



Date: April 5, 2024

Room Number: KN 4090

Start Time: 11:06 am

End Time: 12:30 pm

Meeting Agenda

1. Call to Order
2. Rollcall- Chair Gaafar Rego
3. Elections Timeline and Proposed Divisional Seat Distribution- Elections Committee
 - a. Discussion and Approval
4. Student Commitments- Student Success Committee
 - a. Discussion and Approval Adjournment
5. Staff Commitments- DEI Committee a. Discussion and Approval
6. 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: 16, 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 Notarpippo	Academic Affairs	P
Rep Michael Archetto	Admin/Finance	P
Rep Amy Zervas	Admin/Finance	P
Rep Deloise White	Admin/Finance	P
Rep Tiffany McClay	Admin/Finance	P
Rep Mike Daley	Information Tech	A
Rep Michael Parente	President's	P



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Rep Christine Jenkins	Student Affairs	A
Rep Wendy Parr	Student Affairs	A
Rep Helen Ducharme	Student Affairs	P
Rep Naglaa Gaafar Rego	Student Affairs	P
Rep Kaylee Collins	Student Affairs	P
Rep Benson Arrigo	Student Affairs	P
Rep Kevin Novell	Student Affairs	A
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
Non Voting/Ex-Officio		
Donna Raptakis	Workforce Partnerships	P
Alix Ogden	Administration	P
Deb Watson	Student Affairs	A
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	A
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	A
Blair Harrington	Academic Affairs	A
Jim Bradley	CIO	P
Guests		



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Dr. Rachel Rogers	Director, Center for Teaching Excellence	P
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Chair Gaafar Rego welcomed all and called meeting to order.

Agenda Item 2) April Elections: Proposed timeline and vote on divisional ratio- Representative Zervas

Representative Zervas gave an overview of elections timeline as stated in Assembly by-laws. She pulled the HR report on staff by division. The break down for available seats is based on the six divisions listed in our by-laws (Academic Affairs, Workforce Partnerships, Student Services, IT, Administration and Finance, and President’s Division). Committee had to take IT (which was its own division previously) and out of Administration and Finance and add HR into Administration and Finance to address the misalignment of the current divisional structure with the past divisional structure stated in our by-laws.

VP Ogden expressed her confusion as why HR (which is currently its own division) was added to Administration and Finance.

Representative Zervas explained that the committee had to adhere to divisions listed in our Assembly by-laws.

President Costigan also asked for clarity as the proposed divisions do not match the current organizational structure.

David Snow inquired if an amendment to the by-laws to reflect current organizational structure could take place and **President Costigan** confirmed that an amendment is necessary.

Chair Gaafar Rego clarified that the Constitution and By-Laws Committee is currently working on revising our By-Laws. However, amendments have not been discussed yet. As revisions have not been approved yet, the elections committee chose to adhere to the letter of current by-laws.

Representative Bardsley expressed concern that the minutes for the Elections and the By-laws committee has not been published for at least a year and it is hard to follow the process by which the committee arrived at the content of their proposal. Asked why the by-laws have been under discussion for a year, why has this matter not been discussed prior to this time?

Chair Gaafar Rego mentioned that she has previously approached Vice Chair Daley and Secretary Jenkins to submit and post minutes from both committees. She will send communication to both officers with another request and copy all.

Representative DiPaola inquired on whether there is another way that would allow revisions to the by-laws that is not controversial similar to what happens with state legislation to amend the by-laws to

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reflect reality. Would there be a chance to amend this part only to allow elections to reflect current reality?

Chair Gaafar Rego stated that it is possible with an all-college vote and deferred to John Vota for content of by-laws.

Representative Zervas agreed to Representative DiPaola.

Chair Gaafar Rego asked that the question at hand be directed at present members of the C & BL committee as they have been working on the document since April 2023 and they are better suited to answer this question.

John Vota (a member of the C&BL Committee). C& BL committee is in fact behind schedule and recognize the divisional change but the delay conflicts with the election timeline. These changes will be implemented after elections have taken place.

Representative DiPaola stated that this means that these changes will be too late. Is there a way to just have this amendment to only that relevant section.

