

CSAC Meeting Minutes
January 9, 2015

Members: Brittany Kerr, Kelly Reinhardt, Ellen Shrum, Julia Thomas, *Joey Carls, Eric Molnar*

Guests: Pritpal Kochar

- Approval of December Meeting Minutes
- Microsoft Outlook Training Discussion (Pritpal)
 - Justin Thompson suggested that ETO host Outlook training sessions, and asked CSAC to help promote these events. The Committee agreed to promote and encourage attendance via email and an in-person announcement at the spring staff meeting.
 - ITS offers VTS membership free to staff.
 - Ideally, we would have a set time (30-45 minutes/week) to gather together to discuss/watch videos as part of the training.
 - We would aim to have a coordinator there to encourage dialogue and answer questions.
 - The goal is to learn what Outlook has to offer and hear how others use Outlook daily. Encourage everyone to come. Even if people are already familiar with Outlook, it would be great for them to share how it has helped them with productivity, communication, etc.
 - Logistics:
 - Need AV
 - Could use classroom or a conference room
 - Lunch hour?
- Spring Staff Event (Kelly)
 - Town Hall Event
 - Purpose of the event is to provide an opportunity for staff to connect with the Dean and associate deans
 - Aim for February
 - Dean speak on accelerator?
 - Karen Allen on ergonomics?
 - Breakout groups with associate deans + brow bag lunch for second half of event to discuss various areas to bring back to Dean?
 - Operations
 - Research
 - Academics

■ Some sort of door prize? Parking?

● Things to Note:

- Staff appreciation event as part of summer retreat – Ellen will keep us posted
- Career path mentor possibility

NEXT MEETING: 11:00am, February 6, 2015

CSAC Meeting Minutes July 9, 2015

In attendance: Kelly Reinhardt, Leslie Booren, Jennifer Ludovici, Ellen Shrum, John Rhea

- Approve June meeting minutes (passed)
- Set monthly meetings for 2015-2016: 2nd Friday of each month, 11am
- Schedule of events comments and brainstorming
 1. Meeting twice a year seems to fit our administrative needs, though meeting more often to address special topics and fun events is desirable
 2. Fall meeting could include:
 - a. Inviting a UHR person to discuss how to maximize your UVA benefits, including health plans, Hoos Well, retirement, education benefits, and opportunities for 1:1 meetings
 - b. Opportunity to participate in a Curry-specific Hoos Well program or partner-based way to encourage wellness
 - c. Welcome from Dean Pianta and overview of the coming academic year, including staff learning opportunities
 - d. Follow-up items from the June staff retreat (TBD, leadership team discussing this at July 21 retreat)
 3. Smaller gatherings for select groups could include:
 - a. Brown bag lunches with special topics like Curry Read (Diane Whaley has agreed to facilitate); would want to pick specific topics and have an easy way to distribute them to everyone
 - b. Ninja events – have people play music, give a dance lesson, coffee meet ups, (other ideas?) with just a few days notice – thinking of things that would access the talents within the Curry staff
 4. ONE BIG PROBLEM – We don't really know who, exactly, the Curry Staff is which makes it hard to find things that would deeply engage our target audience. We need a comprehensive list – Kelly will investigate as to whether Joey or Ellen might be able to provide this information.

Next meeting will be on Friday, August 14th. We will try to collect as much information as possible so that we can lay out an event calendar that makes sense, and set the date for the Fall meeting, hopefully in early October. Mission prior to meeting is to collect opinions to help set a schedule of events that people would be invested in and find interesting.

