

CSAC Monthly Meeting
 Thursday, January 10, 2019
 9:00 – 10:30 a.m. Bavaro 318A

Present: Leslie Booren , Joey Carls, Diane Cole, Amanda Doherty, Laura Helferstay, Nate Hixson, Ryan Kiley, Danielle Peacock, Stephanie McGuire, Tom Rose, Mandy Turner, Justin Thompson (9:30 Orientation proposal)

Absent: None

Agenda Item:	Discussion:	Action:
December Minutes	Motion by Amanda, seconded by Stephanie	Approved
Project Updates	<p>Staff orientation (Justin, Stephanie, and Joey)</p> <ol style="list-style-type: none"> 1. Overview of proposed agenda 2. Mentor program and handbook will be incorporated at a later date - current focus is on the in-person orientation meeting to best use CSAC resources 3. Goal is for CSAC to get orientation off the ground and then hand off to Joey’s office in the future with continued guidance from CSAC 4. Overview of timeline for implementation with pilot week of 3/11-3/15 and final report/recommendations on 5/1/19 <ol style="list-style-type: none"> a) Goal of pilot is to test and polish program before going live, so audience will likely be: <ol style="list-style-type: none"> i) CSAC members, center/department administration, Admissions representative ii) Not aiming for this to run with new hires until pilot process has been completed <ol style="list-style-type: none"> (1) Consider including specifically targeted newer staff members 5. Potential measures of success <ol style="list-style-type: none"> a) Evaluations immediately after orientation b) 90 day check in interview or evaluation including areas for improvement c) Supervisor/administrative director feedback? 6. Aim to conduct orientation 2-3 times a year 7. Justin Thompson joins at 9:30 for orientation discussion <ol style="list-style-type: none"> a) Supportive of program and in agreement that need for orientation is real b) Potential to be overwhelming based on experience with faculty orientation, but worth trying as proposed and then adjust if needed <ol style="list-style-type: none"> i) Could reinforce some of this information in regular communications 	<p>Joey will edit proposal to include HR as key partner</p> <p>Diane will edit bylaws and send out for review before February meeting</p> <p>All members will send other suggested bylaw changes to Diane</p> <p>Stephanie will schedule orientation subcommittee meeting</p>

	<ul style="list-style-type: none"> c) Could also use this to identify the information that should be readily available to staff – i.e. if unit administrators have identified info as important for orientation, ensure that also easy to find online/in provided resources d) Timeline is a prediction and will be flexible based on feasibility e) Should also address fiduciary constraints with regard to obligations to university f) Cleared to move forward with proposal <p>Bylaws review</p> <ul style="list-style-type: none"> 1. Review of existing bylaws and proposed changes 2. Orientation and newsletter responsibilities may remain in bylaws but not assigned to a specific officer <ul style="list-style-type: none"> a) Could also leave this out of bylaws to keep this document focused on higher-level Council functioning <p>Staff Senate Updates</p> <ul style="list-style-type: none"> 1. No staff senate meeting since CSAC met in December 2. Staff Senate meeting with President Ryan next week led by University Partnership subcommittee 3. Suggestion to propose that staff can adjunct courses for additional pay <p>DAC</p> <ul style="list-style-type: none"> 1. Focused on January event <p>Supervisory Best Practices</p> <ul style="list-style-type: none"> 1. Training on communication strategies available 2/15 at 10:00 or 12:00 2. Opportunity to meet with McIntire and Batten and share committee activity in December 	
New Business	<p>All-Staff Meeting date for Spring</p> <ul style="list-style-type: none"> 1. April 12, 2019 	
Next Meeting	February 14, 9-10am, Bavaro 318A	

CSAC Monthly Meeting
Thursday, February 14, 2019
9:00 – 10:00 a.m. Bavaro 104

Present: Diane Cole, Stephanie McGuire, Laura Helferstay, Danielle Peacock, Leslie Booren, Mandy Turner, Amanda Doherty, Joey Carls

Absent: Nate Hixson, Ryan Kiley, Tom Rose

Agenda Item:	Discussion:	Action:
January Minutes	Motion by Stephanie, seconded by Mandy	Approved
Project Updates	<p>By Laws review/approval (Diane)</p> <ol style="list-style-type: none"> 1. Overview of changes 2. Motion by Amanda, seconded by Stephanie 3. Passed by vote of 6-0 <p>Staff orientation (Stephanie and Joey)</p> <ol style="list-style-type: none"> 1. Overview of content ask from department leads <ol style="list-style-type: none"> a. Enthusiastic response about need for program, but timeline is challenging <ol style="list-style-type: none"> i. Will alter timeline to pilot after graduation (content to CSAC by 5/31 with aim to review by 6/7) <p>FC/CSAC Supervisor Project Update (Diane)</p> <ol style="list-style-type: none"> 1. Communication Training on 2/15 <ol style="list-style-type: none"> a. 100 people have RSVP'd 2. Monthly newsletters continue <ol style="list-style-type: none"> a. Next one out today 3. Next steps <ol style="list-style-type: none"> a. Review training and make changes, get resources on the web b. Need to address turnover as committee members' terms end <ol style="list-style-type: none"> i. Determine next steps to transition away from ad hoc committee in coordination with Justin c. There is separate value in CSAC and FC connecting, discuss continuing this process outside of this committee <p>Temporary Secretary replacement during Laura's maternity leave</p> <ol style="list-style-type: none"> 1. Stephanie appointed 2. Approved by vote of 6-0 <p>Spring Staff Newsletter topics</p> <ol style="list-style-type: none"> 1. Staff Senate update 2. Announce CSAC elections/opportunity to serve 3. Update: Sustainability at Curry <ol style="list-style-type: none"> a. Delta force and composting 4. Workday updates <ol style="list-style-type: none"> a. Time management b. W2s c. Performance management d. Leave balances 	<p>By Law amendments approved</p> <p>Joey will follow up with directors about new proposed timeline – slides to CSAC by 5/31/19</p> <p>Stephanie appointed as temporary Secretary replacement</p> <p>Joey to provide Workday updates for newsletters by 2/28/19</p> <p>Diane will draft newsletter and distribute for CSAC review</p>

