CSAC Minutes for Tuesday, November 3, 2009, 2 PM, 326 Cartwright Center

I.   Roll Call
   a. Present: Berger Jeffery A; Butterfield Susan C; Fell Thomas; Hanson
      Debra K; Kolpitcke Benjamin; Rice Cheryl L; Shulka Krista L; Taylor
      Cynthia A; Treu James; Wilson Carmen R; Wilson Robert K; Woods
      Pamela A; Yoshizumi Becky S

II.   Reports
   a. Meeting was opened by Ben Kolpitcke. Ben spoke briefly about
      objectives of the meeting and proceeded to introduced Chancellor Gow
      for brief comments.
   b. Chancellor Gow gave brief congratulations to the group and spoke
      about his vision for the Classified Staff Advisory Council.

III.   Briefing on Robert's Rules
   a. Carmen Wilson then gave a brief overview on Roberts Rules and
      options that the committee has on running the meetings. Basic topics
      of the overview were the differences between formal and informal
      adoption of Roberts Rules.

IV.   Bylaws
   a. Discussion was had regarding the formalization of Bylaws. Carmen
      noted that the document was a "Malleable Document" and that the
      committee could look forward to making changes to the Bylaws for a
      period to come.
   b. MOTION: To send an email to all Classified Staff from CSAC. Email
      would direct employees to current version of CSAC Bylaws, note that
      the current version is the most current working document based on all
      previous feedback and ask for input from classified staff no later than
      the 27th of November for discussion during the December 8th CSAC
      meeting.

V.   Committees
   a. Discussion of committees. CSAC will form standing committees from
      volunteers among the Classified Staff. Emails will be sent to all
      classified staff with information on all committees. After receiving all
      volunteers, a future CSAC discussion will be had to appoint members.

VI.   Goals
   a. Ben spoke on the goals of the committee going forward and discussion
      was had.

VII.   IT Task Force

    a. MOTION: To appoint Terry Stika to IT Task Force Committee. Motion was tabled.
    b. Discussion was had on appropriate person for committee based on guidance from Vice Chancellor for Administration and Finance Office and the list of volunteers.
    c. MOTION: To appoint Tom Fell to IT Task Force Committee. Approved.

VIII. Adjourned
    a. Meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Jim Treu, recorder.