John Vota mentioned that he believes that this change goes through the C&BL committee and Roberts' Rules do not explicitly state that the change can be made to the by-laws by a motion.

Peter Bardsley inquired if this body has the capacity say that we recognize the value of the necessity of these changes and can move forward with just neutralizing the language rather than living with up to two years with what we already know is a problem.

Chair Gaafar Rego stated that the amendment process allows a two third vote from the Assembly confirmed by a majority vote from all staff employees would allow us to move forward with the necessary amendment to move forward with the elections on time. She inquired if that is possible since the neutral language has already been agreed upon by the C&BL committee.

Representative Zervas confirmed that this would be easier since we have the raw HR data for each current division. She inquired how that would affect the elections timeline.

Chair Gaafar Rego recommended to discuss one point at a time to allow the discussion to move forward smoothly.

Representative Chinchilla asked for clarification on the division misrepresentation issue.

Chair Gaafar Rego explained that IT was stated as a division when the Assembly was formed two years ago and currently does not exist as its own division. On the other hand, HR as a division did not exist in the past and now has become its own division. That means under current by-laws IT will have 2 seats on the Assembly while HR will have no divisional representation as it does not exist in our current legislation.



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Representative Chinchilla asked if an amendment could be voted on by the Assembly to allow for current divisions to be correctly represented.

Chair Gaafar Rego asked Representative **Ducharme** and **John Vota** (as members of the C&BLL Committee) to locate the revised text and display it on the screen for the Assembly to review. Text was difficult to locate or share at the moment.

Chair Gaafar Rego thanked the Elections committee for their work and apologized that revisions are necessary. She inquired if the process of reworking the ratios would be easier this time around since the committee already has the necessary data.

Representative Zervas confirmed that it should be much easier as the current data is in alignment with divisional reality.

Chair Gaafar Rego asked **John Vota** and **Representative Ducharme** if they were able to locate the language.

John Vota stated that the committee needed clarification on the meaning of "Division and Administrative unit" and finding an alternate word.

Representative Zervas also asked if we could refrain from defining the number of divisions to allow for more flexibility.

Chair Gaafar Rego called for suggestions from the floor

Representative DiPaola Suggested the following after going through our current by-laws to neutralize the language and allow necessary changes to take place:

1. **By-Laws** Strike article II section B.2.a "Divisions are as follows... end of sentence"
2. Article II.e.2.A Strike Six (6) with regards to divisions not to hours
3. Constitution Article III, section D.1 strike Six (6) with regards to divisions not to hours

She stated that these are simple changes to get us where we need to be and allow us to act quickly and stay on track with our April elections.

Chair Gaafar Rego inquired if there a motion to the following amendments to by-laws and constitution :

1. **By-laws** Strike article II section B.2.a "Divisions are as follows... end of sentence"
2. Article II.e.2.A Strike Six (6) with regards to divisions not to hours
3. **Constitution** Article III, section D.1 strike Six (6) with regards to divisions not to hours

John Vota cited Robert's Rules in regard to 2/3 vote and that By-Laws need to be followed.

Representative DiPaola inquired about the source of **Mr. Vota's** recommendations. **Vota** stated that his recommendations are cited from Robert's Rules.



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Representative DiPaola inquired about how this body prescribes to recommendations from Robert’s Rules as the quote used specifies “should” and not “must” indicating that this is a recommendation not a mandate. Robert’s Rules provide guidance where our by-laws and constitution may be silent. However, it sounds like this is going out to a vote from this body then a vote from all staff and it seems that all rights will be protected that way. In addition, this is a change in form and not substance as we are making this change to reflect the current reality of the college.

John Vota clarified for the record that he was using an online quick reference and not the exact quote from Robert’s Rules.

Representative Chinchilla asked for clarification on whether we need a motion in order to move with forward with this change and allow for the elections to take place in time.

Chair Gaafar Rego confirmed.

Chair Gaafar Rego turned to the body to ask if they would like to move forward with the motion to amend the language as suggested. If the motion is raised, she will take that as an indication that the this is the desired direction at this time.

