

## **CSAC Meeting Minutes**

**July 8, 2016**

**11am Bavaro Hall**

### *CSAC Representatives:*

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

Outgoing CSAC reps Kelly Reinhardt

Ex-officios: Joey Carls and John Rhea

- June meeting minutes approved
- Regular meeting time moved to 9am on the 2<sup>nd</sup> Wednesday each month

### **Agenda items**

- Nominate and vote on new officers
  - Unanimous nominations for Chair, Jennifer Ludovici; Vice Chair, Leslie Booren, Secretary, Diane Cole
- Preliminary Planning for Fall 2016 staff meeting
  - Will need to work on details next month. Should include coffee/breakfast to introduce new staff.
  - Potential agenda for meeting presentations:
    - Website redesign
    - Holloway updates
    - UFirst
    - Common Read
    - Facilities updates
    - Rebranding/marketing updatesJen will set meeting with Justin to review agenda items
  - After reviewing survey results: Will not plan a learning opportunity on top of the meeting. We should plan to do those independently to take less time in the day. Focus on breakfast and lunch hours. There will be a revamp of Cups, so let's try to work with those ideas as CSAC will be responsible for the planning of some of those. Maybe we can fit some of our goals into that framework. Aim is to reach a wide audience.
  - How can we help to make staff meetings mandatory, or at least encouraged from a top down position?
    - Bob and Justin would have to agree. Would love the Fall meeting to be mandatory as its so content heavy on year long goals & activities.
  - Can we live stream for outside attendees?
- Plans to work with HR to develop a Kudos System
  - Went back to HR to ask if we can email nominators and ask that they share their nominations directly with the nominees. That has now been done. We will work with Ellen's team to create a kudos system. Suggested that we adopt the Univeristy kudos

system, or the CASTL model. We are looking for an informal kudos program, not something tied to Lead@.

- Foundation used to do awards and are looking to revise the formal process. Maybe CSAC can work with the Foundation as well.
  - Leslie will initiate a meeting with HR. We will ask for a draft document of ideas and rules that we can work from for the August meeting.
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- Assign leader for Day of Caring
    - Susan Hughes will be the CSAC Day of Caring point person this year.
  
  - CSAC theme for upcoming year:
    - Focus on health & well-being both personally and professionally
    - Notecards at fall meeting “What do you want to learn this year?” In a drop box
    - Revisit comments/suggestions box. Jen will add that to her meeting agenda with Justin.

## CSAC Monthly Meeting

August 10, 2016

**Present:** Leslie Booren, Joey Carls, Diane Cole, Josh Fitzpatrick, Jennifer Ludovici, Susan Hughes, Ryan Kiley

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
July Minutes	Motion by John, second by Susan	Approved
Fall All-Staff meeting Confirm date	Time-frame should be about 2 hours to accommodate breakfast/lunch and gathering for new staff Morning works best since it requires less work down-time; people more likely to attend Can we plan this in the same space as the lecture series? If so, beginning at 8:30 would provide the 2-hour time-frame needed.	Leslie will confirm with YouthNex if it is okay to have meeting before the lecture in Holloway Hall.  September 30 <sup>th</sup> , 8:30-10:30am confirmed pending Leslie's follow up
Fall All-Staff meeting Confirm agenda	include new staff introductions include Foundation update invite Center Directors, Chairs, Administrators and Deans to the breakfast to meet/greet new employees include brief CSAC update Agenda proposal below	Justin will introduce staff Joey will ask Justin about Foundation update Joey will help coordinate invitations to additional breakfast invitees Jennifer will provide CSAC update Do we want to live-stream this? Include agenda confirmation follow-up at next meeting Leslie will get list of new employees from HR Jennifer will develop survey to determine what people what to know Diane will organize coffee and bagels Need to create feedback/question cards for the meeting Jennifer will talk with Audrey about Curry News announcement Will need to send additional separate emails to staff announcing meeting
Kudo's Program	Leslie reported on the HR 1 <sup>st</sup> initiative for new staff onboarding. This will include a welcome card signed by the supervisor; and onboarding checklist for every new employee; and opportunities to introduce new employees at events (C&C, etc). HR has continued interest in partnering with CSAC on the onboarding/kudos initiative. HR is considering a summit for supervisors in January that would include onboarding, supervision, and evaluations information for supervisors.	Leslie will put list of kudo ideas on paper for HR to review and respond to.
Day of Caring	Susan reported the Day of Caring to take place Wednesday, September 21 <sup>st</sup> . 5 people are signed up; 2 additional people signed up at the meeting. Suggestion to pick a local school; stay local; choose a venue with lots of projects. Suggestions to recruit additional volunteers by opening it to students.	Susan will follow up with suggestions, confirm the venue, and continue to recruit volunteers. Joey will talk with Bryan about announcing this opportunity to students through EdCouncil.
Next Meeting		September 14 <sup>th</sup> , 2016 9:00 am; Bavaro 318A

