minutes – Naglaa Gaafar Rego
4. Chair Report – Naglaa Gaafar Rego
5. Elections of Assembly Leadership
 - a. Vice Chair
 - b. Secretary
6. Committee updates
 - a. Strategy and Finance Committee
 - b. Elections Committee
 - c. Other
7. Adjournment

MINUTES

1. Call to order

Meeting commenced at 11:06 PM

2. Welcome and updates – Naglaa Gaafar Rego

Chair Gaafar Rego welcomed everyone to the meeting. She addressed that there have been some resignations since the last meeting. She thanked those who served for their work and contributions to the Assembly.

President Costigan recognized the recent shifts in the assembly membership and leadership. She acknowledged that leadership is challenging and expressed her appreciation to those who persevere and volunteer to support. She identified that in over 25 years of service here at the college, this is the best model for governance she's witnessed.

Naglaa thanked President Costigan and echoed that we're building a strong model of shared governance and by working together, along with the continued support of administration, we'll continue to develop.

3. Approval of March meeting minutes and special meeting minutes – Naglaa Gaafar Rego

- a. Motion to approve the March minutes made 1st by Yamel Chinchilla, 2nd by Maya Geraldo
Votes for: 14, Votes against: 0, Abstained: 0
- b. Motion to approve the Special meeting minutes made 1st by Kara DiPaola, 2nd by Tiffany McClay
Votes for: 13, Votes against: 0, Abstained: 1

Kara DiPaola shared clarification of Roberts' Rules that states members who were not present for a meeting are not compelled to abstain from approval of minutes. Voting on minutes is administrative and a vote to approve demonstrates confidence in the secretary. Members who feel uncomfortable voting may abstain but it is not a requirement.



4. Chair Report – Naglaa Gaafar Rego

a. Artificial Intelligence Coordinating Committee

A new AI Institutional Coordinating Committee has been formed, the mission, charge and outcomes were shared. Naglaa welcomed our new CIO, Jim Bradley to the meeting and expressed her appreciation to him for sharing the information with the Assembly. A representative is desired to support the committee, Naglaa invited anyone who is interested to notify her and she'll share with Jim.

b. Staff Commitments

Naglaa shared that the staff commitments were presented by President Costigan at the President's Council on April 17. While there wasn't a need to vote to adopt the resolution, there was great support of the resolution around the room. Naglaa thanked President Costigan for her support. Seeing the work of the Assembly move forward and gaining support is a great affirmation of what we do together. Naglaa expressed gratitude for the work of the DEI committee for their leadership and exemplary collaboration.

c. Committee meetings times and minutes

Keeping information transparent and current is paramount to the work we do. Naglaa reminded members of the importance of this administrative work as it demonstrates effective communication, increases engagement and builds trust within the community.

d. Staff Assembly Governance Manual Draft

The assembly has been developing a Governance Manual for the assembly. It's identified as a need to clarify our constitution and bylaws. Naglaa shared with all representatives and ex-officio members prior to the meeting. It is in development and requires input from the assembly. Naglaa asked that everyone review the document and comment as necessary.

Naglaa shared that a group is working with Dr. Lauren Webb to establish a system of evaluation and assessment of the Staff Assembly. Our first meeting will be held next week to develop a plan that will support any improvement and accountability.

5. Elections of Assembly Leadership

- a. Vice Chair – Kara DiPaola was nominated for Vice Chair, no other nominations
- b. Secretary – Peter Bardsley was nominated for Secretary, no other nominations

Both nominees expressed their gratitude, accepted their nominations and made their candidate presentations.

Both Kara and Peter were elected Vice Chair and Secretary, respectively, through a voting process that was administered in the room and via WebEx. Naglaa welcomed Kara and Peter to the leadership team.

6. Committee updates

a. Strategy and Finance Committee

P Bardsley shared progress on the work of the committee to re-envision the purpose of their work so that is more in keeping with the purview of the assembly. The committee have drafted a proposed amendment to convert to the Strategic Plan Engagement Committee (see appendix A).



Staff Assembly

Full Assembly Meeting

Clarification was asked regarding the use of the term “unit” in the proposal. Peter clarified that the word “unit” was used intentionally as it gave the broadest flexibility. Its recognized at CCRI we have organizational units such as the Division of Finance and Administration, where the main operating functions within are distinctly unique and perspectives from each are extremely varied. Assuming that one can possibly speak for all the others, is flawed. Strategic Planning as a task benefits from having as many diverse preservatives as possible.

N Gaafar Rego requested a motion to move the amendment to the Constitution and bylaws committee for review

Motion made 1st by Maya Geraldo, 2nd by Yamel Chinchilla

Votes for: 14, Votes against: 0, Abstained: 0

a. Elections

P Bardsley shared that the elections committee has been busy trying to establish the necessary steps to deliver their mission.

The committee established a vote to accept amendments to the constitution and bylaws, proposed and approved by at least 2/3 of the assembly at the last meeting. The amendment, put to vote by the college community passed as follows:

Votes in favor: 104 – 71%

Votes against: 16 – 11%

Abstained: 27 – 18%

Upon passing of the amendment, the committee established seat counts for each division and the number of vacancies to fill as follows:

Division	Number of FT staff	% of all FT staff	Seats per division	Seats to elect
Academic Affairs	81	18%	5	2
Finance and Administration	154	34%	10	6
IEHROD	17	4%	1	1
President’s Division	22	5%	2	1
Student Affairs	137	30%	9	6
Workforce Partnerships	45	10%	3	1
Grand total	456	100%	30	17

Naglaa and Peter expressed their appreciation to the effort of Phil Gordon and Cassie Burke for everything they did to support this work.

