

CSAC Monthly Meeting
 Tuesday, July 18, 2017
 9:00 – 10:00 a.m. Bavaro 318A

Present: Joey Carls, John Rhea, Stephanie McGuire, Amanda Balsamo, Danielle Peacock

Absent: Diane Cole, Ryan Kiley, Susan Hughes

| Agenda Item: | Discussion: | Action: |
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| June Minutes | June minutes not present for review | Board to review minutes at next meeting |
| Discussion of Curry Staff list, who may access it and how it may be used. | <p>Quorum was met with 50% of the voting board present. Curry Listserv lists all the staff and is current. Amanda wishes to understand the boundaries of CSAC before proposing any further definite projects for the rest of the year.</p> <p>Wish among board to create a community of practice, a forum where staff could communicate needs and have them answered by other staff. Facilitate better understanding of staff's roll within Curry and within each department and how they may align with or help one another.</p> <p>Diane Cole may be a good resource to learn how to create and maintain a successful listserv.</p> <p>Idea: use listserv to send a monthly newsletter to staff – highlight different staff members and what they do along with other relevant news. Not everyone comes to staff meetings.</p> | Amanda to ask Diane about listserv creation strategy |
| Food Bank | Amanda asks Joey if it would be all right to use bags and hang them on office doors. Multiple drop off points were suggested around Curry: Deans Office, Student Affairs Office, Ground floor of Bavaro. Amanda suggested using boxes instead of bags. Joey stated they could be a fire/obstruction hazard and to stick with bags | Amanda and Danielle to have follow up meeting about the status of the Food Bank |
| Fall meeting preparation | The LDC is reserved for the Fall Staff Meeting. On waiting list for Holloway hall if it becomes available. The Staff meeting date is set for September 22 nd and is listed on Bob and Justin's calendars from 9:00 – 10:00 a.m. | |
| Next Meeting | August 8, 2017 9:00 – 10:00 a.m. Bavaro 318A | Amanda to create an agenda for next meeting Stephanie to send out meeting minutes and provide paper copies of June and July meeting for the August meeting |

CSAC Monthly Meeting
 Tuesday, August 8, 2017
 9:00 – 10:00 a.m. Bavaro 318A

Present: Katherine Sadowski, Diane Cole, Stephanie McGuire, Amanda Balsamo, Danielle Peacock, Joey Carls, Ryan Kiley, Susan Hughes, Justin Thompson

Absent: John Rhea

| Agenda Item: | Discussion: | Action: |
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| July Minutes | Motion by Amanda, seconded by Ryan | Approved |
| Staff SME/Directory | <p>Create a google doc or Box doc that CSAC can all edit to collect as much information as possible</p> <ol style="list-style-type: none"> 1. Look at the list as a time bank instead of expertise sharing 2. Organize by skills 3. Post who works where, what they do and who would want to be a resource for certain things 4. Leverage the existing directory at Curry. It can be modified- 5. Encourage staff to list what they do on their Curry profile <p>Could be a great subject for the staff retreat-Justin</p> | Stephanie: Box's simultaneous editing-send information to Joey and Justin |
| Food Bank | <p>Review and finalize details with committee:</p> <ol style="list-style-type: none"> 1. First week of September 2. Drop off locations: Dean's Office, Student Services, and RU271 3. Will provide paper bags donated from Kroger with instructions stapled on – but have plastic bags in the dean's office for backup if necessary 4. Have the capacity to take monetary donations, Katharine will have envelopes and provide instructions to include Diane – who has experience with taking donations. 5. Nail down additional drop off locations at Mem Gym, Ivy, and PALS 6. Print flyers using CSAC Account | Katherine to send out reminder email and to print flyers. Sept 2 nd to drop off the bags |
| Fall meeting preparation | <ol style="list-style-type: none"> 1. The LDC is reserved for the Fall Staff Meeting. 2. On waiting list for Holloway hall if it becomes available. 3. The Staff meeting date is set for September 22nd and is listed on Bob and Justin's calendars from 9:00 – 10:00 a.m. <p>What might be on Staff Meeting Agenda. What is important for staff to know?</p> <ol style="list-style-type: none"> 1. Lots of hiring going on at Curry. How many and where? 2. Changes with website. Website will hopefully go live at end of August-encourage staff to update profile 3. New Staff Welcome: Invite new staff to come to breakfast before meeting from 8:30-9 4. Someone to speak about UHR-Justin to Invite. Timing is good Discuss how staff can be agents of change. 5. Theme of change for the meeting 6. Introduce Professional Dev. opportunities. 7. Focus: change, how we can grow, look at org that embrace change 8. Ask Bob to speak about new faculty 9. Draft agenda: Bob-board retreat, Introduce staff, global theme emphasis, UHR changes, Justin-UFIRST, website if there's time 10. Fall professional learning event: what will that be? Skills building – change management, dealing with change. Who should lead seminar? Drum up interest at staff meeting in Sept. | <p>Justin: get UHR and/or Ufirst speaker</p> <p>Amanda, Diane, Danielle: to look at prof development and staff meeting agenda</p> <p>Justin: talk to Katie Walker to speak at meeting? Discuss issue of change</p> <p>Diane: Will order food for meeting</p> |
| Next Meeting | September 5, 2017 9:00 – 10:00 a.m. Bavaro 318A | <p>Amanda: create an agenda for next meeting</p> <p>Stephanie: send out meeting minutes and provide copies of August minutes for the September meeting</p> |

