CLASSIFIED STAFF ADVISORY COUNCIL
MAY 23, 2013
Meeting Minutes-Special Bylaws Meeting

Members Present: Inga Foley, Julie Hunter, Lisa Perkins, Rod Rotar, Katy Sticha, Jim Stull, Dan Wanish

Others Present: Dan Hill-Secretary of the Faculty and Academic Staff

I. Minutes
   a. May 2nd Minutes (Revised Draft) approved.
   b. Discussion of May 16th Minutes Draft: After discussion of how much detail should be included in Minutes it was decided that summaries of Guests’ remarks should be kept brief. Specific UPS content information can come directly from HR or from a UPS website and will not be restated by Council Members in CSAC Minutes.
   c. A revised May 16th Minutes Draft will be sent out.

II. Bylaw Development
   a. The following areas were discussed for the Bylaw Draft:
      i. Membership
      ii. Terms
      iii. Elections Process
      iv. Meetings
      v. Committees
      vi. Process for Changing Bylaws
   b. Inga will email a completed Draft of the Bylaws for members to review. Comments should be sent to Inga prior to next meeting so she can make changes if needed.
   c. REMINDER: It would be best for election planning if current Council Members who are planning to resign do so before the July Meeting.
   d. It was agreed that we will plan to keep 3rd Thursday 10am meetings at least until July.

III. Next Meeting – Special Brief Meeting to vote on Bylaws: TBD – Probably first week of June

IV. Items for June 20th Meeting Agenda:
   a. Communication with Classified/University Staff for the coming year
   b. UPS
      i. Update from HR
      ii. Presentations about UPS Scheduled?
   c. Inclusion Issue (Climate Survey Results) – How to Proceed
   d. Reminder – June 20th Meeting is at 780 Regent Street, Rm 123.