



Date: February 16, 2024

Room Number: KN 4090

Start Time: 11:00 am

End Time: 12:30 pm

Meeting Agenda

1. Call to Order
2. Rollcall- Secretary Jenkins
3. Approve January Meeting Minutes- Secretary Jenkins
4. Welcome and Chair Report- Chair Gaafar Rego
5. Vice Chair Report-Vice Chair Daley
6. Secretary Report-Secretary Jenkins
7. President Report-President Costigan
8. Standing Committee Updates
 - Constitution and By-Laws Committee Update
 - Elections Committee
9. Adjournment

Agenda Item 1) Call to Order

The meeting was called to order by Chair Gaafar Rego at 11:02. Chair welcomed all and mentioned that Rep Gudezauskas requested Tech and Data Committee agenda item be removed as they have just welcomed a new CIO.

Agenda Item 2) Rollcall- Secretary Jenkins

Total present: 18, quorum 14

Voting Members	Division	Attendance
Rep Sandra Nolan	Academic Affairs	P
Rep Liz Del Sesto	Academic Affairs	A
Rep Maya Geraldo	Academic Affairs	P
Rep Karen Devine	Academic Affairs	P
Rep Terry Notarippo	Academic Affairs	P
Rep Michael Archetto	Admin/Finance	P



Staff Assembly

Full Assembly Meeting

Rep Amy Zervas	Admin/Finance	P
Rep Deloise White	Admin/Finance	P
Rep Tiffany McClay	Admin/Finance	P
Rep Lynn Gudeczauskas	Information Tech	A
Vice Chair Mike Daley	Information Tech	P
Rep Rebecca Carroll	President's	A
Rep Michael Parente	President's	A
Secretary Christine Jenkins	Student Affairs	P
Rep Wendy Parr	Student Affairs	P
Rep Helen Ducharme	Student Affairs	A
Chair Naglaa Gaafar Rego	Student Affairs	P
Rep Kaylee Collins	Student Affairs	A
Rep Benson Arrigo	Student Affairs	A
Rep Kevin Novell	Student Affairs	P
Rep Yamel Chinchilla	Workforce Partnerships	P
Rep Jane Reggio	Workforce Partnerships	P
Rep Peter Bardsley	Admin/Finance	P
Rep Tiffany Sanders	Workforce Partnerships	A
Rep Kara DiPaola	Admin/Finance	P
Non Voting/Ex-Officio		
President Rosemary Costigan	Administration	P
VP Alix Ogden	Administration	P
VP Richard Sullivan	Admin/Finance	P
Donna Raptakis	Workforce Partnerships	A
Deb Watson	CCRIPSA	P
Cindy Arce	CCRIPSA	P
John Vota	Information Tech	P
David Snow	Administration	P
Raekwon Grace	DEI & OD	P
Blair Harrington	Academic Affairs	P
Ann Marie McMahon	Administration	P
Cody Fino	Workforce	A
Mason Walmsley	Institutional Effectiveness	P

Beatrice McGeoch	Workforce Partnerships	A
CCRIESPA Rep	Vacant	A
Beth Anish	Academic Affairs	A
Shilo Henriques	Student Affairs	A

Agenda Item 3) Approve Meeting Minutes- Secretary Jenkins Motion:

Approve the December meeting minutes.

Corrections:

- Strike Thanksgiving greeting
 - Change Rep- McClay attendance to Present
- a. Motion by Rep. Archetto
 - b. Seconded: Rep. Daley

Motion passes

Yes	9	No	0	Abstain	6
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Agenda Item 4) Chair Report: Chair Gaafar Rego

Chair Gaafar Rego requested feedback on NECHE Mock Visit from the floor:

