

# University Staff Codification Committee

May 16, 2023

Via Teams

## MINUTES

PRESENT: J. Azinger, T. Nation, K. Premeau, R. Sauers, C. Warneke,  
L. Wieczorek,

- I. Call to Order-The meeting was called to order at 1:00 p.m.
- II. Approval of Minutes from November 22, 2022-Autoconsent-The minutes will be approved at next meeting. L. Eastman will send out again. If any changes send to chairs and L. Eastman.
- III. Grievance Policy Revisions/Update-K. Hennemann and Human Resources submitted changes to the Grievance Policy for University Staff. Co-chair R. Sauers will share the following changes with K. Hennemann to update the policy for further review before it gets sent to the University Staff Senate for Final Approval:
  - a. The committee would like further detail on the timing of Grievances and Notification to both the chair of the USC and the Grievance committee.
  - b. The Secretary of the University's office needs a copy of formal Grievances similar to Academic Staff and Faculty policies.
  - c. The term "support person" needs better definition of the role they will need and why they have to be a University Staff member.
- IV. Election of a Chair for 2023-2024-T. Nation was unanimously approved as chair for 2023-2024.
- V. New/Other Business-Change in the Annual Report to say Cover to Policy Approval has been reviewed and is being revised. The committee thanked R. Sauers for chairing and her dedication.
- VI. Adjournment-The meeting was adjourned at 1:41 p.m.