



Staff Assembly

Full Assembly Meeting

Friday, May 31, 2024

2:00 PM-3:30 PM

Warwick, room 4090 and WebEx

AGENDA

1. Roll call
2. Call to order
3. Approval of the minutes of April 5, 2024 – Pete Bardsley
4. Welcome and Chair Report – Naglaa Gaafar Rego
5. President’s Updates – Amy Kempe
6. Vice Chair’s Report – Kara DiPaola
7. Secretary’s Report – Pete Bardsley
8. Announcement of newly elected members & pinning – Naglaa Gaafar Rego
9. Committee Updates
 - a. Constitution and By-Laws – Kara DiPaola
 - b. Elections – Pete Bardsley
 - c. Other Committees
10. Future Meetings – Naglaa Gaafar Rego
11. Adjournment

MINUTES

1. Roll call

1. Call to order

Meeting commenced at 2:05 PM

2. Approval of April Meeting Minutes – Pete Bardsley

Peter called for a motion to amend the agenda to include approval of the minutes from the April meeting.

Motion to include approval of April minutes made 1st by P Bardsley, 2nd by Tiffany McClay

Votes for: 9, Votes against:0, Abstained: 2

Motion to approve the April minutes made 1st by Terry Notaripippo, 2nd by Deloise White

Votes for: 7, Votes against: 0, Abstained: 4

3. Welcome and Chair report – Naglaa Gaafar Rego

2024 Assembly Elections Naglaa welcomed everyone and reported we had the highest nomination and acceptance rates since inception. Naglaa recognized the amount of work that went into this in so little time and expressed gratitude to the elections committee and for the partnership with IE and Marketing to make this an efficient and valuable experience.

NECHE Report Our governance system was viewed as strong by the NECHE visiting team. They noted room for improvement in strengthening of communication between representatives and their constituents. We also need to improve community engagement. To address these areas, we’re partnering with Dr. Lauren Webb to perform surveys for assessment. Information gathered will be used to guide us, and keep engagement high within the assembly, in our partnership with the faculty senate, the administration, and the community at large.



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AI Committee Kevin Novell will serve on the committee as Yamel Chinchilla was unable to serve as originally identified. Naglaa thanked them both for volunteering to support the College and represent the assembly.

Training Manual Naglaa reminded the assembly to review the draft manual and provide feedback. This will guide the training of the new cohort and serve for future onboarding.

4. President's updates – Amy Kempe on behalf of President Costigan

Naglaa welcomed Amy Kempe, Chief of Staff, presenting on President Costigan's behalf:

Commencement President Costigan expresses her deepest gratitude for the work everyone put into making commencement a success. It felt like our best yet, the energy was high, attendance was immense, most stayed until the end.

FY 25 Budget President Costigan has met with state leaders to advocate for increased funding and it was well received by members of the General Assembly. Amy discussed our budget process; the house finance committee is expected to release their version; more will be learned tonight for FY25.

Amy outlined the State's budget process for Higher Education:

CCRI ➔ OPC ➔ Postsecondary Council ➔ Governor ➔ House Finance ➔ Full House ➔ Senate

College Fundraising The college has received a high number of gifts from various foundations, including Warren Alpert Foundation who awarded approximately 900k, to accelerate pathways to Nursing. This is a first to CCRI from Warren Alpert Foundation. Champlin Foundation awarded 355k to support the Nursing Sim Lab. We also received another 125k in grants awarded from various other foundations that will support different purposes at the college.

Amy shared President Costigan's appreciation to everyone who joined this year's Annual Raising Opportunities. She noted a record number of staff and faculty attendance; together, we helped raise 450k, the largest amount thus far.

5. Vice Chair's report – Kara DiPaola

Kara noted that the elections have concluded and thanked the work of the committee, she welcomed everyone and expressed her excitement to begin work. Kara invited everyone to review the website and the standing committees, she'll be working with folks to establish preferences and assign members to the committees. For committee chairs, Kara offered to support getting additional ex-officio members as necessary.

As committees formalize and get up and running, we'll need official rosters, leadership identification, committee meeting schedule. Finally, she will prepare a training on constitution and bylaws with chairs and secretaries so they are equipped with standard knowledge.

6. Secretary's report – Peter Bardsley

Peter reported that he's been working to bring the assembly site current. Peter is building a prototype SharePoint communication site that could make it much easier for future secretaries to share the administrative work, improving turnaround and transparency of information.

Peter shared the results of the new member nominations, there are many invested folks, interested in supporting the college by participating in the Assembly.



Peter reported he’s met with some standing committees to assign interim leadership so the incoming cohort will have a good example of the committees in action. Peter thanked everyone who immediately joined in ex-officio capacities without question.

Finally, Peter shared the results of the elections and welcomed our newest members. Peter noted that the diversity across the institution is what the assembly is about, strengthening our ability to consider issues from as many angles as possible. Peter shared his own experience that as an individual, his capacity is naturally bounded by the limits of his knowledge, particular skill sets, and unique experiences, but with others who have different knowledge, different skills and experiences, we can work together to build a strong “One CCRI” that delivers our mission and our strategy.