- **Representative Geraldo:** It went well, and in order to prepare for the visit you need to know the mission and speak about it. She said it is sometimes difficult to speak up, but if we work as a group, it will work.
- **Vice Chair Daley** thought the diversity and culture of our group and the various areas we represent brings a lot to the table and show the passion we have.
- **Representative Notarpippo** said we can work together and do mock visits for the committees and this may be worthy suggestion for all committees as this is important.
- **Representative McClay** responded that next Thursday at 2:30 they will be doing just that.
- **Ann Marie McMahan** mentioned that they are having a special meeting of the Strategy and Finance committee and hopes it will help us refine the committee’s mission.
- **Representative Geraldo** indicated if you weren’t at the mock visit, Ellen suggested that each sub-committee should be prepared to talk about their committee.
- **Chair Gaafar Rego** mentioned some representatives were nervous and that is ok. We are on the right track, accomplished so much together, and have a lot to be proud of and share with NECHE.



- **Secretary Jenkins** asked each committee to send their meetings to the assembly email and we will share it with the full assembly.
- **Chair Gaafar Rego** thanked Representative Notarpiippo and McClay for spearheading this and mentioned the leadership team is here to help as well.
- **Chair Gaafar Rego** announced a new working group (**Chair Gaafar Rego, Representatives Bardsley, Chinchilla, Zervas, VC Daley and Secretary Jenkins**) that is currently looking at Staff Assembly assessment and evaluation. The goal is to create a framework for what we want to assess and this is still in the draft phase and once we are done, we will share this with the entire assembly. Chair shared the following overarching areas to assess so far:
 - Internal and Community Engagement
 - Policy Review/Development
 - Communication and Collaboration with Community Stakeholders
 - Standing Committees Goals and Outcomes

This group's work will extend over the remainder of the year. With elections held in April, some representatives will be leaving and others will join. We want to establish a good foundation for new representatives to ensure continuity of our work.

- **Chair Gaafar Rego** referenced an email she sent out an email to Chairs of standing committees with the following suggested guidelines for committee mission revisions:

Standing Committees Mission Statements Revisions (If Necessary):

1. **Assessment of Current Missions:** Begin by reviewing the existing missions of each standing committee. Identify their objectives, goals, and areas of focus outlined in their mission statements.
2. **Stakeholder Input:** Gather input from committee members, staff members, faculty, administrators, and other relevant stakeholders. This can be done through surveys, focus groups, or open forums to understand their perspectives on the effectiveness of current missions and areas for improvement.
3. **Review Organizational Goals:** Align the missions of the standing committees with the overarching goals and strategic priorities of the Community College of Rhode Island. Ensure that the committees' missions support the institution's mission, vision, and values.
4. **Identify Gaps and Needs:** Evaluate whether the current missions adequately address the needs and challenges faced by the college community. Identify any gaps or areas where additional focus or resources may be required.
5. **Brainstorming Sessions:** Facilitate brainstorming sessions with committee members to generate ideas for refining or redefining their missions. Encourage creativity and



innovation in identifying new areas of focus or updating existing objectives.

6. **Drafting Revised Mission Statements:** Based on the input received and the outcomes of brainstorming sessions, draft revised mission statements for each standing committee. Ensure that the new missions are clear, concise, and actionable, with measurable outcomes.
7. **Feedback and Iteration:** Share the draft mission statements with committee members and stakeholders for feedback. Incorporate any suggested revisions or enhancements to ensure buy-in and ownership of the new missions.
8. **Approval Process:** Present the final proposed mission statements to Assembly for approval.
9. **Implementation Plan:** Develop an implementation plan for rolling out the revised missions, including communication strategies and any necessary resources or support.
10. **Monitoring and Evaluation:** Establish mechanisms for monitoring and evaluating the effectiveness of the new missions over time. Regularly assess progress towards achieving stated goals and objectives, and make adjustments as needed to ensure ongoing relevance and impact.

These guidelines were shared with Strategy and Finance Committee as they are in the process of revising their mission. All welcome to use if necessary.