All Staff-Meeting Proposed Agenda

8:30 Breakfast

9:00 Meeting

Welcome, CSAC update (meeting goal, past and future activities) ; Jennifer

9:10 Bob Pianta

9:15 Justin Thompson

9:25 Holloway/IT update; Josh

9:35 Common Read; Nicole

9:45 Facilities update; Joey

9:55 Rebranding, Marketing, Website redesign; Karen and John Rhea

10:10 UFirst; Ellen

**CSAC Monthly Meeting**  
September 14, 2016

**Present:** Leslie Booren, Joey Carls, Diane Cole, Josh Fitzpatrick, Jennifer Ludovici, Susan Hughes, Ryan Kiley

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
August Minutes	Motion by Josh, second by Ryan	Approved
Planning for Fall 2016 Staff Meeting September 30, Holloway Hall Set agenda	Jennifer provided a rough cut of the agenda. Meeting needs to end by 10:30. Remove ETO update (plan for a brown bag). Reduce Welcome to 5 minutes. Reduce Marketing presentation to 10 mins. Have someone keep the meeting running on time due to the packed agenda. A decision was made not to live-stream due to potential impact on attendance and the amount of staff time it takes.	The group agreed on the agenda with the changes mentioned in the discussion. Leslie will order question cards through Pam. Joey will coordinate Justin/Bob remarks; send PP to Jennifer. Susan, Diane, Ryan will hand out cards as people walk in. Jennifer will keep the meeting running on time. If we run out of time, and follow up email can go out with additional information.
Welcome to new employees	List of new employees needs to be reviewed. Foundation employees need to be added	Leslie provided list of new employees from HR. Joey will review names with Justin who will provide a "blanket" introduction of new people. Joey will cull the list and add Foundation employees. Joey will send invite to Dept. Chairs. Leslie will send f/u emails to new staff next week.
Save the Date	It was suggested to include the time-frame of the meeting, a list of topics that will be included, and the welcome time with new employees.	Jennifer will send the Save the Date (as a calendar invite) today and then a reminder on 9/26 with the agenda
Day of Caring	Susan reported the Day of Caring to take place Wednesday, September 21 <sup>st</sup> . There will be weeding and painting projects at Kale Elementary School.	Susan will report on event at the next CSAC meeting.
Next Meeting	Include Fall activities	October 12 <sup>th</sup> , 2016 9:00 am; Bavaro 318A