7. Announcement of newly elected members & pinning – Naglaa Gaafar Rego, Peter Bardsley, Kara DiPaola

The newest members of the Assembly were welcomed and pinned:

Academic Affairs	Administration and Finance	IEHROD	Student Affairs	Workforce Partnerships
Sandra Nolan Jennifer Nelligan	Melissa Campo Lee Thornber Deb Lavoie Roldyne Pierre Louis Leslie Kennedy Kristen Fournier Michael Hudspeth	Kara DiPaola	Jennifer Enos Allison Hitte Robinson Kaitlyn Thibault Naglaa Gaafar Rego Lis Braun Mason Walmsley	Dominica Fragata

Naglaa recognized the diversity in perspectives across and within the divisions and shared a saying: Rope made of the same fibers is weaker than a rope made of different fibers. This group is strong and will help support the institution.

8. Committee Updates

a. Constitution and by-laws – Kara DiPaola

Kara shared the history of the work of constitution and bylaws committee. The Assembly has two docs: 1) Constitution and 2) By-laws. We’ve outgrown them in this format and have been encountering issues that have arisen as we try to adhere. These can be improved. The Constitution and by-law committee convened on an adhoc basis. The committee will be taking on the improvements in two phases:

- 1) Merging the documents to reduce redundancy and ensure there are no potential conflicts. Additionally, any voted and approved changes will be captured and any minor clean-up opportunities will be captured and presented in June for vote.
- 2) The larger, more complex changes that exist, situations that conflict between articles, those that require thorough review and consideration will be worked on.

Naglaa asked if we could do CBL training prior to introducing changes, Kara affirmed that is goal.

Naglaa asked if committee can, along with presentation of phase one, bring a proposed process and timeline for phase two. Kara affirmed a timeline can be provided.



b. Elections – Peter Bardsley

Work of maintaining assembly roster is just as complex as managing some of the infrastructure of college and we can mirror some of the ways in which we accomplish the work of position management. The committee is setting up a system that is easy to manage using some of these principles.

Special elections will be held in the coming weeks. We had a last-minute resignation in Academic Affairs after the nomination process was underway. The committee is waiting to see if reserve pool candidate is willing to accept and join.

Unfortunately, the nomination for the President’s Division did not result in an acceptance. The committee will immediately put forward a special election with the hopes of filling any vacant seats in the coming weeks.

At the June meeting, the committee will administer the process of electing the leadership for the assembly. If members wish to self-nominate or nominate another member for the roles of Chair, Vice Chair, or Secretary, the process will be facilitated shortly. Finally, the committee will utilize an anonymous Microsoft form for both in-person and online participants. Members should bring a lap top or smart phone. The link will be included on the agenda and will be opened up after nominations are compiled.

Discussion: Terry Notaripippo questioned whether or not we should consider modifying the CBL to stagger leadership terms as this may ensure continuity of work. Currently, the potential to have a completely new leadership team exists and suggested there may be greater efficacy in creating a more structured approach.

Kara and Naglaa affirmed that this is something we should consider, and it’s been in discussion since inception. A system like Terry suggests, that creates a succession plan like the faculty senate, would be a good idea, keeping us from starting from scratch each cycle.

9. Future meetings – Naglaa Gaafar Rego

Naglaa presented proposed dates for remainder of 2024:

- July 19, 2024
- August 23, 2024
- September 20, 2024
- October 18, 2024
- November 22, 2024
- December 20, 2024

Discussion: Lis Braun identified that June 21 meeting will occur during the CCRIPSA summer picnic and will create conflicts so it’s not ideal to hold meeting.

Naglaa requested that, if no objection, everyone will allow us to consider a new date/time for the June meeting and confirm via email.

There was no objection.

Discussion: Terry Notaripippo raised the issue of holding people accountable to 5 meetings.

Kara suggested we take this up in Constitution and By-laws, Naglaa echoed Kara’s suggestion.

A motion was put forward to hold remainder of 2024 meetings as discussed:

Motion made 1st Peter Bardsley by, 2nd by Terry Notaripippo

Votes for: 6, Votes against: 0, Abstained: 5



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10. Adjournment – Naglaa Gaafar Rego

Naglaa announced its customary to bring updates that help support unity and celebrate our diversity and welcomed Raekwon Grace to provide information from the office of OD and DEI for the month of June.

Raekwon reported on events for Pride month and Juneteenth. Naglaa will share the flyers for Pride and Juneteenth programming to members.

A motion was put forward to adjourn:
Motion made 1st by Kara DiPaola, 2nd by Peter Bardsley
Unanimously approved

Meeting adjourned at 3:27 PM

Respectfully submitted: Peter Bardsley, Secretary

Approved: June 21, 2024



MEMBERSHIP ATTENDANCE

Members:

Quorum=9/16

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

Part-time

Donna Raptakis – Present

Ex-officio Members:

Raekwon Grace – Present
Annmarie McMahon – Present
Mason Walmsley – Present
Paul Rylander – Present

Jim Bradley – Not Present
Shaune Hogan – Present
Greg LaPointe – Not Present
Phil Gordon – Present
David Rawlinson – Present
Dave Rowbotham – Present
David Snow – Present
Maryadele Combe – Present
Allison Hitte-Robinson – Present
Rajeev Jayadeva – Present
Michael Hudspeth – Present

Guests:

Amy Kempe – Present
Kaitlyn Thibault – Present
Jennifer Nelligan – Present
Kristen Fournier – Present
Dominica Fragata – Present
Leslie Kennedy – Present
Jennifer Enos – Present
Lis Braun – Present
Melissa Campo – Present
Roldyne Pierre Louis – Present
Deb Lavoie – Present