

THE FORUM STEERING COMMITTEE MINI-RETREAT  
MINUTES - August 11, 2005

Present: Tom Baraniak, Peggy Pfister, Julia Burmesch, Margit Johnson, Kathy Tezla, Mike Hendel, Sue Traxler, Jon Bartlow

Absent: Laurel Bradley, Doug Foxgrover, Rod Oto, Jane Austin, Tobias Uecker

Following is a summary of the items discussed at the meeting:

1. Regular Monthly Meeting Time - The Steering Committee will continue to meet the second Wednesday of each month. Peggy will make room reservations and notify everyone.
2. The Task Force on Committees - Margit Johnson and Kathy Tezla are representing the Forum on this Task Force. Fred Rogers initially requested feedback from this group in August, but the timeline has been extended. The group has begun gathering information and will be submitting a mini-report to Fred.
3. All Staff Retreat - An all-staff retreat is planned for Wednesday, November 30<sup>th</sup> in the Language and Dining Center. The theme of the retreat is transition/change. There will be guest speakers and break-out groups along with a panel of Carleton administrators. Mike Hendel and Doug Foxgrover are on the planning committee for the Forum.
4. Possible Mini-Retreat - We discussed a possible format for a Forum mini-retreat in mid-March (during break) which might include:
  - A report from the Task Force on Committees
  - Major committee reports (the committees on the list that HR sends out)
  - A discussion topic - we need to gather ideas
  - Professional development leave reports (15 minutes each) - Laurel Bradley, Sam Demas, Chris Otis-Skinner
  - Lunch
5. Other Possible Events
  - Does Laurel still want to do the Gallery events (one per term)?
  - Random lunches - Tom will schedule these
  - Social Event at the Cave - Jon will check into an evening social event for the Forum and SAC on a Tuesday in early October. Peggy and Mike will talk to SAC.
  - Possible brown bag lunches -

- a. Performance Reviews – fall term jointly with SAC – led by HR (make sure to invite Fred Rogers)
  - b. Salary Process – winter term
  - c. The role of non-academics – spring term
  - Office Crawls (one per term)
    - a. Goodsell – fall (Doug Foxgrover)
    - b. Library – winter
    - c. ITS – spring
6. Other – review the Professional Development Task Force Recommendations