

# University Staff Codification Committee

September 27, 2022

Via Teams

## MINUTES

Present: J. Azinger, T. Nation, K. Premeau, R. Sauers, C. Warneke,  
A.J. Williams

Absent: P. Smith

- I. Call to Order-The meeting was called to order at 10:00 a.m.
- II. Approval of Minutes from August 23 2022-The minutes were approved as submitted via autoconsent.
- III. Review of US Senate Bylaws Changes-There were no changes. The committee approved the changes unanimously. L. Eastman will forward to the USC and US Senate for approval.
- IV. Review of USC Bylaws Changes- There were no changes. The committee approved the changes unanimously. L. Eastman will forward to the USC and US Senate for approval.
- V. Document Policy/Procedure-L. Eastman presented the committee with the policy procedure that the University Staff follows. While the University Staff use a coversheet there have been issues over the past few years. L. Eastman is asking the committee revise the procedure and coversheet to reflect the procedure and to include a timeline for documents from committees such as Codification, University Staff Committee (USC) and the University Staff Senate so that it is easier to follow and enables better tracking for documents. L. Eastman will share current cover sheets and documents with the committee for the next meeting so they can make revisions/recommendations.
- VI. New/Other Business-There was no new or other business.
- VII. Adjournment-The meeting was adjourned at 10:26 a.m.