Forum Meeting

**September 14, 2022**

Sayles 253

18-20 in attendance: Dann H, Tom Baraniak, Lan Hao Yang, Charlotte Whited, Matt Gregory, Ian Turnage-Butterbaugh, Tina Kukowski, Amy Tostensen, David A (in admissions), Katie Lewis (librarian), Rebecca B (another librarian), David Bliss, Bree (another librarian), Teresa Rodriguez, Lee Clark, Amanda Williams, Emily Shields (res life), Miiko Taylor

Linda Mueller and John Bermel

Meeting called to order at 1:01 by Dann.

Welcome and introductions around the room.

Dann discussed the Forum mission and what we do. Forum's role is to support an advocate for the professional well-being of Carleton College exempt staff members while contributing to the college mission.

1. Old business

   Casual coffees will continue, 1st Wednesday of the month at 9:30 am. It's just a chance to catch up and we'll rotate among the cafes – Sayles first, then rotating to Anderson and Weitz as well.

   We also facilitate conversations between this group and other entities around campus, such as a meeting with President Byerly. One such conversation was with HR about how the benefits between exempt and non-exempt staff differ (the tuition benefit is different, and we can't donate hours to each other. Linda M pointed out there's also a benefit for hourly staff to get paid for a portion of unused sick time. The same doesn't apply to exempt staff.

2. College Council report from John Bermel

   CC discussed the same two differences in benefits (tuition and donating sick time). President Byerly is looking into them and will give us an update at a forthcoming quarterly meeting.

   Pres. Byerly wants College Council's agenda to be more open to other people suggesting topics, so we can now (through Forum) suggest topics for the CC agenda. They'll have a meeting to decide agenda and may approve it for their agenda (if not, it will be discussed elsewhere in a more appropriate venue). There hasn't previously been a clear avenue for bringing things to the attention of the College Council, so this is a good change.
Back to old business:

Bookstore advisory representative – we need to elect one, so we’re taking nominations and volunteers.

New business:

The new Provost Michelle Mattson is going to meet with Forum members for a Q&A with staff (we have invited SAC as well). We are open to questions being submitted in advance, although there will be an open mic if people want to bring questions on the day of.

Thursday, October 6, at 2 pm.

Kacey Geiger in HR is interested in developing community resource program volunteers. We aren’t sure what exactly this program is for and would like more information. Unfortunately, Kacey had a last-minute issue come up and was unable to come. There are new people in the room and the question was posed whether the new staff would be interested in that. The answer is yes and in the new employment paperwork HR is already asking about this. The suggestion was posed to ask HR to pay for coffee or a meal to meet with the new staff person. It was commented that people might be busy enough in the beginning with getting to know their own offices and coworkers. Perhaps this sort of program should kick in more like 6 months in. It was reiterated that we need more info.

Admissions has coffee available every morning. CCCE has donuts Friday morning of every even numbered term week. 9 am.

We placed a request to HR for a report on how we’re doing as far as equity in pay, particularly in light of pay equity in relation to race, gender, longevity, etc.

We welcome ideas for ways to connect with each other and new staff.

Committee reports

Tina K – Budget Committee

Tina gave an overview of what the committee does. We’re about to start the process for the 23-24 academic year – it’s a long process. Tina welcomes questions from staff, as their rep. Can Tina bring concerns from Forum staff? Yes! She can bring them. We’ll see what they do with that, but suggestions are welcome.

https://www.carleton.edu/budget-office/operating-budget/

Benefits Committee – Lan Hao Yang
Met on June 17. The main content of that meeting was to review the performance of our retirement portfolios. Most plans were doing well, but the market faired far less well during the spring of 2022. Their consultant emphasized diversifying your portfolios and to wait out the spring downturn.

Bookstore Committee – no rep yet, please volunteer

Campus Design Committee – Lee Clark
They look at large exterior projects for the campus. They have worked on things like signage around campus, adjusting the flow of traffic through and around campus, redoing the lighting around campus. They tend to be busier in the spring as the weather warms and projects pick up.

Q (Lan Hao): New paths went in around the lakes – how did that come to be? A: That issue wasn’t brought to the committee. What the committee discusses is at the discretion of the director of facilities.

College Council – John Bermel
They meet next on 9/17. They are the main governance group around campus – they are often the last group to receive info and give approval to various projects prior to anything being presented to the Board. It’s made up of representatives from biweekly staff, exempt staff, faculty, students, and senior leadership. It’s another check point between the work of more narrowly focused committees and the Board of Trustees.

Security Services – John Bermel
This advisory group was created by John who wanted more community input into their procedures, rules, projects, et. 2 Forum reps (Barb Silk and Abigail), 2 SAC, 2 students, one person from Dean of Students office, plus John and Blake from Security. They welcome any questions and suggestions from the community. Any service call, they turn the cameras on, even if they need to unlock a building. The video stays on a server for 30 days before disappearing, unless they choose to pull it off. We don’t share the video unless absolutely necessary, in order to maintain the trust of the students.

Their first meeting will be 23rd of December. Tom Baraniak suggested reflective strips on their uniforms for nighttime. The officer was tough to see, even with the white uniform.

Special Events Committee – Amanda and Linda
They welcome ideas for events/celebrations/tours/office crawls. A new idea for an office crawl – Hasenstab Hall. Perhaps Laird Hall, the garden level. They welcome ideas. Is there interest in another fall decorating contest? We discussed a passport for students and perhaps a prize for visiting offices.
There is also an HR Special Events Committee, which Amanda is also on, and they’re looking for ideas for the December staff retreat.

CEDI – Miiko Taylor

Community, Equity, Diversity and Inclusion Board. The committee hasn’t met since last spring, but will meet again soon. They serve as an advisory group to the President’s Cabinet and focus on DEI-related issues and related projects around campus. Their meetings are open to the Carleton community. Things on their radar: CDO search, ongoing training related to the DEI plan, etc.

Sadly, Miiko also announced his departure.

We will need a new Forum rep to CEDI.

We will also need a new College Council rep.

*note to update the website with Tina rather than Cindy for the budget committee rep

Adjourned right at 2 pm.