

CSAC Monthly Meeting
Thursday, February 14, 2019
9:00 – 10:00 a.m. Bavaro 104

Present: Diane Cole, Stephanie McGuire, Laura Helferstay, Danielle Peacock, Leslie Booren, Mandy Turner, Amanda Doherty, Joey Carls

Absent: Nate Hixson, Ryan Kiley, Tom Rose

Agenda Item:	Discussion:	Action:
January Minutes	Motion by Stephanie, seconded by Mandy	Approved
Project Updates	<p>By Laws review/approval (Diane)</p> <ol style="list-style-type: none"> 1. Overview of changes 2. Motion by Amanda, seconded by Stephanie 3. Passed by vote of 6-0 <p>Staff orientation (Stephanie and Joey)</p> <ol style="list-style-type: none"> 1. Overview of content ask from department leads <ol style="list-style-type: none"> a. Enthusiastic response about need for program, but timeline is challenging <ol style="list-style-type: none"> i. Will alter timeline to pilot after graduation (content to CSAC by 5/31 with aim to review by 6/7) <p>FC/CSAC Supervisor Project Update (Diane)</p> <ol style="list-style-type: none"> 1. Communication Training on 2/15 <ol style="list-style-type: none"> a. 100 people have RSVP'd 2. Monthly newsletters continue <ol style="list-style-type: none"> a. Next one out today 3. Next steps <ol style="list-style-type: none"> a. Review training and make changes, get resources on the web b. Need to address turnover as committee members' terms end <ol style="list-style-type: none"> i. Determine next steps to transition away from ad hoc committee in coordination with Justin c. There is separate value in CSAC and FC connecting, discuss continuing this process outside of this committee <p>Temporary Secretary replacement during Laura's maternity leave</p> <ol style="list-style-type: none"> 1. Stephanie appointed 2. Approved by vote of 6-0 <p>Spring Staff Newsletter topics</p> <ol style="list-style-type: none"> 1. Staff Senate update 2. Announce CSAC elections/opportunity to serve 3. Update: Sustainability at Curry <ol style="list-style-type: none"> a. Delta force and composting 4. Workday updates <ol style="list-style-type: none"> a. Time management b. W2s c. Performance management d. Leave balances 	<p>By Law amendments approved</p> <p>Joey will follow up with directors about new proposed timeline – slides to CSAC by 5/31/19</p> <p>Stephanie appointed as temporary Secretary replacement</p> <p>Joey to provide Workday updates for newsletters by 2/28/19</p> <p>Diane will draft newsletter and distribute for CSAC review</p>

	<ol style="list-style-type: none"> 5. New staff and transitions 6. Now is the time to. . . 7. Upcoming Staff Social <p>Staff Senate Update (Joey)</p> <ol style="list-style-type: none"> 1. Last meeting focused on elections and midyear vacancies (appointment until next election) 2. Working group established for staff payment for teaching courses – Mandy invited to join 3. University Partnership Committee seeking better ways to connect committees across Grounds <ol style="list-style-type: none"> a. Want to establish strategic initiative rather than only facilitating meetings 4. Met with President Ryan <ol style="list-style-type: none"> a. Joey raised how university is preparing for succession <ol style="list-style-type: none"> i. Referenced Cornerstone Program as a model to implement within the schools 5. Conducted special session around engagement with Charlottesville community 	
New Business	<p>Curry Food Drive – April?</p> <ol style="list-style-type: none"> 1. Diane connected with Katharine Sadowski at Cups and Conversations about need for food drive outside of the holidays 2. Could connect it to a Cups and Conversations in April 3. CSAC has spearheaded in the past so our involvement could help give it momentum with help from Katharine to organize <ol style="list-style-type: none"> a. Suggestion to tie this to faculty/staff luncheon instead of Cups and Conversation <p>All-Staff Meeting date for Spring:</p> <ol style="list-style-type: none"> 1. April 12, 2019 2. Possible Topics: <ol style="list-style-type: none"> a. Bob - school updates <ol style="list-style-type: none"> i. Update on Curry naming b. Justin – Student Health c. CSAC Year in Review d. Staff Orientation e. Graduation Overview/volunteers f. DAC update and information g. CSAC Elections h. UVA and Curry Education Benefits/Professional Development Opportunities <p>Elections (April 2019)</p> <ol style="list-style-type: none"> 1. Term expires for <ol style="list-style-type: none"> a. Stephanie McGuire (Academic) b. Danielle Peacock (Research & Centers) c. Amanda Doherty (Administrative) 2. Begin thinking about who might be interested in serving <ol style="list-style-type: none"> a. Joey can provide list of staff and job categories b. Messaging from supervisors that focus on the initiatives we’ve taken on and evolving role of CSAC – Diane and Leslie to work on this 	<p>Diane will check in with Katharine about feasibility of food drive at Faculty and Staff luncheon</p> <p>Joey will bring list of staff and their categories for next meeting</p> <p>Amanda will share list of staff created last year with Joey</p> <p>Joey will touch base with Bob and Justin about additional topics for All-Staff</p> <p>Diane and Leslie will work on developing top down messaging to recruit candidates</p>

	<ol style="list-style-type: none">3. Will make a plan about how election is addressed at All-Staff Meeting<ol style="list-style-type: none">a. Could give candidates time to speak or ask for nominations	
Next Meeting	March 14, 9-10am, Bavaro 318A	