	<ol style="list-style-type: none"> 5. New staff and transitions 6. Now is the time to. . . 7. Upcoming Staff Social <p>Staff Senate Update (Joey)</p> <ol style="list-style-type: none"> 1. Last meeting focused on elections and midyear vacancies (appointment until next election) 2. Working group established for staff payment for teaching courses – Mandy invited to join 3. University Partnership Committee seeking better ways to connect committees across Grounds <ol style="list-style-type: none"> a. Want to establish strategic initiative rather than only facilitating meetings 4. Met with President Ryan <ol style="list-style-type: none"> a. Joey raised how university is preparing for succession <ol style="list-style-type: none"> i. Referenced Cornerstone Program as a model to implement within the schools 5. Conducted special session around engagement with Charlottesville community 	
New Business	<p>Curry Food Drive – April?</p> <ol style="list-style-type: none"> 1. Diane connected with Katharine Sadowski at Cups and Conversations about need for food drive outside of the holidays 2. Could connect it to a Cups and Conversations in April 3. CSAC has spearheaded in the past so our involvement could help give it momentum with help from Katharine to organize <ol style="list-style-type: none"> a. Suggestion to tie this to faculty/staff luncheon instead of Cups and Conversation <p>All-Staff Meeting date for Spring:</p> <ol style="list-style-type: none"> 1. April 12, 2019 2. Possible Topics: <ol style="list-style-type: none"> a. Bob - school updates <ol style="list-style-type: none"> i. Update on Curry naming b. Justin – Student Health c. CSAC Year in Review d. Staff Orientation e. Graduation Overview/volunteers f. DAC update and information g. CSAC Elections h. UVA and Curry Education Benefits/Professional Development Opportunities <p>Elections (April 2019)</p> <ol style="list-style-type: none"> 1. Term expires for <ol style="list-style-type: none"> a. Stephanie McGuire (Academic) b. Danielle Peacock (Research & Centers) c. Amanda Doherty (Administrative) 2. Begin thinking about who might be interested in serving <ol style="list-style-type: none"> a. Joey can provide list of staff and job categories b. Messaging from supervisors that focus on the initiatives we’ve taken on and evolving role of CSAC – Diane and Leslie to work on this 	<p>Diane will check in with Katharine about feasibility of food drive at Faculty and Staff luncheon</p> <p>Joey will bring list of staff and their categories for next meeting</p> <p>Amanda will share list of staff created last year with Joey</p> <p>Joey will touch base with Bob and Justin about additional topics for All-Staff</p> <p>Diane and Leslie will work on developing top down messaging to recruit candidates</p>

	<ul style="list-style-type: none">3. Will make a plan about how election is addressed at All-Staff Meeting<ul style="list-style-type: none">a. Could give candidates time to speak or ask for nominations	
Next Meeting	March 14, 9-10am, Bavaro 318A	

CSAC Monthly Meeting
Thursday, March 14, 2019
9:00-10:00 a.m. Bavaro 318A

Present: Diane Cole, Stephanie McGuire, Laura Helferstay, Amanda Doherty, Nate Hixson, Danielle Peacock, Ryan Kiley, Joey Carls

Absent: Leslie Booren, Tom Rose, Mandy Turner

Agenda Item:	Discussion:	Action:
February Minutes	Motion by Stephanie, seconded by Amanda	Approved
Project Updates	<p>FC/CSAC Supervisor Project Update (Diane)</p> <ol style="list-style-type: none"> 1. Evaluating program 2. One more newsletter will go out, determining if this is useful and should continue 3. Plan to continue PD on communication 4. Will make recommendation to Justin about whether to make committee permanent <p>Review Spring Staff Newsletter</p> <ol style="list-style-type: none"> 1. Interest in organizing a staff event? - let Diane know 2. Consider using MailChimp or other client to track interactions with newsletter <p>DAC Update (Ryan)</p> <ol style="list-style-type: none"> 1. Ridley Lecture on Tuesday, April 16, 3:30-5:00 followed by refreshments <ol style="list-style-type: none"> 1. Dr. Forber-Pratt: Dream.Drive.Do.: My Story & Research about Disability Identity, Perceptions of Disability and Empowerment 2. Working on the Hack the Stacks event <ol style="list-style-type: none"> 1. Invites input for material in stacks to attempt to diversify 3. <i>Swim Team</i> movie "features a swim team that has students with autism" on April 9th, Holloway Hall, 6-9pm 4. Suggestion for future movie screening: <i>Unlikely</i> – follows students who have odds stacked against them matriculating into college <p>Curry Food Drive, Faculty and Staff Luncheon- Katharine Sadowski</p> <ol style="list-style-type: none"> 1. Moving forward with this plan <p>All-Staff Meeting date for Spring:</p> <ol style="list-style-type: none"> 2. April 12, 2019, Holloway Hall; Zoom <ol style="list-style-type: none"> a. Using Zoom as a pilot for other large meetings 3. Agenda: <ol style="list-style-type: none"> a. 8:30 Refreshments, mingling <ol style="list-style-type: none"> i. Invite new employees as well as department chairs ii. Will need assistance setting up at 7:30am b. 9:00 Bob – school updates c. 9:20 Justin d. 9:40 CSAC Year in Review - Diane <ol style="list-style-type: none"> i. CSAC Elections <ol style="list-style-type: none"> 1. Call for nominations before the 	<p>All – let Diane know if you can assist with All-Staff Meeting setup at 7:30am on 4/12/19</p> <p>All – let Diane know if interested in organizing a staff gathering before end of school year</p>

