Academic Staff Codification Committee
September 18, 2020
1:00 pm
MS Teams
MINUTES

PRESENT: R. Calkins, E. Dietenberger, T. Howard (x-o), K. Koch (Chair), E. Jastrab, A. Meddaugh

1. *Call to Order.* Chair K. Koch called the meeting to order at 1:03 pm.

2. *Automatic Consent.*
   A. Agenda approved by automatic consent.
   B. August 10, 2020 meeting minutes.

3. *Old Business.* None.

4. *New Business.*
   A. Review Committee Bylaws- No questions were asked.
   B. Review Open Meeting Exemptions- T. Howard described issues that would require closed session and clarified that the agenda must state the committee will convene in closed.
   C. Fall meeting schedule- Meetings were scheduled for October 23rd, November 20th and December 18th, 10:30 am-Noon. K. Koch will send calendar invites and T. Howard will file meeting notices.
   D. Committee Assignment- K. Koch asked members to review the AS Codification Committee Bylaws and the Academic Staff Personnel Policies and Procedures and bring forth any concerns about clarity and consistency within the policies. Discussion about Section 2, Responsibilities, Item C. of the Bylaws occurred, and the Committee agreed not to search out policies that may require review.

5. The meeting was adjourned at 1:24 pm.