



Friday, September 20, 2024

11:00AM – 12:30PM

Warwick, room 4090 and WebEx

AGENDA

1. Roll call
2. Call to order
3. Approval of the minutes of August 23, 2024 – Naglaa Gaafar Rego
4. President’s Report – Alix Ogden
5. Chair Report – Naglaa Gaafar Rego
6. Vice Chair Report – Kara DiPaola
7. Secretary Report – Jen Nelligan
8. Committee Updates
 - a. DEI Committee – Terry Notarpippo
 - b. C&BL Committee – Kara DiPaola
 - c. Strategic Plan Engagement Committee – Pete Bardsley
 - d. Other Committees
9. Title IX Mini Training – Kara DiPaola
10. CCRI Mission Statement Review – Dr Lauren Webb
11. New Business – Naglaa Gaafar Rego
12. Adjournment – Naglaa Gaafar Rego

MINUTES

1. Roll Call

- a. 16 Members Present
- b. 13 Members Absent
- c. A quorum is established
- d. 7 Ex-Officio Members Present
- e. 3 Guests Present

2. Meeting commenced at 11:10AM

3. Approval of August 23, 2024 meeting minutes – Naglaa Gaafar Rego

Naglaa called for a motion to approve August minutes:

Motion made 1st by Terry Notarpippo, 2nd by Dominica Fragata

Votes for: 14, Votes against: 0, Abstained: 0

4. President’s Report – Alix Ogden

Events

- a. CCRI’s 60th birthday celebration on the Knight Campus 09-24-24
- b. CCRI Town Hall will held on 10-16-24 from 12:00 pm – 1:00 pm in 4090 and on WebEx.



Updates

- c. 100% of staff performance evaluations were completed on time
- d. New DEI Director starting next week
- e. Launched CCRI Advantage which assists the most vulnerable students coming to CCRI. It is a 7 week course that offers direct support that is funded by a \$2 million dollar grant. The feedback from students has been wonderful.
- f. President Costigan will be having a Council retreat and then will present at NECHE
- g. Vice President LaPointe will present about CCRI Advantage at the October Staff Assembly meeting

5. Chair's Report – Naglaa Gaafar Rego

Naglaa welcomed new representatives and went over roles of Assembly officers to ensure that all are familiar with officers' roles and areas of outreach for support as we start the new cycle. The roles are as follows:

a. Role of the Chair

- Serve as executive officer of the Assembly and preside over meetings of the Assembly
- Report to the Assembly at each regular meeting a summary of any actions or decisions taken since the previous meetings
- Call meetings of the Assembly and, in collaboration with the Assembly Secretary, set agendas such that the Secretary may distribute and publish meeting information at least 5 business days in advance
- Approve requests for non-Assembly members, faculty and students to speak on the floor on an ad hoc basis
- Not vote except in the case of a tie where they may cast a deciding vote. If the Chair declines to vote, the motion fails
- Sign official copies of all Assembly actions
- On All matters concerning publication or public explanation of Assembly action, serve as sole spokesperson and representative of the Assembly
- Serve as the principal liaison between college administration and the Assembly, and the Assembly and the Faculty Senate
- When anticipating an absence exceeding 30 days, delegate in writing full authority of the position to one of the other officers.

b. Role of the Vice Chair

- Serve as the primary coordinator of Assembly membership and work
- Report to the Assembly at each regular meeting a summary of any actions taken since the previous meeting
- Solicit members' preferences for committee assignments following their election to the Assembly



