

Date: July 10, 2024
Start Time: 10:30am

Room Number: Knight 3240 and [WebEx Link](#)
End Time: 11:30am

Meeting Secretary: Tiffany McClay

Meeting Agenda

1. Call to Order
 2. Rollcall
 3. Approve Minutes – Secretary McClay
 4. Welcome to new committee members
 5. Request by Assembly Chair Gaafar, review the in-process [Training Manual](#)
 - a. Can we improve it?
 - i. What is helpful in the current content
 - ii. What additional information is needed
 - iii. Not looking for grammar errors/suggestions
 6. Continue brainstorming on committee’s future goal of supporting the JEDI-B Action Plan
 - a. Priority 3-Inclusive Communities: Action item e. Create campus climate survey team to build out strategy and operations of the program
 7. New Business
 8. Adjournment
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Agenda Item 1) Call to order: Chair Notarpiippo called the meeting to order at 10:34am

Agenda Item 2) Roll Call- taken by Secretary McClay

Agenda Item 3) Approve Minutes – Secretary McClay

- Motion to approve June Minutes – Chair Notarpiippo
- 2nd Motion – Rep Geraldo
- Vote: 3 Yes, 0 No, 0 Abstain

Agenda Item 4) Welcome to new committee members

- Chair Notarpiippo warmly welcomed Debbie Lavoie to the committee
 - Debbie is excited to be here and to start her official term in September
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Agenda Item 5) Request by Assembly Chair Gaafar, review the in-process [Training Manual](#)

- Can we improve it?
 - o What is helpful in the current content
 - Rep Geraldo and Chair Notarpiippo stated entire document is helpful, the Committee agrees
 - Shared governance and principles already in place
 - o What additional information is needed
 - The DEI Committee added some comments, suggestions and questions to the document
 - o Not looking for grammar errors/suggestions

Agenda Item 6) Continue brainstorming on committee’s future goal of supporting the JEDI-B Action Plan

- Priority 3-Inclusive Communities: Action item e. Create campus climate survey team to build out strategy and operations of the program
 - o Change to action item d Create an Equity & Inclusion recognition award and application process to highlight inclusive excellence at CCRI (Fellows and CTE)
 - o Rep Geraldo asks Raekwon how he foresees this committee supports the DEI office in this task
 - Raekwon – what is the framework to meet/measure to earn this recognition?
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- Suggests once a semester of what is manageable.
 - DEI Committee can build frame work, possible awards are lunch with President or VP, parking space
 - Chair Notarpiippo suggests bi-annually to keep engagement
 - Raekwon asks how many persons each time awarded
 - One per campus, one per division – can help show how any role can represent DEI, can help each campus feel more included, maybe both, how do you drive inclusive community, how do you drive diversity outcomes
 - All seem to agree with bi-annually
 - Award for campus, lunch with campus champion
 - Rep Geraldo, only lunch or a full ceremony can this be part of service award ceremony in Fall, and PDD in Spring
 - Service and inclusive spaces, PDD and equitable outcomes
 - Is it a nomination or application process? Rep Geraldo suggests both to committee’s agreement
 - Campus Champions are the point of contacts as each campus to help ensure people are recognized
 - Need to publicize – governing bodies, new hire orientation, marketing, first one will be the hardest to get engagement, need website
 - Service awards are more invitational only, can this be changed to be more full engagement
 - Service awards are in December, need to create timeline, step one draft nomination/application and then
 - What is the process? Does this go through Staff Assembly? President’s council?
 - Should service awards include other attendees, to encourage engagement?
 - Service awards in December, PDD in April, should we do a third in the summer, maybe attach to Opening Day in August
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- Need further discuss on these possible days ceremony days and connecting the awards
 - Start with December timeline and application, use this as proposal for Reakwon to bring to Alix then SLT

Agenda Item 7) New Business

- None

Agenda Item 6) Adjournment

- Rep McClay motion to Adjourn 11:34am
- Chair Notarpiippo Second motion
- Vote: 3 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
Donna Raptakis	WP Instructor – DDC	Transportation Education	Workforce Partnerships	No

Non-Voting / Ex-Officio				
Lis Braun	Assistant Registrar	Records		No
Raekwon Grace	Facilitator OD and DEI	Human Resources	Administration & Finance	Yes
Debbie Lavoie	Accountant	Accounts Payable	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