



Date: March 15, 2024

Room Number: KN 4090

Start Time: 11:06 am

End Time: 12:48 pm

**Meeting Agenda**

1. Call to Order
2. Rollcall- Secretary Jenkins
3. Approve October Meeting Minutes- Secretary Jenkins
4. Welcome and Chair Report- Chair Gaafar Rego
5. Vice Chair Report-Chair Gaafar Rego
6. Special Elections Update-Secretary Jenkins
10. Standing Committee Updates
  - Strategy and Finance
  - DEI
  - Elections
11. Adjournment

**Agenda Item 1) Call to Order**

Welcome-The meeting was called to order by Chair Gaafar Rego at 11:06. Chair welcomed all and wished everyone a Happy Thanksgiving.

**Agenda Item 2) Rollcall- Secretary Jenkins**

Total present: 17, quorum 11

Voting Members	Division	Attendance
Rep Sandra Nolan	Academic Affairs	P
Rep Maya Geraldo	Academic Affairs	P
Rep Karen Devine	Academic Affairs	A
Rep Terry Notarpiippo	Academic Affairs	P
Rep Michael Archetto	Admin/Finance	P
Rep Amy Zervas	Admin/Finance	P
Rep Deloise White	Admin/Finance	P



# Staff Assembly

Full Assembly Meeting

Rep Tiffany McClay	Admin/Finance	P
Rep Mike Daley	Information Tech	A
Rep Michael Parente	President's	P
Rep Christine Jenkins	Student Affairs	P
Rep Wendy Parr	Student Affairs	A
Rep Helen Ducharme	Student Affairs	A
Rep Naglaa Gaafar Rego	Student Affairs	P
Rep Kaylee Collins	Student Affairs	P
Rep Benson Arrigo	Student Affairs	P
Rep Kevin Novell	Student Affairs	P
Rep Yamel Chinchilla	Workforce Partnerships	P
Rep Jane Reggio	Workforce Partnerships	P
Rep. Peter Bardsley	Administration	P
Rep. Kara DiPaola	Assistant Director, Affirmative Action & Equal Opportunity	P
<b>Non Voting/Ex-Officio</b>		
Donna Raptakis	Workforce Partnerships	P
Alix Ogden	Administration	P
Deb Watson	Student Affairs	P
Cindy Arce	Student Affairs	P
John Vota	Information Tech	P
David Snow	Administration	P
Barbara Nauman	Administration	A
Rebecca Heimel	Academic Affairs	A
Ann Marie McMahan	Administration	P
Cody Fino	Workforce	A
Mason Walmsley	Institutional Effectiveness	P
Beatrice McGeoch	Workforce Partnerships	A
Raekwon Grace	Administration	P
Beth Anish	Academic Affairs	A
Shilo Henriques	Student Affairs	A
John Henry	ESPA	P
Blair Harrington	Academic Affairs	A
<b>Guests</b>		

Dr. Rachel Rogers	Director, Center for Teaching Excellence	P
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**Chair Gaafar Rego** welcomed all and welcomed new ESPA Ex-Officio member John Henry. Quorum met. Meeting called to order.

**Agenda Item 3) Approve Meeting Minutes- Secretary Jenkins**

Motion: Approve the October meeting minutes

- a. Motion by **Rep. Zervas**
- b. Seconded: **Rep. Novell**
- c. Correction: Rep. Ducharme Present

Motion passes

Yes	16	No	0	Abstain	0
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**Agenda Item 4) Chair Report: Chair Gaafar Rego**

**Chair Gaafar Rego** gave a warm thank you to Assembly representative contributions and representing Standard 3 during NECHE visit. Information shared is as follows:

- **Standard 3 Governance meeting with NECHE.** Questions asked during session were:
  - Reporting structure
  - Communication across governance structure
  - Community engagement
  - Assessment and evaluation
  - Collaboration between governance branches in the college

Chair mentioned credit to governance given by NECHE’s visiting team in their exit report and thanked representatives on their role and accomplishments that resulted in favorable comments from the team. Chair mentioned that sessions with visiting team were scheduled based on their request. Meeting with individual committees were not requested. Chair was able to speak on committees’ behalf during scheduled session and highlight the deep collaboration they have with their Senate counterparts.