Staff Assembly

Full Assembly Meeting

- Collaborate with ex officio/Admin to manage placement of appointed members to committees
 - Facilitate at the request of committee Chairs, the recruitment of additional committee members who may not otherwise be members of the Assembly.
 - Provide official rosters of committee membership to the Secretary for publication on the Assembly website
 - Ensure Committee Chairs and Secretaries receive appropriate training and support in their responsibilities
 - Collaborate with Committee Chairs to establish a standard meeting schedule and present for vote to the Assembly at the June meeting of the Assembly each year
 - Serve as Chair of any ad hoc Constitution and By-Laws Committee
- c. Role of the Secretary
- Maintain all records of the Assembly
 - Secure space and seating for all regular and special meetings of the Assembly, providing for both in person and remote attendance
 - Collaborate with Assembly Chair in setting meeting agendas
 - Distribute and publish meeting information, agendas, and supporting documents subject to Assembly vote for all regular and special meetings at least 5 business days in advance
 - Prepare minutes for all regular and special meetings of the Assembly
 - Maintain a website provided by the College for the use of the College Assembly
 - Maximize transparency by ensuring all public information of the Assembly – including Assembly and committee rosters, agendas, minutes of the Assembly and all standing or ad hoc committees, committee Charges, and committee interim and final reports are published in an appropriate all-college newsletter and published on the Assembly website
 - Maintain correspondence for the Assembly and share with other officers as needed
 - Serve as Chair of the Elections Committee
- d. Updates
- Official Seats on Overlapping Committees
 - i. Working to make collaboration with Senate more official
 - ii. This semester the Academic Technology Committee (FS) and the Technology and Data committee (SA) will have official seats on each other's committees
 - iii. This will be a pilot for the fall to work out procedure
 - iv. It was asked why there is only a pilot with this one group and the history will be looked into and see if more committees could join the pilot
 - v. In the spring the FS's overlapping committees with SA will have official seats on each other's committees.
 - Program Review and Assessment Advisory Council
 - i. Allison Hitte-Robinson will replace Tiffany McClay as SA representative on the Council
 - Resignations



Staff Assembly

Full Assembly Meeting

- i. Debbie Lavoie resigned – Work Conflict

- e. Events

- Raekwon Grace gave an overview of events taking place this month in celebration of Hispanic Heritage month
- National Hispanic Heritage Month September – October 15
 - i. Brought up how staff can get involved in Hispanic Heritage Month
 - ii. Susan McCormick is spear heading murals
 - iii. Representative Chinchilla nominated for an award
- Chair encouraged all to increase awareness of events and attend as time permits.

6. Vice Chair Report – Kara DiPaola

- a. Updates

- Committee
 - i. Please forward names of elected Chair and Secretary of each committee

7. Secretary Report – Jen Nelligan

- a. Updates

- Best way to contact is via email to assembly@ccri.edu
- Please send agenda items a week before your scheduled committee meeting
- Also, please send committee meeting minutes so the website can be updated
- Assembly meetings survey to be sent to see what day/time works best for monthly meeting

8. Title IX Mini Training – Kara DiPaola

- a. New Reporting and Referral Obligations

- i. Employees without leadership, teaching or advising responsibilities

- i. If you have information about conduct that may constitute sex discrimination, you are required to:
 - Provide the Title IX Coordinator’s contact information and provide information about how to make a complaint of sex discrimination to any person who provides you with information about conduct that may constitute sex discrimination.
 - ii. If you have been informed of a student’s pregnancy or related condition you are required to
 - Provide them Kara DiPaola’s contact information
 - Inform them that Kara DiPaola can assist them in maintaining their access to success within CCRI

- b. Protections and prohibited behavior

- i. Discrimination
 - ii. Sex Discrimination



Staff Assembly

Full Assembly Meeting

- iii. Harassment
- iv. Sex-based harassment
- v. Quid Pro Quo
- vi. Hostile Environment
- vii. Specific Offenses
- viii. Pregnancy Modifications
- ix. Gender Equity & Support

