

Date: November 8, 2023

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

Start Time: 11:00am

End Time: 12:00pm

Meeting Secretary: Tiffany McClay

Meeting Agenda

1. Call to Order
 2. Rollcall
 3. Approve October Meeting Minutes – Secretary McClay
 4. Discussion of Agenda Items for Committee Work 23-24
 5. Adjournment
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Agenda Item 1) Call to order: Rep Zervas called the meeting to order at 11:07pm

Agenda Item 2) Roll Call- taken by Rep McClay

Agenda Item 3) Approve October Meeting Minutes – Rep McClay

- Rep Geraldo requested update to title in Roster below, change Coordinator to Manager
 - Rep Grace requested update to title in Roster below, should be OD & DEI
 - Motion to approve – Rep Geraldo
 - 2nd Motion – Rep Notarpiippo
 - Vote: 4 Yes, 0 No, 1 Abstain
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Agenda Item 4) Re-assess Committee Chair Position

- Rep Zervas asked to step down from Chair
 - Rep Geraldo Motion for Rep Notarpiippo to be Chair
 - Rep Zervas 2nd motion
 - Vote: 5 Yes, 0 No, 0 Abstain
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Agenda Item 5) Discussion of Agenda Items for Committee Work 23-34

- Rep Geraldo shared committee goals from last year
 - o Review existing HR policies, what is State driven and controlled, what is CCRI driven and controlled
 - o Request Kara DiPaola to attend a future meeting as a subject matter expert
- Rep Grace suggests a long-term goal of checking in with CCRI Strategic Plan and DEI Action Plans
- Rep Notarpiippo discussed Rachel Roger and her presentation on Student Commitments from last Staff Assembly meeting held on October 20, 2023
 - o Request Rachel Rogers to attend a future meeting as a subject matter expert
 - o Would this goal be collaborative with Student Success Committee?
- Rep Notarpiippo – how do we facilitate all students sharing the same experience across the board, specifically all 4 campuses?
 - o Rep Notarpiippo provided example of Library Laptop lending program and shortage of laptops
 - Policy verses Procedure issue
 - May be an inconsistency within a department across the campuses – equity vs equality

- Need to add lending policy to Policy Stat
- Rep Geraldo suggests gathering date, survey students across all campuses
- Rep McClay suggested long term goal may be to look at establishing a Supplier Diversity Program
- Rep McClay to send some information to the Committee to review

Agenda Item 6) General House Keeping

- Minutes need to be uploaded to Blackboard – Rep McClay
- Committee will share and collaborate using SharePoint – to be set up by Rep McClay
- Rep McClay to create a WebEx group for Committee
- Moving monthly meetings from 11am to 10am still on the second Wednesday of the month

Agenda Item 7) Adjournment: Meeting was adjourned at 12:00pm

Voting Members				
Name	Title	Department	Division	Attendance
Becka Carroll	Assistant Director or Brand Marketing & Advertising	Marketing and Communications	President’s Division	No
Mimi Fattore	Counselor, Student Development	Advising	Student Affairs	Yes
Maya Geraldo	Manager, Academic Initiatives and Operations	Office of the VP of Academic Affairs	Academic Affairs	Yes
Tiffany McClay	Assistant College Purchasing Agent	Purchasing	Administration & Finance	Yes
Terry Notarpiippo	Information Services Technician II	Library	Academic Affairs	Yes
Amy Zervas	Coordinator	Human Resources	Administration & Finance	Yes
Non-Voting / Ex-Officio				
Raekwon Grace	Facilitator OD and DEI	Human Resources	Administration & Finance	Yes