**Forum Meeting Minutes October 24, 2018**

**Attendees:** Melanie Cashin, Kirstin Budin, Karina Sierra, Amanda Williams, Michael Thompson, Blake Held, Barb Silk, Kendra Strode, Aaron Chaput, Russ Bauer, Abi Tupa, Lanhao Tang, Shawn Galdeen, Tom Baraniak

**Benefits Committee:** Coming up on open enrollment. Starts on October 31st. Go to HR sites or attend information sessions. Also sessions on long-term care if we’re interested.

**Budget Committee:** Staff and faculty compensation. Compare staff salaries to averages among peers. We want to be in 90-110% range. Every staff member currently falls in that range or above. In last 3 years, we have 33% turnover in exempt staff. MN has historically low unemployment, which has increased turnover. A portion of surplus has been allocated to employee retention. We’re at market, so what do we do to increase retention? 40% of all employees are 55+, which means we also need to think about retirements in 5-10 years. Institutional Research page shows which schools are included on salary comparison lists. (Corrections for cost of living adjustments.) We don’t compare to industry because we often can’t compete with such high salaries. U of M is not on our list because we’re not trying to compete with them.

**College Council:** Steve reported on summer project work. Hoping Bald Spot may be completed by end of October. 9 huge office moves. Gaps in shower doors in dorms (brought up by students). Changes to NSW based on CEDI initiatives, and people seemed to be happy with changes. This next year will explore more about what goes to college council.

**Special Events:** Fall Decorating Contest. Seeking judges for contest next Wednesday afternoon. You can also take new staff around campus to tour different offices. Coffee Break Tuesday, November 20th in Sayles. 30-60 minutes of coffee and conversation. Winter staff retreat is December 14th and focused on wellness in Weitz. Formal way to roll out Wellness Committee. Start with breakfast. Interactive event. Save the date coming this week. We’re changing the spring luncheon to winter luncheon because of too many events in the spring. This will likely be in January. First planning committee is October 29th, so attend if you’d like to assist.

**Wellness:** Mind, Body, Spirit is too cheap. Do we need to raise prices to make us eligible to receive these payments? Would people be okay with that? Personal training? But you would need to attend 12 times a month to meet HealthPartners requirements. Is there enough education about available options? Is the problem that people don’t go to the Rec/other exercise opportunities because they’re uncomfortable or unfamiliar? Can we offer open houses/orientations? This happened two years ago, and people did attend. Vendors tabling to share information about all the options available on campus. Find a way to coordinate all the different groups so people can find them and get involved. We could make Google Groups to coordinate workout opportunities. Also, there are groups that address emotional and spiritual well-being.

**Sick Leave:** Faculty have no sick leave, so they likely would not be interested. Would the pool have to always exist, or could it be created based on need? Would we identify the person? Does it just bridge the gap between sick leave/vacation and long-term disability? Carleton pays 50% of premium for LTD, but Carleton also doesn’t have a cap on sick leave accrual. Would it support those with no long-term disability? If we proposed something to the college, we would want to have a stop in place to ensure cost-management. The college likely budgets a certain amount in a given year. If we proposed with a cap, that might be more palatable from a college perspective. We don’t have many people on long-term leaves. Sick leave is not heavily used here currently. Or could we just ask college to have its own policy in place in case this occurs? What is norm for Carleton? Current caps. Current utilization. What is norm for peer institutions? What is timeline for LTD? Kendra would be willing do partner to do some basic research to establish baseline. How does FMLA tie into this? Protects your position for up to 12 weeks, unpaid. Employee has to be employed for 12 months and worked 1250 hours (above .6 FTE) to qualify. LTD kicks in at 90 days. Can we encourage more people to sign up for it? Would we get a cost break if more people signed up? Open enrollment ends November 26th, and we must sign up for LTD during open enrollment. If you miss 20% of normal work time during 90 day period, you can be eligible for LTD benefits. Can we use education, so people understand their options and why LTD is important? Amanda and Kirsten can also assist with research. Make sure if we’re doing outreach, we run it by HR first.

**Open Conversations:**Support for CSA. Change to connect staff and students. New Institutional Research and Assessment person? Hold off for another term? Janet Scannell? Faculty chair? George Shuffleton? Invite new directors to Forum meeting as searches finish up (Career Center, GSC, etc.)