Forum Meeting Agenda  
Wednesday, 4/13/2022

Meeting via Zoom

Co Chairs - Dann Hurlbert/Tom Baraniak  
Secretary - Charlotte Whited  
Miiko Taylor - CEDI representative  
Tina Kukowski - Budget Committee (Cindy Spehn departs in Feb)  
John Bermel - College Council  
Lanhao Yang - Benefits Committee  
Lee Clark - Campus Design  
Abigail Merritt & Barb Silk - Security Services Committee  
Linda Mueller, Amanda Williams - Special Events  
Open - Bookstore Advisory Committee Representative**

Opening question: What are you looking forward to most this spring?  
Gardening, hiking, flowers, baseball games, kid activities

Meeting called to order at 10:05 by Dann.  
In attendance: Tom Baraniak, Charlotte Whited, Dann Hurlbert, Rob Qianbeck, Lanhao Yang,  
Sam Graff, Lee Clark, Jackie Vos, Heidi Eyestone, Aimee Fisher, Barb Silk, Catherine Erickson,  
Christopher Leppink-Shands, Sarah Calhoun, Miiko Taylor, Wei-Hsin Fu, Erica Helgerud, Neal?

Dann reiterated Forum’s role: which is to support and advocate for the professional well-being of  
Carleton College exempt staff members while contributing to the College’s mission.

Next year Forum will organize Meals on Wheels. Dann shared his story of volunteering for  
Meals on Wheels, the connections he made and his good experience. Watch for this opportunity  
next year!

I. Welcome & Our Mission Statement:

Forum’s Role, and our role as co-chairs, is to “support and advocate for the professional  
well-being of Carleton College exempt staff members while contributing to the College’s  
mission.” If there are things we can do to help support or advocate for you or other  
staff, please let us know.

II. Old Business: (Dann)

1. Forum Survey. Thank you!
2. Carleton Staff Survey. Thank you!
3. Meals on Wheels Thank you! + Little Old Guy Senior Center Story.
4. Luncheon. Thank you Amanda and Linda for coordinating!

III. New Business:
Moving forward with Survey Results + Discussion (Dann shared a slideshow)

We got a wide variety of responses, but, on the whole, everyone was interested in the social events, with a wide variety of the kinds of gatherings we’re looking for. Some events should be informative, some should be purely social. Thank you for this input and your leadership, particularly your Special Events committee, will attempt to plan events of these various sorts.

1. **Topics for President Q&A. May 26, 4 pm** (these are the questions submitted through the Forum survey, and have been shared with Pres. Byerly)
   - Vision for the college, and how that vision impacts staff
   - How would Carleton Leadership like to see staff engage with campus in the years to come?
   - Opportunities for Leadership, Mentoring, and Professional Development for staff
   - Career Advancement and Professional Development Opportunities within Carleton--what exists, what doesn't, and why?
   - Strategies for Improving faculty/staff relations and staff/supervisor relations (greater equity amongst diverse roles)
   - A more equitable campus for staff: how benefits create divisions between employees (SAC & Forum)
   - How can staff get involved in campus policies & decision making?

2. **Topics for HR Q&A #1. Date: TBD**
   a. Underutilized benefits
   b. How to audit a class
   c. Mental Health & absences policies
   d. Carleton resources available to families
   e. How long do “accommodations” last?
   f. Creating Equity amongst staff: SAC & Forum Benefits
   g. Other?
   h. Also anonymous questions–hope to provide in advance, if possible. (There was interested expressed in this.)

3. **HR Q&A #2 - What professional development and career advancement opportunities at Carleton and available to Exempt Staff? How do we take advantage? Conference travel, certifications, and the like. How to navigate changing departments and moving around the college?**

4. **HR Q&A #3 - Retirement Tips for New and Long-Time Employees**

B. More social gatherings

1. Monthly Casual Coffee, 9am on 1st Wednesday of Month. May 4 = Weitz Cafe.

2. Summer Fest thingy for all staff SAC/FORUM
   1. Late June *(just after Reunion work?)*
      1. Ideas you’d like to see? Food trucks (seconded), cornhole, badminton, etc. One suggestion was a baseball game, like a
Carleton day watching the Twins, or perhaps other sports like soccer. Or events with experts like astronomy, or pottery, or at the fitness center. Potentially Forum could volunteer together and do some work in the Arb, we could reach out to Nancy. A tour from Nancy, or a night hiking tour. Lots of interest was expressed in the Arb. Another idea was Tai-Chi – Miiki will think about that for us. Perhaps smaller groups: chess, quilting, Bible study, among others – Forum would be happy to help you make connections and get started.

2. Office Crawls. Your office willing to host? Talk with Amanda/Linda

3. Presentations from Campus Experts to come (topics/presenters who might be open? Let us know. Ideas were ceramics, astronomy, fitness...)

4. Smaller Groups You’d like to Initiate that we can help with? Ex. Chess, quilting, archery, bible study, etc.

c. **Proposal to Amend Existing Bylaws**: Current bylaws indicate process involves proposing changes in 1 meeting and voting on changes during the next meeting. Passes with a majority of the Steering Committee Members. (Other changes can also be considered at any time by submitting request to co-chairs.)

1. **Proposal to Replace Bookstore Rep** (invite them to share/present instead) with SAC Committee Rep.

