

**CSAC Monthly Meeting**  
Monday July 16, 2018  
9:00-10:00 a.m. Bavaro 318A

**Present: Present:** Diane Cole, Stephanie McGuire, Amanda Balsamo, Danielle Peacock, Joey Carls, Laura Helferstay, Tom Rose, Mandy Turner

**Absent:** Nate Hixson

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
June Minutes	June minutes were not present at meeting	Will be reviewed next meeting
New members	<ol style="list-style-type: none"> <li>1. 3 new CSAC member introduce themselves to the CSAC Committee</li> <li>2. Returning CSAC committee introduces themselves</li> <li>3. Joey Carls and Leslie Boren were both elected Curry Representatives to the Staff Senate</li> </ol>	
Officer Elections	<p>Amanda may be leaving her current position – therefore may not be able to serve on Chair position  Officer descriptions given  CSAC nominations are as follows:</p> <ol style="list-style-type: none"> <li>1. Amanda nominates Stephanie for Chair. Mandy Seconds</li> <li>2. Amanda nominates Diane for chair. Danielle Seconds</li> <li>3. Stephanie nominates Danielle for Vice chair. Laura Seconds</li> <li>4. Danielle nominate Stephanie for Vice-Chair. Amanda Seconds</li> <li>5. Laura nominates herself for Secretary. Mandy Seconds</li> </ol> <p>CSAC Votes  Staff elects:</p> <ol style="list-style-type: none"> <li>1. Chair – Diane Cole</li> <li>2. Vice-Chair – Stephanie McGuire</li> <li>3. Secretary – Laura Helferstay</li> </ol>	<b>Diane, Stephanie and Laura</b> to begin duties after meeting ends
All Staff Meeting Logistics	<p>Diane has date for Justin and Pianta’s availability</p> <ol style="list-style-type: none"> <li>1. Friday, October 5, 2018</li> <li>2. LDC is available for that date</li> <li>3. Bring meeting discussion ideas to the August meeting</li> </ol>	<b>Stephanie</b> to send out invitation to future CSAC meetings
Day of Caring	Tom Rose volunteered to organize Day of Caring	Tom organize Day of Caring details
Future CSAC Meetings	<p>Second Thursday of Each month going forward to be CSAC meeting at 9 a.m.  Next meeting August 9<sup>th</sup> and 9  Invite Leslie to CASAC meeting as Staff Senate representatives  DAC representative will continue to attend all CSAC meetings</p>	
FC/CSAC Update	<p>Update on Supervision best practices form FC/CSAC</p> <ol style="list-style-type: none"> <li>1. Had done a survey of Supervisors</li> <li>2. Will do a similar survey for the staff</li> <li>3. Have another meeting scheduled in August</li> <li>4. Hope to have survey ready by next meeting</li> </ol>	
Next Meeting	<p>Meeting Adjourns: 9:53 a.m.  Next meeting will be August 9, 2018, 9:00 a.m.</p>	<p><b>Diane</b> to create an agenda for next meeting  <b>Stephanie</b> to send out meeting minutes  <b>Laura</b> to provide paper copies of July minutes for the August meeting</p>

**CSAC Monthly Meeting  
Thursday, August 9, 2018  
9-10:30am; Bavaro 318A**

**Present:** Amanda Doherty, Diane Cole, Tom Rose, Stephanie McGuire, Mandy Turner, Laura Helferstay, Nate Hixson, Danielle Peacock, Leslie Booren, Joey Carls, Ryan Kiley, Justin Thompson

