

Date: February 14, 2024
Start Time: 10:00am

Room Number: Knight 3240 and [WebEx Link](#)
End Time: 11:00am

Meeting Secretary: Tiffany McClay

Meeting Agenda

1. Call to Order
 2. Rollcall
 3. Approve January Meeting Minutes – Secretary McClay
 4. Continue brainstorming discussions developing CCRI’s four “Staff Commitments” aligning with our guiding principles. To bring forward to Andréa and Raekwon from the DEI Council prior to presenting to all stakeholders by survey
 5. New Business
 6. Adjournment
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Agenda Item 1) Call to order: Chair Notaripippo called the meeting to order at 10:03a

Agenda Item 2) Roll Call- taken by Secretary McClay

Agenda Item 3) Approve January Meeting Minutes – Secretary McClay

- Motion to approve – Chair Notaripippo
 - 2nd Motion – Rep Geraldo
 - Vote: 3 Yes, 0 No, 0 Abstain
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Agenda Item 4) Continue brainstorming discussions developing CCRI’s four “Staff Commitments” aligning with our guiding principles. To bring forward to Andréa and Raekwon from the DEI Council prior to presenting to all stakeholders by survey

- Review Odessa Commitments and Caring Campus Behavior Commitments from last meeting
- CCRI Faculty Commitments
 - o Welcoming Students
 - o Learning and using Student names
 - o Designing a transparent and inclusive syllabus
 - o Use assessments and feedback early and often
- Common theme from last meeting’s brainstorm: Collaboration, Follow Through, CCRI Knowledge
- Keep concise, short and sweet
- Need to align commitments to CCRI’s guiding principles
- Planning to bring 6 to DEI Council but will end with 4, should we have 6 or 4 to vote on?
- Communication and collaboration is common theme
- Raekwon Grace using Chat GPT for assistance in brainstorming
 - o **Commitment to Inclusivity:** Embrace diversity and create an inclusive environment for all students and staff.
 - o **Student-Centric Focus:** Prioritize the needs and success of students in all decisions and actions.
 - o **Professional Development:** Continuously seek opportunities for personal and professional growth to enhance our contributions to the college community.
 - o **Communication Excellence:** Foster open and transparent communication to promote collaboration and understanding among staff, students, and the community.
 - o **Adaptability and Innovation:** Embrace change and contribute to an innovative learning environment by staying informed about evolving educational practices and technologies.



- **Ethical Conduct:** Uphold the highest ethical standards in all interactions with students, colleagues, and the community.
- **Sustainability Commitment:** Foster environmentally sustainable practices in college operations and support initiatives that promote sustainability.
- **Community Engagement:** Actively engage with the local community to build positive relationships and partnerships that benefit both the college and its surrounding areas.
- **Collaborative Teamwork:** Foster a culture of collaboration and teamwork among staff to enhance the overall effectiveness of the college.
- **Empathy and Support:** Demonstrate empathy and provide support to students facing challenges, recognizing the importance of mental health and well-being.
- Brainstorm – used Chat GPT answers above, Odessa Commitments, Caring Campus Behavior Commitments, CCRI Faculty Commitments, CCRI’s Guiding Principles and our collective knowledge and experience at CCRI
- Decided to bring 4 commitments to DEI Council for discussion as these address all 6 of the guiding principles
 - Engage with members of our community – say “hello”, assist as needed, follow-through
 - Collaborate respectfully across departments and campuses in support of students
 - Pursue creative solutions to eliminate barriers to success
 - Embrace diversity and create an inclusive environment for all
- Next Steps
 - Meet with DEI Council representatives
 - Bring forward to Staff Assembly (March)
 - Send to Community at large (April)
 - Finalize back to Assembly (May)

Agenda Item 5) New Business

- NECHE Mock visit
- NECHE will ask us goals of committee moving forward

Agenda Item 6) Adjournment

- Rep. Geraldo motion to Adjourn 10:59am
- Rep. Notaripippo Second motion
- Vote: 3 Yes, 0 No, 0 Abstain

Voting Members				
Name	Title	Department	Division	Attendance
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 Director of Purchasing	Purchasing	Administration & Finance	Yes
Terry Notaripippo	Information Services Technician II	Library	Academic Affairs	Yes
Amy Zervas	Coordinator	Human Resources	Administration & Finance	No
Non-Voting / Ex-Officio				
Raekwon Grace	Facilitator OD and DEI	Human Resources	Administration & Finance	Yes