## CSAC Monthly Meeting

November 15, 2016

**Present:** Leslie Booren, Joey Carls, Diane Cole, Jennifer Ludovici, Susan Hughes

**Regrets:** Josh Fitzpatrick, Ryan Kiley

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
October Minutes	Motion by Leslie, second by Susan	Approved
Fall Activities- Lunch and Learn, Nov 9th	Eight people responded to the Lunch and Learn evaluation survey, and all had very positive comments regarding the program. A program on stress management provided the day after a surprise presidential election was very timely. Based on this feedback, the group decided that they would have another program in late March/early April.	
Week of December 26 <sup>th</sup> : TBA Pop-Up Social	December 19, 20, 21, 27, 28, 29 are workdays. The group agreed to coordinate a pizza lunch for staff who are working. Consider organizing 2 lunches, one each week. CSAC will organize, but attendees will be asked to pay a certain amount.	Joey, Leslie, and Diane will coordinate the lunches depending on who is here. Joey stated that we could potentially request support from the Dean's office if needed.
January: TBA Pop-up Social	The group agreed that it would be nice to have one or two tables to provide information or informal learning. Suggestions included the Women's Ctr (attorney services), Wt Watchers/Nutrition information, HR/Benefits, Discounts for UVA employees, information on UVA Care Connection, and Income Tax information.	Leslie, Diane, and Jennifer will work on securing a resource for this event. First choice would be to have someone come and talk 5-10 minutes on income tax resources
March/early April: TBA spring educational seminar lunch & Learn		This will be organized as we get closer to this date.
December canned food drive	The group agreed to collect canned food the day of the Holiday Party. Those who bring a bag of food will get a raffle ticket for 2 basketball tickets. Food can also be brought to the Dean's office. Food drive announcements should be included in the Ed Council newsletter, through a CSAC announcement, and with the Holiday Party invitation.	Leslie and her students will place bags on doors by the end of the week. Leslie will send out an email to Curry staff, faculty, and students. Susan and Jennifer will coordinate the food drive at the Holiday Party. Susan will take the food to the Food Bank. Joey will ask Bob about basketball tickets. Jennifer will ask Art.
Next Meeting		December 14, 2016 9:00 am; Bavaro 318A

CSAC January meeting minutes  
1/11/17

Present: Ryan, Leslie, Jennifer, and Susan

Approval of Nov minutes:

Motion by Ryan

Seconded by Susan

Agenda:

1. Jennifer discussed the finding of \$536 extra cash in lock box for future events. Need to be used as cash in the future and not through UVA system.
2. Leslie also discussed decision not to have December pop-up pizza party.
3. Leslie also updated on the January social event with 5-10 learning component. Gave feedback from HR on topics and other opportunities that were explored with Care Connection. Talked about January 17<sup>th</sup> Hooswell kick off lunch event option.
4. Discussed worried we were pushing for January event and people are too busy. Routine is more in February and may be better for people to attend.
5. February learning event and co-sponsor with HR for performance management or goals (per Ellen M's feedback). Leslie to follow-up with Ellen on this to see what we can do. We would sponsor lunch. If this doesn't work out we will continue with April Lunch and Learn with FEAP (Jennifer to follow-up if needed).
6. Jennifer to check in with IMREC to do laps at lunch for Hooswell kick off.

## CSAC Monthly Meeting

February 15, 2017

**Present:** Leslie Booren, Joey Carls, Diane Cole, Jennifer Ludovici, Susan Hughes, Ryan Kiley, John Rhea

Agenda Item:	Discussion:	Action:
January Minutes	Motion by Ryan, second by Susan	Approved
General	<p>New CSAC meeting date</p> <p>Reported on Walking the Track at Mem Gym (<i>Laps at Lunch</i>) to kick-off HoosWell. This took place Tuesday, Feb. 7<sup>th</sup>, 12-1pm. Jennifer reported that 5 people attended and that this is not something we will do in the future with the \$50 fee.</p>	<p>The meeting date for CSAC is the 2<sup>nd</sup> Tuesday, 9am of each month beginning March 14th.</p> <p>Joey suggested planning a walk outside in the Spring – perhaps before or after Cups.</p>
March	Pop up social. The group decided to either show a basketball tournament or celebrate St. Patrick’s day, depending on how well the team does.	We will keep informed of games and determine at a later date. The event can take place in B306 per Joey.
April	Spring educational lunch and learn. The group considered the FEAP options and decided that “Effective Communication” would be a good choice since it aligns with evaluations.	Jennifer will ask FEAP if they can present this topic either 4/11 or 4/18, when Holloway Hall is available.
All Staff meeting; Friday, May 5th	<p>Topic suggestions for the All Staff meeting included:</p> <ul style="list-style-type: none"> <li>• Announce elections</li> <li>• HR reorganization changes</li> <li>• Bob – initial welcome and announcements</li> <li>• Dept. updates</li> <li>• Report from Student Affairs</li> </ul> <p>The group agreed that the Department Chairs should be notified of the meeting so they are aware that staff will be out and also to invite them to the meeting.</p>	<p>Jennifer will ask Departments if they want to provide an update.</p> <p>Joey will ask Justin what he wants to present and also send out an email to encourage people to attend.</p> <p>Joes will touch base with C.B. regarding report from Student Affairs.</p>
CSAC Organizational Business	<p>Plans will need to be made for nominations and voting for 2017/2018 CSAC. Jennifer, Leslie, John, and Joey will go off CSAC next year, and new members will need to be nominated and voted on by Curry staff.</p> <p>Representatives on CSAC include those from research, administration, and academic areas. We will also need a new DAC representative.</p> <p>Nominations will go out the last week of March. Voting will take place beginning April 17<sup>th</sup>. Confirmations will take place the 1<sup>st</sup> week of May.</p>	<p>Joey agreed to help create ballots and provide support for the nominations/voting process.</p> <p>Joey will ask Justin to send email to Center Chairs to nominate someone (leadership opportunity).</p> <p>Ryan Kiley agreed to serve as DAC representative. Ryan will attend DAC meetings and provide updates at CSAC meetings.</p>
Next Meeting		<p>March 14, 2017</p> <p>9:00 am; Bavaro 318A</p>