Agenda Item:	Discussion:	Action:
June Minutes	Meeting time corrected: 9-10am Motion by Danielle, seconded by Amanda	Approved pending <b>Laura</b> correcting meeting time
July Minutes	Meeting time corrected: 9-10am Motion by Danielle, seconded by Mandy	Approved pending <b>Laura</b> correcting meeting time
Member Introductions	Introductions and 3 facts	
Committee Orientation <ul style="list-style-type: none"> <li>- Meeting schedule</li> <li>- CSAC Purpose</li> <li>- Council Members</li> <li>- Roles and Responsibilities</li> <li>- ByLaws</li> <li>- Roberts Rules of Order</li> <li>- Typical Agenda</li> </ul>	CSAC has grown this year with an additional administrative representative and research and centers representative, so will spend some time getting to know each other and getting an orientation to CSAC Diane reviewed role of CSAC, typical agenda, and Roberts Rules of Order Representation numbers established in bylaws, which can be updated Changed from volunteer system to ensure representation across Curry community Justin Thompson addresses group Appreciation for CSAC Update on University preparedness plans for upcoming A12 weekend	<b>Diane, Laura, Stephanie, Amanda</b> to craft future agendas, input from other members welcome
2018/2019 Project Planning	Existing initiatives: <ol style="list-style-type: none"> <li>1. FC/CSAC Supervision <ol style="list-style-type: none"> <li>a. Survey sent to supervisees earlier this week</li> <li>b. Combine with supervisor survey to launch planning for fall and spring</li> <li>c. Will send emails to supervisors with resources, tips, and available professional development</li> </ol> </li> <li>2. ByLaws review</li> <li>3. Day of Caring</li> <li>4. Food Drive</li> <li>5. All Staff Meeting</li> </ol> Proposed new initiatives: <ol style="list-style-type: none"> <li>1. Orientation for Curry staff <ol style="list-style-type: none"> <li>a. Provide resources outside of department</li> <li>b. Put people in touch with others who are doing similar jobs</li> <li>c. Incorporate existing Wiki project</li> <li>d. Let staff know what CSAC does and what we can do for them</li> <li>e. Provide information about staff senate</li> <li>f. Use framework for faculty from Catherine Bradshaw</li> <li>g. Spring and Fall? Individually?</li> <li>h. Provide physical packet and digital resource</li> </ol> </li> </ol>	<b>Tom</b> will provide update on Day of Caring  <b>Diane</b> will provide updates on FC/CSAC Supervision  <b>Stephanie</b> send out WhenIsGood for Orientation Committee to <b>Laura, Amanda, Joey, Danielle, and Nate</b>  <b>Amanda</b> spearhead Halloween event planning  <b>Joey and Leslie</b> to provide updates on parental leave progress in staff senate  <b>Joey</b> will include Muse invite in quarterly updates

	<ul style="list-style-type: none"> <li>folder</li> <li>i. Possibly assign CSAC rep to meet over lunch in first week and check in over time</li> <li>j. Include in All-staff meeting</li> <li>k. Checklist of what to do 1<sup>st</sup> week/priority topics</li> <li>l. Welcome letter from CSAC and possibly Curry polo or keychain flashlight</li> <li>m. Separate committee to form to take up this work – Stephanie, Laura, Amanda, Joey, Danielle, and Nate</li> </ul> <ol style="list-style-type: none"> <li>2. Halloween costume contest and Curry trick-or-treat <ul style="list-style-type: none"> <li>a. Individual departments can hand out candy before Lawn event</li> </ul> </li> <li>3. Quarterly updates <ul style="list-style-type: none"> <li>a. Will coordinate info from staff senate</li> <li>b. Muse social events</li> <li>c. Will plan this as a group</li> </ul> </li> <li>4. Leadership Training Over Lunch <ul style="list-style-type: none"> <li>a. Support and encouragement from administration is important for success</li> <li>b. Explore ability to provide leadership certificate</li> <li>c. Include faculty from higher ed program to scaffold development for staff – could potentially charge fee and use education benefit</li> </ul> </li> <li>5. Parental leave for all staff <ul style="list-style-type: none"> <li>a. Active staff senate initiative</li> </ul> </li> <li>6. Social Initiatives <ul style="list-style-type: none"> <li>a. Balance being a professional organization with our goals and ensuring community members can connect</li> </ul> </li> </ol> <p>Additional ideas throughout the year welcome – email Diane or group</p>	
All-Staff meeting	<p>Scheduled for Friday October 5, 2018 in LDC  Agenda will include New staff orientation  September meeting will focus on planning</p>	
Next Meeting	<p>September 6, 9:00 - 10:00 a.m. Bavaro 318A</p>	<p><b>Diane</b> to create an agenda for next meeting</p> <p><b>Laura</b> to send out meeting minutes</p> <p><b>Laura</b> to provide paper copies of August minutes for the September meeting</p>

**CSAC Monthly Meeting**  
 Thursday, September 13  
 9:00 – 10:00 a.m. Bavaro 318A

**Present:** Diane Cole, Tom Rose, Stephanie McGuire, Laura Helferstay, Leslie Booren, Ryan Kiley, Joey Carls  
**Absent:** Danielle Peacock, Mandy Turner, Amanda Doherty, Nate Hixson

