

ACADEMIC STAFF COMMITTEE MEETING MINUTES
Monday, January 17, 2006, 12:30 p.m. - 2:00 p.m.
Secretary of the Faculty and Staff Conference Room, CL 825

Present: Lucy Arendt, Sue Bodilly, Paula Ganyard, Dave Dettman, Grant Winslow
Excused: Samantha Surowiec, Jane Swan

1. Call to Order by Chair at 12:33

2. Minutes of December 19, 2005 meeting → Approved

3. New Business

A. Consider Community Building Committee Charge

Lucy forwarded a draft of the Community Building Committee Charge for members to review. The document was approved with minor revisions and is included at the end of the minutes.

The Nominating Committee will be in charge of recruiting members. Members need not be Academic Staff. Faculty and Classified Staff are welcome to join also. However, the majority of members will be from the Academic Staff ranks.

Once assembled, Paula will distribute copies of a “community building list” of issues that the committee can begin addressing.

4. Old Business

A. Discuss budget and personnel issues

The Committee has been asked to make recommendations concerning how the Chancellor's 10% discretionary pay fund and the surplus should be allocated. The Committee is seeking input concerning categorical needs that could be specified. Feedback will be generated at the Academic Staff Open Forum, on January 25, which will address pay plan distribution.

5. Information Items

A. ASC Chair update → No Update

B. Provost update → The Provost stated that the fee structure for Weidner events will change as of July 1, 2006. A committee has been established to determine scheduling priorities but thus far no report or recommendations have been given. The Provost shared in the Committee's concern that limited term employees are not allowed to participate in governance. No solutions have been proposed.

C. Academic staff committee updates, including System Academic Staff Reps report –
No updates or reports

D. General

1. Information of interest to academic staff is posted on the SOFAS website:
<http://www.uwgb.edu/sofas/> <<http://www.uwgb.edu/sofas/>>

All meetings are open unless otherwise stated.

Respectfully Submitted by Dave Dettman

COMMUNITY BUILDING COMMITTEE

Charge

1. The Community Building Committee shall be composed of no fewer than seven (7) appointed persons, including the Academic Staff Committee Vice Chair. While the majority of members must be academic staff members, individuals representing other university classifications (e.g., faculty, limited appointees, classified staff, students) may serve as appointed members as well. All members are voting. The maximum number of appointees is not specified. The Committee's Chair shall be elected from among the members by the members, and shall serve a one-year term to coincide with the fiscal year.
2. Nomination of candidates for appointment to the Community Building Committee is the responsibility of the Academic Staff's Nominating Committee. Appointments are made annually by the Academic Staff Committee. Individuals serve two-year staggered terms to ensure continuity.
3. The primary role of the Community Building Committee is to promote a positive relationship environment through a mutually shared vision, where people in the UW-Green Bay campus community can develop both professionally and personally, feel like they have a valued role in the functioning of the University, respect the roles of their colleagues, and feel recognized for their actions. Community building is considered a function of six elements: (a) respect, (b) communication, (c) shared experiences and values, (d) support, (e) trust, and (f) recognition.
4. The Community Building Committee is advisory to the Academic Staff Committee and serves the following functions:
 - a. To respond to institutional assessments of campus climate and faculty/staff satisfaction. As needed, to request that such assessments be undertaken at least every third year and results communicated.
 - b. To identify key community building issues and to submit all findings and

related recommendations to the Academic Staff Committee, for review and submission to the relevant administrator or administrative body.

- c. To develop and present to the Academic Staff Committee by mid-October of each year a “Community Building Plan” that provides a description and schedule of planned community building activities and needed resources.
 - d. To sponsor or co-sponsor (with other campus groups interested in community building) no fewer than two community building activities, promoted as such, each semester. These activities should be consistent with the “Community Building Plan” presented to and approved by the Academic Staff Committee.
 - e. To evaluate the effectiveness of its efforts annually, and to respond to that evaluation as needed.
 - f. To undertake related special assignments at the request of the Academic Staff Committee.
5. The Chair of the Community Building Committee must submit a report of its activities at the end of each semester to the Academic Staff Committee.