



Friday, August 23, 2024

11:00AM – 12:30AM

Warwick, room 4090 and WebEx

AGENDA

1. Roll call
2. Call to order
3. Approval of the minutes of July 19, 2024 – Naglaa Gaafar Rego
4. President's Report – Dr. Rosemary A. Costigan
5. Chair Report – Naglaa Gaafar Rego
6. January – June meeting dates/times – Naglaa Gaafar Rego
7. Vice Chair Report – Naglaa Gaafar Rego on behalf of Kara DiPaola
8. Secretary Report – Pete Bardsley
9. Committee Updates
 - a. Elections – Pete Bardsley
 - b. C&BL – Pete Bardsley on behalf of Kara DiPaola
 - c. Other Committees
10. New Business – Naglaa Gaafar Rego
11. Adjournment – Naglaa Gaafar Rego

MINUTES

1. Roll call

2. Call to order

Meeting commenced at 11:13AM

Naglaa welcomed everyone and shared excitement of the incoming membership. In our last meeting she shared her own experience with a student, Misty Marshall. Misty has joined us to share her own experience.

Misty addressed the assembly and shared how she credits CCRI with supporting her. She re-enrolled at 29, achieved her associate degree, transferred to RIC and received her BA in Fine Arts and Sculpture. She recently graduated from RIC and is currently enrolled at UMASS Dartmouth to receive her MA. She plans to become a teacher, like those who helped her here at CCRI. She thanked everyone for what we do over the past 60 years and for supporting and inspiring her.

President Costigan shared with Misty that she is an alumni herself, that we're all proud of Misty's accomplishments.

3. Approval of July 19, 2024 meeting minutes – Naglaa Gaafar Rego

Naglaa called for a motion to approve July minutes:

Motion made 1st by Deloise White, 2nd by Rajeev Jayadeva
Votes for: 10, Votes against: 0, Abstained: 0



4. President's Report – Dr. Rosemary A. Costigan

Committee formation

Mission committee has met and been charged to revise the mission and develop our first ever vision. The Co-chairs, Dr. Lauren Webb, Kellie-Ann wright, Kristen Swithers, President of Faculty Senate. The committee is comprised of a cross section of representatives from across the college. The plan is to have a draft completed by end of the academic year with finalization and approval by Postsecondary council (PSC) in January 26,.

This year marks our 60th or “Diamond” anniversary. Two committees, a working committee within the college and an honorary committee have been established. The honorary committee will be headed by Sen. Hanna Gallo and Judge Caprio, father of the PSC Chair, David Caprio.

Events

Held July 17, we had over 120 participants at our first Building Bridges event facilitated by Hanover Research. The college is developing a report and plan to hold two additional events throughout the upcoming year.

We're holding our annual Society of Knights induction, on Oct 10 three alumni to be inducted as knights, six as squires. These are people who have made significant contributions to the community and CCRI.

We'll be planning a Gala in April that will build upon our work in Raising Opportunities in April 2025.

Opening day is next week, President Costigan urged attendance as we have fun opportunities to share, kicking off our 60th anniversary year.

Enrollment

Currently, our enrollment remains flat and in line with last year. President Costigan recognized how tirelessly Student Affairs works in events like this week's Warwick Campus orientation. She recognized Emma Montague, dean of student engagement and her work in reinvigorating the process of student orientation. She recognized Financial Aid and Naglaa for achieving regional recognition for their work in reimagined SAP initiatives.

Upcoming important work

The college will be performing a climate survey implemented by Hanover Research, this Fall. Faculty and Staff will be invited to participate. More communications to follow regarding the roll out and other associated details.

Hanover Research looking at Newport campus utilization and feasibility study, initial reports look good regarding culinary and the opportunities to look into that work.

President Costigan shared that we continue our work on the Strategic Plan, moving forward in designing systems to facilitate tracking progress against our goals in a real-time manner.

CCRI Advantage: Pilot cohort will commence this semester in an intensive 7 week (developmental) and then 7 week (college-level) course work with necessary wrap around supports that will revolutionize developmental education here at CCRI, providing students who are underprepared in Math and English with ability to meet their educational needs.