- **Program Review and Assessment Council**

**Chair Gaafar Rego-** Representative Weiss left the Assembly due to being on leave from CCRI. His resignation left an open vacancy to serve on the Program Review and Assessment Advisory Council. Chair Gaafar Rego reshared overview of the council’s goals, time commitment and qualities of ideal

candidate to serve on the council. Representatives were asked to email chair if interested to serve on the council. Interest will be forwarded to Lauren Webb.

- **Professional Development Day**

Chair announced a table allocated to Assembly during PDD College Resources. Chair called for volunteers to help represent Assembly on PDD as it is a great opportunity to gauge the interest of staff in April elections nominations and increase community engagement and showcase what we have accomplished and as staff to participate in our work. Representatives were encouraged to email Chair if interested in representing Assembly during PDD. Chair thanked Raekwon Grace and DEI/OD for their continued support.

- **Committee Mission Revision Reminder**

Chair Gaafar Rego reminded committees to submit their mission revisions to the C & BL committee by May to allow revisions to be incorporated in the new legislation.

**Representative Notaripippo** asked if revisions are required. **Chair Gaafar Rego** stated that Revisions are not mandatory. If a committee are considering revisions, then they are encouraged to finalize and submit to C&BL committee to be voted on by Assembly for approval during our May meeting.

**Agenda Item 5) Vice Chair Report-** Chair Gaafar Rego on behalf of Vice Chair Daley

- **Thank you note-** **Chair Gaafar Rego** relayed a thank you note from Vice Chair Daley for everyone's hard work on gearing up for NECHE's visit.
- **Resignations:** Representatives Gudczauskas and DeSesto resigned due to workload issue. Their seats will be filled during April Elections.
- **Committee assignments:** Representative Sanders still needs to be placed on a standing committee.
- **Bob Antonson and John Henry** joined the Assembly as ESPA Ex-Officio members.
- **Constitution and By-Laws Committee-** No updates available at this time.
- **Reminders:** Please share committee meetings on Assembly shared calendars.

**Agenda item 6) Secretary Report-**Chair Jenkins

**Reminder:** Please share Committee meeting minutes regularly to be posted on the Assembly website.

**Agenda item 7) Standing Committee Updates**

- **Strategy and Finance- Representative Peter Bardsley (Committee Chair)** Stated that the committee agreed that our mission needed to go through extensive revisions based on committee discussions and vision for the ideal role for the committee and its work within the governance system. Representative Bardsley thanked Chair Gaafar Rego for sharing suggested revision process and gave an overview of committee's findings and current considerations in the revision process:



- Change wording directed at finance as it is work that belongs to employees of the college
- Focus instead on strategic plan work

**Chair Gaafar Rego** inquired about expected timeline to finish work on committee's mission.

**Representative Bardsley** replied that the committee intends on going by the May deadline mentioned earlier in this meeting.

- **DEI- Representative Terry Notaripippo**

**Chair Gaafar Rego** commended DEI committee on finishing work ahead of requested schedule. Committee Chair stated that the committee has been working diligently in collaboration with DEI council and CTE to bring forward 4 staff commitments that would:

- Align with CCRI guiding principles
- Encompass all varied work the staff community across the college

Commitments are:

1. Engage with members of our community – say “hello”, assist as needed, follow through
2. Collaborate respectfully across departments and campuses in support of students
3. Recognize barriers to success and pursue creative solutions
4. Embrace diversity and create an inclusive environment for all

Similar faculty commitments were developed on 2/24/24. Staff are encouraged to incorporate the spirit of these commitments into their daily work. Chair Notaripippo asked Assembly to review and vote to accept these commitments.

**Chair Gaafar Rego** opened the floor for discussion.

**Ex-Officio Henry** inquired about faculty commitments.

**Chair Notaripippo** shared updated proposal including history of commitments and updates based on input from community.

**Representative DiPaola** asked if there is a way to include empathy as part of the commitments as it is an important aspect of our work.

**Dr. Rogers** stated that the commitments are broad by design to allow for individual adaptation and interpretation by each division and department and their strategic plan.

**David snow** stated that committee may want to figure out a way to implement these commitments across the board even among campus visitors and outside vendors. The goal is to have these commitments enforced to make our environment welcoming to our students. “See something say something”.