	<p>meeting</p> <ol style="list-style-type: none"> 2. Explain what serving entails 3. Impact of CSAC – include testimonials from members e. Graduation Overview/volunteers - Diane f. 9:50 Staff Orientation - Stephanie and Joey g. 10:00 DAC update and information - Joanna or Ryan? <ol style="list-style-type: none"> i. Ryan plan to provide update h. 10:10 IM/Rec Sports update i. 10:30 Adjourn j. Add slide about professional development and ask for questions k. Add slide for any other questions/announcements <ol style="list-style-type: none"> i. Should invite an HR BP to field Workday questions 	
<p>New Business</p>	<p>Curry Policy on Animals in the Workplace (Justin)</p> <ol style="list-style-type: none"> 1. Over past few years people have started bringing animals to workplace, prompting need for policy <ol style="list-style-type: none"> a. Vetting this policy through faculty, staff, and student groups b. Concerns have arisen from housekeeping, ETO, clinic, faculty c. Draft policy shared d. Official governance policy decisions made through Faculty Council <ol style="list-style-type: none"> i. Will seek input from all stakeholders and work policy through Faculty Council ii. Likely to be implemented by the end of the academic year <p>Document on CSAC accomplishments (Diane)</p> <ol style="list-style-type: none"> 1. Creating document that provides snapshot of what CSAC does and how that has evolved <ol style="list-style-type: none"> a. Diane began compiling with input from past chairs b. Could include on website as well as when advocating for ourselves c. Could provide this as report to Curry leadership <p>Elections</p> <ol style="list-style-type: none"> 2. Term expires for: <ol style="list-style-type: none"> a. Stephanie McGuire (Academic) b. Danielle Peacock (Research & Centers) c. Amanda Doherty (Administrative) 3. Begin thinking about who might be interested in serving. 4. Current list of staff is missing ~30 people, Joey will re-run 5. Need to consider how to categorize people who work across units 6. In email seeking nominations, be clear about who can be nominated 7. Could model nomination system on faculty process <ol style="list-style-type: none"> a. Email list of possible candidates to supervisors or department chair for review and removal 	<p>Joey will update staff list for elections by next meeting</p> <p>All reach out to Diane if interested in spearheading new nomination process</p> <p>Diane will send email inviting nominations 4/1/19</p> <p>Diane will tweak CSAC Significant Accomplishments document to provide to leadership and present at next CSAC meeting</p>

	<ul style="list-style-type: none">b. Email remaining candidates for opportunity to opt outc. Generate list of potential nominees for staffd. Will need a point person to do this with assistance from Joey <p>8. Currently plan to include part time employees but not off grounds</p>	
Next Meeting	April 11, 9-10am, Bavaro 318A	

Curry All-Staff Meeting Minutes
Friday April 12, 2019
8:30-10:30

1. Refreshments 8:30 – 9:00 a.m.
2. Welcome – Diane Cole
 - a. Faculty Chairs, Department Chairs, introduced themselves to the staff
 - b. Welcome for new staff members
3. School update – Bob Pianta
 - a. Update on Naming committee
 - i. Looking at researching through the names of Curry and Ruffner
 1. Process has been thoughtful and comprehensive
 2. Minimum of what's coming is what the committee has discovered about Mr. Curry and Mr. Ruffner. Information will be posted on Curry website.
 3. Hope to solicit feedback form faculty, student and alumni
 - ii. Have expanded the Curry School of Education to include “and Human Development”
 - b. Comment on the work of the FC/SCAC ad-hoc committee on supervision
 - i. The process has been very open on feedback for supervisors
 - ii. It has helped discover key actions that shows good supervisor /supervisee relations
4. Management updates – Justin Thompson
 - a. Delta Force Project
 - i. Includes a group from Facilities Management who implement energy measures
 - ii. Bavaro Hall Annual Energy Expenditures \$232,917 for 2018.
 - iii. Delta Force predicts it can lower energy expenditures to \$140,000
 - iv. Good example of being good steward of our environment
 - b. KINE project – new building on Brandon Ave.
 - i. Student health project is an exciting project. It provides wellness and health services.
 - ii. An entire floor devoted to Kinesiology
 - iii. Moving from 7,000 square ft. at Memorial Gym to 17,000 square ft. in the new building
 - iv. The new building will have a small gym for students, faculty, and staff
 - v. Completion date is April 2021
 - vi. Curry will retain space in Mem gym for classes and student course labs
 - c. Animal Policy
 - i. Permits the following
 1. Service animals as prescribed by the ADA
 2. Therapy animals associated with the University Program
 - ii. Policy reviewed by CSAC, FC and ED Council
 - d. Raise Process
 - i. Working to establish new measures to improve supervision
 1. Review role of classifications
 2. Clear performance expectations
 3. Timely review with honest formative feed back
 4. Provision of development opportunities
 - ii. Pilot a new method of establishing increases
 1. Manager review of individual impact
 2. Annual performance rating
 3. Penetrate into position market range
 - iii. Proposed that all staff with “effective” rating or above receive increase of at least 2%

