

**Curry All-Staff Meeting Minutes**  
**Friday April 12, 2019**  
**8:30-10:30**

1. Refreshments 8:30 – 9:00 a.m.
2. Welcome – Diane Cole
  - a. Faculty Chairs, Department Chairs, introduced themselves to the staff
  - b. Welcome for new staff members
3. School update – Bob Pianta
  - a. Update on Naming committee
    - i. Looking at researching through the names of Curry and Ruffner
      1. Process has been thoughtful and comprehensive
      2. Minimum of what's coming is what the committee has discovered about Mr. Curry and Mr. Ruffner. Information will be posted on Curry website.
      3. Hope to solicit feedback from faculty, student and alumni
    - ii. Have expanded the Curry School of Education to include “and Human Development”
  - b. Comment on the work of the FC/SCAC ad-hoc committee on supervision
    - i. The process has been very open on feedback for supervisors
    - ii. It has helped discover key actions that shows good supervisor /supervisee relations
4. Management updates – Justin Thompson
  - a. Delta Force Project
    - i. Includes a group from Facilities Management who implement energy measures
    - ii. Bavaro Hall Annual Energy Expenditures \$232,917 for 2018.
    - iii. Delta Force predicts it can lower energy expenditures to \$140,000
    - iv. Good example of being good steward of our environment
  - b. KINE project – new building on Brandon Ave.
    - i. Student health project is an exciting project. It provides wellness and health services.
    - ii. An entire floor devoted to Kinesiology
    - iii. Moving from 7,000 square ft. at Memorial Gym to 17,000 square ft. in the new building
    - iv. The new building will have a small gym for students, faculty, and staff
    - v. Completion date is April 2021
    - vi. Curry will retain space in Mem gym for classes and student course labs
  - c. Animal Policy
    - i. Permits the following
      1. Service animals as prescribed by the ADA
      2. Therapy animals associated with the University Program
    - ii. Policy reviewed by CSAC, FC and ED Council
  - d. Raise Process
    - i. Working to establish new measures to improve supervision
      1. Review role of classifications
      2. Clear performance expectations
      3. Timely review with honest formative feed back
      4. Provision of development opportunities
    - ii. Pilot a new method of establishing increases
      1. Manager review of individual impact
      2. Annual performance rating
      3. Penetrate into position market range
    - iii. Proposed that all staff with “effective” rating or above receive increase of at least 2%

- e. Staff Questions/Feedback
  - i. Could we provide professional development for staff researchers?
  - ii. Support from Curry Leadership to allow staff to go to prof development classes
  - iii. Where would someone learn about professional development?
  - iv. Where can staff learn about career opportunities at Curry?
    - 1. How can we signal to Curry community that a new staff position is available?
    - 2. Could send a global email: “we are searching for X positions, apply here”
    - 3. Batch approvals weekly
    - 4. Can we get CSS support?
    - 5. Utilize LinkedIn to let others know of job positions
  - v. What are the plans for the R6 Parking Lot?
    - 1. Planning money has been received
    - 2. P&T has no intention to take away the R6 parking at this time
- 5. CSAC Year in Review – Diane Cole
  - a. Orientation Program
    - i. Need identified by Stephanie McGuire
    - ii. Further info from Joey Carls later in Meeting
  - b. FC/CSAC Ad-hoc Committee on supervision
    - i. Created monthly newsletter and included topics faculty and staff indicated were most important to supervision practices.
    - ii. Held communication training on Feb. 15<sup>th</sup>; included over 100 attendees (faculty and staff).
    - iii. Supervision resources have been added to the Curry website under “Faculty and Staff Policies and Procedures.”
    - iv. Time to re-evaluate the effectiveness of the newsletters
      - 1. Request feedback from supervisors in the April newsletter
      - 2. Information will inform the committee’s recommendation to Curry leadership on plans for this project
  - c. Quarterly Staff Newsletter
    - i. Started this year
    - ii. Includes information on Workday, new staff members, other information that is helpful
    - iii. Provides a record of what CSAC has been about
    - iv. Has updates from Staff Senate – from broader university staff committees
      - 1. University wide info
      - 2. Your suggestion can be taken to the university wide level
  - d. By-Laws update
  - e. Projects that are continuing
    - i. Day of Caring
    - ii. United Way Campaign
    - iii. Staff meetings
    - iv. Food drive – at staff and faculty luncheon on May 16<sup>th</sup>
  - f. CSAC Elections – benefits, openings timeline
- 6. Brief comment regarding graduation – Diane Cole
  - a. Hooding ceremony on May 18<sup>th</sup>
  - b. Graduation May 19<sup>th</sup>
  - c. Next week will be sending out a call for volunteers
    - i. Volunteers most needed graduation for JPJ
  - d. FAQ to be sent out too
- 7. Staff Orientation Update – Joey Carls
  - a. Will pilot this program this summer

- b. Propose to hold orientation 3 times a year
    - i. Key administrative units – point of contact
      - 1. Budget, Finance, and Research
      - 2. Operations
      - 3. Educational Technologies
      - 4. Marketing & Communications
      - 5. Human Resources
  - c. Feedback
    - i. Provide information on electronic tools
    - ii. Include information on departments and research centers
    - iii. Staff expressed concern regarding the hourly space audits currently being done. This included concern regarding interruptions and lack of confidence that staff were using their offices. Leadership appreciated this feedback and responded with the desire to improve the way space had been used in the past, especially since Curry is growing so rapidly.
8. Call for CSAC Nominations
- a. Please let CSAC know if you're interested
  - b. Contact your supervisor
9. Diversity Action Committee update – Ryan Kiley
- a. Push to recruit more diversity on faculty and students
  - b. Hack the Stacks – Wednesday April 17<sup>th</sup>, 11-2 pm Ruffner 302
    - i. Need Staff input on bring in more materials focused on diverse experiences with disability
  - c. Ridley Lecture Series April 16<sup>th</sup>, 3:30pm in Holloway Hall.
10. IM/Rec Sports update – Carol Spry
- a. Provide info on classes and resources
  - b. Have fitness programs, intramural program, outdoor programs
  - c. Swimming school program this summer for kids. Immersive 4 days a week for two weeks
  - d. Activity Guides available
    - i. Staff and faculty especially enjoy summer activities
    - ii. By end of April will have all of Summer schedule up on the IM Website
    - iii. Registration is May 6<sup>th</sup>
  - e. There are classes available that you don't need an IM membership to access
  - f. 4 facilities
    - i. Brand new climbing center
    - ii. Slaughter has recently been renovated
    - iii. Pool at North Center is open
  - g. Membership Fees
    - i. Faculty staff Annual fee is \$330 after \$50 UVA subsidy aid
  - h. Family memberships \$70 annually per child (will need to supervise own children-can't leave them alone)
  - i. Offering Special opportunity May 5<sup>th</sup> -May 10<sup>th</sup> Free membership during this week.
  - j. Can get payroll deductions for annual memberships
  - k. Offers personal training
  - l. Hoos Well Program – IM partnered with them
    - i. Offering drop in fitness classes
    - ii. Two-week programs
11. Adjourn
- a. Meeting adjourned at 10:34 a.m.