Rep Geraldo asked if there was a deadline for mission revision. **Chair Gaafar Rego** responded that C&BL committee received a deadline extension to June 2024. So all revised missions should be brought to the Assembly before June for approval to be updated in our revised legislation. **Vice Chair Daley** mentioned that any changes will be made at the assembly level and will live in the minutes. This will be on the C&BL agenda for the next meeting.

Agenda Item 5) Vice Chair Report-

Vice Chair Daley – A few updates, Rep Carroll left the College, so we now have 24 Fulltime and 1 Part-time temp. Our committees have adjusted accordingly. There are vacancies on every committee; Rep DiPaola still needs to be placed and Rep Bardsley is the Chair of his committee (Strategy and Finance).

Agenda Item 6) Secretary Report-

Website Updates- Secretary Jenkins – Gave an update on what was done with the website and thanked Chair Gaafar Rego and Vice Chair Daley for their help.

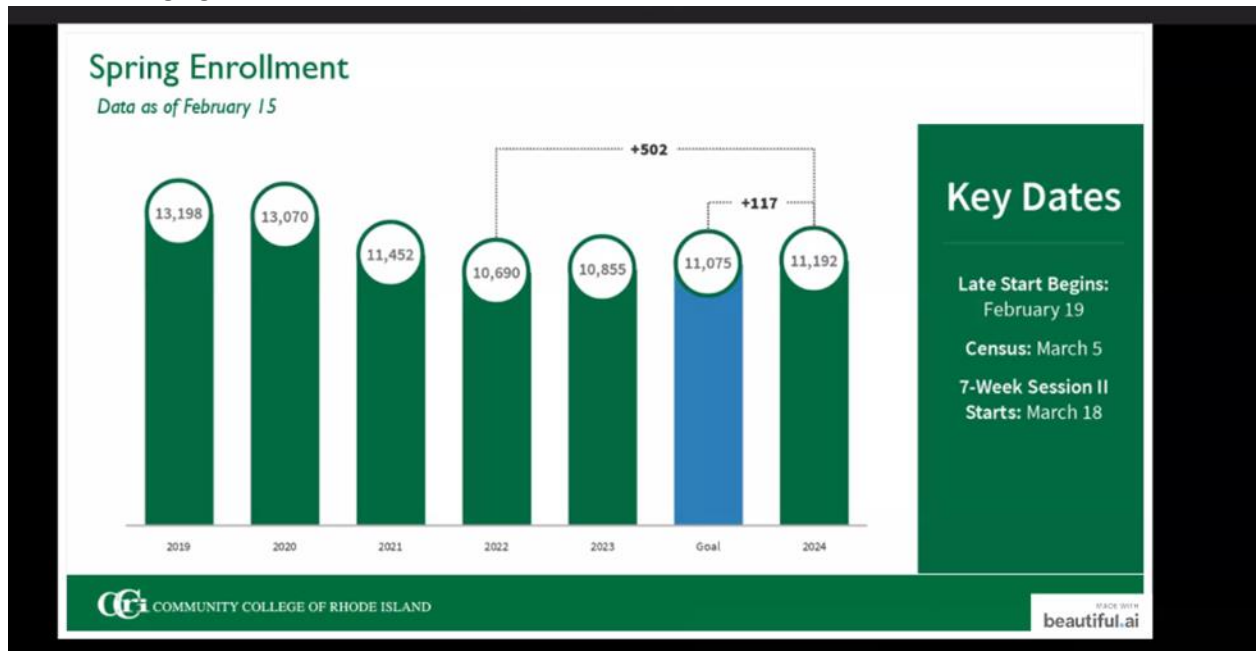
VP Alix Ogden mentioned that some committees are on both the Assembly and Senate and should work together. **Chair Gaafar Rego** mentioned that both DEI and Student Success Committees on both bodies have been in collaboration since December Of 2022.

