**Forum Meeting Minutes November 14, 2018**

**Attendees:** Melanie Cashin, Chris Dallager, RJ Holmes-Leopold, Shana Schulz, Matt, Laura Clemens, Matt K, Lanhao Tang, Karina Sierra, Russ Bauer, Rhemi Abrams-Fuller, Lee Clarke, Aaron Chaput, Kendra Strode, Shawn Galdeen, Barb Silk, Amanda Williams, Michael, Kaelie Lund, Mary (?), Toni Grant, Rachel Leatham,

**Career Center Updates:** What are tangible skills for students beyond college? Goal: Launch people into their lives beyond campus. 3 phases: exploration, experience, create, outcomes. How we can help: Being networkers, finding hosts for internships/externships, philanthropy/supporting donors. About 97% of students use Career Center services during their time. We do serve alums. We use alums to understand recruiting culture and engage with companies to demonstrate that our students have skills they’re looking for.

**Benefits Committee:** Pitch for the Benefits Committee position. Did not meet, but investment subcommittee met on 2/22 and Multnoma went through investment balance. It’s pretty advanced material. We will have a new investment menu next year—we’ll hear more soon.

**Bookstore Committee:** Seeking balance to promote sales without overwhelming inbox. Concerns about faculty missing deadlines. Contact them if you want something carried in bookstore. CEDI is also concerned about this. CSA library also needs/wants information about books. This is an accessibility issue—Chris would like to be involved in discussions.

**Budget Committee:** We’re in FY19 and approved FY20 budget. Meetings for FY21 budget start April 1.

**Campus Design:** Meets to advise Steve Spahn. Typically meets twice a term. Last meeting CSA proposed investing in exterior lighting design to address winter darkness, etc. Jay Stadler did electricity assessment. Don’t want to interfere with Goodsell. Want to bring some companies to campus with proposals. Question: How do we present ideas? Lee will accept ideas via email. We love the picnic tables that come out. Students are also exploring other bike share options that can be serviced in Northfield, since Zagster didn’t fulfill obligations.

**CEDI:** Discussing student concerns. Tables in Sayles in February to increase visibility and encourage engagement. Created subcommittees based on student concerns to try to address issues raised at event: SES, faculty diversity, disability, social events to promote CEDI. Plans to resume spring term.

**Circulation:** No report

**College Council:** President provided updates on the Admissions hire, the record number of Admissions applications this year, and the status of Early Decision classes which were all positive.

* There was a Construction update which is all available online
* There was information on the Title IX changes to which Carleton provided official responses.  We objected to the requirement of formal cross examination by outside council, the requirement of identical standards for cases with students, staff and faculty, and a requirement that would change the burden of evidence required when assessing cases.
* The discussion groups for Convo were going well and the wrap up is this Thursday.
* Accreditation is going well - the MASSIVE assurance document is available, and if you're curious about a section to read that may have great impact, 4b is a good place to start.  The college council had no reservations with submitting the document.  The belief is that accreditation will be successful though it is possible we will need to address feedback from the committee - not uncommon.  The process is different this time than it was 10 years ago because of changes to the organization that oversees our region.  George Shuffleton is available to answer questions people may have.
* The Campaign is going well with recent growth in donations for the student internship funds
* The Board meeting went will with a focus on the Humanities to balance out a science heavy Fall meeting.

**Special Events:** Meals on Wheels signup by Friday. If you want to participate but have questions or concerns, talk to Amanda. You can sign up for backup routes too. It’s an important community partnership. Coffee Break is next week—all Forum staff are invited for free drinks. We’ll talk about open positions coming up in spring. Starting to plan a summer event with HR, so let them know if there’s anything you’d like to see. Co-coordinator position is opening—meets about once a month. June and a winter month may be a few more meetings.

**Wellness Slate:**

HR/Forum Meeting: No updates

**Membership Slate:** How do we feel about limiting membership in Forum/attendance. Importance of having large enough group. Lost opportunity with not having decision-makers in attendance. What role would they play when they attended? What does the involvement look like at a SAC meeting? SAC and Forum split because they didn’t want an ex-officio on committee. People have heard that Forum is for committee members—make sure people understand this is open to all exempt staff. It’s useful to have more people in the conversation. Encourage attendance and/or ask that they not attend meetings if there’s a sensitive meeting. Clarify in which role we’re inviting them—that it’s as an EXEMPT staff member, not as a representative of their position. Co-chairs can draft invitation to be members of Forum. We never see people higher than director level. Identify who we want to get message out to.

**Elections:** Open them all for nominations.

Follow-up on vacation usage. Is this a joint meeting with SAC? What about people not feeling like they’re able to take vacation.

Meeting with President: