

**CSAC Monthly Meeting**  
 Thursday August 15, 2019  
 9:00-10:00 a.m. Bavaro 104

**Present/Absent**

<u>Member</u>	<u>Present</u>	<u>Absent</u>
Mandy Turner	X	
Emily Groves	X	
Abby Gillespie	X	
Joey Carls	X	
Laura Helferstay	X	
Nate Hixson	X	
Miriam Rushfinn	X	
Leslie Booren		X
Tom Rose	X	
Tina Dederscheck	X	

**Also attending:** Justin Thompson, Ann Boyce

<b>Agenda Item:</b>	<b>Discussion:</b>	<b>Action:</b>
Welcome and Breakfast	Mandy welcomed committee members, and provided an overview of the agenda; introduced Miriam Rushfinn, new Diversity Action Committee Representative.	N/A
Justin Thompson	Justin discussed the evolution of CSAC and the committee's impact on Curry.  Justin shared an example of how CSAC and Faculty Council worked together to improve the quality of supervision.  Discussion: what is next for improving the quality of the workplace at Curry (e.g., health/wellness, evidence based)?	N/A
Ann Boyce and Curry Staff Wellness Project	Justin introduced Ann Boyce (KINE). Ann discussed an upcoming survey about HoosWell and BeWell initiatives. Ann's team will also be meeting with staff via a series of focus group interviews to determine wellness priorities. Goal is to create a set of stakeholder-informed recommendations in a report for the Dean's Office to help improve health/wellness in a sustainable way. Goal is to present this by July 10 to Dean's Office and plan for the following year.  Mandy noted CSAC members could serve as ambassadors for the initiative in their various areas. CSAC can also participate in an informal focus group to help inform the project. Ann would like the committee to be involved throughout the process (e.g., review report, provide input).  Sustainability factors: make it Curry-specific; more personalized, leadership-investment, regular manager-involvement/support for wellness, funds to support participation in health initiatives (e.g., gym memberships).	Ann asked that CSAC members email her with any questions: <a href="mailto:bab6n@virginia.edu">bab6n@virginia.edu</a> .
Approval of July Minutes	July minutes were provided for review -Laura Helferstay motioned to approve -Tom Rose seconded	July minutes are approved

<p>Ongoing Projects  Newsletter  Day of Caring  Food Drive  Staff Orientation</p>	<p>Tom Rose updated CSAC on the Day of Caring initiative. Day of Caring is 9/27/19. Tom will send an email asking about availability/participation. Would like to complete at least 2 projects this year, as in previous. Three people per team are necessary. Each project is approximately 4-6 hours.</p> <p>Tom discussed the Food Drive. Tom will meet with prior organizer (Katherine Sadowski). This initiative typically occurs around holidays. Curry may shift to support the food bank in the off-cycle (early-fall or mid-spring). Can Curry have a year-round location to drop off donations? How do we support Curry students who are in need? Can we also include hygiene supplies, baby items? How do we also support Curry staff who have needs?</p> <p>Mandy asked for volunteers to lead the CSAC newsletter.</p> <p>Staff orientation – Work in progress; will be a focus of the next CSAC meeting</p> <p>All staff meeting – CSAC needs to focus on this at the upcoming September meeting</p>	<p>Miriam tentatively agreed to participate in Nelson Co. project.</p> <p>Mandy agreed to send out a communication to remind staff about CSAC transitions, Day of Caring, and All Staff Meeting. Joey to review prior to dissemination.</p> <p>CSAC decided to collaboratively generate the newsletter. Each quarterly meeting will be extended, someone from HR will be invited. Joey will introduce Mandy to Stephanie Tam in HR. Stephanie will serve as HR rep for the newsletter, attending CSAC quarterly.</p>
<p>New initiatives  brainstorm</p>	<p>Staff onboarding processes – Dean’s Office would like input on how best to onboard staff, as this is different from faculty.</p> <p>Health/Wellness – Mandy discussed the need to broaden this effort beyond BeWell and HoosWell to be broader.</p> <p>Other potential topics discussed: (a) work/life-balance; (b) professional development for staff (PD from HR vs. Manager’s supporting staff development at conferences/classes), (c) How can CSAC work with staff to be more involved in DAC and other programs like SEEDs that seem very faculty-oriented? One idea discussed: Have managers cascade a diversity goal to all employees. We may wish to discuss this at all-staff meeting; (d) branding/marketing/formalizing our outreach initiatives (e.g., DoC, pantry, etc.). For example, Caring@Curry. Moreover, how can we broaden our engagement with Cville/UVA? (e) Crisis/emergency support (FEAP? Conduit to services)—Can this be merged into broader health/wellness initiatives?</p> <p>Miriam asked where to find an update on historical diversity initiatives that have been undertaken with staff. Joey and Laura suggested Miriam speak to Vivian Wong and Ryan Kiley.</p>	<p>CSAC agreed to add this as a future agenda item for discussion</p> <p>Miriam will reach out to Vivian Wong and Ryan Kiley</p> <p>Mandy to put together draft agenda for All Staff meeting and share with Joey. Will include diversity item. May include polling feature to engage staff.</p>
<p>Wrap up and next  steps</p>	<p>Next meeting is on 9/19/19 in Bavaro 104. Committee will focus on Newsletter content generation and All-Staff Meeting, Stephanie Tam to be invited.</p>	<p>Joey to extend 9/19/19 meeting to two hours and invite Stephanie Tam from HR.</p>