

Academic Staff Codification Committee

October 23, 2020

1:00 pm

MS Teams

MINUTES

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

1. *Call to Order.* Chair K. Koch called the meeting to order at 11:03 am.
2. *Automatic Consent.*
 - A. Agenda approved as presented.
 - B. September 18, 2020 meeting minutes approved as presented.
3. *Old Business.* None.
4. *New Business.*
 - A. Gender-neutral language. The committee agreed by consensus to recommend to the ASC that all AS committee and subcommittee bylaws, policies and procedures should include gender-neutral language. K. Koch will contact all chairs after receiving ASC's endorsement of the recommendation.
 - B. Non-teaching Academic Staff Review Committee Bylaws. R. Calkins moved and E. Jastrab seconded to approve the revisions as presented. Motion passed with vote 5-0-0.
 - C. Non-teaching Academic Staff Review Committee Operating Policies & Procedures. R. Calkins moved and D. Rintala seconded to approve the revisions as presented. Motion passed with vote 5-0-0.
 - D. Codification Committee Bylaws. Discussion ensued about Section 2, Responsibilities, Item C. K. Koch will draft revised language and bring to the committee for review at its November meeting.
 - E. Policies and Procedures Audit. No concerns were shared.
 - F. Other. T. Howard will ask ASC about revising absence policies for committees, especially considering the COVID-19 pandemic, and whether officially approved leave (i.e. maternity) counts toward absences. The committee discussed academic staff limited appointees with back-up appointments in the academic staff and eligibility to serve on committees.
5. The meeting was adjourned at 11:42 am.