

CSAC Monthly Meeting
 Thursday, September 13
 9:00 – 10:00 a.m. Bavaro 318A

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

Agenda Item:	Discussion:	Action:
August Minutes	Motion by Ryan, seconded by Stephanie	Approved
Updates	Diversity Action Committee (Ryan) <ol style="list-style-type: none"> 1. Working on addressing student demands 2. Have selected Common Read book – <i>Life, Animated</i> <ol style="list-style-type: none"> a. Will screen film version with Q&A with author on 10/16/18 	
Project Updates	<ol style="list-style-type: none"> 1. Staff orientation (Stephanie) <ol style="list-style-type: none"> a. Developed plan for 3 pronged approach <ol style="list-style-type: none"> i. 1 hour orientation meeting to introduce to department heads, ETO, etc. ii. Mentorship program paired with volunteers drawn from current and former CSAC and Staff Senate iii. Handbook/Wiki with most useful info (work orders, PTAOs, etc) iv. Include day of caring and ETO intro in orientation b. Handbook and meeting are positive because it's formalized information transfer and handbook gives people resource to utilize before reaching out c. Stephanie reformatting to match template Joey shared <ol style="list-style-type: none"> i. What should we include as expected outcomes? <ol style="list-style-type: none"> 1. Send survey 3 months out and 6 months out to get feedback as an outcome from both new hires and mentors d. Will include this at All-Staff to alert staff that CSAC is developing a proposal for the administration <ol style="list-style-type: none"> i. Ask for input from community about what could be included and what departments already have developed internally <ol style="list-style-type: none"> 1. Stephanie will be the point person for staff who have feedback e. What else is needed? <ol style="list-style-type: none"> i. What does orientation look like? ii. What does handbook/resources look like? iii. Where does budget come from? iv. Outcomes v. Proposal structure from Joey needs page 1 and 2, page 4 would be more like a year after implementation 2. Day of Caring on Sept. 26th (Tom) 	<p>Diane will alert Justin that Orientation planning will be included in All-Staff meeting</p> <p>Stephanie will incorporate feedback from All-Staff and aim to submit proposal October/November</p> <p>Tom will help coordinate getting Day of Caring pictures gathered and posted</p>

	<ul style="list-style-type: none"> a. All teams are filled and assignments sent out b. Tom sending a reminder email on Monday c. Higher turnout than usual, a lot of new employees d. Tshirts go out in messenger mail or will be picked up e. Take pictures so we can post them <p>3. Supervision Best Practices – FC/CSAC partnership (Diane/Danielle)</p> <ul style="list-style-type: none"> a. Still moving forward, next goal is development of newsletter 	
New Business	<ul style="list-style-type: none"> 1. All-Staff meeting on Sept. 28th <ul style="list-style-type: none"> a. Bob and Justin presentation/updates <ul style="list-style-type: none"> i. Bob overview state of school/priorities b. Faculty Council – invitation to present c. Update on Supervision Practices (7 mins) d. DAC – Joanna Williams (10 minutes) e. Other topics to cover? <ul style="list-style-type: none"> i. Building project updates ii. HR changes/WorkDay iii. Highlight parental leave policy iv. Intro to new staff-chance to stand up and introduce selves f. Stream All-Staff meeting for remote employees? <ul style="list-style-type: none"> i. Would need to move to Holloway, but there is a lectureship series event that day at 11 ii. Can have All-Staff meeting 9-10:30 as long as we're out at 10:30 iii. Remote staff may have difficulty with netbadge, so decided to make link public iv. In future may want to consider Zoom to get input from remote locations g. Diane will intro CSAC and include current initiatives 2. New projects <ul style="list-style-type: none"> a. Viewing of the inauguration 10/19 in Holloway Hall b. Halloween planning? <ul style="list-style-type: none"> i. Anyone else interested in spearheading trick-or-treating? Let Diane know or bring to group c. Holiday Party – December 5th, 3:30, RFN302 	<p>Ryan will email Joaanna and cc Diane about presenting for 10 minutes</p> <p>Diane will reach out to Randy Robey about updates to provide</p> <p>Tom and Diane will work on streaming or potentially Zooming meeting</p> <p>Diane will check in with Amanda about Halloween costume contest</p> <p>Stephanie to send Diane info to present about orientation project</p> <p>All members alert Diane or bring ideas to meeting if interested in organizing Curry trick-or-treating</p>
Next Meeting	October 11, 9-10am; Bavaro 318A	