

**Date:** February 22, 2024

**Room Number:** Knight 3240 and [WebEx Link](#)

**Start Time:** 2:30pm

**End Time:** 3:30pm

**Meeting Secretary:** Tiffany McClay

**Meeting Agenda**

1. Call to Order
  2. Rollcall
  3. Preparation for NECHE visit
  4. Adjournment
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**Agenda Item 1) Call to order: Chair Notaripippo called the meeting to order at 2:32pm**

**Agenda Item 2) Roll Call- taken by Secretary McClay**

**Agenda Item 3) Preparation for NECHE visit**

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- a. Suggested questions from Lauren Webb
  - i. What is CCRI's [mission](#)?
    1. The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.
      - a. What is your perspective of the mission? What does it mean to you?
  - ii. How does your role support the mission of the college?
    1. Continue our rich tradition of excellence
    2. Establish and hold Staff to high standards
    3. Champion Diversity – DEI
    4. Assembly is a diverse body, bringing different perspectives enhancing our ability to make better decisions
    5. What are the barriers for students, helping student gain gainful employment
    6. Community, assembly includes everyone
  - iii. How does the Strategic Plan (or a divisional plan) guide the work of your department?
    1. Link to Strategic Plan: <https://www.ccri.edu/stratplan/>
      - a. Goal 1: Drive student success, experience, and completion
      - b. Goal 2: Expand partnerships and programs
      - c. Goal 3: Strengthen institutional effectiveness
    2. Different pathways for students, long and short term
    3. Very similar to above of how roles fit with college mission
    4. Staff Assembly = Goal 3 – strengthening institutional effectiveness, staff working together, staff improvement
  - iv. How do faculty, students, and staff participate in the internal governance of the college?
    1. Faculty Senate and Staff Assembly
      - a. Each have a student seat
    2. Student Government – meets with CCRI President
    3. Sub committees with each having an important focus
  - v. How do you measure the effectiveness of your department's work?

1. Implementing a new policy to aid in the college – the procedure of putting a motion in place
  - a. Did the policy follow the channel and was it put in place?
2. Working on guidance on how to measure what we have done so far
3. Every time someone from outside of the committee reaches out to us as a resource proves our importance and effectiveness
4. Build connections within assembly across departments and campuses
- vi. How do you know what students know and can do?
  1. Answer base on your position in the college
  2. Assessment
  3. Student data is shared with Assembly: enrollment numbers, graduation numbers, transfer data, job placements, etc.
  4. Involvement within committee connects us to other departments for more resources and data
  5. Town Halls
- vii. What is an example of data that you or your department has used to make a change to a course/program/service/process at CCRI. What was the number/statistic/rate before the change, what was the change you or your department made, and what was the number/statistic/rate after the change?
  1. Revisiting the Staff Assembly bi-laws to make more concise
  2. Reviewing the Staff Assembly elections process
  3. Sub committees are reviewing each associated mission statements
- viii. How is your own work performance evaluated at CCRI?
  1. Yearly performance evaluations
- ix. What is the college's grievance process for faculty, staff, and students? How do these different groups learn about these policies?
  1. Email HR and HR will advise on next steps and proper path based on union, non-union and type of grievance
- x. What are CCRI's institutional (general education) outcomes?
  1. Students are prepared to enter the workforce
  2. Definition of the educated student;
    - <https://www.ccri.edu/gened/educatedpersonpage.html>
      - a. Effective communication
      - b. Critical thinking
      - c. Quantitative, mathematical and scientific reasoning
      - d. Awareness of oneself and the world
  3. How many students are registered, how many graduating – some info shared at Town Hall
    4. **Checking with Lauren Webb on what this question means**
- xi. What professional development opportunities have you had at CCRI?
  1. Annual Professional Development Day
  2. Participation on any committee provides professional development
  3. Academic Impressions
  4. CCRI Daily announces upcoming PD opportunities
- xii. What is the best thing about working at CCRI?
  1. Students, staff, administration, college community
  2. Helping students and coworkers succeed in their jobs
- xiii. What are the challenges you face at CCRI?
  1. Each student has their own unique challenges so making sure every day we work to help students overcome those challenges

