

CSAC Monthly Meeting
Thursday, January 10, 2019
9:00 – 10:30 a.m. Bavaro 318A

Present: Leslie Booren , Joey Carls, Diane Cole, Amanda Doherty, Laura Helferstay, Nate Hixson, Ryan Kiley, Danielle Peacock, Stephanie McGuire, Tom Rose, Mandy Turner, Justin Thompson (9:30 Orientation proposal)

Absent: None

Agenda Item:	Discussion:	Action:
December Minutes	Motion by Amanda, seconded by Stephanie	Approved
Project Updates	<p>Staff orientation (Justin, Stephanie, and Joey)</p> <ol style="list-style-type: none"> 1. Overview of proposed agenda 2. Mentor program and handbook will be incorporated at a later date - current focus is on the in-person orientation meeting to best use CSAC resources 3. Goal is for CSAC to get orientation off the ground and then hand off to Joey’s office in the future with continued guidance from CSAC 4. Overview of timeline for implementation with pilot week of 3/11-3/15 and final report/recommendations on 5/1/19 <ol style="list-style-type: none"> a) Goal of pilot is to test and polish program before going live, so audience will likely be: <ol style="list-style-type: none"> i) CSAC members, center/department administration, Admissions representative ii) Not aiming for this to run with new hires until pilot process has been completed <ol style="list-style-type: none"> (1) Consider including specifically targeted newer staff members 5. Potential measures of success <ol style="list-style-type: none"> a) Evaluations immediately after orientation b) 90 day check in interview or evaluation including areas for improvement c) Supervisor/administrative director feedback? 6. Aim to conduct orientation 2-3 times a year 7. Justin Thompson joins at 9:30 for orientation discussion <ol style="list-style-type: none"> a) Supportive of program and in agreement that need for orientation is real b) Potential to be overwhelming based on experience with faculty orientation, but worth trying as proposed and then adjust if needed <ol style="list-style-type: none"> i) Could reinforce some of this information in regular communications 	<p>Joey will edit proposal to include HR as key partner</p> <p>Diane will edit bylaws and send out for review before February meeting</p> <p>All members will send other suggested bylaw changes to Diane</p> <p>Stephanie will schedule orientation subcommittee meeting</p>

	<ul style="list-style-type: none"> c) Could also use this to identify the information that should be readily available to staff – i.e. if unit administrators have identified info as important for orientation, ensure that also easy to find online/in provided resources d) Timeline is a prediction and will be flexible based on feasibility e) Should also address fiduciary constraints with regard to obligations to university f) Cleared to move forward with proposal <p>Bylaws review</p> <ul style="list-style-type: none"> 1. Review of existing bylaws and proposed changes 2. Orientation and newsletter responsibilities may remain in bylaws but not assigned to a specific officer <ul style="list-style-type: none"> a) Could also leave this out of bylaws to keep this document focused on higher-level Council functioning <p>Staff Senate Updates</p> <ul style="list-style-type: none"> 1. No staff senate meeting since CSAC met in December 2. Staff Senate meeting with President Ryan next week led by University Partnership subcommittee 3. Suggestion to propose that staff can adjunct courses for additional pay <p>DAC</p> <ul style="list-style-type: none"> 1. Focused on January event <p>Supervisory Best Practices</p> <ul style="list-style-type: none"> 1. Training on communication strategies available 2/15 at 10:00 or 12:00 2. Opportunity to meet with McIntire and Batten and share committee activity in December 	
New Business	All-Staff Meeting date for Spring <ul style="list-style-type: none"> 1. April 12, 2019 	
Next Meeting	February 14, 9-10am, Bavaro 318A	