- e. Staff Questions/Feedback
 - i. Could we provide professional development for staff researchers?
 - ii. Support from Curry Leadership to allow staff to go to prof development classes
 - iii. Where would someone learn about professional development?
 - iv. Where can staff learn about career opportunities at Curry?
 - 1. How can we signal to Curry community that a new staff position is available?
 - 2. Could send a global email: “we are searching for X positions, apply here”
 - 3. Batch approvals weekly
 - 4. Can we get CSS support?
 - 5. Utilize LinkedIn to let others know of job positions
 - v. What are the plans for the R6 Parking Lot?
 - 1. Planning money has been received
 - 2. P&T has no intention to take away the R6 parking at this time
- 5. CSAC Year in Review – Diane Cole
 - a. Orientation Program
 - i. Need identified by Stephanie McGuire
 - ii. Further info from Joey Carls later in Meeting
 - b. FC/CSAC Ad-hoc Committee on supervision
 - i. Created monthly newsletter and included topics faculty and staff indicated were most important to supervision practices.
 - ii. Held communication training on Feb. 15th; included over 100 attendees (faculty and staff).
 - iii. Supervision resources have been added to the Curry website under “Faculty and Staff Policies and Procedures.”
 - iv. Time to re-evaluate the effectiveness of the newsletters
 - 1. Request feedback from supervisors in the April newsletter
 - 2. Information will inform the committee’s recommendation to Curry leadership on plans for this project
 - c. Quarterly Staff Newsletter
 - i. Started this year
 - ii. Includes information on Workday, new staff members, other information that is helpful
 - iii. Provides a record of what CSAC has been about
 - iv. Has updates from Staff Senate – from broader university staff committees
 - 1. University wide info
 - 2. Your suggestion can be taken to the university wide level
 - d. By-Laws update
 - e. Projects that are continuing
 - i. Day of Caring
 - ii. United Way Campaign
 - iii. Staff meetings
 - iv. Food drive – at staff and faculty luncheon on May 16th
 - f. CSAC Elections – benefits, openings timeline
- 6. Brief comment regarding graduation – Diane Cole
 - a. Hooding ceremony on May 18th
 - b. Graduation May 19th
 - c. Next week will be sending out a call for volunteers
 - i. Volunteers most needed graduation for JPJ
 - d. FAQ to be sent out too
- 7. Staff Orientation Update – Joey Carls
 - a. Will pilot this program this summer

- b. Propose to hold orientation 3 times a year
 - i. Key administrative units – point of contact
 - 1. Budget, Finance, and Research
 - 2. Operations
 - 3. Educational Technologies
 - 4. Marketing & Communications
 - 5. Human Resources
 - c. Feedback
 - i. Provide information on electronic tools
 - ii. Include information on departments and research centers
 - iii. Staff expressed concern regarding the hourly space audits currently being done. This included concern regarding interruptions and lack of confidence that staff were using their offices. Leadership appreciated this feedback and responded with the desire to improve the way space had been used in the past, especially since Curry is growing so rapidly.
8. Call for CSAC Nominations
- a. Please let CSAC know if you're interested
 - b. Contact your supervisor
9. Diversity Action Committee update – Ryan Kiley
- a. Push to recruit more diversity on faculty and students
 - b. Hack the Stacks – Wednesday April 17th, 11-2 pm Ruffner 302
 - i. Need Staff input on bring in more materials focused on diverse experiences with disability
 - c. Ridley Lecture Series April 16th, 3:30pm in Holloway Hall.
10. IM/Rec Sports update – Carol Spry
- a. Provide info on classes and resources
 - b. Have fitness programs, intramural program, outdoor programs
 - c. Swimming school program this summer for kids. Immersive 4 days a week for two weeks
 - d. Activity Guides available
 - i. Staff and faculty especially enjoy summer activities
 - ii. By end of April will have all of Summer schedule up on the IM Website
 - iii. Registration is May 6th
 - e. There are classes available that you don't need an IM membership to access
 - f. 4 facilities
 - i. Brand new climbing center
 - ii. Slaughter has recently been renovated
 - iii. Pool at North Center is open
 - g. Membership Fees
 - i. Faculty staff Annual fee is \$330 after \$50 UVA subsidy aid
 - h. Family memberships \$70 annually per child (will need to supervise own children-can't leave them alone)
 - i. Offering Special opportunity May 5th -May 10th Free membership during this week.
 - j. Can get payroll deductions for annual memberships
 - k. Offers personal training
 - l. Hoos Well Program – IM partnered with them
 - i. Offering drop in fitness classes
 - ii. Two-week programs
11. Adjourn
- a. Meeting adjourned at 10:34 a.m.

CSAC Monthly Meeting
Thursday, May 9, 2019
9:00 – 10:00 a.m. Bavaro 318A

Members: Diane Cole, Stephanie McGuire, Amanda Doherty, Nate Hixson, Ryan Kiley, Leslie Booren, Tom Rose, Joey Carls

