

Academic Staff Codification Committee

**Minutes**

September 18, 2023

MS Teams

1 pm

Present: A. Azarian, J. Budny, J. Ebert, K. Esguerra, T. Howard (x-o), R. Trumbull Holper  
Absent: M. Duellman (does not count toward absences since was not invited to meeting)

- I. *Call to Order.* K. Esguerra called the meeting to order at 1:02 pm.
- II. *Automatic Consent.*
  - A. Agenda approved as presented.
  - B. Minutes of the August 10, 2023 meeting were approved as presented.
- III. *Unfinished Business.* None.
- IV. *New Business.*
  - A. Schedule meeting dates for 2023-24. The committee agreed to meet on the second Monday of each month at 1:30-2:30 pm and will hold a special meeting to review the revisions to the AS Senate bylaws on September 25<sup>th</sup> at 2 pm to allow time for the document to be published at the October Senate meeting.
  - B. Expected workload for 2023-24. T. Howard shared the expected workload with the committee.
- V. The meeting was adjourned at 1:19 pm.