CSAC Monthly Meeting
 Tuesday, August 29, 2017
 9:00 – 10:00 a.m. Bavaro 318A

Present: Diane Cole, Stephanie McGuire, Amanda Balsamo, Danielle Peacock, Joey Carls, Ryan Kiley, John Rhea

Guests: Mary C. Brackett, Lee Bazczewski from Office of Organizational Excellence

Absent: Susan Hughes

| Agenda Item: | Discussion: | Action: |
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| August Minutes | Motion by Amanda, seconded by Danielle | Approved |
| Staff and Office of Organizational Excellence Professional Development meeting | Discussed with Mary and Lee positive thinking class for a Staff Professional Development meeting <ol style="list-style-type: none"> 1. Avoid cheesiness 2. See if Dept. administrators would be willing to attend with staff 3. Teach staff what they can do not what they can't do 4. Ideas: change happen to you, change happens for you would like to get to change happens with you 5. Activities that staff can participate in 6. Meet three weeks later to discuss personal changes from meeting. Incentivize attendance with a raffle 7. Create a survey to get baseline for Curry-how do people feel? Next Steps: <ol style="list-style-type: none"> 1. Work to get as much staff to attend as possible 2. Have meeting in October and follow up in early November | CSAC: Pick a date and announce at all staff meeting CSAC and Justin: send invitation to Chairs, Dept. Leaders, Center Leaders etc. Joey: speak to Justin about sending letter |
| Fall All-Staff meeting preparation | Amanda and Stephanie planned a tentative agenda <ol style="list-style-type: none"> 1. Introducing staff (list everyone off and if they want to stand and introduce themselves they can) – 10 minutes 2. Bob high level overview of changes and Aug 12th check-in – 20 minutes 3. Intro to changes and discussion of development seminar – 10 minutes 4. DAC – 5 minutes 5. UHR – 45 minutes Pitch new common read book and other diversity activities to staff | Joey: speak to Justin about UHR to coming to meeting Amanda & Stephanie: compose and send the save-the-date email Justin: send the official invitation CSAC: Need to meet one more time before 22 nd for last minute plans |
| Next Meeting | October 10, 2017 9:00 – 10:00 a.m. Bavaro 318A | Amanda: create an agenda for next meeting Stephanie: send out meeting minutes and provide copies of 2 nd August meeting minutes for the October meeting |
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| CBC Campaign | <p>CBC Campaign</p> <ol style="list-style-type: none"> 1. Joey to spearhead it this year. 2. Up to CSAC for what we want to do 3. Red envelopes to donate 4. CSAC to send an email to staff 5. Is there anything we can do to encourage participation? | |
| Next Meeting | November 14, 2007, 9:00 – 10:00 a.m. Bavaro 318A | <p>Amanda: create an agenda for next meeting</p> <p>Stephanie: send out meeting minutes and provide copies previous meeting minutes for the next meeting</p> |
| Holliday Party | <p>December the 8th LDC</p> <p>Suggestion to do something for Halloween. Is this something that a CSAC meeting</p> | Amanda to Send out email for Halloween costume contest |