Absent: Danielle Peacock, Mandy Turner, Laura Helferstay

Agenda Item:	Discussion:	Action:
March Minutes	Motion to approve: Amanda Second: Ryan	
Project Updates	DAC Update (Ryan) <ul style="list-style-type: none"> • Not much to report. The meeting will be held tomorrow Staff Senate Update (Joey, Leslie) <ul style="list-style-type: none"> • University Project Portfolio Roundtable-New opportunity to get involved in the wider university • Curry does not need to vote on new representatives to the senate this year • New proposal: pay for parking based on pay. 50% for and 50% against. Idea: People who get paid less should pay less • Active Shooter video at Bavaro. Office of Safety and Security will be collaborative with groups on grounds to provide an active shooter video. Very community based. Focused on prevention. Some info on what to do if it does happen. Will be filming in Bavaro Courtyard on May 21st. The Tuesday after graduation. They will not be coming into the building. Filming from 7:30 – 12:00 p.m. June Newsletter <ul style="list-style-type: none"> • Staff Senate Update • CSAC Elections - • Workday Updates-timely approval of timecards, taking leave • Salary increases • Orientation update • Feedback info for e-scooters • New staff and Transitions • Now is the time to. . . (take a vacation) 	
Business	Elections Planning Term expires for <ul style="list-style-type: none"> • Stephanie McGuire (Academic) • Danielle Peacock (Research & Centers) • Amanda Doherty (Administrative) • Diane Cole (Administrative) Joey to create the ballot for tomorrow <ul style="list-style-type: none"> • Have we reached out to interested parties to be on the ballot? Diane to reach out. Potential Applicants for ballots <ul style="list-style-type: none"> • Abby 	Diane: Send out Ballot on Monday

	<ul style="list-style-type: none">• Megan• Allison• Gabby Lohner• Emily Groves• Chris Peper? He might know someone to recommend in his dept• Anatolli	
Next Meeting	June 13, 9-10am, Bavaro 318A	

CSAC Monthly Meeting
Monday July 26, 2019
9:00-10:00 a.m. Bavaro 104

Present: Tina Dederscheck, Emily Groves, Abby Gillespie, Joey Carls, Laura Helferstay, Nate Hixson, Ryan Kiley, Leslie Booren, Tom Rose, Mandy Turner

Absent:

Agenda Item:	Discussion:	Action:
June Minutes	June minutes were not present at meeting	Will be reviewed next meeting
DAC	<ol style="list-style-type: none"> 1. Ryan Kiley's term is up, need to appoint new rep <ol style="list-style-type: none"> a. Ryan gives description of Diversity Action Committee (DAC) b. Motion to nominate Miriam Rushfinn as representative by Ryan. Second by Nate c. CSAC Votes. Miriam elected. 	Mandy to email Miriam Rushfinn to invite her to attend CSAC meetings as DAC rep
Officer Elections	Officer descriptions given CSAC nominations are as follows: <ol style="list-style-type: none"> 1. Nate nominates himself for Secretary. Laura Seconds <ol style="list-style-type: none"> a. Laura nominates to close, Ryan seconds. 2. Tina nominates herself as Vice Chair. Tom seconds. <ol style="list-style-type: none"> a. Laura motions to close. Tom seconds. 3. Mandy nominates herself as chair. Nate seconds. <ol style="list-style-type: none"> a. Emily motions to close. Nate seconds. CSAC Votes Staff elects: <ol style="list-style-type: none"> 1. Chair – Mandy Turner 2. Vice-Chair – Tina Dederscheck 3. Secretary – Nate Hixson 	Mandy, Tina and Nate to begin duties after meeting ends Mandy, Tina, and Nate to meet with Diane Cole and Joey Carls at 9am on 8/12/19
Future CSAC Meetings	<ol style="list-style-type: none"> 1. Future meetings will occur on third Thursday of each month at 9am in Bavaro 104 if available 	All members to check room assignment for each meeting
All Staff Meeting Logistics	<ol style="list-style-type: none"> 1. Diane has date for Justin and Bob's availability 2. Friday, October 25, 2019 at 8:30am 	
Day of Caring	<ol style="list-style-type: none"> 1. Tom volunteered to continue organizing Day of Caring and also spearhead Commonwealth of Virginia Campaign and Food Drive 	Tom organize Day of Caring details
Orientation Update	<ol style="list-style-type: none"> 1. Joey provides update 2. Joey and Stephanie to continue working on this 	
Committee Member Introductions	<ol style="list-style-type: none"> 1. All members introduce themselves due to absences at June meeting 	
Next Meeting	<ol style="list-style-type: none"> 1. Meeting Adjourns: 9:34 a.m. 2. Next meeting will be August 15, 2019, 9:00 a.m. 3. Will invite Justin to attend September meeting 	Mandy to create an agenda for next meeting Laura to send out meeting minutes

CSAC Monthly Meeting
 Thursday August 15, 2019
 9:00-10:00 a.m. Bavaro 104

Present/Absent

<u>Member</u>	<u>Present</u>	<u>Absent</u>
Mandy Turner	X	
Emily Groves	X	
Abby Gillespie	X	
Joey Carls	X	
Laura Helferstay	X	
Nate Hixson	X	
Miriam Rushfinn	X	
Leslie Booren		X
Tom Rose	X	
Tina Dederscheck	X	

Also attending: Justin Thompson, Ann Boyce

Agenda Item:	Discussion:	Action:
Welcome and Breakfast	Mandy welcomed committee members, and provided an overview of the agenda; introduced Miriam Rushfinn, new Diversity Action Committee Representative.	N/A
Justin Thompson	Justin discussed the evolution of CSAC and the committee's impact on Curry. Justin shared an example of how CSAC and Faculty Council worked together to improve the quality of supervision. Discussion: what is next for improving the quality of the workplace at Curry (e.g., health/wellness, evidence based)?	N/A
Ann Boyce and Curry Staff Wellness Project	Justin introduced Ann Boyce (KINE). Ann discussed an upcoming survey about HoosWell and BeWell initiatives. Ann's team will also be meeting with staff via a series of focus group interviews to determine wellness priorities. Goal is to create a set of stakeholder-informed recommendations in a report for the Dean's Office to help improve health/wellness in a sustainable way. Goal is to present this by July 10 to Dean's Office and plan for the following year. Mandy noted CSAC members could serve as ambassadors for the initiative in their various areas. CSAC can also participate in an informal focus group to help inform the project. Ann would like the committee to be involved throughout the process (e.g., review report, provide input). Sustainability factors: make it Curry-specific; more personalized, leadership-investment, regular manager-involvement/support for wellness, funds to support participation in health initiatives (e.g., gym memberships).	Ann asked that CSAC members email her with any questions: bab6n@virginia.edu .
Approval of July Minutes	July minutes were provided for review -Laura Helferstay motioned to approve -Tom Rose seconded	July minutes are approved