**Representative DiPaola** stated that her job is to influence culture shift in terms of creating channels of reporting violations.

**Representative Bardsley** stated that there are opportunities to bring an experience similar to the caring campus experience to staff as well. Initiatives such as wearing our name badges may make student feel safer. Another thing we take away from this is important to lead students who ask about resources to those resources rather than giving them directions. Could we make these more concrete in that sense.

**Chair Gaafar Rego** pointed out that Faculty commitments seem to align with caring campus principles while our staff commitments align with CCRI’s guiding principles and asked for comments from representative Geraldo.

**Representative Geraldo** confirmed that the commitments are in fact aligned with CCRI guiding principles and are intentionally phrased to be broad enough to add their own interpretations on the department level. Unlike the faculty commitments, the staff commitments accommodate the different encounters staff may have across the different division to guide assessment and evaluation. Similar to the strategic plan, they are designed to at a high level to allow for the diverse interpretation across divisions.

**Representative Notaripippo** asked representatives to give feedback on commitments by taking the online survey shared by the committee. The survey is anonymous and allows for honest feedback. The commitments have been shared by the DEI council and feedback led us to rephrase commitment 3 post discussions.

**Chair Gaafar Rego inquired if the committee will use survey results to revise the commitments.**

**Representative Geraldo** stated that the committee’s goal to have the commitments ready to be presented to the President’s Council on 4/17.

**John Vota** mentioned that a special meeting can be called by the Assembly Chair to approve revisions if necessary after survey results are reviewed.

**John Henry** stated that commitments seem fine and it is difficult to accommodate everyone’s input. Considering the time it took to develop the commitments, he would have no problem with a vote to approve today.

**Chair Gaafar Rego asked** if she would have a motion as requested by the committee:

“As Chair of the Diversity, Equity, and Inclusion Committee, I, move to approve the language and endorse the Staff Commitments outlined, as they will create an environment that champions diversity, equity, and inclusivity throughout our institution for all staff present, and future alike.

I further ask the Assembly to allow engagement with all stakeholders through email survey and CC Daily messaging. Using a Microsoft Form allowing responses to be collected.”

**Motion:** Representative **DiPaola**

**Second** David Snow

Yes	No	Abstain
15	0	1

Motions passed.

Dr. Rogers called for representatives to contact her if they are interested in collaborating with the Senate on Student Commitments.

**Chair Gaافر Rego** thanked the DEI committee and asked its members to stand up to be recognized by all.

**Representative Notaripippo** encouraged all present to submit their survey response.

- **Elections Committee-** Secretary Jenkins

**Secretary Jenkins** thanked the following members of the committee who collaborated on putting together the proposal: Masom Walmsley, John Vota, Vice Chair Daley, Amy Zervas and Wendy Parr, and Helen Ducharme.

**Secretary Jenkins** emphasized the need for a reserve pool to help fill in vacancies created in between elections to limit the need for multiple special elections during the year. The pool would include staff who were not elected in April, They would be invited to join the Assembly meetings and fill in the space of vacancies until end of the vacant seat term.

**Mason Walmsley** spoke about vacancies created because of work conflict, staff leaving the institution, or receiving additional responsibilities. He emphasized that filling these vacancies is vital to Assembly work in regard to meeting quorum and for committee work. There are passionate and diverse members of the community who can potentially fill these seats until the following elections are held.

**Representative Zervas** mentioned that the proposal calls for vacancies to be filled by reserve pool members from the division whose seat has been vacated. If that is not possible, the seat will be filled by representatives from other divisions, whoever hold the highest vote. The seat will be filled by a Representative at Large.

**Mason Walmsley** mentioned that the legislation is silent in regards how these seats are to be filled.

**John Vota** that the reserve pool allows for Seats at Large that will allow interested staff to have a seat at the Assembly table and at the committee level. Hopefully this will give all our colleagues an equal footing to have a seat a table of some sort in case of turn over.