CSAC Monthly Meeting Minutes

Tuesday, November 13, 2017

9:00 – 10:00 a.m. Bavaro 318A

Present: Amanda Balsamo, Danielle Peacock, Ryan Kiley, Susan Hughes, John Rhea, Joey Carls

Absent: Stephanie McGuire

| Agenda Item: | Discussion: | Action: |
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| October Minutes | | |
| Faculty Council | <p>Met with Karen Inkelas on Friday for 15 minutes, key points:</p> <ul style="list-style-type: none"> - Faculty Council is focusing on staff appreciation - They're creating a subcommittee on supervision. Joey mentioned that it is likely they will ask for a couple of CSAC representatives. The committee will likely be made up of both faculty and staff. Faculty members acknowledge that they need guidance. They will want to determine a couple of goals for the committee and go from there. - Looking for two most important things staff see as points of improvement – seeking feedback from CSAC specifically and interested to know what information is gained from AI session. Karen will attend the AI session on 12/13 as an observer. - We will schedule a follow-up meeting with Karen the week of the AI session to share our findings | |
| Food Drive | <p>Holiday Food Drive Logistics</p> <ul style="list-style-type: none"> - Reached out to Katharine to see if she'd have any interest in helping us again as she did such a great job with the first drive - Student volunteer seeking to coordinate student donations - Student and Katharine will coordinate the food drive. Diane will put the student in touch with Katharine. Joey will ask for BB tickets from Bob to use in raffle at the end of the Holiday Party. - | |
| UBI Training | <p>Status update</p> <ul style="list-style-type: none"> - Touched base with Peper who said that we need to limit access to the system as it houses sensitive information - As a result, he has requested that we limit training to folks who currently have access or have been identified as okay to have access - What does everyone think about an email to gauge interest for a first week of December brown bag? Email will go out to the list I've been provided of current users. - The Brown Bag should be focused on the needs of the people who use it. It was agreed that it is appropriate for the UBI training to come from CSAC. Phil is glad to present the training. | |
| Halloween Costume Contest | <p>Quick recap</p> <ul style="list-style-type: none"> - 10 costumed participants - 80! Respondents to voting - Overwhelmingly positive feedback - What kind of other simple events like this can we do? - Amanda will coordinate an Ugly Holiday Sweater competition like she did for Halloween. \$30/\$20/\$10 gift cards. | |
| Appreciative Inquiry Professional Development | <p>Bob and Justin will encourage attendance. Diane will share final question with CSAC for their feedback. To be held Wednesday, Dec. 13th, 11:30am in Holloway Hall.</p> | |
| Next Meeting | December 12, 2017 9:00 – 10:00 a.m. Bavaro 318A | |

CSAC Monthly Meeting
 Tuesday, December 12, 2017
 9:00 – 10:00 a.m. Bavaro 318A

Present: Diane Cole, Danielle Peacock, Ryan Kiley, John Rhea, Susan Hughes, Joey Carls, Stephanie McGuire
Absent: Amanda Balsamo