- Jennifer: Kinesiology, CISE Dept
- Kelly: Dean's Office, Student Services, Human Services Dept
- Leslie: Centers, EDLF
- Julie: Centers
- Elle: PALS
- Josh: ETO, SJC

CSAC Meeting Minutes

August 17, 2015

In attendance: Kelly Reinhardt, Leslie Booren, Jennifer Ludovici, Ellen Shrum, John Rhea, Joey Carls

- Approve July meeting minutes (passed)

Announcements

1. Sept. 2 Hoos Got Your Back Sexual Assault Training – email will be sent to invite staff, will detail learning outcomes
2. Day of Caring – Curry project has been picked and email was sent out to register. A second email will follow that clarifies how this event counts towards hours worked
3. Next meeting: Sept. 4, 11am

Schedule of events comments and brainstorming

1. Hoos Well – create walking groups. People do seem interested. Kelly will work with Phyllis and Brenda.
2. Common Read Staff Event – We can distribute 3 chapters via Collab. Suggested that since the chapters are short we should find out what percentage of the book we can distribute. Need to get October dates from Diane Whaley who will moderate. It was suggested that we avoid Mondays and Fridays and focus on midday to late afternoon options.
3. Outlook Training – this will be done via Linda.com and there will be a follow up announcement about it at the Town Hall.
4. Town Hall – RCM discussion by Justin after Dean's welcome. Suggested the focus be on how RCM explicitly links to staff roles, the impact of student of student enrollment, should be framed as educational and follow up with how it will impact resources for goods and services. Focus should be on staff service and how it impacts Curry at large. Emphasize how customer service and enrollment are key factors, how staff need to be active in finding efficiencies and be more resource savvy. Inform staff of the administrative review process that has been completed for departments and how we are trying to find ways to reduce duplication of effort. Also focus on where we are in the overall timeline of this process and how many things remain unknown factors. It would be helpful to share the deficit reduction report by Chris Pepper.

Suggestions moving forward

1. Try to be more regular about introducing new staff
2. Be aware of the barriers to participation
 - a. People are unsure of their staff status
 - b. Unsure if their supervisor will allow participation due to work load or the method in which hours are tracked
 - c. Staff members need to explicitly ask for time to participate
 - d. Timing of events (T/W/TH at the lunch hour is preferable)
 - e. Don't have an introduction to the group
 - f. Events are not always beneficial
 - g. Content isn't new or doesn't feel like there are results from attending
3. Make future events more personalized, personable and accessible, with better communication about each event and a short time commitment to participate.

4. Content suggestions:
 - a. HR Basics, HOW TO HIRE brown bag
 - b. PROJECT MANAGEMENT (SCPS project management program) brown bag
 - c. University Policies
 - d. Understanding the Grant Cycle
 - e. Police/security and how to be safe at UVA
 - f. Get to know you events

We don't want to try to tackle everything all at once. Perhaps in the Fall we should focus on one get to know you event and one Curry Read brown bag.

Next meeting will be on Friday, August 14th. We will try to collect as much information as possible so that we can lay out an event calendar that makes sense, and set the date for the Fall meeting, hopefully in early October. Mission prior to meeting is to collect opinions to help set a schedule of events that people would be invested in and find interesting.

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- Kelly: Dean's Office, Student Services, Human Services Dept
- Leslie: Centers, EDLF
- Julie: Centers
- Elle: PALS
- Josh: ETO, SJC

CSAC Meeting Minutes September 4, 2015

In attendance: Kelly Reinhardt, Leslie Booren, Jennifer Ludovici, John Rhea, Joey Carls, Julia Broderick, Josh Fitzpatrick

- Approve August meeting minutes (passed)

Announcements

1. Hoos Well walking groups are happening. It's possible that we will move the wellness coordinator responsibilities to CSAC in the Spring.
2. Welcome coffee for new hires will be moved to a "Meet your Staff" format with Cups & Conversation where a different department will be featured throughout the year. New and old staff will be included.
3. Common Read date for Staff Event will be September 23rd from noon – 1pm
4. Outlook training brown bag will be organized by Joey. Aiming to have it in October. Suggested that Bavaro 306 would be a good space for the event due to the technology accessibility.
5. The "fun event" brown bag will be geared for November and we'll aim to plan that later in the term.
6. Still need clarification on the different levels of staff. We are hoping to invite Ellen Messina to come explain these differences, perhaps during the October meeting. We will also need to review what we have written in the bi-laws as to who are "staff" and how we serve that population.
7. Kelly will review the calendar with Ellen & Justin and hopes to present it at the All Staff meeting. We need to ask supervisors to promote staff participation.

