

## Academic Staff Codification Committee

September 19, 2019

Lubar N456

### **MINUTES**

Attendees: Ann Hanlon, Tammy Howard (SecU Rep), Elizabeth Jastrab, Kathleen Koch, Abby Meddaugh

Absent: Vicki Bott, Renee Calkins

1. *Call to Order.* The meeting was called to order at 10:06 a.m.
2. *Automatic Consent.*
  - a. Agenda was approved as presented by automatic consent.
  - b. Minutes from August 9, 2019 meeting were approved as presented by automatic consent.
3. *Old Business.*
  - a. None.
4. *New Business.*
  - a. Proposed revisions to Non-Teaching Academic Staff Review Committee- A. Hanlon moved and E. Jastrab seconded to approve document with presented revisions plus one additional change. The motion passed unanimously. The Committee recommends that all AS committees and subcommittees review documents and policies to ensure inclusive language is used consistently. They also agreed that if substantial revisions are being proposed, a representative from the committee should be invited to be present at the Codification Committee meeting.
  - b. Committee documents will be shared on SharePoint.
  - c. The committee tentatively scheduled dates for Fall semester but meeting dates will not be confirmed until A. Hanlon checks with the two absent members on availability.
5. Meeting adjourned at 10:36 a.m.

Submitted by Tammy Howard