## CSAC Monthly Meeting

March 21, 2017

**Present:** Leslie Booren, Joey Carls, Diane Cole, Jennifer Ludovici, Susan Hughes, Ryan Kiley, John Rhea, Josh Fitzpatrick

Agenda Item:	Discussion:	Action:
February Minutes	Motion by Leslie, second by Susan	Approved
Upcoming activities, suggestions, timing, budgets	<p>Discussion included the recognition that CSAC activity participation has been lower this year. This has included the pop up events as well as the participation in the UVa pancake breakfast at Newcomb.</p> <p>A CSAC Lunch and Learn has been scheduled in Holloway Hall for Tuesday, April 18<sup>th</sup>, 12-1pm. The topic is Effective Communication/Difficult Conversations.</p>	<p>Leslie will schedule a pop-up March Madness event as the time gets closer. It was later scheduled for Thursday, March 16<sup>th</sup> in Bavaro 306.</p> <p>Jennifer will coordinate the Lunch and Learn on 4/18. Susan will send out invite announcement on 4/4 and request RSVPs. Reminder will be sent out 4/28 a.m. inviting everyone to join.</p>
All Staff meeting; Friday, May 5th	<p>Topic suggestions for the All Staff meeting included:</p> <ul style="list-style-type: none"> <li>• Announce elections (include general comments from CSAC)</li> <li>• Bob – initial welcome and announcements</li> <li>• Justin – Dean’s office update</li> <li>• Dept. updates</li> <li>• HR reorganization changes</li> <li>• Report from Student Affairs</li> <li>• Foundation Update</li> </ul> <p>The group agreed that the Department Chairs should be notified of the meeting so they are aware that staff will be out and also to invite them to the meeting.</p>	Diane will ask Catherine Brighton if she would like to provide a graduation update.
CSAC Organizational Business	<p>Plans will need to be made for nominations and voting for 2017/2018 CSAC. Jennifer, Leslie, John, and Joey will go off CSAC next year, and new members will need to be nominated and voted on by Curry staff. Representatives on CSAC include those from research, administration, and academic areas. We will also need a new DAC representative. Nominations will go out the last week of March. Voting will take place beginning April 17<sup>th</sup>. Confirmations will take place the 1<sup>st</sup> week of May.</p> <p>Leslie and Jennifer have contacted C. Brighton and EdPolicy to get suggestions for nominations. Jennifer will reach out to Dept. Administrators for suggestions.</p>	<p>Susan will send nomination requests on 4/4.</p> <p>Joey will ask chairs at mtg. on Monday for nomination ideas. He will provide Jennifer with the list of Dept. Admins. Susan, Joey, and Leslie will work together to send out email to Centers next week.</p>
Next Meeting		<p>Members should come with more information from groups who want to present at CSAC meeting on 5/5.</p> <p>April 11, 2017 9:00 am; Bavaro 318A</p>