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
August Minutes	Motion by Ryan, seconded by Stephanie	Approved
Updates	Diversity Action Committee (Ryan) <ol style="list-style-type: none"> <li>1. Working on addressing student demands</li> <li>2. Have selected Common Read book – <i>Life, Animated</i> <ol style="list-style-type: none"> <li>a. Will screen film version with Q&amp;A with author on 10/16/18</li> </ol> </li> </ol>	
Project Updates	<ol style="list-style-type: none"> <li>1. Staff orientation (Stephanie)           <ol style="list-style-type: none"> <li>a. Developed plan for 3 pronged approach               <ol style="list-style-type: none"> <li>i. 1 hour orientation meeting to introduce to department heads, ETO, etc.</li> <li>ii. Mentorship program paired with volunteers drawn from current and former CSAC and Staff Senate</li> <li>iii. Handbook/Wiki with most useful info (work orders, PTAOs, etc)</li> <li>iv. Include day of caring and ETO intro in orientation</li> </ol> </li> <li>b. Handbook and meeting are positive because it’s formalized information transfer and handbook gives people resource to utilize before reaching out</li> <li>c. Stephanie reformatting to match template Joey shared               <ol style="list-style-type: none"> <li>i. What should we include as expected outcomes?                   <ol style="list-style-type: none"> <li>1. Send survey 3 months out and 6 months out to get feedback as an outcome from both new hires and mentors</li> </ol> </li> </ol> </li> <li>d. Will include this at All-Staff to alert staff that CSAC is developing a proposal for the administration               <ol style="list-style-type: none"> <li>i. Ask for input from community about what could be included and what departments already have developed internally                   <ol style="list-style-type: none"> <li>1. Stephanie will be the point person for staff who have feedback</li> </ol> </li> </ol> </li> <li>e. What else is needed?               <ol style="list-style-type: none"> <li>i. What does orientation look like?</li> <li>ii. What does handbook/resources look like?</li> <li>iii. Where does budget come from?</li> <li>iv. Outcomes</li> <li>v. Proposal structure from Joey needs page 1 and 2, page 4 would be more like a year after implementation</li> </ol> </li> </ol> </li> <li>2. Day of Caring on Sept. 26<sup>th</sup> (Tom)</li> </ol>	<p><b>Diane</b> will alert Justin that Orientation planning will be included in All-Staff meeting</p> <p><b>Stephanie</b> will incorporate feedback from All-Staff and aim to submit proposal October/November</p> <p><b>Tom</b> will help coordinate getting Day of Caring pictures gathered and posted</p>

	<ul style="list-style-type: none"> <li>a. All teams are filled and assignments sent out</li> <li>b. Tom sending a reminder email on Monday</li> <li>c. Higher turnout than usual, a lot of new employees</li> <li>d. Tshirts go out in messenger mail or will be picked up</li> <li>e. Take pictures so we can post them</li> </ul> <p>3. Supervision Best Practices – FC/CSAC partnership (Diane/Danielle)</p> <ul style="list-style-type: none"> <li>a. Still moving forward, next goal is development of newsletter</li> </ul>	
New Business	<ul style="list-style-type: none"> <li>1. All-Staff meeting on Sept. 28<sup>th</sup> <ul style="list-style-type: none"> <li>a. Bob and Justin presentation/updates <ul style="list-style-type: none"> <li>i. Bob overview state of school/priorities</li> </ul> </li> <li>b. Faculty Council – invitation to present</li> <li>c. Update on Supervision Practices (7 mins)</li> <li>d. DAC – Joanna Williams (10 minutes)</li> <li>e. Other topics to cover? <ul style="list-style-type: none"> <li>i. Building project updates</li> <li>ii. HR changes/WorkDay</li> <li>iii. Highlight parental leave policy</li> <li>iv. Intro to new staff-chance to stand up and introduce selves</li> </ul> </li> <li>f. Stream All-Staff meeting for remote employees? <ul style="list-style-type: none"> <li>i. Would need to move to Holloway, but there is a lectureship series event that day at 11</li> <li>ii. Can have All-Staff meeting 9-10:30 as long as we're out at 10:30</li> <li>iii. Remote staff may have difficulty with netbadge, so decided to make link public</li> <li>iv. In future may want to consider Zoom to get input from remote locations</li> </ul> </li> <li>g. Diane will intro CSAC and include current initiatives</li> </ul> </li> <li>2. New projects <ul style="list-style-type: none"> <li>a. Viewing of the inauguration 10/19 in Holloway Hall</li> <li>b. Halloween planning? <ul style="list-style-type: none"> <li>i. Anyone else interested in spearheading trick-or-treating? Let Diane know or bring to group</li> </ul> </li> <li>c. Holiday Party – December 5<sup>th</sup>, 3:30, RFN302</li> </ul> </li> </ul>	<p><b>Ryan</b> will email Joanna and cc Diane about presenting for 10 minutes</p> <p><b>Diane</b> will reach out to Randy Robey about updates to provide</p> <p><b>Tom and Diane</b> will work on streaming or potentially Zooming meeting</p> <p><b>Diane</b> will check in with Amanda about Halloween costume contest</p> <p><b>Stephanie</b> to send Diane info to present about orientation project</p> <p><b>All members</b> alert Diane or bring ideas to meeting if interested in organizing Curry trick-or-treating</p>
Next Meeting	October 11, 9-10am; Bavaro 318A	