2. Challenge does not equal problem
- b. DEI specific questions
  - i. What is the mission, plan and purpose of the Assembly DEI Committee?
    1. **Diversity, Equity and Inclusion Committee:** The Diversity, Equity, and Inclusion Committee shall develop policies, procedures, and other recommendations advancing of diversity, equity, and inclusion for all employees and students of the college, outside of directly academic environments and relationships. It shall promote an open and welcoming campus climate that is accessible for all persons, including those with visible and invisible disabilities. The committee strives for a standard of excellence that exceeds minimal compliance with federal and state mandates and emphasizes our core values.
    2. Personal interpretation of mission
    3. Ensure equity and diversity within the college
    4. Community – One CCRI
    5. Other Sub Committee Mission Statements
      - a. **Elections Committee:** The Elections Committee shall organize and manage annual and special membership elections and appointments, along with voting processes to amend the Assembly’s Constitution and ByLaws.
      - b. **Operations Committee:** The Operations Committee is charged with policies, procedures, and other recommendations related to the use and scheduling of CCRI offices, conference rooms, and public spaces, along with appropriate furniture, equipment, and other fittings designed to maximize the flexibility, safety, and efficiency of CCRI facilities. It shall further concern itself with issues related to the safety and physical well-being of all members of the college community.
      - c. **Strategy and Finance Committee:** The Strategy and Finance Committee is charged with facilitating institutional understanding of the financial position of the college, including plans for advancement, and regular revision, implementation, and evaluation of the College’s Strategic Plan.
        - i. It shall plan and implement such training as needed by members of the college community in preparing and monitoring budgets.
        - ii. It shall produce regular reporting on matters related to budget and finance.
        - iii. It shall be responsible for planning and implementing a review, revision, and adoption process for the Strategic Plan every 2 years.
        - iv. It shall produce annual reports evaluating the College’s progress in realizing goals set by the Strategic Plan.
      - d. **Student Success Committee:** The Student Success Committee shall address all student issues not directly related to academics. These may include issues related to social well-being, athletics, student government, student organizations, and discipline.
      - e. **Technology and Data Committee:** The Technology and Data Committee is charged with development of policies, procedures, assessments, and recommendations related to community-wide technologies and data governance issues, projects, implementation, training, costs, and security priorities.
  - ii. How does the Assembly DEI Committee work with the Senate DEI Committee and The DEI Council?
    1. Raekwon Grace is ex-officio on the Staff Assembly
    2. Council helps define scope, to both governing bodies and relationship continues to evolve



# Staff Assembly

[DEI Committee]

3. DEI Committee is meeting soon with Council to review Staff Commitments
  4. DAT (Diversity Advisory Team) – DEI Council and chairs of each used to meet, this is currently evolving and transitioning
    - a. Meeting for each branch of DEI allowed for collaboration and dividing of work when needed
    - b. Comes together once a semester to connect about goals
  5. Relatively new so we are growing, we are learning and moving forward, continuing to adapt to college need
  6. Collaboration helps us decide where a concern falls, whose responsibility is the concern and how to collaborate to the most appropriate place to address concerns
- c. Other NECHE related questions or comments

## Agenda Item 4) Adjournment

- Rep. Zervas motion to Adjourn 3:26pm
- Rep. Notarpiippo Second motion

DEI 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	No
Tiffany McClay	Assistant Director of Purchasing	Purchasing	Administration & Finance	Yes
Terry Notarpiippo	Information Services Technician II	Library	Academic Affairs	Yes
Amy Zervas	Coordinator	Human Resources	Administration & Finance	Yes
Staff Assembly				
Michael Archetto	Building & Grounds Officer	Physical Plant	Administration & Finance	Yes
Helen Ducharme	Coordinator Disability Services	Disability Services	Student Affairs	Yes
Jane Reggio	RI BEST Adult Education Facilitator	Wrkfc Part/Adult Ed & Literacy	Workforce Partnerships	Yes
Non-Voting / Ex-Officio				
Raekwon Grace	Facilitator OD and DEI	Human Resources	Administration & Finance	Yes
Christine Lynch	Assistant Professor	Allied/Rehab Health/Occup Ther	Faculty/Rep of DEI Faculty Committee	Yes