| Agenda Item: | Discussion: | Action: |
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| November Minutes | Motion to approve: Diane Cole. Seconded by Susan Hughes | Approved |
| Hoos Well | Hoos Well: M.O.V. <ul style="list-style-type: none"> - Held on Tuesdays and Thursdays, Jan 15th – Feb 23rd - Bavaro/Ruffner, 10:30-10:45am - Agreement to ask people to RSVP by deadline if not enough people register we won't hold the event - Could take a poll at the Staff event tomorrow | |
| Holiday Ugly Sweater | <ul style="list-style-type: none"> - Not many participated and event was canceled - Instead of a gift card, hand out a rotating trophy. Tacky is good. | |
| Food Drive | <ul style="list-style-type: none"> - Fair amount of food given at the holiday party - A student provided most of the food - There may have been a lower turn out of donations for our regular donation because there were two drives this semester | |
| AI Professional Development Program | AI meeting is on schedule <ul style="list-style-type: none"> - Will be discussed by Julie Haizlip - 20 RSVPs so far. Hoping for more - Karen Inkelas was going to attend but won't be able to make it - Seeing in UVA Daily that more groups are doing AI - Additional Meeting in Jan: will be an update from Dec meeting - Good if people sit with others they don't know - Request that supervisors not sit with supervisees – don't have a department all sitting together - Request that attendees sit with someone they don't know | |
| UBI Training | Amanda was going to work with Peper to get a list of names of UBI experts in Curry that staff can talk to | Amanda: will speak with Chris |
| Plans for Spring Activities | No Future plans at the moment. <ul style="list-style-type: none"> - Will use January meeting to discuss Spring activities | CSAC: Discuss future plans in January meeting |
| DAC Update Ryan K | First common read held on Nov 29th. <ul style="list-style-type: none"> - 12 participants. Only 2 were staff - How can we encourage staff to attend? - Wednesdays, late afternoons & evenings best for staff to attend - Others feel that they can't go because they didn't read the book. Not true - Mostly white group. Want to discuss issues of race but don't know how. - Is there a way to do an online discussion? - Marty Block sent activities for Faculty to do in their classes - Can we send those activities to staff? Ideas of self-reflection Diversity Challenge is in the Spring. <ul style="list-style-type: none"> - Faculty are held accountable for diversity goals. - Should hold staff to the same standard. Need to engage in issues of diversity. Ridley Lecture on April 10th in Newcomb Hall TMI group to come back in the spring to follow up on the event in fall | Ryan: Follow up on staff participation |
| ETO & Phishing Scams | Marc Perdue used to send regular email where you can forward potential issues that came up with Phishing <ul style="list-style-type: none"> - CSAC request that ETO send those again - Tell staff to send suspicious emails to: abuse@virginia.edu | |

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| Spring Events | Follow up with AI and DAC activities <ul style="list-style-type: none"> - May have opportunities for professional development with staff | |
| Additional Item | Request that CSAC host Curry talent show <ul style="list-style-type: none"> - Staff member request on behalf of faculty member - Interest in reviving the talent show that Curry used to do. Discussion <ul style="list-style-type: none"> - CSAC needs to be careful about what events it hosts - Don't want to be the party group. - Plays into perceived status levels of faculty and staff - Plays into idea that the staff is less refined/not as smart as faculty - Why don't the faculty put together something for the staff? - Why must the staff host events to bring staff and faculty together? - Let's have a joint faculty and CSAC meeting. There is a benefit for faculty and staff to meet together regularly - Important that CSAC is part of good professional development ideas to show faculty that we do important things. | Diane: will write to staff member |
| Next Meeting | January 9, 2018, 9:00 – 10:00 a.m. Bavaro 318A | Stephanie: send meeting minutes for review to CSAC |

CSAC Monthly Meeting
 Tuesday, January 9, 2018
 9:00 – 10:00 a.m. Bavaro 318A

Present: Diane Cole, Danielle Peacock, Amanda Balsamo, John Rhea, Susan Hughes, Stephanie McGuire
Absent: Ryan Kiley, Joey Carls

| Agenda Item: | Discussion: | Action: |
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| November Minutes | Motion to approve: Amanda Balsamo. Seconded by Danielle Peacock | Approved |
| Professional Dev Program | Very Good Turnout 39 pp <ul style="list-style-type: none"> • Would like to document attendees for the rest of the year • Good feedback on the survey – 22 responses • Mostly positive feedback • Feedback from Justin and Joey: were very pleased. He thought everyone was very engaged Thoughts about evaluation <ul style="list-style-type: none"> • Next steps: Need Joey/ Justin to help us decide what we can do next • Some attendees didn't know the intent of the meeting • Follow up so that staff know there was a purpose for the discussion • Need to show results • Two routes to take: collaboration with bigger fish • Look at counselor training. Have Julie Haizlip be a part of this • Have a discussion with Karen Inkelas and move from there • We are on tipping point from being somewhat successful to very successful • Faculty council has some advisory discretion unlike CSAC | Diane: set up a meeting with Karen Inkelas of the Faculty Council |
| UBI Training | Amanda has the list of names for the UBI training She will work on scheduling a training in February | Amanda: schedule training for February |
| Staff Senate | No specific updates Ryan will attend this meeting this Thursday | |
| Spring Activities | CSAC to go ahead and schedule the next All-Curry Staff meeting. Diane will check on the Dean's schedule and get back to the group Dates are preferably between the end of April and the week before graduation | Diane: Check Dean Pianta's schedule |
| Next Meeting | February 9, 2018, 9:00 – 10:00 a.m. Bavaro 318A | Stephanie: send meeting minutes for review to CSAC |