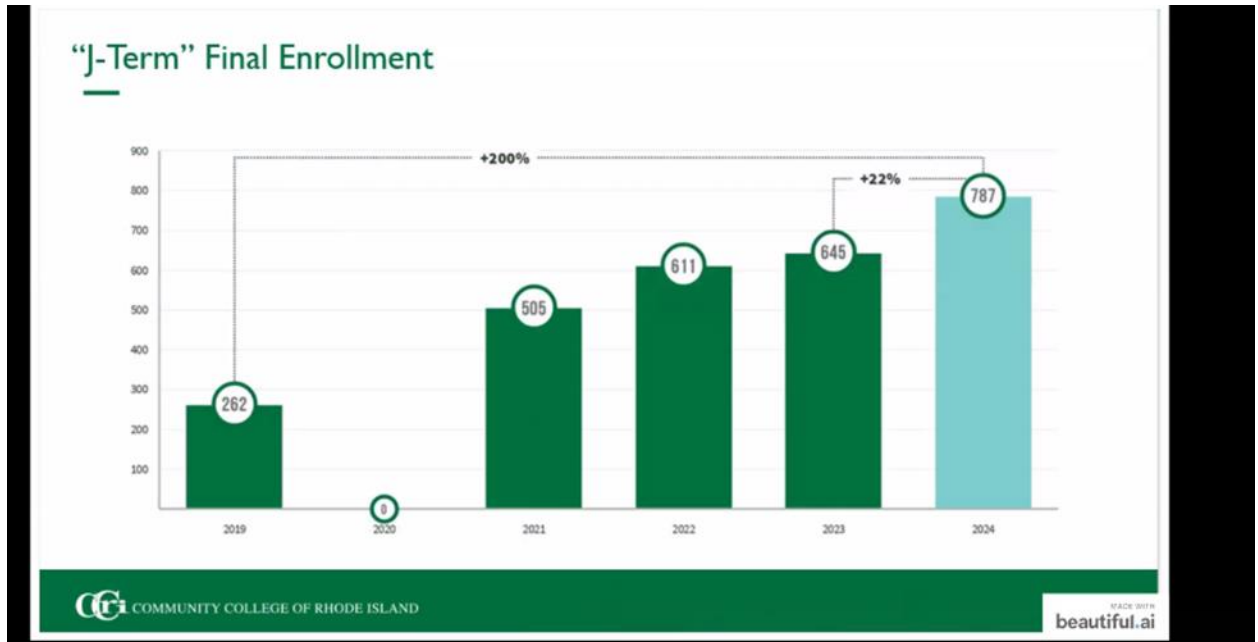
Representative Notarpippo said that Raekwon Grace and Christine Lynch are invited to the meetings for the DEI committee.

**Agenda Item 7) President Report-
President Costigan** shared three topics.

1. Enrollment.

President Costigan shared that the J-term showed a growth of 200 percent since 2019. We are looking at the outcomes of students and it is very strong and she is happy about that. RIC may have implemented something similar and URI as well. President emphasized that this term helps students catch up and get ahead. Spring enrollment target was 11075 and 117 more students enrolled bringing the total is 11192.





We are focusing on the value of a CCRI degree.

- 2. NECHE Visit:** President echoed the Chairs remarks about NECHE and she thanked Rep Geraldo. She said this is her second or third accreditation visit and, in the past, there wasn't a lot of preparation. She wants to make sure the College as a whole feel comfortable. The feedback she has received from Elyn was wonderful and she saw growth from the last time Elyn visited. The President is very pleased with the Senate and Assembly as they help improve communication and connectiveness. She thanked everyone who participated in the visit as this is critical to the College. She said we have a seasoned team coming in and they will show support and not find fault. She asked that everyone read their section a few days before the visit. A message will be coming out from the President and an attachment will be the mission statement. She said make certain your work stations are neat and be punctual if you are being interviewed. She said Monday is a packed day.

David Snow asked when the schedule will be released and the President said she has a call scheduled with the Chair of the visit next week and the schedule should be out shortly.

Richard Sullivan indicated we should all be available for all the days in case of a pop-up meetings.

