

Academic Staff Codification Committee

**Minutes**

November 13, 2023

MS Teams

1:30 pm

Present: A. Azarian, J. Budny, M. Duellman, J. Ebert, K. Esguerra, T. Howard (x-o), R. Trumbull Holper

Guest: Kathleen Koch, ASC Vice Chair

- I. *Call to Order.* K. Esguerra called the meeting to order at 1:31 pm.
- II. *Automatic Consent.*
  - A. Agenda approved as presented.
  - B. Minutes of the October 9, 2023 meeting were approved as presented.
- III. *New Business.*
  - A. Revisions to Academic Staff Committee and Standing Committees Bylaws – J. Budny moved and M. Duellman seconded approving the Bylaws as presented with added change to Article 3, Section C. K. Koch presented an explanation for proposed changes to the Bylaws. Motion passed unanimously.
  - B. Non-Instructional Academic Staff Subcommittee Bylaws – R. Trumbull Holper moved and J. Budny seconded approving the NIAS Subcommittee Bylaws as presented with revisions and capitalization changes. Motion passed unanimously.
  - C. Other – The Committee agreed to develop a style/grammar guide to track its decisions on bylaws and other documents.
- IV. The meeting was adjourned at 2:17 pm.