



# Staff Assembly

Full Assembly Meeting

Friday, July 19, 2024

11:00AM – 12:30AM

Warwick, room 4090 and WebEx

## AGENDA

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1. Roll call
2. Call to order
3. Approval of the minutes of June 21, 2024 – Naglaa Gaafar Rego
4. President's Report – Dr. Rosemary A. Costigan
5. Chair Report – Naglaa Gaafar Rego
6. Vice Chair Report – Kara DiPaola
7. Secretary Report – Pete Bardsley
8. Enrollment Updates – Greg LaPointe
9. Committee Updates
  - a. Other Committees
10. New Business – Naglaa Gaafar Rego
11. Adjournment – Naglaa Gaafar Rego

## MINUTES

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### 1. Roll call

### 2. Call to order

Meeting commenced at 11:07AM

Naglaa welcomed everyone to the meeting and shared the story of a former CCRI student she met a number of years ago who had stopped out. After a conversation with her and explaining the benefits and the support CCRI has in place for her, the student returned to CCRI, graduated with a degree in Arts and went on to transfer to Rhode Island College. Now, Misty Marshall is transitioning to graduate school at UMass Dartmouth on a full scholarship in is on her way to earn her MFA. She asked that everyone takes a chance to engage with current and potential students in our communities to help showcase CCRI's role in helping them achieve their academic and career goals.

### 3. Approval of June 21, 2024 meeting minutes – Naglaa Gaafar Rego

Naglaa called for a motion to approve June minutes:

Motion made 1<sup>st</sup> by Maya Geraldo, 2<sup>nd</sup> by Deloise White

Votes for: 13, Votes against: 0, Abstained: 1

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

#### College updates:

Inaugural Building Bridges was hosted in Newport. Defense and Hospitality was focus. It is important for CCRI to establish itself as the leading workforce producer in the state of Rhode Island. Industry representation included Cenedia, representatives from hospital and tourism associations, Safe Harbor, skilled laborers union, lifespan and brown university health, Senator Whitehouse Rep Amo, to name a few. Workforce Partnerships really did an amazing job of representing CCRI, and Dr Costigan expressed her gratitude to Vice President Johnson, Liz



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Giordano, Jamie Nash and Cody Fino for their work in putting on a successful event. We are looking to scale this work across the state and into other sectors.

Dr. Costigan also congratulated Maya Geraldo on her inclusion in Providence Business News 40 under 40. She recognized and thanked Maya for her contribution over the years.

“More Than Our Worst,” is a group made up of business and industry partners in RI, focusing on preparing pathways for justice involved individuals who are rejoining the workforce. They will look to CCRI to provide participants with the skills they need to succeed.

## **Committee work:**

This is 60-year anniversary of the college and there is a committee organized of representatives from across the college and community at large. Marketing is working hard to put together a great event for the college.

Mission statement to be revised, this is something we committed to with NECHE, invitation to various leaders and constituents seeking participation in development, subsequent feedback from community and finalization in January ‘26 before going to CPE for official approval.

Marketing and Comms are working with a Fuse Ideas, a firm to do college rebranding. Work is to begin in upcoming weeks. There will be community outreach seeking participation among faculty, staff and alumni. To identify what makes CCRI special and to develop new marketing campaigns.

## **Budget:**

We are closing FY 24 and are optimistic we’ll close evenly. We’re in FY 25, working to manage this process given enrollment shortfalls. The Executive team is building FY 26 budget, community engagement is underway. Efforts are underway to create a budget that is applicable for our post-pandemic reality.

Dr Costigan is thrilled and supportive of Rhode Island College achieving the Hope Scholarship and recognizes the challenges it presents to both institutions due to the fact that it targets the same pool of students that our Promise Scholarship targets.

She asks that everyone promote CCRI at all times. Enrollment issues are a reality due to a drop-in population, however our value is strong. Dr. Costigan shared ways we are approaching this reality:

While we always remain committed to a quality Postsecondary education, we’re looking to expand apprenticeship offerings including partnerships with tech schools. Career services will be expanded to be office of Work Based Learning, Career Services and Apprenticeships. Liz Giordano and the team will take on this added responsibility. Dr Costigan expressed her excitement and support of this opportunity for our students to “earn while they learn.”

CCRI has appointed the first Dean of Career and Technical Education and Early College. Maddie Burke is taking on this exciting work. Dr. Costigan recognized Maddie’s work since joining the college in 2020. She’s established a great relationship with RIDE and other key partners. Maddie will leverage funding that can bring in more students through early college offerings.

CCRI Advantage is a pilot approach and pioneering way to look at developmental education that delivers successful outcomes. We are committed to achieving better results for students. Dr. Costigan thanked Jane Reggio for her leadership in this endeavor.