Budget

We're preparing FY 26. Guidelines from State historically indicate three budgets for submission:

1. Aspirational
2. Current Service Level (CSL)
3. Constrained (5% cut)

Now, we've been asked to not submit the aspirational budget and look at 7.5% constrained, due to statewide budgetary issues. We always look at factors such as position float, tuition and fees and anything we can to bridge gaps. We always prepare for difficulty and strive for the best result, everyone is working hard to establish ways to recover. On a positive note, There have been statements made by House Speaker about efforts to secure grant funding that would support RIDOT and needs for the Washington Bridge which is a factor to consider in the State's long-term budget. She expressed how hard everyone is working in finance to manage and look for efficiencies.

Naglaa thanked President Costigan for her words and presence at the various campuses. She thanked everyone for their hard work and recognized the collaboration between faculty and staff at various events. She asked that everyone review calendars and attend all the exciting events we have coming this year to celebrate our college.

5. Chair's Report – Naglaa Gaafar Rego

Engagement survey

Naglaa shared the survey results (attached) with everyone recently. She provided highlights, and asks that everyone review individually and that committee chairs dedicate time with their committees to celebrate what we've accomplished and look at the constructive feedback, to come back with suggestions for improvement. Naglaa invites everyone to read, digest, share results with each other, send feedback to her and cc assembly@ccri.edu so we can review and determine how best to respond.

CCRI's Program review and assessment advisory council

Tiffany McClay has been serving as our representative on this committee but must step aside. Naglaa invited everyone who may be interested in serving, to review information on the committee, and to reach out to Tiffany for any questions. Asked that anyone who'd like to serve contact her directly so that she can update Dr. Webb.

6. January – June meeting dates and times

Jen has taken on reviewing calendars to identify dates in 2025 for meetings from Jan to June. Naglaa presented the dates for discussion and vote. She explained they normally occur on every third Friday, due to some known conflicts, there are some proposed dates that differ. She asked everyone to review these dates and their calendars. Discussion ensued to select the best dates.

- January 24, 2025
- February 21, 2024
- March 21, 2025
- April 18, 2025
- May 30, 2025
- June 27, 2025

Allyson asked for clarification on whether new members could vote and asked if it would make better sense to wait until the next meeting as the new members will be able to vote. Naglaa advised we need to set our calendars, schedule rooms, she advised if a conflict occurs and change is needed, it can be brought to Jen for consideration.

Motion made 1st by Tiffany McClay, 2nd by Kevin Novell to approve the meetings dates as proposed
Votes for: 10, Votes against: 0, Abstained: 0



7. Vice Chair Report – Naglaa Gaafar Rego

Training and idea sharing

Leadership team is working on training to provide to all members. Expect that it will be rolled out in the next couple of weeks. It will be virtual and a self-paced. We've taken the engagement survey results and manual and are developing trainings from them. The leadership team is also working on a process to receive and filter ideas of initiatives that the Staff Assembly work on, we hope to announce more on this point soon.

8. Secretary Report – Pete Bardsley

Secretary transition

Pete shared that we will be transitioning the role of secretary to Jen. He shared his appreciation for the opportunity to work with everyone and serve the college in this capacity. He shared how he's known and worked with Jen for 18 years, in and out of the college. Her skills and abilities will make her a great secretary, he thanked everyone for their faith in him; Pete is looking forward to remaining in the Assembly in an ex-officio capacity, serving on the Strategic Plan Engagement Committee.

Naglaa thanked Pete for his work and welcomed Jen, recognizing her tenacity and contribution, already.

Jen shared, she's worked in the Nursing Department for 8 years and that she's excited to work with everyone in this way. She recognized everyone's talents and energy. She plans to work hard and bring her enthusiasm to the role. She shared that she is available for conversation, she enjoys perspective sharing and getting people involved in sharing this work.

