Members Present: Mayra Alcala, Hazel Ando, Barbara Byrge, Sandra Camp, Ryan George, Christine Griffin, Melanie Hoven, Julie Miller, Michelle Morris, Kori Soltz, Kimberly Tapia, Christopher Wilderman, Mary York

Non-Voting Members: Kevin McCauley, Lydia Davenport

Members Absent: Tom Hastings, Andrea Helfer, Sally Lombrozo, Margaret McMurtrey, Kathy Murray, Denise Rinaldi, Eve Rothfarb

Meeting called to order in Cheadle 5123 at 10:08 a.m.

I. Welcome and Approval of February and March Minutes (10:09)
- Hazel Ando motioned to approve the corrected February minutes. Sandy Camp seconded. February minutes approved unanimously.
- Mayra Alcala motioned to approve March minutes. Christine Griffin seconded. March minutes approved unanimously.

II. Announcements (10:14)
- Housing will donate ice cream, spoons, bowls and napkins for the ice cream social.
- Hazel Ando offered use of tables, linens, and chairs from Athletics; we will notify Staff Assembly of that addition.

III. New Business (10:17)
- How to take minutes:
  - It was suggested that discussion should not get summarized but Kori Soltz wants to keep a discussion summary.
  - Mary York suggested two documents; one published minutes and one CSAC internal document with discussion points.
  - No motion made for two documents.
  - Minutes will contain action items and a short summary of the discussion points.
- Staff Celebration:
  - Next CSAC meeting May 20th after Staff Celebration Week
  - Sign up sheets will be done electronically this year
IV. Committee Reports (10:32)

- Staff Celebration: UCen catering selected for staff lunch, will have a budget meeting, raised $600 dollars for staff social, staff week schedule almost set
- Website: no report
- Housing: no report
- Nominations: sent out a call for Community Housing Committee; sent out at call for UCen Governance Board.
- Staff Issues: no report
- Professional Development: working on panel for PWA conference
- S-List: working on proposal to submit to CSAC
- Work Life: Barbara Byrge will work on a letter with proposals to HR about website changes, lack of events this year, Staff scholarship administration, and a work life staff member in Human Resources

V. Co-Chair Reminders (10:57)

- No reminders

VI. Old Business (10:58)

- Bylaws
  - Article II Section A Part 2, Kori Soltz motioned to add the phrase “appointed by the Chancellor,” Barbara Byrge seconded. The addition was unanimously approved.
  - Article II Section A Part 4, Kori Soltz motioned to have a separate diversity statement based upon the statement on the Chancellor’s website; Christine Griffin seconded. 14 voted yes; one member opposed. Motion is approved.
  - Article II Section B Part 2, Kori Soltz motioned to approve all corrections and amendments to this section; Sandy Camp seconded. 14 voted yes; one member opposed. Motion was approved.
  - Article II Section C Part 1, Kori Soltz motioned to replace twelve with “12”; Kimberly Tapia seconded. 14 voted yes; one member opposed. Motion was approved.
  - Article III to remain unchanged.
  - Article IV, discussion began about reorganizing the whole article.
  - Christine Griffin motioned to approve grammatical changes: will to shall, bylaw to Bylaw, deletion of the word subcommittee, change BBQ to luncheon; Christopher Wilderman seconded. Motion was approved unanimously.
  - Christopher Wilderman motioned to table discussion on reorganizing Article IV of the Bylaws; Christine Griffin seconded. 8 voted yes; one member opposed.
Kori Soltz motioned to adjourn the meeting at 11:34 a.m., Julie Miller seconded. 8 voted yes; one member opposed. Motion passed.

Meeting adjourned at 11:34 a.m.

**Next CSAC Meeting: May 20th, 10:00 a.m.-12:00 noon, Cheadle 5123**

Minutes submitted by Christopher Wilderman