

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

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

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

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