All Staff Meeting

1. Highlight examples of good work in the customer service area
2. Present our next steps by Justin
3. General announcements –
 - a. review of Sept. 23rd brown bag for the Curry Read and gauge interest in having another in the Spring (Jennifer)
 - b. Review of how effective Lynda.com is for Professional Development (Joey?)
 - c. HR upcoming events by Ellen Messina
 - d. Who serves on what committees? Who are our go-to people for various needs? Please register your involvement.
4. Jennifer will get bagels, Leslie will order coffee for delivery. Send personal invitations to new staff asking them to join us for the meeting.

CSAC Meeting Minutes October 9, 2015

In attendance: Kelly Reinhardt, Ellen Shrum, Jennifer Ludovici, John Rhea, Joey Carls, Julia Thomas, Josh Fitzpatrick

- Approve September meeting minutes (via email)
- Jen will post meeting minutes to CSAC website

Agenda items

1. Fall Staff meeting – agreed that the meeting went well and was well attended. We may need to look at how we organize announcements since there seemed to be some overlap.
2. Fall learning calendar
 - a. Hoos Well Walking Group continuing through October 31st
 - b. Common Read – 2nd staff event will be held in November, after the DAC events have taken place
 - c. Social Brown Bag scheduled to coincide with Cups & Conversation in February; African Dance & Drums. There is a fee involved and Leslie is working to find co-sponsors to help offset the cost.
3. Review formal written request from SCAC to Dean's Office
 - a. Read and reviewed letter making some minor editing adjustments
 - b. All agree that letter is the tone and spirit of our request and it is agreed that it will be sent forward.
4. Goal Setting for Managers

It's reached a bit of an impasse in terms of what can be done in addition to what's already been done by HR to guide managerial support of staff development. HR believes that they have already addressed the issue, and will continue to do so in the next evaluation cycle.
5. Hoos Well
 - a. Hoos Well will representation for Curry will need to change when Brenda Kelly retires. It has been suggested that it will come to CSAC to manage.
 - b. Jennifer Ludovici will take over as the representative on December 1st.
6. CVC

Kelly will be absent (congratulations on her pending nuptials!) during the CVC drive. She will need some assistance in running the campaign. She will find out exactly what it entails and will send an email out to everyone on the committee to find a volunteer.
7. November meeting (11/13)

Again, Kelly will be out for this meeting. Julia Thomas will organize/run the meeting.

CSAC Meeting Minutes November 15, 2015

In attendance: Leslie Booren, Ellen Shrum, Jennifer Ludovici, John Rhea, Joey Carls, Julia Thomas, Josh Fitzpatrick

