

THE FORUM STEERING COMMITTEE MINUTES

September 14, 2005

Present: Tom Baraniak, Peggy Pfister, Julia Burmesch, Margit Johnson, Kathy Tezla, Mike Hendel, Sue Traxler, Jon Bartlow, Doug Foxgrover, Jane Austin, Toby Uecker

Absent: Laurel Bradley, Rod Oto

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

1. Fall Term Events – The Committee reviewed the list of fall term events and began making plans as follows:
 - Social Event at the Cave – Peggy will talk with SAC about co-hosting a “Happy Hour at the Cave” for all staff on Tuesday, October 11 from 5:00 – 7:00 p.m. Jon Bartlow and Sue Traxler volunteered to plan the menu and Peggy will do the invitations.
 - Brown Bag Discussion – Mike will talk with SAC about co-hosting a brown bag lunch discussion in October regarding Carleton’s performance review process. This session would be led by representatives from Human Resources.
 - Welcome for New Staff – The Forum and SAC will co-host this event on Monday, November 7th from 4:00-5:00 p.m.
 - Office Crawl – Fall term’s office crawl will be a tour of Goodsell led by Doug Foxgrover. Doug will get back to us with a date and description of this event.
 - All-Staff Retreat – Mike and Doug are representing the Forum on the planning committee for this event to be held on Wednesday, November 30 from 8:00-1:30.
 - Gallery Talk – Mike will ask Laurel if she would like to host one of these events this term.
 - Tom’s Random Lunches – Tom will organize these events and surprise us with the dates.

2. The Task Force on Committees – Margit and Kathy reported that the task force began their work in the spring and is currently preparing a memo to Fred Rogers. The task force will wait for his response before moving ahead.

3. Possible Mini-Retreat – We will need to continue to work out the details for this event. We discussed possible dates during spring break - possibly March 16th. Peggy will check with Joe Winegarder about the dining hall schedule during that time. Agenda items may 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
- Update on the professional development recommendations
- Lunch

Other Discussion – The issue of faculty/staff housing came up including the question of whether there could be a central clearinghouse on campus where employees could go to find out about apartments and homes for sale or rent in the community. We'll continue this discussion at our next meeting.