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| New Members | <p>Prelim audit 40 Academic, 48 Admin, and 50 Research/Center Allocation of seats</p> <ul style="list-style-type: none"> • Need additional person for admin and a research • 3 research, 2 academic, and 3 admin. Could add third academic to keep things even • Need to add new person programmatically, consistently. May also look at anticipated hiring. Amanda to figure out protocol and add to bi-laws | Amanda: create protocol for adding extra representatives |
| Staff Senate | <p>Updates?</p> <ul style="list-style-type: none"> • Looking to phase out the alternate role in senate • Looking to have two senators instead of one and an alternate. 2 equal senators <p>DAC</p> <ul style="list-style-type: none"> • Activities have not been sent to staff • Will start in March | |
| UBI Training | <p>Managerial Reporting Project person returned to Curry yesterday so I'll be enlisting his assistance and getting this thing scheduled (finally).</p> <ul style="list-style-type: none"> • Returned to Curry – Phillip Pollock • Can get his assistance • Start in March- brown bag will need to be done in computer lab. Bring laptops? • ETO has laptops staff can borrow | |
| Next Meeting | March 13, 2018 9:00 – 10:00 a.m. Bavaro 318A | <p>Amanda to create an agenda for next meeting Stephanie to send out meeting minutes and provide copies of February meeting for the March meeting</p> |

CSAC Monthly Meeting
 Tuesday, March 13, 2018
 9:00 – 10:00 a.m. Bavaro 318A

Present: Diane Cole, Danielle Peacock, Amanda Balsamo, John Rhea, Susan Hughes, Stephanie McGuire, Ryan Kiley, Justin Thompson

Absent:

| Agenda Item: | Discussion: | Action: |
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| February Minutes | Amanda move to accept the minutes Second by Susie | |
| New Members | <ul style="list-style-type: none"> - Second audit, done by identifying Research folks as >75% sponsored funding, administrative have departmental funding, and academic have tuition funding and academic job roles. This audit came up 54 Research, 54 Admin, and 19 Academic. - Do we want to include CSP-10/KY-? folks? - CSAC bi-laws are not clear whether part time staff need representation. - Should we update the bi-laws to include staff that are 75% or more | My need to change the bi-laws to include 75% staff. |
| Supervision Best Practices | <ul style="list-style-type: none"> - Group feedback to goals, letter/memo. - Thought to send an email update to all the staff - Requesting feedback on any edits - Want to send out email at the end of the week - Justin would like to send a like note to all the Supervisors - Attach the note to the survey email to all the Supervisors - Survey: wish to differentiate between staff or faculty manager - Compile 2-3 things that are good supervision practice that you employ? - What is the most effective thing that your staff can do to contribute to your team? - What are immediate steps that Curry could take improve best practices? - Need to ask HR if there was some customization for each department | |
| Safety security Meeting | <p>Speaker can come to talk about a shooter at the campus. Has availability to speak at the all-staff meeting</p> <ul style="list-style-type: none"> - Suggestion to have the talk after the all staff meeting. That wa we could open it up to all the staff. Is a 45 minute training - There should be a time for faulty to attend in the Sprin gso that they have the training before the August 12th commemoration? - Justin-feel urgency we get it on the calendar before May | |
| UBI Training | <p>Scheduled for 3/16 @ 12pm – 21 RSVPd and 15 haven't replied</p> <ul style="list-style-type: none"> - Snacks? Go to Grocery store – get water, savory sweet. - Would like CSAC team to participate in it - | |
| Review of spring All-Staff Meeting | <p>Friday, May 11th from 8:30-10:30am</p> <ul style="list-style-type: none"> - Bob, Justin, DAC, ImRec Sports spokesperson (limited to 10 minutes), anyone else? - LRC <p>Is it worth a revisit for UFirst or UHR? Ne winfor is pretty scant right now</p> <ul style="list-style-type: none"> - We should be able to introduce the new business partners - New services are rolling out that could be featured like benefits - When does the model transfer? There is a blending right now - Effective July 1 the system wil be up and running <p>Curry Wide Updates?</p> <ul style="list-style-type: none"> - Updated ranking on US News a World Report - Gettign SIF funding - New initiatives - Strategic Plan? - Investments | |