## CSAC Monthly Meeting

April 11, 2017

**Present:** Leslie Booren, Joey Carls, Diane Cole, Jennifer Ludovici, Susan Hughes, Ryan Kiley, John Rhea, Josh Fitzpatrick

Agenda Item:	Discussion:	Action:
February Minutes	Motion by Ryan, second by Leslie	Approved
Upcoming activities, suggestions, timing, budgets	Discussion included Spring Lunch and Learn scheduled for Tuesday, April 18 <sup>th</sup> (Effective Communication/Difficult Conversations). We currently have 12 RSVPs.	Jennifer will send out a reminder for the Lunch & Learn. Jennifer will order lunch from Mezah in Stonefield. Later this event had an excellent turn-out with approx. 20 people in attendance.
All Staff meeting; Friday, May 5th	<p>Topic suggestions for the All Staff meeting included:</p> <ul style="list-style-type: none"> <li>• Jennifer – Introduction and welcome (general comments re: CSAC and new CSAC members)</li> <li>• Bob – initial welcome and announcements; year-end review</li> <li>• Catherine Brighton – Graduation review</li> <li>• Justin – Changes in Higher Education and the Evolution of Support Units</li> <li>• Ellen Missana – Job Families and Career Advancement</li> <li>• Karen Barnes and John Rhea – Website redesign, rebranding and marketing update</li> <li>• Nicole Robinson, DAC – 2017 Big Read</li> <li>• Announcement: Faculty and Staff Spring Luncheon</li> </ul> <p>The group agreed that the Department Chairs should be notified of the meeting so they are aware that staff will be out and also to invite them to the meeting.</p>	Department chairs will be invited during the 8:30-9am coffee time. Justin will send an email reminder to staff. Jennifer ordered coffee, fruit, and breakfast bread from Harvest Bread Company. John agreed to bring his specialty nametags. Suggestions cards will be placed on each table for feedback. This event had an excellent turn-out of approximately 60 people and was very well received by the group.
CSAC Organizational Business	Susan sent out nomination requests for the CSAC ballot on 4/4.	New members include Stephanie McGuire, Amanda Balsamo, and Danielle Peacock.

## CSAC Monthly Meeting

May 9, 2017

**Present:** Leslie Booren, Joey Carls, Diane Cole, Jennifer Ludovici, Susan Hughes, Ryan Kiley, John Rhea, Josh Fitzpatrick, Stephanie McGuire, Amanda Balsamo, Danielle Peacock

Agenda Item:	Discussion:	Action:
April Minutes		Approved
Welcome new members, brief introductions	New members introduced themselves: Stephanie McGuire, Amanda Balsamo, and Danielle Peacock	The committee welcomed the new members.
Review CSAC roles	Jennifer distributed the Curry Staff Advisory Council By-Laws and described the roles of Chair (Jennifer Ludovici), Vice Chair/Treasurer (Leslie Booren), and Secretary (Diane Cole). Each committee member introduced themselves and described their role in Curry and on CSAC. Wellness Champion position will need to be filled (previously filled by Jennifer). Joey sits in the meeting on Justin's behalf. He often takes feedback back to Justin. Ryan currently serves as DAC representative (1 <sup>st</sup> year). John serves as Staff Senate representative (in his 2 <sup>nd</sup> year out of 3). Susan has done a lot of work behind the scenes with Day of Caring, the Food Drive, and other activities. Josh has provided support to many of the CSAC activities.	Elections will take place at the June meeting.
CSAC all-staff meeting review	Jennifer asked for feedback from the All-Staff meeting. 1) Feedback from cards included: <ol style="list-style-type: none"> <li>a. Please end on time. More coffee. HR content could have been done/covered more quickly. But the job family info was great to know.</li> <li>b. To echo Justin and Katharine Sadowski, it would be helpful to have a school-wide discussion with OSP re: research administration, staffing and processes</li> <li>c. Move to UVA Gmail accounts for staff</li> </ol> 2) The committee felt that the meeting went too long. Consider using signs to indicate 2 minute warning, etc. for speakers in the future.	
CSAC year in review. . . what went well, what could be improved	<ul style="list-style-type: none"> <li>• The committee discussed the importance of being thoughtful about communication to Curry staff. It is important to vet communication with Joey.</li> <li>• Some activities had low attendance. As Curry grows, people are busier. This means we need to be thoughtful about programs we sponsor.</li> <li>• We should define our successes and determine how to measure them.</li> <li>• The Fall staff meeting is the first CSAC activity. This should be preplanned in consideration with Bob's calendar – this should be done quickly.</li> <li>• It is helpful to have Justin communicate to staff regarding meetings, etc. to build engagement and understand the importance of being involved.</li> <li>• The group discussed how communication could be improved to Curry staff. They discussed distributing a “things you should know” or “news you can use” email to staff on a regular basis. This could items like               <ul style="list-style-type: none"> <li>○ Outlook moving to 360</li> <li>○ Parking moving to a new system</li> <li>○ Any Curry changes taking place like HR or Curry restructuring with an explanation of why it is taking place</li> </ul> </li> </ul>	Secure date for Fall CSAC meeting as soon as possible.
Next Meeting	Tuesday, June 13 <sup>th</sup> , 9am , Bavaro 318A	