Motion to the following amendments to by-laws and constitution:

1. **By-laws** Strike article II section B.2.a "Divisions are as follows... end of sentence"
2. Article II.e.2.A Strike Six (6) with regards to divisions not to hours
3. **Constitution** Article III, section D.1 strike Six (6) with regards to divisions not to hours

Motion: Representative **Bardsley**

Second: Representative **DiPaola**

Yes	No	Abstain
14	0	1

Motions passed.

Survey will go out to all staff employees of the college next week to approve these amendments. Representative Notaripippo asked Representative Zervas if the new timeline will allow for enough time to adjust the timeline.

Representative Zervas replied that it is hard to say without the chair being present. However, it should be easier this time around.

The following motion was requested from the floor to allow adjustment to the elections timeline to be announced in the May meeting:

Motion to change date of Assembly May Meeting to 5/31/24

Motion: Representative **Notaripippo**

Second: Representative **Bardsley**

Yes	No	Abstain

15	0	0
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Motions passed.

Agenda Item 3) Student Commitments Student Success Committee

Dr. Rogers gave an overview of the collaboration between the Faculty Senate and the Staff Assembly on forging the student commitments.

Representative Chinchilla gave a statement on the importance of student commitments to student’s lifelong success. We ask that the Assembly to approve the student commitments and move it forward to President Costigan to approve and allow them to be used by the college. These commitments should be used to guide our students on how to practice these skills.

The Commitments were read by Representative Collins and are as follows:

1. Take charge of your academic journey.
2. Develop skills to stay organized and plan ahead.
3. Locate and use academic and support resources.
4. Actively participate in the CCRI Community.

President Costigan inquired about the role of the students in developing the commitments.

Dr. Rogers stated that representative student workers from the library, student life, and the tutoring center were involved in reviewing the commitments and that resulted in some revisions to prior language but in general the reaction was very positive.

President Costigan inquired if there was a formal way to involve students in the process. She emphasized that the Staff and Faculty commitments are very positive and welcoming. It seems that the commitments may indicate that the students are on their journey alone and that she would like to see some reflection on how we can make a triad to show how students will be interacting with faculty and the college community. Maybe adding another dimension of how they would interact with the college community. Formal engagement of the students in the process from the beginning might be beneficial.

Representative DiPaola stated that though she sees the well intention, she echoed the sentiment of President Costigan as we don’t want students to look at the commitments and feel alone.

Dr. Rogers elaborated that these commitments are meant to be paired with both faculty and staff commitments to reflect each party’s responsibility.

President Costigan suggested a softening of tone (e.g. using words like embrace instead of take charge) to make the commitments more empowering to students. Perhaps sharing faculty and staff commitments with students and have them react to what they think their commitments should be.

Representative Bardsley, David Snow, and Representative Ducharme emphasized the need to survey students at different phases of their academic journey for input.



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Representative Chinchilla echoed the need for students’ focus groups for their input to be captured. Representative Reggio echoed the need for less prescriptive language and softening the language to make it more welcoming and express that we are teammates for them on their journey.

There was a consensus on delaying the vote on the student commitments until both bodies are able to take another look at the commitments and how student input can be captured on broader scale.

Agenda item 4) Vote to approve Staff Commitments Resolution-DEI Committee

Representative Notaripippo gave an overview of on all-staff survey process. \Survey results were overwhelmingly positive. The committee feels that the commitments will allow for a more equitable, diverse, and inclusive college environment for all staff now and in the future.

Representative Zervas mentioned that the survey opened an opportunity to look into next steps in defining ways to apply these commitments within various college departments.

Chair Gaafar Rego thanked the committee for their hard work and being a role model for collaborative and thorough work on the commitments.

Motion: Representative **Chinchilla**

Second: Representative **Zervas**

Yes	No	Abstain
15	0	0

Motions passed

Agenda item 5) Adjournment

Chair Gaafar Rego called for a motion to adjourn the meeting.

Motion: Representative **Zervas**

Second: Representative **Nolan**

Yes	No	Abstain
14	0	0

Motions passed

Meeting Adjourned.