

Academic Staff Codification Committee

Minutes

December 11, 2023

MS Teams

1:30 pm

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

- I. *Call to Order.* K. Esguerra called the meeting to order at 1:33 pm.
- II. *Automatic Consent.*
 - A. Agenda approved as presented.
 - B. Minutes of the November 13, 2023 meeting were approved as presented.
- III. *Unfinished Business.*
 - A. Non-Instructional Academic Staff Subcommittee Bylaws – J. Budny moved and J. Ebert seconded approving the NIAS Subcommittee Bylaws as presented with revisions proposed by Academic Staff Committee. Motion passed unanimously.
- IV. *New Business.*
 - A. Review Academic Staff Orientation Committee Bylaws – R. Trumbull-Holper moved and M. Duellman seconded approving the AS Orientation Committee Bylaws as presented. T. Howard provided an overview of the history of the AS Orientation Subcommittee converting to a standing committee. Discussion about Section 2, B. and whether “at least quarterly” should be less constraining. Feedback will be shared with ASC.
 - B. Other – T. Howard is creating a style/grammar guide to track its decisions on bylaws and other documents. Meetings will continue to be held at 1:30 pm on the second Tuesday of each month in spring.
- V. The meeting was adjourned at 2:06 pm.