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| | <p>DAC- Speak about Beverly Tatum</p> <ul style="list-style-type: none"> - Announce the next common read book - Might be nice to having something uplifting and positive that's focused squarely in education | |
| <p>Staff Senate Next Meeting</p> <p>President Elect to Visit</p> | <p>Opportunities</p> <ul style="list-style-type: none"> - Staff senate was invited to BOV lunch - Solicited questions for that - Talk about attractign and retain excellent staff - In april the big 3 Hogan, Castelais and Hospital Chif will come to the next staff meeting <p>On April 27th, Friday. Doing monthly visits to all schools. April 10, 2018 9:00 – 10:00 a.m. Bavaro 318A</p> | <p>Amanda to create an agenda for next meeting</p> <p>Stephanie to send out meeting minutes and provide paper copies of March meeting for the April meeting</p> |

CSAC Monthly Meeting
 Tuesday, April 10, 2018
 9:00 – 10:00 a.m. Bavaro 318A

Present: Diane Cole, Stephanie McGuire, Amanda Balsamo, Danielle Peacock

Absent: Justin Thompson, Joey Carls, John Rhea, Susan Hughes, Ryan Kiley

| Agenda Item: | Discussion: | Action: |
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| March Minutes | Not enough to make a quorum. Will vote for next month | |
| New Members | <ol style="list-style-type: none"> 1. When/how are we aiming to recruit new members? 2. Update bylaws to include >75% staff? 3. Nomination ballot had been sent out on April 4th 4. Ask is Susan would be willing to duplicate the same nomination procedure she did last year 5. Aim to have new members chosen by the May All-Staff Meeting 6. Due to increasing staff number, we should look to add one more Research and one more Admin-2 total 7. The election should take place in May 8. Give Susan two weeks to drum up nominations | Amanda: to ask Susan to start nomination process. |
| Supervision Best Practices | <p>Waiting for the Survey to go out</p> <ol style="list-style-type: none"> 1. Email went out to all staff to receive feedback for survey creation 2. First question is confusion. Clarify 3. Timeline for survey-get out by May? | |
| Staff Senate | <ol style="list-style-type: none"> 1. Joey not in attendance. Will update next meeting. | |
| UBI Training | <p>Had 12 attendees and received overall positive feedback</p> <ol style="list-style-type: none"> 1. Over all really successful 2. Was appreciated by attendees 3. May want to do a follow up meeting in the Summer | |
| Active Shooter Training | <ol style="list-style-type: none"> 1. Short and to the point 2. Run: if you can do so safely, Hide: if you can't run and Fight: if you choose to but is most successful to fight as a group instead of one-on-one 3. Make the space look empty. Lock doors, turn off lights 4. Don't be a hero, you are not obligated to save everyone around you 5. Use common sense | |
| Review of spring All-Staff Meeting | <ul style="list-style-type: none"> - Friday, May 11th from 8:30-10:30am - Bob-new initiatives, Justin-strategic plan, DAC, ImRec Sports spokesperson (limited to 10 minutes), anyone else? - We know who is talking. Amanda has a schedule - HR update - Have speakers been confirmed? - U-First: talk about HR - EmCee to be Amanda - Had new staff stand up and introduce themselves - Stephanie will not be able to attend. Will need someone else to take notes | <p>Joey: Confirm with Justin about What Bob and Just want to talk about</p> <p>Diane: Order the food-C'ville Coffee</p> <p>Amanda: Will Connect with DAC and ImRec speakers</p> |
| Next Meeting | May 8 th , 2018 9:00 – 10:00 a.m. Bavaro 318A | <p>Amanda to create an agenda for next meeting</p> <p>Stephanie to send out meeting minutes and provide paper copies of April meeting for the May meeting</p> |