<p>Ongoing Projects Newsletter Day of Caring Food Drive Staff Orientation</p>	<p>Tom Rose updated CSAC on the Day of Caring initiative. Day of Caring is 9/27/19. Tom will send an email asking about availability/participation. Would like to complete at least 2 projects this year, as in previous. Three people per team are necessary. Each project is approximately 4-6 hours.</p> <p>Tom discussed the Food Drive. Tom will meet with prior organizer (Katherine Sadowski). This initiative typically occurs around holidays. Curry may shift to support the food bank in the off-cycle (early-fall or mid-spring). Can Curry have a year-round location to drop off donations? How do we support Curry students who are in need? Can we also include hygiene supplies, baby items? How do we also support Curry staff who have needs?</p> <p>Mandy asked for volunteers to lead the CSAC newsletter.</p> <p>Staff orientation – Work in progress; will be a focus of the next CSAC meeting</p> <p>All staff meeting – CSAC needs to focus on this at the upcoming September meeting</p>	<p>Miriam tentatively agreed to participate in Nelson Co. project.</p> <p>Mandy agreed to send out a communication to remind staff about CSAC transitions, Day of Caring, and All Staff Meeting. Joey to review prior to dissemination.</p> <p>CSAC decided to collaboratively generate the newsletter. Each quarterly meeting will be extended, someone from HR will be invited. Joey will introduce Mandy to Stephanie Tam in HR. Stephanie will serve as HR rep for the newsletter, attending CSAC quarterly.</p>
<p>New initiatives brainstorm</p>	<p>Staff onboarding processes – Dean’s Office would like input on how best to onboard staff, as this is different from faculty.</p> <p>Health/Wellness – Mandy discussed the need to broaden this effort beyond BeWell and HoosWell to be broader.</p> <p>Other potential topics discussed: (a) work/life-balance; (b) professional development for staff (PD from HR vs. Manager’s supporting staff development at conferences/classes), (c) How can CSAC work with staff to be more involved in DAC and other programs like SEEDs that seem very faculty-oriented? One idea discussed: Have managers cascade a diversity goal to all employees. We may wish to discuss this at all-staff meeting; (d) branding/marketing/formalizing our outreach initiatives (e.g., DoC, pantry, etc.). For example, Caring@Curry. Moreover, how can we broaden our engagement with Cville/UVA? (e) Crisis/emergency support (FEAP? Conduit to services)—Can this be merged into broader health/wellness initiatives?</p> <p>Miriam asked where to find an update on historical diversity initiatives that have been undertaken with staff. Joey and Laura suggested Miriam speak to Vivian Wong and Ryan Kiley.</p>	<p>CSAC agreed to add this as a future agenda item for discussion</p> <p>Miriam will reach out to Vivian Wong and Ryan Kiley</p> <p>Mandy to put together draft agenda for All Staff meeting and share with Joey. Will include diversity item. May include polling feature to engage staff.</p>
<p>Wrap up and next steps</p>	<p>Next meeting is on 9/19/19 in Bavaro 104. Committee will focus on Newsletter content generation and All-Staff Meeting, Stephanie Tam to be invited.</p>	<p>Joey to extend 9/19/19 meeting to two hours and invite Stephanie Tam from HR.</p>

CSAC Monthly Meeting
 Thursday September 19, 2019
 9:00-11:00 a.m. Bavaro 318A

Present/Absent

<u>Member</u>	<u>Present</u>	<u>Absent</u>
Mandy Turner	X	
Emily Groves	X	
Abby Gillespie	X	
Joey Carls	X	
Laura Helferstay	X	
Nate Hixson	X	
Miriam Rushfinn	X	
Leslie Booren	X	
Tom Rose	X	
Tina Dederscheck	X	

Also attending: Justin Thompson, Stephanie Tam

Agenda Item:	Discussion:	Action:
Welcome	Leslie welcomed the committee in Mandy's absence	N/A
Approval of August Minutes	Leslie moved to approve: Emily moved; Laura seconded; minutes are approved.	Nate will post August minutes to CSAC web-site
Staff Senate Discussion and Updates	<p>Leslie gave an update on Staff Senate</p> <p>Staff Senate has 3 executive committees advocacy, university partnerships, membership</p> <p>This year there has been one meeting; Leslie discussed where the executive committees are with their work</p> <p>Advocacy: working on retiree benefits/policies, working on telecommuting policies</p> <p>University Partnerships: continued looking at how we communicate as senators and how different UVA councils are working together (e.g., brought together faculty, graduate, undergrad student councils to discuss opportunities to collaborate)</p> <p>Membership: focused on election process and training within Senate.</p> <p>Other updates</p> <ul style="list-style-type: none"> • There is a new program associated with FEAP. There is now a free resource to help employees who are struggling with unique needs (Stewart Munson). • The Crozet Connect bus is now operational to help ferry employees to/from West of Cville • Open enrollment is coming as well 	N/A
October Staff Meeting	<ul style="list-style-type: none"> • One topic to cover would be the Wellness Initiative; Justin or Ann to cover this. • Justin also to give overview of KPIs for Curry (Key Performance Indicators) to share strategic data from the school level • Diversity: Reminder about the Common Read 	N/A
DAC-CSAC Collaboration	<p>Miriam gave an update on DAC: the Committee addresses issues of diversity throughout Curry via reflections; safe spaces; speaker series; common read, etc..</p> <p>Examples of Existing Initiatives:</p>	N/A