Guests: Ellen Missana (by phone), Diane Cole

- October meeting minutes approved

Agenda items

1. Ellen Missana – Staff Development Fair
 - a. Fair will take place on 2 afternoons in January (after holiday, before classes)
 - b. Career Development Days divided into two parts
 - i. Part 1 – Identify Strengths
 - ii. Part 2 – Applying strengths to career
 - iii. Present available training
 - iv. Have breakout sessions
 - v. Would apply to each employee regardless of their performance management system but would be designed for university classified/staff using the LEAD@ system
 - vi. Create networking and career opportunity programming “Communities of Practice”
 - vii. Would like a CSAC rep to help put it together (Leslie Booren)
2. Diane Cole
 - a. Holiday Party is Friday, Dec. 11. 3:30-4:30 Gingerbread Village
 - b. Dec. 8, 12:00 – 1:00 is the ATG Brown Bag in Ruffner 206
 - i. Suggested that there needs to be a structure around the brown bag.
 - ii. ATG should present, then open to Q&A
 - c. Food Drive & Madison House Family Sponsorship
 - i. Should have an option for financial donation as well as food drive
 - ii. Suggested we add a raffle to encourage people to participate (3 items or \$5 = 1 ticket) perhaps with basketball tickets as a prize
 - iii. Sponsor Madison House family with an Amazon list (UPDATE: Decided to pass on the family sponsorship this year but will perhaps participate next year)
3. Fall Learning Calendar
 - a. RCM Brown Bag is next Wednesday
 - b. Joey will hold additional Outlook Sessions. 13+ people participated and there are 2 more sessions planned
 - c. Social event in February during Cups & Conversation with staff gathering after
4. CVC – the Dean’s office stepped in to help coordinate the fund drive.

CSAC Meeting Minutes December 11, 2015

In attendance: Leslie Booren, Ellen Shrum, Jennifer Ludovici, John Rhea, Joey Carls, Josh Fitzpatrick, Kelly Reinhardt

- November meeting minutes approved

Agenda items

1. Fall Learning Calendar
 - a. Agreed that the fall calendar went well for all events. Proposed that we continue doing small events: turnout is positive, helps to connect people across departments.
 - b. Events will continued to be planned with a structured agenda and solid facilitator
 - c. Financial sponsorship for the social event in February will be picked up by Chris Pepper's office. We had commitments of financial support from other departments, so will keep them in the invitation as "Special thanks to..." mentions.
2. Cups & Conversation
 - a. The departmental events have been good but have not worked as "feature new staff" events. It is mostly a student centered event, and therefore the fit for this goal is not perfect. We'll continue to think of other ways to highlight new staff hires.
 - b. Will continue to be deliberate about arranging for staff to meet each other.
3. Limited staff are here for the holidays
 - a. Let's have a staff lunch event for those who are here
 - b. Tuesday, Dec 22 and Tuesday, Dec 29 (Kelly and Leslie will organize, respectively)
4. Wrap up email from CSAC for the year
 - a. Kelly will send a thank you/well done email
 - b. Will determine whether it's appropriate to include information about the education benefit (announcement was sent to supervisors by Justin, but may not have made it out to all staff)
5. Food Drive
 - a. Ellen will collect the food and take it to the Food Bank today.
 - b. For next year, we will ask if people can write checks directly to the Food Bank.
 - c. We have plastic bags left over. They are with Diane Cole in case we need them for an event in the future.
6. Career Development Even t
 - a. Still in the high level planning stage. It now looks like a half day program with breakout sessions for skills and strength finders and applying those strengths to career development.
 - b. Would like to provide lunch
 - c. HR will review their available training sessions and have a session on how to talk to your supervisor about pursuing available opportunities
 - d. Want event to focus on what is most beneficial to all staff
7. Thank you
 - a. Justin relays his thanks (via Joey) to CSAC for a great term. Says its best year he's seen and hopes it continues through spring.

- b. CSAC notes that support from Justin and his team have been key in tying in our efforts to the needs of staff overall.
- 8. Anonymous feedback
 - a. Need further discussion on how to address an anonymous feedback venue for staff.
 - b. Possibly use anonymity of campus mail?
 - c. Many CSAC members like the idea of a physical box
 - d. Want it to focus on more than just complaints. Possible box title: Curry Community Concerns and Kudos

January meeting will be Friday, January 8.

March CSAC meeting conflicts with Spring Break Day. Will need to reschedule.

CSAC Meeting Minutes January 8, 2016

In attendance: Leslie Booren, Ellen Shrum, Jennifer Ludovici, Joey Carls, Kelly Reinhardt

- December meeting minutes approved

Agenda items

Discuss Spring Learning Calendar

1. Feedback sheets – lets add feedback sheets to the event process
 - a. Poll why you are motivated to attend
 - b. Was it worth your time?
 - c. What would you like to see in the future?