2. **Proposal to Create a Staff Support Rep** (What would this look like? Community-facing?)

3. **Proposal to change maximum number of Forum Representatives**. Forum bylaws currently requires a minimum of 10 representatives and a maximum of 13 (this is our current number). Proposing to keep minimum of 10 reps but expanding maximum 15.

Any discussion on these proposed changes?

Suggestion: that we discuss the Staff Support rep next month and have a clearer definition of the role before we vote on it.

Our process of changing the bylaws isn’t onerous. As we think about changing bylaws, the suggestion was made that we go slowly and move thoughtfully about this before we make any big changes.

IV. Committee Reports (Please share the report . . . and your thoughts on how it may impact staff.)

1. Budget Committee (Tina Kukowski)

Budget Committee – FORUM Report April 13, 2022

We are starting the review cycle again gathering information at meetings with division leaders over the 4 meetings left this term. This will extend into fall term. We have already heard from the Student Life. For additional information please see the minutes
on the Budget Committee website (https://www.carleton.edu/committees/budget/). With
the comment to support our Division of Student Life, which has been particularly
stressed.
Q: Has there been discussion about inflation and the impact of a potential recession? A:
The formulas in as far as endowment spending are there to use to smooth the impacts
of these things. They don’t want to make big knee-jerk reactions to inflation or bull
markets.

1.
2. Benefits Committee

1. (Lanhao Yang) They met during first quarter of 2022. They discussed the current
balance of the college’s benefits expense account. We have a large balance,
so we’re in a good place. They will likely return some of those unused funds to
our employees, which is great news. They also heard from a representative
from TIAA describing how they invest for their clients, by age and career
stage. TIAA offers a lot of training in how to use their services and encouraged
us to explore those. They also publish information on how each fund or asset
class performs. They also discussed one issue: When staff leave, they leave
their funds here. Be sure to communicate with them when you leave to
appropriately manage those funds. She encouraged us to take a look at our
options and accounts to make the best possible selections for us.

3. Bookstore Committee

1. Open position
4. Campus Design Advisory Committee

1. (Lee Clark) The committee has not met since January. Q: Is there any talk about
what might replace Arena Theater and the Concert Hall, since those are
coming down this summer? A: No, not yet, but they will likely be discussing
soon campus circulation and potentially shutting down the road in front of
Sayles, based on the campus circulation plan.

5. College Council

1. John Bermel – The president gave an update on the IDE plan. ... John will email
me

6. Security Services Advisory Committee

SSAG report (Abigail Merritt):

• Great news, Security Services is fully staffed! However, there is also a shortage
of security contractors, which Carleton uses to provide more personnel for
event security. Security Services is looking at options to fill the need for help at
events.
• We talked about various projects to improve safety on campus, including signage
and water rescue equipment for Lyman lakes and projects to improve campus
lighting and to maintain the blue light emergency phones.
• Security Services also will be testing out a bike patrol program with a couple new bikes, gear, and training coming soon. Being on a bike will allow more face-to-face interaction compared to being in a car, and a car bike rack will also make it simpler to move damaged bicycles.
• Hoppin House has a new climate-controlled secure storage area in the basement. It will be used to store things such as students' guns and bows and arrows, all of which are required to be left with Security Services. This is a big improvement because before, the entire basement was damp and dark.
• Severe Weather Awareness Week was last week. Staff should have received an alert and an all-clear message in their Carleton emails during the severe weather drill on April 7th.

Impact on staff: Probably staff will not notice changes from these projects apart from occasionally seeing and interacting with security staff patrolling on bicycles. But all of the blue light phones should be working, safety around the lakes should be improved, and items stored with Security will have a better storage environment.

1. John Bermel – (Explaining the existence of student weapons) Some students are competitive shooters or have military training and campus policy is that Security Services has to store those in their building and weapons must be checked in and check out. There is also an increase in archery so all those bows and arrows are stored in Hoppin House.
7. Special Events Committee (Amanda Williams)

V. Thursday, May 12 - Join us for a walk and talk in the arb. We'll meet at Anderson Cafe, at 8:30am, to grab a coffee/tea and join colleagues in a jaunt around the arb and learn about the spring wildflowers in bloom.

VI. VII. TBD - We're working with SAC to design an office/building tour. More details to follow.

VIII. IX. The Campus Special Events team is planning our annual June event. In the past, it's been a luncheon for all staff. This year, we're considering an afternoon appetizer and dessert gathering (similar to an end-of-the-term event). If you have any feedback on your preference, please let Amanda Williams know so that it can be shared with the planning team

1. 2. CEDI – Miiko Taylor

1. CEDI has been pretty active of late. The Board of Trustees approved the IDE plan, a formal announcement will be made on the 15th. Staff and faculty IDE training will happen very soon (this week and next week), beginning with 90-minute sessions, as well as Carleton events that would complement the training and we are encouraged to attend. We have a new training partner: Strategic Diversity Initiatives. Q: Will this be our final training? A: More information will be tied to the IDE plan, and likely the training will be more of an ongoing nature over the years to come. Follow up Q: Do the college
leaders, such as the Tuesday Group, also attend the required training? Yes, they do!

IV. **Other Announcements**

V. **NA**

V. **Adjourn right at 10:59 am**

**Next Meeting: May 11, 10am**

**Info on Q&As to come, if we don’t have those dates yet.**