	<p>-January teaching workshop -MLK day activities -Student initiatives (Curry discussion group CARE; Black scholars writing group) Other ideas:</p> <ul style="list-style-type: none"> • Hiring and retaining diverse staff: has been examined for faculty and students, but what about staff? Some historical knowledge from these initiatives could inform staff efforts. (Justin noted we should also look at University, School, and Unit level initiatives) • Town Halls/Check-ins: once per semester; present at all-staff in October? Start in November? 	
Day of Caring and Other Opportunities	<p>Tom Rose DOC is coming up. Curry is taking on two projects</p> <ul style="list-style-type: none"> • Western Albemarle HS Counseling Initiative: WAHS is looking for people to speak on different topics. Tom has talked to Faculty about engaging; great response. (e.g., robotics and maker activities which is a great fit for Curry. WAHS will have people coming to see the lab here). Curry is also engaging with other schools to work on other topics for this. <ul style="list-style-type: none"> ○ How can Curry be more involved in initiatives like this? How can we expand our outreach to schools in great need, especially those in lower income areas or with diverse populations? Can we parlay this into a new Diversity initiative via DAC or other means? ○ Abby volunteered to spearhead a subcommittee which will meet before October CSAC meeting <ul style="list-style-type: none"> ▪ Miriam can help with some coordination ▪ Mandy to bring themes from Faculty Council report to this meeting • Bookmobile: Working with a non-profit that goes to schools and community centers to share books. Curry to help paint the bus. Five employees will go for this. 	<p>Tom to connect with WAHS to look into other ways Curry can help; we will share at a future CSAC and/or All Staff meeting</p> <p>Abby will schedule a subcommittee meeting for expanding counseling initiatives</p>
HR Updates	<ul style="list-style-type: none"> • Stephanie provides updates: <ul style="list-style-type: none"> ○ Open enrollment is from October 7th to October 18th • PickWell involves AI this year and is much quicker – different from AskAlex • New longterm care benefit option, running 9/16-10/11, provides additional longterm care for employees who work at least 20 hours <ul style="list-style-type: none"> ○ Benefit of enrolling now is decreased requirements for underwriting • Stephanie introduces herself 	
CSAC Quarterly Newsletter Development	<ul style="list-style-type: none"> • Reformat and possibly use a system that allows some data capture, similar to staff senate <p>Sections to include:</p> <ul style="list-style-type: none"> • New staff and transitions • Open enrollment, be sure to point people toward hr.virginia.edu/oe 	<p>Mandy and Tina will reach out to Marketing and Communications about a template</p>

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| | <ul style="list-style-type: none">• Curry Cups and Conversation• Call for suggestions or input• Always include list of representatives• Aim to send out by 10/1/19 | |
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CSAC Monthly Meeting
 Thursday October 17, 2019
 9:00-10:00 a.m. Bavaro 318A

Present/Absent

<u>Member</u>	<u>Present</u>	<u>Absent</u>
Mandy Turner	X	
Emily Groves	X	
Abby Gillespie	X	
Joey Carls	X	
Laura Helferstay	X	
Nate Hixson	X	
Miriam Rushfinn	X	
Leslie Booren	X	
Tom Rose	X	
Tina Dederscheck	X	

Also attending: Ann Boyce, Filip Loncke, Danielle Peacock

Agenda Item:	Discussion:	Action:
Welcome	<ul style="list-style-type: none"> Danielle Peacock is taking over for Joey Carls on Staff Senate. 	n/a
Approval of September Minutes	<ul style="list-style-type: none"> Tina motioned to approve; Emily seconded Minutes are approved 	Nate to post meeting minutes to CSAC website
Wellness Survey Update and Next Steps	<ul style="list-style-type: none"> Ann provided an overview of recent Hoo's Well and BeWell Status Survey; provided three page executive summary <ul style="list-style-type: none"> Survey was out for a month; sent to 160 salaried staff members with benefits in Curry school. 52 completed the survey (33% response rate) 67% of respondents reported full or partial participation in HoosWell Factors influencing participation in order of importance were: Money, Perceived Improvement in Wellness, Perceived Improvement in Decision-Making, Required Low Effort Factors influencing non-participation in order of importance were: Requires too much effort, money, wellness, decision making 13 of 17 (76%) who were asked to be in BeWell were currently in BeWell Factors influencing participation in order of importance were: money, wellness, decision-making 	<p>Ann to send out additional Qualtrics survey to the same sample (N=160) about Physical Activity and conduct focus groups to gather more data on this topic.</p> <p>Ann will return to CSAC to share results of additional data collection.</p>

