

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

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

Absent: Mandy Turner and Ryan Kiley

Agenda Item:	Discussion:	Action:
November Minutes	Motion by Amanda, seconded by Danielle	Approved
Updates	Staff Senate (Leslie) <ol style="list-style-type: none"> 1. Enslaved workers memorial aim to be installed this spring 2. HR/Workday updates 3. New COO addressed senate 4. HoosWell update – shifting to a wellness approach <ol style="list-style-type: none"> a. Incentives will include more gift cards 	
Project Updates	Staff orientation (Stephanie) <ol style="list-style-type: none"> 1. Overview of proposed agenda developed by subcommittee 2. Will approach HR, ETO, and Budget/Finance about presenting and their priorities 3. Aim to pilot in March with both new and existing staff to obtain feedback (surveys) 4. Follow up with hard launch in August/September and then 2-3 times a year from there 5. Want to be sure this is accessible remotely as well – discussion of recorded modules for people hired off cycle <ol style="list-style-type: none"> a. Could record a live orientation and then chunk it into modules b. Can explore this and will also provide guidebook outside of formal orientation <ol style="list-style-type: none"> i. Plan to establish mentor/buddy quickly 6. Should get feedback about offsite staff priorities once onsite program is functional 7. Aim is to present more complete proposal at January or February meeting with Justin in attendance 	<p>Tom will look into whether we can get update on Curry participation numbers for Commonwealth of Virginia Campaign</p> <p>CSAC members will send suggested edits for orientation agenda to Stephanie</p> <p>Diane will send supervision update via email</p> <p>Stephanie and Joey will finalize orientation proposal for Justin</p>

	<p>All-Staff Newsletter (Diane)</p> <ol style="list-style-type: none"> 1. Address differences between HoosWell and BeWell 2. Aim for next one in February <p>Supervision Best Practices – FC/CSAC partnership (Diane/Danielle)</p> <ol style="list-style-type: none"> 1. Diane will send update via email <p>Holiday Party follow up</p> <ol style="list-style-type: none"> 1. Space we used can only project one input source, would be nice to have music playing as well – Tom can bring a PA system in future 2. CSAC members heard complaints about lack of cookies 3. Previous years sweets have always been leftover, will definitely provide cookies next year <p>Commonwealth of Virginia campaign</p> <ol style="list-style-type: none"> 1. Not a huge return of paper envelopes, but hopefully more done online (can't monitor) 2. Turning in today but any stragglers can go to Tom 	
New Business	<p>ByLaws update</p> <p>All-Staff Meeting date for Spring:</p> <ol style="list-style-type: none"> 1. April 12, 2019 	All Staff Meeting date approved (4/12/19)
Next Meeting	January 10, 9-10am, Bavaro 318A	