

Date: January 11, 2024
Start Time: 11:00am

Room Number: Knight 3240 and [WebEx Link](#)
End Time: 12:00pm

Meeting Secretary: Tiffany McClay

Meeting Agenda

1. Call to Order
 2. Rollcall
 3. Approve November Meeting Minutes – Secretary McClay
 4. Discussion of Agenda Items for Committee Work 2024
 5. New Business
 6. Adjournment
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Agenda Item 1) Call to order: Chair Notarpippo called the meeting to order at 11:02am

Agenda Item 2) Roll Call- taken by Secretary McClay

Agenda Item 3) Approve November Meeting Minutes – Secretary McClay

- Motion to approve – Chair Notarpippo
 - 2nd Motion – Rep Geraldo
 - Vote: 4 Yes, 0 No, 0 Abstain
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Agenda Item 4) Discussion to set Agenda Items for Committee Work 2024

- Rachel Rogers present request that we (DEI Committee) develop CCRI’s “Staff Commitments” – providing examples from Odessa College and Caring Campus
 - o Staff Commitments should be general enough to apply to any staff but focused to apply to college and mission
 - o Faculty adopted 4 of 6 Caring Campus Behavioral Commitments based on measurability
 - o Rep. Geraldo connected these to CCRI guiding principles
 - Staff commitments may be more behavioral
 - Need all departments to buy into them
 - How to make them measurable - Can these be incorporated with staff evaluations?
 - Possibly initiate community discussion with poll to CCRI Staff
 - Rachel suggest provide samples commitments to survey
 - Goal to have Staff Commitments to Staff Assembly by end of May 2024
 - Faculty Commitments resolution opens in February 2024 for comment, senate anticipated to adopt at the next meeting
 - Staff, Faculty and Student Commitments anticipated to be incorporated in onboarding and student orientation
 - o Brainstorm ideal staff member: What are the characteristics and behaviors of the ideal CCRI staff member?
 - Acceptance of all
 - Welcoming others
 - Follows through on commitments and tasks
 - Remember we're all here for students. No students = no job
 - Don't send students away from you. Actually get them help/to the location they need
 - Address students with 'that lost look' - ask if they need help



- Use signs that are posted.
- Take the initiative to start and interaction.
- Be willing to learn something new.
- Collaborate with other people/departments.
- Be informed about what's going on at the other campuses.
- Take the initiative to step out of their box.
 - Balance between union issues and being helpful.
 - "Other duties as assigned"
 - Direct people to the next step.
- Be familiar with who does what around campus - know where to direct people. Be informed.
- Complete work tasks (in a timely manner)
 - Keep track of your tasks.
- Contribute to good morale
- Evaluation - respond to feedback. Give feedback. (depending on role)
- Professional Development - stay up to date on relevant processes, procedures, and technologies for your position.
- Something something strategic plan. Know where your job and position touches the strategic plan.
- Common Themes from Brainstorm: Collaboration, Follow Through, CCRI Knowledge
- Next steps?
 - Connect with Raekwon Grace and Andrea Ray how does their work correspond with this after our Feb meeting
 - create working document in SharePoint
 - Inform Staff Assembly of goal - send survey in March to CCRI Community with 4-6 possible Staff Commitment (end goal is 4 Staff Commitments); review survey results and vote in Staff Assembly in April to have in place for May 2024
- Choose existing HR Polices to be looked at, work with Kara Di Paola as subject matter expert
 - Decided to table this for this year, as timeline tight for commitments
 - Will look into this further if time allows this year

Agenda Item 5) New Business

- None

Agenda Item 6) Adjournment

- Rep. Geraldo motion to Adjourn 12:00pm
- Rep. Zervas Second motion
- Vote: 4 Yes, 0 No, 0 Abstain

Voting Members				
Name	Title	Department	Division	Attendance
Becka Carroll	Assistant Director of Brand Marketing & Advertising	Marketing and Communications	President's Division	No
Mimi Fattore	Counselor, Student Development	Advising	Student Affairs	No
Maya Geraldo	Manager, Academic Initiatives and Operations	Office of the VP of Academic Affairs	Academic Affairs	Yes

Tiffany McClay	Assistant College Purchasing Agent	Purchasing	Administration & Finance	Yes
Terry Notaripippo	Information Services Technician II	Library	Academic Affairs	Yes
Amy Zervas	Coordinator	Human Resources	Administration & Finance	Yes
Non-Voting / Ex-Officio				
Raekwon Grace	Facilitator OD and DEI	Human Resources	Administration & Finance	No
Rachel Rogers	Professor	Psychology	Academic Affairs	Yes