

GPRA TEAM COMMUNITY AND MEETING AGREEMENTS

These agreements come from a variety of equity based, anti-racist workshops and aim to create a space for productive and open communication among the GPRA Team.

COMMUNITY AGREEMENTS

Keep confidentiality- During these conversations, you will learn about clients and your colleagues within this group. Likewise, fruitful conversation will require you to share about yourself as well. Please keep other's information confidential and ask before you share beyond this meeting.

Hold each other with care- At all times, especially during difficult conversations, treat each other with respect and compassion. Keep in mind that this kindness does not mean that we do not hold each other accountable and bring attention to times when others cause harm. However, it does create space for tough conversations.

Avoid Using Gender, Ableist or Exclusionary Language- We will be mindful of and intentionally use inclusive language that puts people first, is gender neutral and recognizes the impact of mental health language. If exclusionary or harmful language is used, we can respectfully notify the individual of what was said and its impact.

Open Door/Inbox Policy- During work hours outlined in the Google Calendar, everyone should have Teams and Outlook open so that we are all readily accessible by email or chat. Similarly, while in the office, we maintain an open-door policy so that everyone is accessible.

MEETING ENGAGEMENT

WAIT (Why am I talking/why am I not talking?) and Creating a Brave Space- Take time to reflect on our personal engagement during meetings and discussion. Is there a reason we are talking? Conversely, and equally important, is there a reason we are not talking? Are we causing harm to the group by not creating space for ourselves (or others) to speak? Therefore, if a feeling comes up, we will do our best to speak it in the moment and address intention and impact. The purpose of the GPRA Team meeting is to create a space that fosters productive dialogue.

Engaged Zoom Presence- Although GPRA GAs are not expected to work in the TEC office according to the TEC Hybrid Work Policy, GPRA GAs are expected to engage in Zoom meetings by utilizing the video function when possible. GPRA team meetings begin with a quick check in, in which all attendees are expected to have their video on or give a warning that they are off camera for a specific reason (i.e. eating breakfast). When attendees need to turn video off, they are still expected to engage in meeting discussions via audio or chat, and return to video when possible. We understand that being on video is not always possible, but stress the importance it plays in maintaining relationships and team dynamics while most of our team continues to work remotely.

Facilitation and Attendance Expectations- GPRA GAs along with others on the GPRA team will take turns facilitating the weekly team meeting. This includes reviewing the agenda (available on the GPRA GA website) and sharing about additional learnings or resources as applicable. During the 2021 Spring Semester, GAs are expected to attend at least, but not limited to two GPRA meetings per month depending on work schedules. GAs are expected to review Teams/any notes for anything that is missed during meetings that they are unable to attend.

Ask for what you need, offer your gifts- We own our personal power when we ask for what we need in situations. This can be small or large and opens an opportunity for others to support us in the way we need. We also contribute to the collective power when we offer our gifts to others, especially in response to what and how they need to be supported. The GPRA team meetings are meant to be a space where challenges, such as an overwhelming client load, scheduling conflicts, or difficult phone calls are surfaced, as well as a time that we can offer support to each other.

TEC staff meetings- During the academic year when GPRA GAs are limited in the hours that they can work, they are asked to attend two TEC staff meetings per month. These meetings include the regularly scheduled professional development (1st Wednesday) and project sharing (2nd Wednesday) meetings each month. Time and capacity allowing, GPRA GAs are welcome to attend additional TEC staff meetings. The agenda and schedule can be [found here](#).