**Forum Meeting Minutes November 14, 2018**

**Attendees:** Brad Schaffner, Melanie Cashin, Lanhao Tang, Amanda Williams, Barb Silk, Chris Dallager, Karina Sierra, Shamir Kansakar, Russ Bauer, Rhemi Abrams-Fuller

**Library Updates:** 5 open positions in the library. Lots of turnovers with retirements and job changes. Four years ago the Writing Center and Academic Support moved in to library. All-gender and handicapped accessible restrooms in last two years. Gift from the Nelsons of 250 first editions, which are now placed in special cases in Athenaeum.

**Benefits Committee:** Have not met again, but we’re in the open enrollment period.

**Bookstore Committee:** No report

**Budget Committee:** No report (Shawn gone)

**Campus Design:** No report (Lee gone)

**CEDI:** Increasing visibility of CEDI. Started discussion of starting classes on a day that conflicts with religious holidays.

**Circulation:** No report (Aaron gone)

**College Council:** No report (Kendra gone)

**Special Events:** January 15, 2019. 6 people on planning committee. 12/12 President’s holiday party. 12/13 another event. 12/14 winter staff retreat—sponsored by HR, SAC & Forum. Coffee break invite goes out the very end of term for 11/20 from 10-10:30. Still working on arranging an office crawl. Maybe this could happen on a reading day.

**Wellness Slate:** Kendra and Amanda meet Friday to discuss findings from initial research on LTD. Peer institutions using very different things, so it’s a lot to go through. Will meet with HR next to discuss. People don’t know what to do with vacation time if they don’t have specific plans/travel. STEM fields have a mindset of just working unless there are other plans. In 10 week terms, it can be very challenging to get time off. Hardly even time to get sick when school is in session. Vacation during term frowned upon by some supervisors. What about those who aren’t on a 12-month contract? Project timelines can interfere. Understaffing issues—people having to fill in. HR is concerned about high turnover. Would it be helpful to do a 360-survey to find out what is influencing turnover? Should Forum bring this idea to HR? Bigger conversation in higher ed—wellness and self-care. Systems for requesting vacation: email supervisor, shared calendars (with prior approval, which isn’t hard to get), a week’s advanced notice ideal, some supervisors encourage employees to take vacation. Email doesn’t stop when we’re on vacation. Is HR noticing underutilization of vacation? What do they think/want to do about it? At the college level, can we emphasize the importance of vacation? What sort of messages do supervisors send with their own vacation use? Perception that people who do specialized work cannot take parental leave. Educating individual employees and supervisors.

Issues if faculty are unhappy with a staff member. Where do staff go? What role to deans and associate deans function in this? Do we have ombudsman. Karyn Jeffries is our ombudsperson.