

THE FORUM STEERING COMMITTEE
MINUTES – January 12, 2005

Present: Tom Baraniak, Peggy Pfister, Tim Vick, Julia Burmesch, Paul Gaines

Absent: Kathy Tezla, Mike Hendel, Laurel Bradley, Margit Johnson, Doug Foxgrover, Rod Oto

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

1. Name Change – The Steering Committee decided at our retreat de-briefing meeting in December to change the name of the Exempt Staff Forum to The Forum. Mike Hendel notified Fred Rogers of this change, and Fred announced this at the January 11th Administrative Council meeting. Mike will send an e-mail to all exempt staff before the end of the week, and a notice will be in the January 17th issue of *Currently@Carleton*.

2. Winter Term Events – Events currently scheduled for winter term:

- February 3 – Gallery Talk with Laurel Bradley
- February 22 – Welcome for New Staff
- March 3 – Campus Post Office and Printing and Mailing Services Office Crawl

Details about these events can be found on our website. Also, Tom Baraniak will organize another informal lunch gathering.

3. Committee Assignments – Most of the meeting was spent discussing committees and raising questions. What is the current process for choosing staff for committees? Are there committees other than College Council where we want to have an elected representative? What is or should be the process for committee members to solicit input from exempt staff and report back to exempt staff? What about the idea raised at the Retreat of a “Business Meeting”? Would this be a good forum for committees to give reports? Etc. We will schedule a Forum brown bag lunch with Fred Rogers to discuss committee assignments in late February or early March. Peggy will contact Jane Hubbard for a date. In order to focus this discussion and help Fred plan for the meeting, steering committee members should review the committee list on the web (<http://webapps.acs.carleton.edu/campus/treasurer/committees/>), think about questions and issues to be discussed at the brown bag lunch, and be ready to discuss this at our February meeting. ***THIS IS YOUR FIRST HOMEWORK ASSIGNMENT.***

4. Other Possible Brown Bag Topics – The notes and evaluation forms from the Retreat contained several suggestions or comments that could be future Forum

brown bag lunches. Please review your notes and come to our February meeting with suggestions. ***THIS IS YOUR SECOND HOMEWORK ASSIGNMENT.***

5. Wine & Cheese Event - What would we like Rob to talk about at this event?
THIS IS YOUR LAST HOMEWORK ASSIGNMENT.

Next meeting date: Wednesday, February 9th, 3:00-4:00 p.m., Hill Lounge.