Leslie will do the template and circulate it.

2. Attendance goals
 - a. Should we set them? Perhaps for certain events but for the most part we should just aim to have small groups.
 - b. Let's track attendance, but not set goals.
3. African Dance
 - a. During Cups on Feb. 3rd
 - b. Let's plan another social event for March. "Sweet 16" event...bring a sweet, watch some basketball
 - c. Let's be sure to send all staff emails to create a specific time/space for staff to meet during Cups
4. Outlook training
 - a. Joey will do the training if there's staff interest – will send an interest survey/google form
 - b. Suggested to do 1 session on mail and 1 session on other tips
5. Common Read
 - a. Next event is the author visit
 - b. Will have a Curry Staff Brown Bag lunch in the two weeks after the author visit (set for Thursday, Feb. 11)
6. Hoo's Well Walking Group

Maybe we can make it a school-wide challenge? Can we get Fitbit data for Curry? Curry to Curry challenge – points for walking from one academic area to another, could we have some kind of check in? Laps@lunch in MemGym around the track? Jen will do some checking.

7. Volunteer or Service Projects
 - a. Loaves & Fishes is a food organization with a back room that needs assistance and you can do it without training.
 - b. Jennifer Locacalli-Crouch is a faculty member who organizes for them
 - c. Possibly the Blue Ridge Food Bank?
8. Event planning brown bag will be organized by Diane Cole. No need for CSAC to be involved.
9. Mentoring
 - a. Too labor intensive to run a formal match session
 - b. Would a mentorship workshop work? So far our approach has only been to help facilitate connections.
 - c. Too many areas of focus to narrow down how people want mentorship
 - d. Would like to at least send a new staff announcement to help new people make contacts
 - e. We could ask staff to notify us if they have a new staff member?
 - f. Would like to send new staff a CSAC welcome note.
 - g. Can we add "notify CSAC" to the checklist of what to do when onboarding new employees?
 - h. Invite Ellen to join us for the February meeting to brainstorm ideas on how we can welcome new staff/instigate mentorship
10. Retreat/Staff meeting (May/June)
 - a. Need to determine what content we would need to cover with Dean's input.
 - b. Possibly activity to meet the new football coach?
 - c. Need to brainstorm more options for activities. Please come to the February meeting with retreat ideas!
11. Comment box – move to February meeting

Curry Staff Advisory Council Meeting

February 12, 2016

11:00 a.m. Bavaro 104

Present at meeting: Josh, Kelly, Ellen and Leslie

Agenda

- Approve January minutes: **Kelly approved, Josh seconded.**
- Review spring learning calendar
 - Feedback from Catering (**discussed good turn out around 10, and still getting feedback forms**), Common Read events (**lecture well attended but discussion brown-bad was not well attended**). African Dance Social went well, around 80 people and Leslie working with Audrey to get photos on website.
 - Upcoming – Outlook roundtable (**Joey and Ellen S. working on this, no update, but Ellen to nudge Joey**), March social event (**Leslie to spearhead afternoon ‘sweets’ events and work with Jennifer as needed**). Will talk about April volunteer event at the March meeting. Kelly said Ellen M. may join us in March to discuss how to announce new employees.
 - **Josh suggested early in year survey to assess what events works or people want to do--discussed adding this to our staff retreat to reiterate what we did and get feedback on what to do next year (maybe in hardcopy).**
- Create initial plan for staff retreat
 - **Last year: ½ day educational content and ½ team building. Timeframe was early June. Important to have Bob/Justin there and recognize positive things.**
 - **This summer, maybe set an objective for upcoming year and have content based on that for the retreat. Also do a wrap up from this year. Looking at June 3rd.**
 - **For content, discussed options like RCM (with good examples applicable to all staff roles, like efficiency), more on learning calendar, customer service/career development, get to know curry idea (other dept.s)—puzzle pieces and come together at Curry (what is your mission, what do you think we don’t know about you, what to you excess at, what struggling at, etc.)—this requires a lot of pre-work and need facilitator (Justin or CLE?).**
 - **For team building activity, want to think about ways to make more inclusive. Discussed things to be interactive and fun. Maybe use Dell fields/Courtyard (Atrium/Holloway as rain back-up) with opt in stations (carnival like?), like painting, chair massages, car washing, popular ridge pop up courses, pickleball (?) on tennis courts, chair exercises. Need to be on this for planning now to find vendors, checking our budget and**