## CSAC Monthly Meeting

June 13, 2017

**Present:** Joey Carls, Diane Cole, Jennifer Ludovici, Ryan Kiley, John Rhea, Stephanie McGuire, Amanda Balsamo

Agenda Item:	Discussion:	Action:
May Minutes	Motion by Ryan, second by Amanda	Approved
Brief review of CSAC roles; nominations and elections for positions	<p>Jennifer briefly reviewed the CSAC roles and referred to the CSAC By-Laws. Members offered to participate in the following roles:</p> <p>Susan asked to remain a worker bee</p> <p>Stephanie - willing to serve as secretary or vice chair</p> <p>Amanda – willing to serve as chair or vice chair</p> <p>Ryan – willing to serve as secretary</p> <p>Danielle – would like to get a year of experience, willing to coordinate a summer food drive</p> <p>Diane – willing to serve as secretary or vice chair</p> <p>Members felt that a new person could serve in a chair role as long as there is back-up from an experienced member. Ryan was willing to concede to Stephanie for the secretary role. Diane expressed concern regarding capacity during busy times of the year, and Jennifer suggested discussing whether the secretary and treasurer role should be combined in the Fall. The by-laws would need to be changed and voted on if the committee decides to do this.</p> <p>Final ballot included:</p> <p>Amanda – Chair</p> <p>Diane – Vice-chair</p> <p>Stephanie – Secretary</p> <p>All were voted in by the members unanimously. With 4 out of 6 members in attendance, a quorum was established.</p>	The committee voted and welcomed the new officers.
Fall meeting preparation	<p>The Fall meeting usually takes place the end of September or the first of October. The CSAC committee should discuss its accomplishments, their objectives for next year, and the theme of the meeting. Ryan reported that he, Danielle, and Katherine met with Justin after the last CSAC meeting. Justin expressed appreciation for the committee. They discussed the importance of Justin’s email to encourage staff to attend the All-staff meeting. They discussed the staff concerns re: HR changes.</p> <p>The attendees at the Spring meeting were very interested in the topic of career advancement. It was also suggested that we could follow the theme of personal growth, skills advancement. Stephanie suggested getting a speaker from UFirst. This would need to be vetted through Justin, but could be a possibility. Amanda suggested an overall theme of change management and what it means to be a change agent. She also suggested potential trainings in skill building (ex. Excel). Diane suggested fitting in the discussion ways in which staff enable the goals and objectives of the school and how these goals are determined by faculty.</p> <p>John announced that the next Staff Senate meeting will include a U-First speaker. It will take place Thursday, June 15<sup>th</sup>, 11am-1pm, South Meeting Room (Newcomb).</p>	<p>Diane will check with Justin, Bob’s, and Holloway Hall calendars to make a date recommendation for the next all-staff meeting.</p> <p>Stephanie will send out a doodle poll to determine next academic year’s schedule for CSAC meetings.</p> <p>Joey reminded the group that Staff Senate elections should take place in the Spring.</p>
Next Meeting	TBD	