

**Academic Staff Codification Committee**

September 16, 2021

2:00 pm

MS Teams

***MINUTES***

PRESENT: A. Azarian, K. Esguerra, T. Howard (x-o), E. Jastrab, A. Meddaugh (Chair)

- I. *Call to Order.* Chair A. Meddaugh called the meeting to order at 2:04 pm.
- II. Introductions were made.
- III. *Automatic Consent.*
  - A. Agenda approved as presented.
  - B. June 22, 2021 meeting minutes approved as presented.
- IV. *New Business.*
  - A. Committee bylaws were reviewed. A. Meddaugh explained changes that were made in December 2020. K. Esguerra raised question about “annual election” mentioned in Article III, Section 1, C. *Election, Term of Office, Vacancies.*
  - B. Fall meeting schedule- Meetings will be held on the second Thursday of each month at 3 pm via MS Teams. T. Howard will send calendar invites for October 14, November 11, December 9, January 13, February 10, March 10, April 14 and May 12.
- V. *General Good and Welfare.* T. Howard noted an item will most likely be forwarded by the ASC after its September 20<sup>th</sup> meeting involving Chapter 105 and increasing number of working days from 20 to 30 for a supervisor to issue a written response to the employee. She also said the ASC will appoint a committee member per the Committee’s bylaws.
- VI. The meeting was adjourned at 2:22 pm.