determining if we can get build in. Maybe outdoor lunch, music(?), and a couple stations. Another idea being a talent show.

- Josh discussed concern with using a public space for just staff event without inviting others. Discussed ways to post signs, etc.
- Regarding Jennifer's email for a speaker, and discussed wanted to make sure aligns with a goal of CSAC.
- Encouraging and addressing staff/community feedback
 - Comment Box, "Curry Community Kudos & Concerns" Pushed this to discuss in March when both Joey and Ellen M. are here. Kelly did some searches about pros/cons on company comment boxes, and benefits for using physical box. For example, could have email address on the physical box, or a suggestion board instead.
 - Employee survey Pushed this to discussion to March when Ellen M. is here to make sure it aligns with or does not overlap with what HR is doing.
- Election to CSAC: Was the website updated with terms? Maybe add our physical website to email signature to promote staff going to this. Need to discuss this more in April for voting in May (with all old and new representatives coming in June).
- Need to move March Meeting. Kelly to follow-up with Justin and Ellen M. about availability. Maybe change to TH.

Committee Members

- Leslie Booren
- Josh Fitzpatrick
- Jennifer Ludovici, Secretary
- Kelly Reinhardt, Chair
- Ellen Shrum
- Julia Thomas, Vice Chair/Treasurer
- *Ex-officio: Joey Carls, Dean's Office Liaison*
- *Ex-officio: John Rhea, Staff Senate Liaison*

CSAC Meeting Minutes March 10, 2016

In attendance: Leslie Booren, Josh Fitzpatrick, John Rhea, Ellen Shrum, Jennifer Ludovici, Joey Carls, Kelly Reinhardt

Guests: Diane Cole, Ellen Missana, Justin Thompson

- February meeting minutes approved

Agenda items

- 1) Graduation Update – Diane Cole
 - a. Department administrators have been included in the planning committee
 - b. They have a plan for graduation communications (Sat. May 21/Sun. May 22)
 - i. Activities begin on Sat with the hooding ceremony at Darden
 - ii. Sunday breakfast in the Bavaro atrium and courtyard (8am)
 - iii. Lawn ceremony (10am)
 - iv. Curry graduation (1pm JPJ)
 - c. Schedules will go up on the monitors that will include trivia information and a quote from Curry faculty/staff from Mary 16-May 4 (rotating information to keep it fresh)
 - d. Trying to change the language around graduation to make it something people want to be part of and not want to avoid
 - e. Will send out FAQ information about parking and events to faculty and staff. Will include information on how to volunteer and be a part of graduation.
- 2) Spring learning calendar
 - a. Hoos Well – Laps@Lunch (hopefully) coming in April at MemGym as a soft launch to see if there's interest
 - b. Outlook roundtable –not much response for spring but may try again for fall or summer
 - c. March madness social – Will happen in conjunction with the UVA game. May do a pop-up event depending upon UVA's success in the tournament.
 - d. April volunteer event – Loaves & Fishes. Will send a date to people when it is set.
- 3) Welcome new employees – Ellen Missana
 - a. Will welcome people at Cups & Conversations
 - b. New HR team member Adam Pearson will spearhead this for HR
 - c. There's some work involved in pulling a list of new employees
 - d. Would suggest a quarterly schedule to announce/welcome new people
 - e. Timing might be best to announce new people in September at Cups, March at Cups and June staff meeting
 - f. Need to create an more inclusive onboarding process for staff similar to what faculty get.
 - g. Jon and Adam will put together a list of new employees for June event – CSAC will reach out to them individually to invite them to the meeting
 - h. Welcome card would be nice but HR does not have the capacity to do this at the moment. It is on the radar.