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CCRI is partnering with Hanover Research on labor market research and in-depth analysis of how we utilize Newport campus to maximize our offerings and create a vibrant experience there. Including building programming for hospitality, tourism, culinary, defense.

In closing, Dr. Costigan shared her pride as she drives onto campus and witnesses the work everyone here does. To name a few, IT, HR, Title 9 compliance have all been making significant impact in our operations. We'll be welcoming faculty back in late August and our students in September.

## 5. Chair's Report – Naglaa Gaafar Rego

Naglaa shared her excitement for President Costigan's updates. The amount of work we're doing as a community to move forward is magnificent. There something for everyone here at CCRI. She echoed President Costigan's call to promote CCRI.

**Assembly Manual updates:** Thanks everyone who has already participated. Keeping response period open for one more week, invites everyone to provide feedback. She'll finalizes after this time.

**Idea sharing:** The Assembly leadership team is working on establishing a system for sharing idea and will bring it to the next meeting for review. We want to encourage engagement, Kara will be bringing it forward.

**Evaluation and assessment:** Naglaa Gaafar Rego, Yamel Chinchilla, Peter Bardsley, Kara DiPaola have worked with Dr. Lauren Webb to put together a survey. Naglaa will share it next week. Responses will be anonymous so we can evaluate ourselves. Requests participation. We're also working on establishing our Assembly annual report.

Finally, Naglaa announced that assembly and faculty senate leadership will be resuming work together and asks that anyone who wishes to share anything in anticipation of that, please do so.

## 6. Vice Chair Report – Kara DiPaola

**Standing committee membership:** All standing committees are full, everyone received their first or second choice. We really want to hear updates from committees, Kara will reach out in advance of meetings seeking input. Chairs should send recurring meeting schedules, meetings should be held on a monthly basis.

**Idea sharing:** We're still developing the process. In the meantime, Kara invited outreach to her if anyone has an idea or proposal they wish to seek group input for.

**Training:** Kara is working on getting training set up for things like the CBL, shared governance, etc. The trainings will be self-paced. More information will be shared.

## 7. Secretary Report – Pete Bardsley

**New website prototype:** Pete shared examples of our current OU campus webpage infrastructure and the complexity it presents for a busy employee of the college trying to balance their own workload with that of the assembly added. Pete demonstrated a proposed new SharePoint communication site. Its simpler, more direct, and creates significant efficiencies which will better support balance and successful achievement of the work of the secretary, ultimately keeping access to information and therefore transparency more reliable.



**Update on recent elections:** Upon close of the recent special elections, the assembly has filled the vacancy left in the president's division after the regular election. Pete welcomed Robin McDuff of Institutional Advancement.

**Putting changes to CBL up for college vote:** The elections committee is meeting to strategize the vote at the college level for the changes made to the constitution and bylaws. Everything the assembly approved will be put to the college community for final vote and approval. More information will be forthcoming.

### 8. Enrollment updates – Greg LaPointe

Greg stressed the importance of sharing his updates amongst our teams. He urges we review and invite him and/or Amy Kacerik to meetings to ask questions and develop action plans. Greg is hoping for support from student success committee to advise and support decision making. He encouraged those who are interested in receiving our daily enrollment update report to reach out to his office. The report allows us to monitor our current enrollment numbers in comparison to last year's on a daily basis.

**Summer and fall enrollment:** Summer census snapshot shows 5,417 students was budget number on Monday July 8. We are closely watching our numbers as we approach key timings of the Drop for non-payment and verification of enrollment as these always impact our overall enrollment. Currently, we are down 190 students from this time last year. Greg invites everyone to review daily enrollment reports – with 47 days, we are \$380k short of projected budget.

To achieve our goal of 12,750 – we need 5% more students given what we know about the drop for non-payment and verification of enrollment. This represents 13,388 students as we have historically lost 5% each year at this time. Greg further shared how these trends effect our population of BIPOC students, RI Promise students and JAA Students.

**FAFSA update:** Changes to FAFSA has caused challenges across the country. Greg recognized the work of One Stop, Advising and Counseling and Financial aid to support the processes. However, we know we've received 17% fewer submissions at this point. Every week we've been tracking FAFSA completion and we have 458 more FAFSAs submitted this week. That's a good thing. The majority of our students leverage financial aid. Currently 71% of our enrolled students already have FAFSAs filed. Greg expressed his gratitude for the teams working hard on this. We've been hosting FAFSA and Pasta nights with decent turnout, inviting students and families to come and work with Financial Aid to work through the processes.