9. Committee Updates

Elections – Pete shared that the vote for changes made by the Assembly to the Constitution and By-Laws are out for vote by the community. Voting commenced this past Tuesday and remains open until August 27. Pete shared how he, in his role as a representative went to various areas and communicated about the vote, invited folks to ask for clarification if necessary. He shared that of 697 eligible voters, only 14% had voted thus far. He asked that everyone uphold their divisional representative role and do the same with everyone in their areas to increase engagement.

Naglaa echoed the importance of getting the word out about the vote and the work of the Assembly.

Constitution and by-laws – Pete shared that as part two of the CBL changes, the Constitutional and by-laws committee are currently gathering committee feedback through August. They wish to hear from all about what works and what doesn't. Additionally, they have shared a feedback form to committee chairs and ask that committee chairs discuss their needs within the committees ASAP. The goal will be that we vote on proposed changes by the beginning of summer.

Naglaa shared that as we continue to transition, her hope is that the assembly leadership resume meeting with standing committee chairs. She indicated that committee chair/secretary elections happen asap so we can do this work.



Staff Assembly

Full Assembly Meeting

Student Success – Ashley shared that the committee has identified four priorities, collaboration and connections, resources and technology, retention, and student engagement. We'll be conducting surveys to help find out the needs of our students on such items as class structure, 36% of our students are 25+ looking to meet the needs of our students in such factors as the time of day classes are offered. Another example is the times of day when student reach out, often after 9 PM. This is bringing up consideration for the need of a 24/7 chat function that could support our students with information. She identified that these are just preliminary examples.

President Costigan, thanked Ashley for the information and shared that such data as its very valuable. She highlighted our effort to implement 7-week course offerings as another example of this meeting the needs of our students.

Greg responded to the notion of a chat function as proposed by Ashley and indicated that as we continue our work on implementing the College's CRM, that is the kind of work we could establish. The top three priorities are our application, testing and a chatbot.

Tech data – Jim shared that the software acquisition policy development process is underway using PolicyStat. IT policies are all to be reviewed and updated. Coordination with Faculty Senate is important as there are two tech committees and we want to ensure collaboration while reducing redundant work.

Naglaa thanked Jim and the committee for their work and collaboration amongst themselves and the faculty senate. She asked that if folks have updates to share, email Jen and cc assembly@ccri.edu.

10. New Business – Naglaa Gaafar Rego

None

11. Adjournment – Naglaa Gaafar Rego

Naglaa asked that everyone review Knight Knowledge, attend events, talk about the assembly while there and let folks know about our work.

A motion was put forward to adjourn 1st by Mike Archetto, 2nd by Lee Thornber

All in favor

Meeting adjourned at 12:14PM

Respectfully submitted: Peter Bardsley, Secretary

Approved: TBD



MEMBERSHIP ATTENDANCE

Members:

Quorum=9/16

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

×Not eligible to vote in officer elections (2)

**Eligible to vote in officer elections (29)

Incoming Members:

- **Kaitlyn Thibault – Present
- **Jennifer Nelligan – Present
- **Kristen Fournier – Present
- **Dominica Fragata – Present
- **Leslie Kennedy – Not Present
- **Jennifer Enos – Present
- **Lis Braun – Present
- **Melissa Campo – Present
- **Roldyne Pierre Louis – Present
- **Deb Lavoie – Present

**Allison Hitte Robinson – Present

**Mason Walmsley – Present

**Michael Hudspeth – Not Present

**Lee Thornber – Present

Part-time

Donna Raptakis – Present

Ex-officio Members:

Raekwon Grace – Present

Ashley Casiano - Present

Annmarie McMahon – Not Present

Paul Rylander – Not Present

Jim Bradley – Present

Shaune Hogan – Present

Greg LaPointe – Present

Phil Gordon – Not Present

David Rawlinson – Not Present

Dave Rowbotham – Present

David Snow – Not Present

Maryadele Combe – Not Present

Rajeev Jayadeva – Present

Cindy Arce - Present

Deb Watson – Present

John Henry - Not Present

Guests:

Dr. Rosemary Costigan – Present

Alix Ogden – Present

Misty Marshall - Present

Rich Sullivan - Present