

# US-Codification Committee

September 24, 2020

## MINUTES-via TEAMS

Present: J. Peshut, R. Sauers, A. Tarr, K. Waldoch

Absent: A. Kupiecki

- I. Call to Order-The meeting was called to order at 2:39 p.m.
- II. Minutes from the last meeting were postponed until next meeting. L. Eastman will send minutes from June 23, 2020 and September 24, 2020 to the committee at the next meeting for approval.
- III. Introduction of members and new members-The committee introduced itself and new members were greeted.
- IV. J. Peshut is chair for the 2020-2021 year.
- V. Discussion and vote on creating procedures for developing University Staff policies. J. Peshut discussed procedures with Secretary of the University-T. Turner and worked out that some basic procedures will need to be in place for policies in the future. The committee discussed how they will do that. The chair will put together some policies for the committee to review in the upcoming months and they will meet to discuss.
- VI. Discussion and vote on creating procedures for revising University Staff policies-see above.
- VII. Discussion and vote on procedure for developing new University Staff committees-After meeting with T. Turner, Chair J. Peshut will also work on with the committee, procedures for creating and disbanding University Staff Committees. She will submit the policies/guidelines to the committee for review before submitting to the Senate for final review/information.
- VIII. Discussion and vote on procedure for disbanding University Staff committees-See above.
- IX. Layoff Committee proposal-The US Layoff committee was submitted by S. Yasaitis and approved to be formed by the US Senate. The committee developed bylaws and committee structure for the new committee. They will submit to the US Senate for final approval and the US Nominations Committee will forward names for approval on the committee at the October US Senate meeting.

- X. Meeting schedule for Committee-The committee will continue to meet on an as needed basis. L. Eastman will help the Chair coordinate these meetings.
- XI. Other Business-There was no other business.
- XII. Adjournment-The meeting was adjourned at 3:38 p.m.