CSAC Monthly Meeting
 Tuesday, May 8, 2018
 9:00 – 10:00 a.m. Bavaro 318A

Present: Present: Diane Cole, Stephanie McGuire, Amanda Balsamo, Danielle Peacock, Susan Hughes, Ryan Kiley, Joey Carls

Absent: Justin Thompson, John Rhea,

| Agenda Item: | Discussion: | Action: |
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| March & April Minutes | Motion: Kyle. Second: Second Motion for April Minutes: Susan. Second John | |
| New Members | Nominations update <ul style="list-style-type: none"> • Laura Healthestay - confirmed • Nate Hixon - confirmed • Tom Rose –confirmed • Diane Cole - confirmed • Put in a “write-in” slot • Ask someone form SJC • Nate Hixson Staff Senate <ol style="list-style-type: none"> 1. 3-year term 2. 2-hour commitment monthly 3. What types of staff are serving-wide a swath of 4. Staffsenate.virginia.edu 5. Need volunteers: Stephanie, Danielle and Joey volunteered to be op for two slot to be voted on | |
| Supervision Best Practices | Survey will be sent to all faculty and Staff supervisor. Will go out this Friday Hope to pull data from survey this summer. Then decide on goals for the fall | |
| All-Staff Meeting Logistics | Agenda <ol style="list-style-type: none"> 1. Including graduation announcements Slideshow Send additional reminder on Thursday Anything else? <ol style="list-style-type: none"> 2. Stephanie will not be able to take minutes Friday, May 11 th from 8:30-10:30am John: Will bring camera for headshots and anyone who is interested in Staff Senate please contact John. Breakfast on Friday. Make sure to invite Michelle Young since she is the new chair. Encourage new staff member to attend Justin to send last minute reminder to attend the meeting Breakfast form C'ville coffee. Will need couple of people to come by a quarter to 8 to help set up. Or set up on Thursday evening at 4 p.m. at the LDC Make sure to RSVP for the faculty and staff luncheon | |
| Next Meeting | Send out a poll – John to send out a When is good | Amanda to create an agenda for next meeting Stephanie to send out meeting minutes and provide paper copies of March meeting for the April meeting |
| | Strong Poll for CSAC Address following topics Listserv and faculty update are under my purview Intro of three business partners UHR to begin in January President Ryan Visit-Why weren't Staff representative invited? | |

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| | Growth in programs or staffing areas Financials Study with bright spot on space New building for Kinesiology | |
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All Staff Meeting Agenda

9:00 – Quick intro

9:05 – Intro new staff and announcements - including graduation

9:15 – Dean Pianta: New initiatives, Curry-wide activities, strategic plan, us news

9:35 - Dean Thompson: SIF

9:55 – Faculty Council update

10:05 – DAC: Speaker debrief, next year plans

10:15 - IMRec Speaker

CSAC Monthly Meeting
 Tuesday, June 8, 2018
 2:00-3:00 p.m. Bavaro 318A

Present: Present: Diane Cole, Stephanie McGuire, Amanda Balsamo, Danielle Peacock, Susan Hughes, Joey Carls, John Rhea

Absent:

| Agenda Item: | Discussion: | Action: |
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| May Minutes | Motion: Amanda Second: Susan | |
| Elections | John to help Ryan to pick 2 members for the Staff Senate 1. 4 candidates 2. Joey, Danielle, Stephanie and Leslie Booren 3. Amanda to put out another ballot for the Staff Senate | Amanda: send out ballot Ryan to announce winner to Staff Senate |
| Distribution of Employees CSAC Voting | List was double checked and the results are the same Add Student Affairs sand Admissions to Academic side instead of Administrative Concern: Only Stephanie will be representing the Academic Side CSAC to contact various person in Student Affairs and Admin to recruit as another Academic Representative | Diane: to contact prospects for Academic representative |
| Next Meeting | | Amanda to create an agenda for next meeting Stephanie to send out meeting minutes and provide paper copies of June minutes for the July meeting |