President believes we are ready and is proud of the work we all have done. She is proud of governance and how we have grown. We can try show evidence-based data to show what has come out of our learning outcomes. Every CCRI graduate can communicate affectively, critical

thinking, working in teams, etc. She is proud of the report and to excited to meet with the team.

Chair Gaafar Rego inquired if it would be a good idea to use the questions Lauren shared with us to take a step back, review the mission, definition of an educated person and link it all back to what each of us does every day. This may help take the edge off any nervousness and reflect on the good work we do every day.

Rep Notaripippo said she reviewed the questions that pertained to her role, when she came to the mock visit, she realized she should have answered the questions as a member of staff assembly, not staff. She asked if she be called upon to speak about the Staff Assembly, her role at the College, and her Chair role and what would be the best prep?

President Costigan said you need to recognize what meeting you are being invited to, is it as a member of the assembly, your job, etc. and answer the question based on which role they are addressing. If you hold multiple roles, you need to make that clear and mention your roles at the College. You also need to know how you are part of the shared governance process. It is important to show we are one.

3. **Announcements:**

President Costigan announced new colleagues, **James Bradley** as CIO, **Rajeev Jayedeve** as Director of Enterprise Applications, and **Lisa Furtado** as Asst Dean of Nursing. She is in the process of interviewing for a Director of Marketing and Communication. Next September we kick off our 60-year anniversary. We will look at our mission statement after NECHE's visit, as this is a very lengthy process. More to come on that.

Agenda Item 8) Standing Committees Updates-

- a. Constitution and By-Laws Committee



Committee Charge:

Charge of Constitution and By-Laws Committee (May 2023)

1. Reviewing the Assembly Constitution and By-Laws for changes necessary to enhance shared governance and further CCRI's Strategic Plan, Mission, and commitment to diversity, equity, and inclusion;
2. Receiving and reviewing proposals from members of the Assembly to the Chair of the committee (this excludes areas already revised and ratified by Assembly in December of 2022);
3. Receiving petitions signed by at least 10 percent of the non-faculty employees of the College and submitted to the Chair of the committee; and
4. Preparing recommendations for the review and approval of the Staff Assembly.



Vice Chair Daley shared that committee has done significant work on this. We had a meeting in February to continue the work on the revisions and that will come forward after the Committee approves it. There will be another meeting in February. We will be recommending a revision to the document as Roberts Rules says. This is a whole new document that will go to the Assembly. These will be two documents merging into one. We are removing any circular language, removing references to College Divisions because we found that Divisions are changing and now we would have to amend our bylaws, so we can remove them.

Vice Chair Daley went over proposed section outline and some of the changes that have been made. We are trying to be more open in our language. Went over recommendations summary.

Next steps-The meeting will be a lengthy meeting and will be open to changes.

Chair Gaafar Rego inquired about the suggested/recommended revisions spreadsheet received from the Leadership Advisory Group forwarded to the C& BL committee last year. She asked if there is a way to open this to the whole Assembly for more input and suggestions?

Vice Chair Daley mentioned that he will take that under consideration, the more eyes the better.



b. Election Committee Update:

Secretary Jenkins gave an overview of the special election process and the fact that we need to have a process for filling out vacancies as they occur. She spoke about considering a reserve pool and ask Reps in the reserve pool to attend meetings and serve on Committees. That way when they are called upon, they know what has been going on in the Assembly. Secretary Jenkins thanked **Mason Walmsley** for putting the document together and committee members (Zervas, Parr, Ducharme, Walmsley, Vota and Daley).

Chair thanked everyone for their hard work and it wouldn't have been possible for everyone's hard work.

Agenda item 9) Adjournment

Chair called a motion to adjourn meeting at 12:28 PM

Motion: Rep Geraldo

Second: Rep Zervas

Motion passes

Yes	13	No	0	Abstain	0
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Meeting Adjourned at 12:28 PM