4) Retreat planning

- a. Send save the date
- b. Reserve space
- c. Personalize invitation emails
- d. Org list – who is going to present and what level of detail
- e. Afternoon team building activities
- f. Will have a separate meeting next week to iron out details and finalize task list

Curry Staff Advisory Council Meeting

April 8, 2016, 11:00 a.m. Bavaro 104

In attendance: John Rhea, Ellen Shrum, Kelly Reinhart, and Leslie Booren

Agenda

- Approve March minutes: **Motion by Leslie, seconded by Kelly.**
- Spring Learning Calendar Updates
 - Hoos Well Walking Group: **Jennifer still working on this.**
 - **Leslie discussed successes from March madness event.**
 - **Joey working on Outlook and waiting till fall.**
 - **May Volunteer Event – Loaves and Fishes warehouse volunteering, in May, we could have a group of 15 any Thursday (May 5, 12, 19, 26), 6:00 - 8:30 pm, any Saturday (May 7, 14, 21, 28) 9:30 am - 1:00 pm, or on the 3rd or 5th Tuesday (May 17 or 31), 6:00 - 8:30 pm. Kelly said no April dates available, May dates in evenings/weekends. Discussed CASTL cares group that does similar things. Kelly going to focus on week night and get out save the date.**
 - **Talked about adding Excel workshop later in general skills and in more focused pivot tables.**
 - **Diane is coming events workshops, including continuing with catering, and pitched a Holloway Hall one for spring/summer.**
- New Member Elections
 - CSAC and DAC - **Kelly walked through process below**
 - **2 year terms expire for Kelly Reinhardt, Ellen Shrum, Julia Thomas; John Rhea (as DAC rep)**
 - **Email to request nominations (self included) May 16-20: Leslie volunteered to do this email and work with Joey on this. Filling Julie, Ellen and Kelly positions (research, admin, and academic rep).**
 - **Joey will create ballot**
 - **Staff voting will take place May 23-27, in time to announce at retreat**
 - **John talked through DAC and if elections are needed. Kelly said there was a staff volunteer already (Nicole Robertson), so may not need election if CSAC is OK with it. Julie motioned to appoint Nicole Robertson to DAC as staff representative from Fa16-Sp18, Leslie seconded. Kelly will follow-up with Joey/Antoinette and send an announcement email afterwards. CSAC would like to give DAC representative an ex-officio with CSAC (editing bi-law), motioned by Ellen and seconded by Julie.**
 - **Staff Senate – John Rhea serving 3 year term through 2018. Ryan Kiley is alternate.**

- Retreat Planning
 - Review task list:
 - Kelly to nudge Josh on booking spaces for May 31
 - Jennifer still working on catering
 - Ellen shared that Ellen M (HR) suggested we use org charts on websites that HR are updating.
 - Talked about being consistent with no more than 5 minute presentations for each unit.
 - Discussed Jennifer's emails on afternoon sessions. Leslie and John discussed Mindfulness being used a lot in events the last two years, and maybe going in another direction would be OK.
 - Kelly said we may have scheduling problem with Poplar Ridge. May reach out to Triple C camp. May have to come up with another afternoon session.
 - Consolidate power point presentations
 - Have many draft PPTs now but others still coming in. Talked about how to pull out common threads and ways to facilitate the discussion for retreat.
 - Decided to review total/larger PPT on own, pull common threads, share via email as you have time. Maybe meet before May 13th meeting so make sure have final point for Justin (not confirmed).
 - Final PPTs due from everyone from units by Wednesday April 27th (communicate to your people). Final combined/larger PPT emailed to CSAC group by 29th. Then CSAC reviews combined/larger PPT and comes up with common threads to be emailed by May 6th. Then common threads ready for Justin discussion in early May (Justin may not come in May 13th meeting, may be better one-on-one with Kelly/Joey).
- May agenda – retreat planning, election execution. June meeting includes new and old officers.