**CSAC Monthly Meeting**  
 Thursday, October 10, 2018  
 9:00 – 10:00 a.m. Bavaro 318A

**Present:** Diane Cole, Stephanie McGuire, Laura Helferstay, Leslie Booren, Ryan Kiley, Amanda Doherty, Nate Hixson

**Absent:** Tom Rose, Danielle Peacock, Mandy Turner, Joey Carls

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
September Minutes	Motion by Ryan, seconded by Amanda	Approved
Updates	Diversity Action Committee (Ryan) <ol style="list-style-type: none"> <li>1. Have selected Common Read book – <i>Life, Animated</i> <ol style="list-style-type: none"> <li>a. Will screen film version with Q&amp;A with author on 10/16/18 – be sure to RSVP</li> </ol> </li> <li>2. Resources related to the Common Read are available on Canvas, but staff accounts weren't automatically migrated so you must request access</li> <li>3. Update on MLK Jr. event in January</li> </ol> Staff Senate (Leslie) <ol style="list-style-type: none"> <li>1. Sustainability summit at end of month</li> <li>2. Safety and Security survey has been sent out</li> <li>3. Remember to RSVP to inauguration events</li> <li>4. Discounts on football tickets available</li> <li>5. Met with President Ryan who is taking more of a role with staff than past presidents</li> <li>6. Workday/UFIRST updates, more details coming out, will officially launch 1/7/19</li> <li>7. Updates on organizational excellence and leadership excellence</li> </ol>	<p><b>Ryan</b> will check with Bernadette about sending an email to staff inviting them to request access to Canvas materials</p> <p><b>Leslie</b> to share minutes with CSAC members</p>
Project Updates	All-staff meeting review (all) <ol style="list-style-type: none"> <li>1. Orientation feedback and next steps – should plan to send a follow up email where people can reply next time</li> <li>2. Positive feedback about streaming in Northern VA, plan to continue this project</li> </ol> Staff orientation (Stephanie) <ol style="list-style-type: none"> <li>1. Stephanie got feedback from Budget and Accounting about basic knowledge that incoming staff needs</li> <li>2. Could aim to pilot this with 3-5 new staff as a CSAC project outside of proposal</li> </ol> Day of Caring <ol style="list-style-type: none"> <li>1. Success!</li> </ol> Supervision Best Practices - FC/CSAC partnership (Diane/Danielle) <ol style="list-style-type: none"> <li>1. First newsletter went out</li> <li>2. Next meeting at end of month</li> <li>3. Workday updates and training will be handled separately from these newsletters, but can add tips and reminders to newsletter</li> </ol>	<p><b>Stephanie</b> will schedule another meeting of subcommittee to review proposal and start taking action where possible (ex: agenda for orientation)</p> <p><b>Diane</b> will send supervisor newsletter to CSAC and Staff Senate reps too</p> <p><b>Diane</b> will raise idea of adding workdays tips and reminders to newsletter</p>
New Business	Commonwealth of Virginia Campaign <ol style="list-style-type: none"> <li>1. Need volunteer to lead project</li> </ol> New projects <ol style="list-style-type: none"> <li>1. Viewing of the inauguration, 10/19</li> <li>2. Halloween</li> </ol>	<p><b>Diane</b> will send an invite to staff for inauguration streaming in Holloway after official RSVPS are due</p>

	a. Amanda may move forward b. Will not sponsor trick-or-treating Holiday Party - December 5th, 3:30, RFN302	<b>Amanda</b> will decide if able to do costume contest
Next Meeting	November 8, 9-10am; Bavaro 318A	