	<ul style="list-style-type: none"> ○ Staff recommendations to promote. Top three were: physical activity; stress management, work-life balance. ○ 36 people agreed to be in future data collection (interviews, focus groups, brief surveys) ○ Next steps: ask more about physical activity. How can we improve PA during workday?, what are obstacles?, what can Curry do to promote? 	
<p>Collaboration between CSAC and Faculty Council</p>	<ul style="list-style-type: none"> ● Filip Loncke is chair-elect of Faculty Council. Mandy noted one area of collaboration might be the Common Read. Information will be presented by Vivian Wong at the all-staff meeting about the Curry Common Read (CR) and DAC, but would like to find a way to draw the staff and faculty together. ● Filip noted a spring activity could be done to bring both Faculty and Staff together to discuss what they've been working on. How have people integrated ideas stemming from the CR into their practice? ● Miriam shared three things DAC is currently considering in this area to enhance the Curry CR: (1) outreach to integrate Curry CR with other activities, (2) advertising campaign for Curry CR to build awareness, and (3) Curry CR week activities (possibly from Feb 24-Mar 2 aligns with read across America Day). ● Tom shared that in the past we have done small group meetings all across Curry instead of one larger meeting. 	<p>Mandy to attend DAC and then work to determine next steps for Faculty Council collaboration.</p>
<p>Planning for Curry All-Staff Meeting</p>	<ul style="list-style-type: none"> ● The committee discussed topics for the upcoming meeting <ul style="list-style-type: none"> ○ Bob/Justin intro/update <ul style="list-style-type: none"> ▪ Staff Kudos (Bob) ▪ Strategic Plan (Justin) ▪ Staff demographics update? How have we grown, etc? (possibly for Spring meeting) <ul style="list-style-type: none"> ● Dovetail into an activity for folks from various groups to talk about a project or activity they are working on that they are proud of or is having impact ○ HR update on end-of-year evaluations (schedule on next steps). 	<p>Joey to talk to HRBPs to see if other HR topics might be prudent to discuss at the meeting</p> <p>Joey to solicit Kudos from Center Directors and Chairs</p> <p>Mandy to send agenda to Joey. Justin will send a reminder about the meeting.</p> <p>Mandy to invite Chairs/Center</p>

	<ul style="list-style-type: none">▪ Maybe something on open-enrollment for the next Spring meeting○ Staff Senate update○ Vivian Wong – DAC○ Ann Boyce – Wellness Survey○ CSAC Update (members, function, vision for the year)	Directors to Breakfast; Joey to send reminder
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CSAC Monthly Meeting
 Thursday November 21, 2019
 9:00-10:00 a.m. Bavaro 104

Present/Absent

<u>Member</u>	<u>Present</u>	<u>Absent</u>
Mandy Turner	X	
Emily Groves		X
Abby Gillespie	X	
Joey Carls	X	
Laura Helferstay	X	
Nate Hixson	X	
Miriam Rushfinn	X	
Leslie Booren	X	
Tom Rose		X
Tina Dederscheck	X	
Danielle Peacock		X

Also attending: N/A

Agenda Item:	Discussion:	Action:
Welcome	<ul style="list-style-type: none"> N/A 	N/A
Approval of October Minutes	<ul style="list-style-type: none"> Tina motioned to approve the minutes Nate seconded the motion Minutes are approved 	Nate to post minutes to website
Staff Senate Updates	<ul style="list-style-type: none"> Leslie shared information about the new safety app. Senate is also looking at how they communicate internally and externally. Senate is working on: awareness of ongoing workgroups, collecting constituent concerns/ideas digitally, other constituency corner topics. Senate is also discussing plans/goals for this year: revisiting the mission and vision. This hasn't been updated in five years. Had brainstorming session, reviewed drafts. 	N/A
Recap/Review Feedback from All-Staff Meeting	<ul style="list-style-type: none"> Some staff reported concerns about the discussion around assessing unit performance. Joey and Nate mentioned that the initiative was designed to support staff and improve the quality of administration, reduce redundancies, implement efficiencies, etc. The committee discussed whether there is a need to possibly share with staff a 	<p>Joey to follow up with Justin Thompson RE: the need for a communication to staff</p> <p>Mandy to look at calendar, talk with Maria Jones, and set time for next All-Staff Meeting—Doodle poll (possibly</p>

	<p>progress update and re-assure them that this is not something to worry about.</p> <ul style="list-style-type: none"> • Joey mentioned that follow-up is necessary at the next all-staff meeting. • Laura Helferstay created a box list of improvements for next time we hold an all-staff meeting. • The committee discussed a need to tighten up the process around soliciting “kudos” for future meetings. One idea was to expand the pool for nominations; another was to clarify that nominations should be for specific accomplishments. • Expand opportunities to collaborate and interact with staff during the meeting. More table “activities” or conversations. 	<p>April 17 or Spring Break—March 10)</p>
<p>Tabling for Hygiene Products Drive</p>	<ul style="list-style-type: none"> • This was going to happen 11/20/19, but could not find people available to staff the table • Jessica is continuing to collect products in Ruffner (1st floor near admissions). Should be indefinitely collecting products throughout the year. • CSAC to add information on hygiene and food drive in quarterly newsletters 	<p>N/A</p>
<p>Events for Common Read Week</p>	<ul style="list-style-type: none"> • Last week of February, would like to do a lunch-discussion related to Common Read, possibly highlighting a single chapter. CSAC to help get the word out, and sponsor this discussion group lunch. 	<p>Miriam to follow up with Diane about setting up an RSVP</p>
<p>Other Topics (As Necessary)</p>	<ul style="list-style-type: none"> • Joey shared information about performance management. Workday and HR communications are not adequate. • Reminders to go out on two dates <ul style="list-style-type: none"> ○ Around 12/15/19: performance evaluations due soon, complete the self-assessment, and plan goals for 2020 by 01/15/20; ○ Around 02/15/20: managers need to complete their part of review by 03/01/20 and remind staff to do self-evaluation and annual goal-setting. Remind staff that raises are dependent on completing review. • Committee agreed that some interim reminders to staff who have not done their part of the evaluation would be a good idea. 	<p>N/A</p>

	<ul style="list-style-type: none">• Committee also discussed the need for a document outlining the process and dates. CSAC may be able to help do something here, with HRBPs but it is critical that CSAC not be seen as the entity enforcing compliance. Joey noted HR does have some documentation here, but we may wish to create interim dates.	
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