9. Committee Updates

- a. Constitution and By-Laws Committee – Kara DiPaola
 - i. C&BL went through an overhaul and is now combined into one document
 - ii. The combined document went out to the college for vote and was approved
 - iii. Now in phase 2 drafting more substantive changes
 - iv. Overall goal is to have done for a rigorous discussion in November and a vote in December
- b. Elections Committee – Mason Walmsley
 - i. 1st meeting as a new group was held
 - ii. Working on getting a student representative to join the Assembly meetings
- c. Strategic Plan Engagement Committee – Pete Bardsley
 - i. It is a new group with a new mission of meeting
 - ii. Folding two groups together
 - iii. Smart Goals
 - iv. Software and Dashboard
 - v. Department/Division/Software
 - vi. Working with Kristen Swithers for faculty
- d. Diversity Equity and Inclusion Committee – Terry Notaripippo
 - i. Bring forward DEI award and application process for Jedi Plan
 - ii. Voted May Geraldo as new Chair

10. Mission Statement Overview – Dr. Lauren Webb

- a. Mission Review Committee Charge
 - i. Purpose: The Mission Review Committee is charged with the comprehensive review and potential revision of the college’s mission statement to ensure it accurately reflects the institution’s current values, goals, and strategic direction, and to develop a vision statement that outlines the college’s aspirations, strategic goals and plans for the future.
- b. Mission Review Committee meeting 09/17
- c. Climate Survey launching in October
- d. Focus groups will be launched on October/November

11. New Business – Allison Hitte Robinson

- i. Who can be on a committee- Allison asked for clarification on process of appointing Assembly committee members. Naglaa and Kara explained process of adding ex-officio and subject matter experts to Assembly committees. Requests can be submitted to Vice Chair DiPaola and she will facilitate committee placement.



Staff Assembly

Full Assembly Meeting

12. Adjournment – Naglaa Gaafar Rego

- a.** A motion was put forward to extend the meeting by 10 minutes by 1st by Terry Notarpippo and it was 2nd by Alison Hitte-Robinson.

Respectfully submitted: Jen Nelligan, Secretary

Approved: TBD



MEMBERSHIP ATTENDANCE

Members:

Quorum=16/16

Archetto, Michael**	Not Present
Arrigo, Benson**	Present
Braun, Lis**	Present
Campo, Mellisa**	Present
Chinchilla, Yamel**	Present
Collins, Kaylee**	Not Present
DiPaola, Kara**	Present
Enos, Jennifer**	Present
Fournier, Kristen**	Not Present
Fragata, Dominica**	Present
Gaafar Rego, Naglaa**	Present
Geraldo, Maya**	Not Present
Hitte Robinson, Allison**	Present
Hudspeth, Michael**	Not Present
Kennedy, Leslie**	Not Present
McClay, Tiffany**	Not Present
McDuff, Robin**	Present
Nelligan, Jennifer**	Present
Nolan, Sandra**	Not Present
Notarpiippo, Terry**	Present
Novell, Kevin**	Not Present
Parente, Michael**	Not Present
Pierre Louis, Roldyne**	Not Present
Reggio, Jane*	Not Present
Spirito, Toni**	Present
Thibault, Kaitlyn**	Present
Thornber, Lee**	Present



Staff Assembly

Full Assembly Meeting

Walmsley, Mason**	Present
White, Deloise**	Not Present

Eligible to vote in officer elections** (29)

Part-time

Raptakis, Donna	Not Present
-----------------	-------------

Ex-officio Members:

Arce, Cindy	Present
Bardsley, Pete	Present
Bradley, James	Not Present
Casiano, Ashley	Not Present
Combe, MaryAdele	Not Present
Gordon, Philip	Present
Grace, Raekwon	Present
Henry, John	Not Present
Hogan, Shaune	Present
Jayadeva, Rajeev	Present
LaPointe, Gregory	Not Present
McMahon, Annmarie	Not Present
Rawlinson, David	Not Present
Rowbotham, David	Present
Rylander, Paul	Not Present
Snow, David	Not Present
Watson, Deb	Not Present

Guests:

Costigan, Rosemary	Not Present
Ogden, Alix	Present
Sullivan, Richard	Present
Webb, Lauren	Present