**CSAC Monthly Meeting**  
 Thursday, November 8, 2018  
 9:00-10:00 a.m. Bavaro 318A

**Present:** Leslie Booren, Joey Carls, Diane Cole, Amanda Doherty, Laura Helferstay, Nate Hixson, Ryan Kiley, Danielle Peacock, Mandy Turner, Tom Rose, Stephanie McGuire, Bernadette Poerio (Canvas special guest)

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
October Minutes	Motion by Amanda, seconded by Tom	Approved
Special Guest	Bernadette Poerio, Canvas <ol style="list-style-type: none"> <li>1. Curry online team assisting with migration from Collab to Canvas</li> <li>2. Curry has a virtual community of all students</li> <li>3. There are ways to use Canvas outside of courses, ex:               <ol style="list-style-type: none"> <li>a. Sheila Johnson training site</li> <li>b. Higher Ed Interview day</li> <li>c. DAC</li> </ol> </li> <li>4. Canvas training for staff can be developed – will decide whether to do this through CSAC meeting or set up separate event</li> </ol>	<b>Diane</b> will send link to request a Canvas account to CSAC members
Updates	Diversity Action Committee (Ryan) <ol style="list-style-type: none"> <li>1. MLK day theme is Women in the Movement               <ol style="list-style-type: none"> <li>a. Cosponsoring, not hosting so as not to have too many events</li> </ol> </li> <li>2. Planning to have open meetings to allow community input</li> <li>3. Meeting with faculty to promote diversity in recruitment and admission</li> </ol> Staff Senate (Leslie) <ol style="list-style-type: none"> <li>1. No meeting since last CSAC meeting</li> <li>2. Subcommittees within Senate tackling specific initiatives</li> </ol> Inauguration update <ol style="list-style-type: none"> <li>1. Offered streaming in Holloway, many people attended in person, but a few did come for streaming</li> </ol>	
Project Updates	Commonwealth of Virginia Campaign (Tom) <ol style="list-style-type: none"> <li>1. 80% of envelopes distributed, now getting to people in remote locations</li> <li>2. Preference is trending toward online option, Tom to send email or draft language for newsletter reminder</li> </ol> Staff orientation (Stephanie) <ol style="list-style-type: none"> <li>3. Drafting agenda outline for 1hour meeting component               <ol style="list-style-type: none"> <li>a. What do I need to know?</li> <li>b. Where is Curry?</li> </ol> </li> </ol>	<b>Tom</b> will finish distributing envelopes  <b>Stephanie</b> will send draft agenda to orientation subcommittee



	<ul style="list-style-type: none"> <li>c. Where can I find...? (Not trainings but contacts)</li> <li>d. Finish with orientation buddy - someone outside your own group</li> <li>e. Submit proposal in December, aim for pilot orientation in spring</li> <li>f. Joey will also share information provided to faculty so we can incorporate that too</li> </ul> <p>Supervision Best Practices – FC/CSAC partnership (Diane/Danielle)</p> <ul style="list-style-type: none"> <li>4. Addressing ways to facilitate supervisor/supervisee meetings and connections, aim to have training in new year</li> <li>5. Continue newsletters through spring</li> </ul>	
New Business	<p>Quarterly CSAC newsletter:</p> <ul style="list-style-type: none"> <li>1. Staff senate updates</li> <li>2. DAC updates</li> <li>3. Canvas</li> <li>4. Sustainability at Curry <ul style="list-style-type: none"> <li>a. Composting bin – Danielle to help Diane with this</li> </ul> </li> <li>5. Commonwealth of Virginia Campaign</li> <li>6. Workday transition - Curry contacts</li> <li>7. Joey – Delta force</li> <li>8. Kinesiology building project updates every other newsletter</li> <li>9. Could also intro new staff and transitions of staff</li> </ul> <p>New projects</p> <ul style="list-style-type: none"> <li>1. By-Laws update</li> <li>2. Holiday Party - December 5th, 3:30, RFN302</li> <li>3. Gingerbread houses available Monday</li> </ul> <p>Next steps</p> <ul style="list-style-type: none"> <li>1. Will devote most of regular CSAC meeting to orientation project when ready for review</li> <li>2. Revamp by-laws with aim to review around orientation project schedule</li> </ul>	<p>Newsletter blurbs to Diane by 11/16 (<b>Leslie, Ryan, Joey</b>)</p> <p><b>Diane</b> will send revised by-laws ahead of next meeting</p>
Next Meeting	December 13, 9-10am; Bavaro 318A	

