

Academic Staff Codification Committee

November 20, 2020

10:30 am

MS Teams

MINUTES

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

1. *Call to Order.* Chair K. Koch called the meeting to order at 10:33 am.
2. *Automatic Consent.*
 - A. Agenda approved as presented.
 - B. October 23, 2020 meeting minutes approved as presented.
3. *Updates from the Chair.* K. Koch reported the AS Senate approved the revised Non-teaching Academic Staff Review Committee Bylaws and Operating Policies and Procedures; she contacted chairs of the AS Awards Committee and Instructional & Research AS Review Committee about making similar changes to the committee bylaws; and she sent suggested revisions to AS Personnel Policies & Procedures to the ASC.
4. *Old Business.* None.
5. *New Business.*
 - A. Proposed revision of Codification Committee Bylaws- After review and discussion, R. Calkins moved and D. Rintala seconded approving as presented. Motion passed with unanimous vote.
 - B. General Good and Welfare- Discussion about AS committee bylaws not differentiating absences due to negligence of duty and approved leave that may result in an excessive number of absences and concern that AS are unaware that approved leave will be counted as an absence. The committee recommended inserting a statement in next year's preference form and in the next Email reminder about this year's preference form. R. Calkins will draft a message outlining the concerns raised by the Committee. The committee agreed by consensus that K. Koch will send the message to the ASC on behalf of the committee.
6. The meeting was adjourned at 11:01 am.