Chair Gaafar Rego thanked the committee for their work and asked for the following clarifications:

1. Would these recommendations apply only to special elections (Secretary Jenkins confirmed)
2. Would candidates with the most votes (as % of all votes will be able to fill the seats? Committee members confirmed

**Chair Gaafar Rego** inquired of the impact of these recommendations on equitable divisional representation on the Assembly and added that staffing committees is not restricted to Assembly representatives. On the contrary, committees are encouraged to reach out to members of the community who would like to contribute to the Assembly's work by serving as ex-officio members on committees. She gave the example of **Mason Walmsley** who is currently serving as secretary of the Elections Committee while not elected as a representative of the Assembly.



**Chair Gaafar Rego** also emphasized the need to engage our staff community throughout the year and keep them well informed about the Assembly’s work and increase our chances of having engaged and committed staff who would join the Assembly with a better understanding of the work involved.

**Secretary Jenkins** emphasized that she views herself as serving the Assembly as a representative of CCRI and not specifically as representatives of Student Affairs division.

**Chair Gaafar Rego** cautioned that this seems to go against equitable representation among college divisions. Equitable representation of divisions is part of our legislation. Number of employees varies by division and equitable representation ensures the democratic process within the Assembly.

**John Vota** mentioned that there is nothing in writing in our by-laws that speaks to divisional representation. He also stated that elections tend to be more of a popularity contest and does not guarantee best candidates.

**Chair Gaafar Rego** commented that she would hope that the elections is not in fact a popularity contest and that it is a conscious process in which all staff collaborate on bringing forward the most capable candidates to represent their division on the Assembly. She hopes that the elections process is held in such a way to bring the best candidates. Serving on the Assembly is a serious post that enables representatives to contribute meaningfully to shared governance. If we as a body do a good enough job in engaging the staff community and keeping them informed about our work, we would be better positioned to attract such candidates.

**Representative Notaripippo** emphasized the importance of equitable representation and asked if the language of the proposal could be tweaked to restrict the reserve pool to fill seats only within division to which the vacated seat belongs.

**John Vota** objected and said that seats will be within divisions

**Chair Gaafar Rego** called for a motion to extend the meeting by 5 minutes

**Motion:** Representative **Geraldo**

**Second:** Representative **Nolan**

Yes	No	Abstain
15	0	1

Motions passed.

**Chair Gaafar Rego** called attention to the following bullet that opens up filling seats from outside divisions:



**“In the event that a seat cannot be filled from the reserve pool from that division then the candidate with the most votes during the elections cycle as a percentage of all votes will be appointed to fill that seat. (This is to ensure that committees can be fully staffed and to ensure that the work of committees can continue effectively)”**

**David Snow** confirmed that the language seems to allow for divisional seats to be filled from outside the vacated seat’s division. He emphasized that the proposal language does in fact jeopardize equitable divisional representation. You have to stay within the division. Could we revise the language.

**Representative Bardsley** echoed David Snow’s comments and emphasized that equitable representation is important as it ensures that different perspectives are represented on the Assembly and that the language should be revised to secure diverse perspectives.

**Representative DiPaola** echoed both **Representative Bardsley and David Snow’** sview and asked if there is middle ground that would allow us to exclude language in the above bullet.

**Representative Ducharme** asked to speak. The committee’s intent is that we realized that our goal is to allow our work to continue without interruption and not to interfere with equitable representation. We will go within the division first, but if people from the division do not want to come forward to and do the job, we will go outside the division who are dedicated and show interest until the next general election. We do not anticipate this happening all the time but we do want to ensure the job is getting done.

**Motion** was raised by **Representative Notaripippo** to approve the proposal after striking the following language from its content:

~~**“In the event that a seat cannot be filled from the reserve pool from that division then the candidate with the most votes during the elections cycle as a percentage of all votes will be appointed to fill that seat. (This is to ensure that committees can be fully staffed and to ensure that the work of committees can continue effectively)”**~~

**Seconded: Representative DiPaola**

Yes	No	Abstain
12	3	1

Motion Passes

Chair Gaafar Rego thanked the committee for their work and called for a motion to adjourn the meeting.

**Chair Gaafar Rego** called for a motion to extend the meeting by 5 minutes

**Motion:** Representative **McClay**



**Staff Assembly**  
Full Assembly Meeting

**Second: Representative Zervas**

Yes	No	Abstain
16	0	0

Motions passed

Meeting Adjourned.