**CSAC Monthly Meeting**  
 Thursday, December 13, 2018  
 9:00 – 10:00 a.m. Bavaro 318A

**Present:** Leslie Booren, Joey Carls, Diane Cole, Amanda Doherty, Laura Helferstay, Nate Hixson, Danielle Peacock, Tom Rose, Stephanie McGuire

**Absent:** Mandy Turner and Ryan Kiley

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
November Minutes	Motion by Amanda, seconded by Danielle	Approved
Updates	Staff Senate (Leslie) <ol style="list-style-type: none"> <li>1. Enslaved workers memorial aim to be installed this spring</li> <li>2. HR/Workday updates</li> <li>3. New COO addressed senate</li> <li>4. HoosWell update – shifting to a wellness approach               <ol style="list-style-type: none"> <li>a. Incentives will include more gift cards</li> </ol> </li> </ol>	
Project Updates	Staff orientation (Stephanie) <ol style="list-style-type: none"> <li>1. Overview of proposed agenda developed by subcommittee</li> <li>2. Will approach HR, ETO, and Budget/Finance about presenting and their priorities</li> <li>3. Aim to pilot in March with both new and existing staff to obtain feedback (surveys)</li> <li>4. Follow up with hard launch in August/September and then 2-3 times a year from there</li> <li>5. Want to be sure this is accessible remotely as well – discussion of recorded modules for people hired off cycle               <ol style="list-style-type: none"> <li>a. Could record a live orientation and then chunk it into modules</li> <li>b. Can explore this and will also provide guidebook outside of formal orientation                   <ol style="list-style-type: none"> <li>i. Plan to establish mentor/buddy quickly</li> </ol> </li> </ol> </li> <li>6. Should get feedback about offsite staff priorities once onsite program is functional</li> <li>7. Aim is to present more complete proposal at January or February meeting with Justin in attendance</li> </ol>	<p><b>Tom</b> will look into whether we can get update on Curry participation numbers for Commonwealth of Virginia Campaign</p> <p><b>CSAC members</b> will send suggested edits for orientation agenda to Stephanie</p> <p><b>Diane</b> will send supervision update via email</p> <p><b>Stephanie and Joey</b> will finalize orientation proposal for Justin</p>

	<p>All-Staff Newsletter (Diane)</p> <ol style="list-style-type: none"> <li>1. Address differences between HoosWell and BeWell</li> <li>2. Aim for next one in February</li> </ol> <p>Supervision Best Practices – FC/CSAC partnership (Diane/Danielle)</p> <ol style="list-style-type: none"> <li>1. Diane will send update via email</li> </ol> <p>Holiday Party follow up</p> <ol style="list-style-type: none"> <li>1. Space we used can only project one input source, would be nice to have music playing as well – Tom can bring a PA system in future</li> <li>2. CSAC members heard complaints about lack of cookies</li> <li>3. Previous years sweets have always been leftover, will definitely provide cookies next year</li> </ol> <p>Commonwealth of Virginia campaign</p> <ol style="list-style-type: none"> <li>1. Not a huge return of paper envelopes, but hopefully more done online (can't monitor)</li> <li>2. Turning in today but any stragglers can go to Tom</li> </ol>	
New Business	<p>ByLaws update</p> <p>All-Staff Meeting date for Spring:</p> <ol style="list-style-type: none"> <li>1. April 12, 2019</li> </ol>	All Staff Meeting date approved (4/12/19)
Next Meeting	January 10, 9-10am, Bavaro 318A	