

CSAC Monthly Meeting
 Thursday, November 8, 2018
 9:00-10:00 a.m. Bavaro 318A

Present: Leslie Booren, Joey Carls, Diane Cole, Amanda Doherty, Laura Helferstay, Nate Hixson, Ryan Kiley, Danielle Peacock, Mandy Turner, Tom Rose, Stephanie McGuire, Bernadette Poerio (Canvas special guest)

Agenda Item:	Discussion:	Action:
October Minutes	Motion by Amanda, seconded by Tom	Approved
Special Guest	Bernadette Poerio, Canvas <ol style="list-style-type: none"> 1. Curry online team assisting with migration from Collab to Canvas 2. Curry has a virtual community of all students 3. There are ways to use Canvas outside of courses, ex: <ol style="list-style-type: none"> a. Sheila Johnson training site b. Higher Ed Interview day c. DAC 4. Canvas training for staff can be developed – will decide whether to do this through CSAC meeting or set up separate event 	Diane will send link to request a Canvas account to CSAC members
Updates	Diversity Action Committee (Ryan) <ol style="list-style-type: none"> 1. MLK day theme is Women in the Movement <ol style="list-style-type: none"> a. Cosponsoring, not hosting so as not to have too many events 2. Planning to have open meetings to allow community input 3. Meeting with faculty to promote diversity in recruitment and admission Staff Senate (Leslie) <ol style="list-style-type: none"> 1. No meeting since last CSAC meeting 2. Subcommittees within Senate tackling specific initiatives Inauguration update <ol style="list-style-type: none"> 1. Offered streaming in Holloway, many people attended in person, but a few did come for streaming 	
Project Updates	Commonwealth of Virginia Campaign (Tom) <ol style="list-style-type: none"> 1. 80% of envelopes distributed, now getting to people in remote locations 2. Preference is trending toward online option, Tom to send email or draft language for newsletter reminder Staff orientation (Stephanie) <ol style="list-style-type: none"> 3. Drafting agenda outline for 1hour meeting component <ol style="list-style-type: none"> a. What do I need to know? b. Where is Curry? 	Tom will finish distributing envelopes Stephanie will send draft agenda to orientation subcommittee

	<ul style="list-style-type: none"> c. Where can I find...? (Not trainings but contacts) d. Finish with orientation buddy - someone outside your own group e. Submit proposal in December, aim for pilot orientation in spring f. Joey will also share information provided to faculty so we can incorporate that too <p>Supervision Best Practices – FC/CSAC partnership (Diane/Danielle)</p> <ul style="list-style-type: none"> 4. Addressing ways to facilitate supervisor/supervisee meetings and connections, aim to have training in new year 5. Continue newsletters through spring 	
New Business	<p>Quarterly CSAC newsletter:</p> <ul style="list-style-type: none"> 1. Staff senate updates 2. DAC updates 3. Canvas 4. Sustainability at Curry <ul style="list-style-type: none"> a. Composting bin – Danielle to help Diane with this 5. Commonwealth of Virginia Campaign 6. Workday transition - Curry contacts 7. Joey – Delta force 8. Kinesiology building project updates every other newsletter 9. Could also intro new staff and transitions of staff <p>New projects</p> <ul style="list-style-type: none"> 1. By-Laws update 2. Holiday Party - December 5th, 3:30, RFN302 3. Gingerbread houses available Monday <p>Next steps</p> <ul style="list-style-type: none"> 1. Will devote most of regular CSAC meeting to orientation project when ready for review 2. Revamp by-laws with aim to review around orientation project schedule 	<p>Newsletter blurbs to Diane by 11/16 (Leslie, Ryan, Joey)</p> <p>Diane will send revised by-laws ahead of next meeting</p>
Next Meeting	December 13, 9-10am; Bavaro 318A	