CCRI | Staff Assembly
[DEI Committee]

Date: June 20, 2024   **Room Number:** Knight 3240 and WebEx Link
Start Time: 10:00am   **End Time:** 11:00am

Meeting Secretary: Tiffany McClay

Meeting Agenda

1. Call to Order
2. Rollcall
3. Approve Minutes – Secretary McClay
4. JEDI-B Action Plan Review- Where do we fit in?

   - 5 Priorities:
     1. Faculty, Staff & Student Diversity
     2. Equitable Student Outcomes
     3. Inclusive Communities
     4. Curriculum Diversity
     5. Enabling Infrastructure

5. Brainstorm developing Staff Commitment Info Sessions for Managers & Leaders–

   - Implement tailored strategies to create "buy-in" within all divisions & department leads, creating a trickle-down approach.
   - Expected takeaways from the session?
   - Measurable outcomes?

6. New Business
7. Adjournment

Agenda Item 1) Call to order: Chair Notarpippo called the meeting to order at 10:10am

Agenda Item 2) Roll Call- taken by Secretary McClay

Agenda Item 3) Approve Minutes – Secretary McClay

- Motion to approve May Minutes – Rep Geraldo
- 2nd Motion – Chair Notarpippo
- Vote: 4 Yes, 0 No, 0 Abstain
- Chair Notarpippo requested to move to new business up in order to schedule meetings for next year

Agenda Item 6) New Business

- Staff Assembly asked meeting set schedule for next year –
- Do we want to keep 2nd Wednesday at 10?
- Move to 2nd Wednesday of each month at 10:30am
- Change in schedule would start in September assuming Staff Assembly approves
- Rep Geraldo asked to add this to the calendar as soon as possible
- We are moving to 10:30 starting July and August to better accommodate everyone's schedule
- Rep Geraldo will not be able to attend August meeting, may shift this meeting if needed

Agenda Item 4) JEDI-B Action Plan Review – Where do we fit in?

- 5 Priorities:
  - Faculty, Staff & Student Diversity
  - Equitable Student Outcomes
  - Inclusive Communities
  - Curriculum Diversity

- o Enabling Infrastructure
- Raekwon presented to President's council positive feedback, main question is where do everyone fit it
- Raekwon says DEI fits with Enabling Infrastructure – policy and auditing policy
- Chair Notarpippo says committee fits with Inclusive communities
- Maybe Staff Assembly fits best with Enabling Infrastructure
- Staff Assembly as well fits under all 5 with each committee fits under a more specific priority
- Campus climate and culture fits with DEI Committee in 3
- 3 and 5 as policy align with DEI Committee's current charge
- How do we work with this?
  - o DEI Council – education, visibility
  - o DAT policy, Strategy and metrics, governing parties need to be involved, policy holders, action doers of the college – Action item A of priority 3
- Policy 3 Action item E – for DEI Committee
- How do we recognize equity work in persons?
  - o DEI Committee can lead or cosponsor
- How does this fit with the committee goals for next year? Need to prioritize.
  - o Do a few things well verses doing many things not so well.
- DEI Committee might be able to take on 3d – committee member representative on 3a and 3e
  - o Want to encourage people to want to stand up and shine feel mattered and important
  - o DEI Council can help provide some fiscal resources per Raekwon
  - o We need some flexibility – hopefully a new DEI Director will be here soon and they will come with own ideas and expectations
  - o Committees can bring some ideas to new Director
  - o Can this help with retention? Recognize early on, use the climate survey to help, need to follow-through, quality, communication, buy-in
  - o Form for nominations for award – accessible to all at any time, be uplifting, and easy to find
  - o Awards and recognize biannually – each semester

Agenda Item 4) Brainstorm developing Staff Commitment Info Sessions for Managers & Leaders

- Implement tailored strategies to create "buy-in" within all divisions & department leads, creating a trickle-down approach.
- Expected takeaways from the session?
- Measurable outcomes?
- Do we want to include this into the Manager's training module?
  - o Fit best in module 3 or 8 but 3 mostly
  - o Rep Geraldo suggests module 1, as the staff commitments are general and the basics to managing and working at CCRI
  - o Raekwon will chat with VP Ogden, on our behalf to get her buy in and where these should fit
- How do we reach the managers who may not attend the modules/training?
  - o Chair Notarpippo ask marketing to send out email to all managers, but will they read the email

Agenda Item 5) New Business Continued

- Secretary McClay suggested CCRI participate in next year's Pride parade in Providence
- Raekwon thought CCRI tried looking into this in previous years but missed deadlines to sign-up and may not have need more representation
- Discussion to be continued at future meeting

Agenda Item 6) Adjournment

1. Chair Notarpippo motion to Adjourn 10:56am
2. Secretary McClay Second motion
3. 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 Notarpippo	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 Faulty Committee	No
Amy Zervas	Coordinator	Human Resources	Administration & Finance	No