Peter outlined the timeline for the elections cycle:

Action	Timeline
Call for Nominations	April 18 - May 2
Confirmation of Nominations	May 2 - May 9
Voting Period	May 9- May 23
Review Period	May 23 - May 30
Announcement of Results	May 31
Establish reserve pool and communicate	May 31 - June 5



Staff Assembly

Full Assembly Meeting

A motion was put forward to extend the meeting by five minutes:

Motion made 1st by Yamel Chinchilla, 2nd by Peter Bardsley

Votes for: 14, Votes against: 0, Abstained: 0

Discussion ensued about the establishment of seats to elect. Resignations, tracking seats that were set to expire in '24 and '25, along with disparity in available information, have all made this a challenge. The elections committee has been working hard to put the pieces together. Peter recognizes that the work of maintaining data, especially on a platform such as OU campus isn't easy for busy professionals. As such, the committee is exploring ways to simplify maintaining data to ensure accuracy and transparency. The committee has put a great deal of effort in documenting their meetings and updating the sites. All are invited to review the minutes of the elections committee meetings.

It was discussed that originally, it seemed intended for the Assembly seats to be up for election/re-election on a staggered two-year terms: 15 seats would be up for election in year one, and the other 15 seats would be up for election in year two. Due to resignations, tracking seats, disparities of available information, etc., more than 15 seats are up for election this year, and fewer than 15 seats will be up for election next year. The Assembly understood that the new breakdown of seats up for election in any given year would still maintain enough seats from year to year to continue the work of the Assembly

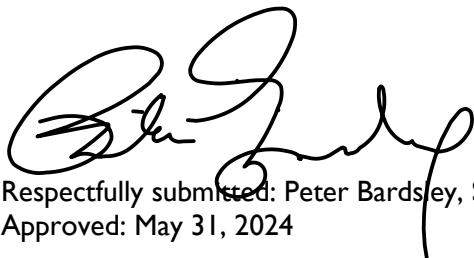
7. Adjournment

A motion was put forward to adjourn:

Motion made 1st by Tiffany McClay, 2nd by Deloise White

Votes for: 14, Votes against: 0, Abstained: 0

Meeting adjourned at 12:35 PM



Respectfully submitted: Peter Bardsley, Secretary

Approved: May 31, 2024



MEMBERSHIP ATTENDANCE

Members:

Naglaa Gaafar Rego – Present
Terry Notaripippo – Present
Yamel Chinchilla – Present
Maya Geraldo – Present
Kevin Novell – Present
Sandy Nolan – Present
Peter Bardsley - Present
Kara DiPaola – Present
Karen Devine – Not Present
Deloise White – Present
Tiffany McClay – Present
Michael Parente – Present
Kaylee Collins – Present
Benson Arrigo – Present
Jane Reggio – Present
Tiffany Sanders – Not Present
Michael Archetto – Not Present
Donna Raptakis – Not Present

Ex-officio Members:

Raekwon Grace – Present
Annmarie McMahon – Not Present
Mason Walmsley – Present
Paul Rylander – Not Present
Jeff Augustine – Not Present
Sue Turcotte – Not Present
Jim Bradley – Present
Shaune Hogan – Not present
Greg LaPointe – Not Present
Phil Gordon – Not Present
David Rawlinson – Not Present
Dave Rowbotham – Not Present
David Snow – Present
Maryadele Combe – Not Present
Allison Hitte-Robinson – Not Present
Rajeev Jayadeva – Not Present
Michael Hudspeth – Not Present

Guests:

President Rosemary Costigan – Present
Vice President Alix Ogden – Present



PROPOSAL OF THE STRATEGY AND FINANCE COMMITTEE

Wednesday, April 3, 2024.

The committee, at its April meeting voted to approve a revision to its mission for consideration of the Constitution and Bylaws of the CCRI Staff Assembly as follows:

PRESENT NAME AND MISSION OF THE COMMITTEE

Strategy and Finance Committee

The Strategy and Finance Committee is charged with facilitating institutional understanding of the financial position of the college, including plans for advancement, and regular revision, implementation, and evaluation of the College's Strategic Plan.

a. It shall plan and implement such training as needed by members of the college community in preparing and monitoring budgets.

b. It shall produce regular reporting on matters related to budget and finance.

c. It shall be responsible for planning and implementing a review, revision, and adoption process for the Strategic Plan every 2 years.

d. It shall produce annual reports evaluating the College's progress in realizing goals set by the Strategic Plan.

PROPOSED NAME AND MISSION OF THE COMMITTEE

Strategic Plan Engagement Committee

The Strategic Plan Engagement Committee supports the efforts of the Community College of Rhode Island to realize our mission by connecting members of our diverse community with our Strategic Plan. Together, with input from each unit of the college, we review our goals, identify potential barriers to success, and mark progress.

RATIONALE

Through assessment of the operations of the college and purview of the College Assembly, The Strategy and Finance Committee determined that the committee's current documented mission was not appropriate and required revision that would prove a more valuable contribution to the college, in keeping with the purpose of the college assembly. As written, the items pertaining to finance are day-to-day responsibilities of staff members of the Finance and Administration division, not of the committee/assembly. Additionally, the committee found conflict in outcomes as written in the committee's mission related to the application of how the institution implements its strategic plan. For example, our plan is a 5-year plan and is not revised every two years.

The committee is of the opinion that the proposed mission is more supportive of the goals of the college's strategic plan. It is also more in keeping with the spirit of the assembly; a body that represents the diverse perspectives of the college community. As such, the committee recommends that we intentionally expand membership to include members of the community in roles that adequately represent the varied operations of the college. This will provide for necessary perspectives that will support decision making and enable appropriate information flow, college-wide.