**Enrollment strategies:** Greg shared eight items he always prioritizes to work on as key to delivering our enrollment goals. Course schedule, VOE, DNFP, SAP, Fresh Start, RI Promise, JAA, and marketing. He really seeks to support Fresh Start and identified how Jen Enos leads this program. Currently, we anticipate 2,200 students via promise. Finally, he shared his excitement to partner with Kellie Ann Wright, the new marketing director and looks forward to the work underway for branding.

**Student Affairs priorities:** Greg shared the division's top priorities for 2024-25 including RI Promise policy changes, leveraging openings at RIC for Room and Board for our students, tuition and fee structure changes (6M in lost potential revenue due to this), CCRI Advantage Pilot (similar to CUNY Start), upgrades to Athletics and recreation facilities, Technology upgrades, English and Math placement redesign and Justice involved programming.



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New Student Orientation is taking place next week, Greg outlined current format, timeline and plans for the future.

Greg asks that we in our roles as leaders in the institution communicate with our teams, prioritize work in registration, payment and attendance, be agile and ready to pivot, lead with positivity and solution oriented.

Naglaa thanked both Vice President LaPointe and President Costigan for everything they shared. She recognized the work leadership is doing to maximize our potential in support of our students. She identified how she takes this information and applies it as an invested staff member and stressed the importance of finding ways in which we can do everything we're able to support this work. She highlighted how we as assembly members can bring this information to our constituents and help drive CCRI forward.

Maya asked how the 4% decrease in Hispanic students effects our status as an HSI – President Costigan shared that we were at 28%, we have to remain at 25%, we need to research cycles to anticipate our needs and goals for supporting students. We're in final stages of recruiting and hiring a director of DEI. Dr. Costigan shared her appreciation for everything Raekwon Grace does in meantime. Greg highlighted that many talented employees have explicitly shared they have come to us because of our designation so its important recruiting factor we need to focus on.

## 9. Committee Updates

**Constitution and by-laws** - Kara recapped our prior steps and upcoming college-wide vote. We're moving to phase two to identify substantive changes necessary. She asks committees to add review of CBL to agendas to discuss so we can receive feedback comprehensively by Sep 13. Through December, we will be capturing and drafting. She anticipates document coming to assembly to vote in December.

**Tech and data** – Michael Hudspeth shared discussion about supported software policy. How folks would identify the need to obtain and bring on new software. There is need to balance need and potential risks in procuring software. IT wants to be supportive while minimizing software duplication. There is effort to ensure consideration of all IT policies. Finally, they are developing a student journey map and how to use tech in a supportive way. A subcommittee has been formed to support this.

**Student success** – Yamel Chinchilla advised student commitments are being discussed with goal to assemble student participation and to prioritize supporting the strategies that Greg shared today.

## 10. Adjournment – Naglaa Gaafar Rego

A motion was put forward to adjourn 1<sup>st</sup> by Yamel Chinchilla, 2<sup>nd</sup> by Jane Reggio  
All in favor  
Meeting adjourned at 12:30PM

Respectfully submitted: Peter Bardsley, Secretary

Approved: August 23, 2024



## MEMBERSHIP ATTENDANCE

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### Members:

*Quorum=9/16*

- \*\*Naglaa Gaafar Rego – Present
- \*\*Terry Notaripippo – Present
- \*\*Yamel Chinchilla – Present
- \*\*Maya Geraldo – Present
- \*\*Kevin Novell – Not Present
- \*\*Sandy Nolan – Present
- ×Peter Bardsley - Present
- \*\*Kara DiPaola – Present
- \*\*Deloise White – Present
- \*\*Tiffany McClay – Not Present
- \*\*Michael Parente – Not Present
- \*\*Kaylee Collins – Not Present
- \*\*Benson Arrigo – Present
- \*\*Jane Reggio – Present
- ×Tiffany Sanders – Not Present
- \*\*Michael Archetto – Not 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 – Not Present
- \*\*Roldyne Pierre Louis – Not Present
- \*\*Deb Lavoie – Present
- \*\*Allison Hitte Robinson – Present
- \*\*Mason Walmsley – Present
- \*\*Michael Hudspeth – Present
- \*\*Lee Thornber – Present

### *Part-time*

- Donna Raptakis – Not Present

### Ex-officio Members:

- Raekwon Grace – Not Present
- Annmarie McMahon – Not Present
- Paul Rylander – Not Present
- Jim Bradley – Present
- Shaune Hogan – Present
- Greg LaPointe – Present
- Phil Gordon – Present
- David Rawlinson – Not Present
- Dave Rowbotham – Not Present
- David Snow – Not Present
- Maryadele Combe – Not Present
- Rajeev Jayadeva – Present

### Guests:

- Dr. Rosemary Costigan – Present
- Amy Kempe – Not Present
- Alix Ogden - Present