

Date: May 8, 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 Minutes – Secretary McClay
 4. Staff Commitments next steps
 5. New Business
 6. Adjournment
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Agenda Item 1) Call to order: Chair Notaripippo called the meeting to order at 10:08am

Agenda Item 2) Roll Call- taken by Secretary McClay

Agenda Item 3) Approve Minutes – Secretary McClay

- Motion to approve April Minutes – Rep Geraldo
- 2nd Motion – Chair Notaripippo
- Vote: 4 Yes, 0 No, 0 Abstain
- Chair Notaripippo asked to move new business up to next agenda item, all agreed

Agenda Item 5) New Business

- Staff Assembly Secretary Peter Bardsley asked Secretary McClay to work with the DEI Committee to provide a short blurb for the News section of the Staff Assembly website in order to highlight passing of the Staff Commitments
 - o Worked in a shared doc to draft the blurb, final draft:

The DEI Committee was charged with creating four staff commitments aligning with our [Guiding Principles](#) while encompassing the varied work of staff across the college. On April 17, 2024 the President’s Council endorsed the CCRI Staff Commitments as passed by the Staff Assembly on April 15, 2024.

The DEI Committee is proud to present your four CCRI Staff Commitments. We look forward to seeing them in action.

1. Engage with members of our community – say “hello”, assist as needed, follow-through
2. Collaborate respectfully across departments and campuses in support of students
3. Recognize barriers to success and pursue creative solutions
4. Embrace diversity and create an inclusive environment for all

Agenda Item 4) Staff Commitments Next Steps

- How will they initially roll out to Stakeholders?
 - o Info sessions
 - o Need to be intentional with implementation – visual of how everything fits together: Strategic Plan, Guiding Principles, Staff Commitments, CCRI Mission, Jedi Action Plan
 - o Visual would work well for posters – work with marketing
- What is our implementation plan?
 - o Chair Notaripippo asked can DEI Committee direct meetings with stake holders? Rep Geraldo and Ex-Officio Grace said Yes, our job would be to host sessions to provide information.
 - o Include in management training held in HR
 - o Staff Assembly leadership and DEI Committee to hold trainings
 - o Do we have a budget to put signage around of commitments?



- Ask Chair Naaglaa if Staff Assembly has a budget
 - Maybe ask Marketing if they have any budget or tips they can provide
 - Use blurb sent to Secretary Bardsley for website, as email blast from the Assembly and add to CC Daily – include next steps in email blast
 - Use Summer to plan full roll out for the Fall
 - Extend this monthly meeting time through August
- Who will ultimately be responsible for managing the ongoing implementation?
 - Similar to Strategic plan, part of division leaders to disseminate
 - Check in with leads, after passing it to them
 - Evaluate later
 - Possibly add to Performance Evaluations
- Next meeting come prepared with ideas for info sessions do some individual research, who’s the audience, what are we sharing

Agenda Item 5) Return to Discuss More New Business

- Ex-Officio Grace brought up question of Faculty Senate, JEDI B Action plan, 5 priorities, where does each area fit into DEI priorities, would like to review JEDI B Action plan at future meeting, where does Assembly fit into this, connect with Implementation of Commitments – add to next meeting

Agenda Item 6) Adjournment

5. Chair Notarpiippo motion to Adjourn 10:49am
6. Secretary McClay Second motion
7. Vote: 4 Yes, 0 No, 0 Abstain

Voting Members				
Name	Title	Department	Division	Attendance
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 Notarpiippo	Information Services Technician II	Library	Academic Affairs	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	No
Amy Zervas	Coordinator	Human Resources	Administration & Finance	No