

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

Present: Diane Cole, Stephanie McGuire, Laura Helferstay, Leslie Booren, Ryan Kiley, Amanda Doherty, Nate Hixson

Absent: Tom Rose, Danielle Peacock, Mandy Turner, Joey Carls

Agenda Item:	Discussion:	Action:
September Minutes	Motion by Ryan, seconded by Amanda	Approved
Updates	Diversity Action Committee (Ryan) <ol style="list-style-type: none"> 1. 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 – be sure to RSVP 2. Resources related to the Common Read are available on Canvas, but staff accounts weren't automatically migrated so you must request access 3. Update on MLK Jr. event in January Staff Senate (Leslie) <ol style="list-style-type: none"> 1. Sustainability summit at end of month 2. Safety and Security survey has been sent out 3. Remember to RSVP to inauguration events 4. Discounts on football tickets available 5. Met with President Ryan who is taking more of a role with staff than past presidents 6. Workday/UFIRST updates, more details coming out, will officially launch 1/7/19 7. Updates on organizational excellence and leadership excellence 	<p>Ryan will check with Bernadette about sending an email to staff inviting them to request access to Canvas materials</p> <p>Leslie to share minutes with CSAC members</p>
Project Updates	All-staff meeting review (all) <ol style="list-style-type: none"> 1. Orientation feedback and next steps – should plan to send a follow up email where people can reply next time 2. Positive feedback about streaming in Northern VA, plan to continue this project Staff orientation (Stephanie) <ol style="list-style-type: none"> 1. Stephanie got feedback from Budget and Accounting about basic knowledge that incoming staff needs 2. Could aim to pilot this with 3-5 new staff as a CSAC project outside of proposal Day of Caring <ol style="list-style-type: none"> 1. Success! Supervision Best Practices - FC/CSAC partnership (Diane/Danielle) <ol style="list-style-type: none"> 1. First newsletter went out 2. Next meeting at end of month 3. Workday updates and training will be handled separately from these newsletters, but can add tips and reminders to newsletter 	<p>Stephanie will schedule another meeting of subcommittee to review proposal and start taking action where possible (ex: agenda for orientation)</p> <p>Diane will send supervisor newsletter to CSAC and Staff Senate reps too</p> <p>Diane will raise idea of adding workdays tips and reminders to newsletter</p>
New Business	Commonwealth of Virginia Campaign <ol style="list-style-type: none"> 1. Need volunteer to lead project New projects <ol style="list-style-type: none"> 1. Viewing of the inauguration, 10/19 2. Halloween 	<p>Diane will send an invite to staff for inauguration streaming in Holloway after official RSVPS are due</p>

	a. Amanda may move forward b. Will not sponsor trick-or-treating Holiday Party - December 5th, 3:30, RFN302	Amanda will decide if able to do costume contest
Next Meeting	November 8, 9-10am; Bavaro 318A	