Committee Members

- Leslie Booren
- Josh Fitzpatrick
- Jennifer Ludovici, Secretary
- Kelly Reinhardt, Chair
- Ellen Shrum
- Julia Thomas, Vice Chair/Treasurer
- *Ex-officio: Joey Carls, Dean's Office Liaison*
- *Ex-officio: John Rhea, Staff Senate Liaison*

CSAC Meeting Minutes

May 13, 2016

11am Bavaro Hall

In attendance: Leslie Booren, Josh Fitzpatrick, John Rhea, Ellen Shrum, Jennifer Ludovici, Joey Carls, Kelly Reinhardt

- April meeting minutes approved

Agenda items

Retreat Planning

- RSVPs are coming in
- Kelly will manage the morning program, Jennifer is collecting stats/data for whole of Curry and will organize the powerpoint and speaker list.
- We will introduce new staff members and CSAC reps
- Bob will do a year in review and staff success stories
- Leslie and Kelly will work together to invite new staff and get success stories
- Kelly & Justin will do a sum up of CSAC events from the past year and get suggestions for how CSAC will be better able to help staff in the coming year.

CSAC Organization

- We should identify people who may be interested in participating and encourage them to self nominate
- Need to confirm how the DAC will serve on CSAC. Believe it will be as ex-officio. Joey will likely serve in both capacities next year, but we will need to request DAC to nominate their representative. Kelly will connect with Diane Whaley about this.
- Proposed modification to bi-laws that the generally elected staff rep for DAC automatically serves as the ex-officio on CSAC.
 - Voted and approved.

Amended bi-laws read as follows:

- a. Ex-officio Members
 - i. The Curry representative to the Provost Employee Council will serve on CSAC as ex-officio.
 - ii. The **generally elected** staff representative to the Curry Diversity Action Committee (DAC) will serve on CSAC as ex-officio.

CSAC Meeting Minutes

June 10, 2016

11am Bavaro Hall

CSAC Representatives:

Leslie Booren, Diane Cole, Josh Fitzpatrick, Susan Hughes, Ryan Kiley and Jennifer Ludovici

Outgoing CSAC reps Kelly Reinhardt, Ellen Shrum and Julia Thomas

Ex-officios: Joey Carls and John Rhea

- May meeting minutes approved

Agenda items

- Review bylaws/officer roles
 - Need to assess the staff to representative ratio in the upcoming term
 - Jen – upload minutes to website
 - Update bylaws to change reference to Provost Employee Council to Staff Council
 - VOTED AND APPROVED
 - Officers will be selected at the July meeting – July 8, 11am, Bavaro 104
- Retreat Debrief
 - Keep with a buffet lunch to adjust for people who come without RSVPs
 - Make staff meeting ½ day. Teambuilding, if chosen, should be done on a separate occasion.
 - Focus groups on areas of expertise (SIS, Purchasing, etc.) with set learning outcomes
 - Send survey and continue discussions of program planning based on responses
 - Work with HR to develop a “kudos” system
 - Need to work on forming an effective partnership with HR about where CSAC role ends and HR begins.
 - Would like to acknowledge those who were nominated for a success story. Send email to nominators and ask them to please share the kudos directly with the nominee. Leslie will write up a template and will work with Ellen to get that out.
- Items for upcoming year
 - Does CSAC want to be in charge of Day of Caring? Please put this on July agenda.
 - New members please think about taking on a leadership role beginning in July.