

Forum Agenda

[via Zoom](#)

6/23/2021

1- 2pm CST

- **Call to Order & Welcome** - Hanah
 - Forum positions currently available
 - Co-Chair (2)
 - Secretary
 - Bookstore Advisory Representative
 - Special Events (1)

- **Welcome Human Resources!**
 - Current projects that impact staff
 - Page Up - learning management system (professional development opportunities), library of courses (70,000 - wowza), can include LinkedIn Learning pathways, can track personal & professional development in personal profile; available in a few months
 - Updates on the HR website, in particular the hiring process
 - Listening sessions with staff regarding the pandemic year: helped the HR staff to develop a revised flex-work policy they will be putting together. They are anticipating it will be brought to campus sometime in August and hopefully get the new President's input and review before rolling it out.
 - Overall return-to-campus plan and vaccination policy. Right now between faculty and staff, we are at a 92% vaccination rate.
 - Address some of the questions that went to the President
 - Carleton wants to keep talent and if someone is experiencing trouble moving up at Carleton, Kerstin would like to speak to that person confidentially.
 - What do you do if you are having trouble with HR? If it's someone on the team you should speak to Kerstin or Karyn (confidential [Ombudsperson](#)). An electronic tool for anonymous reporting on the HR website.
 - Concern about retaliation: if you have concerns about this there are different avenues and people to speak to help something through this.
 - Q&A
 - Is there a site or information to be sent out to staff about what happens when a report is submitted? Transparency about the reporting process.
 - Some information is posted on the ombudsperson page but a visual or graphic can be posted on the HR website
 - Also shared on Carleton's Weekly
 - How is Carleton creating incentives for keeping talented employees and hiring:
 - HR is working on this and some thoughts include offering a flex work plan, page up program, long-term promotional plans and opportunities pathways.
 - How are concerns addressed when a report is submitted about Carleton or department?
 - HR addresses every concern but not always in the way the reporting party wants-if there are multiple reports about the same issue HR does move it forward.

- If it's a college policy HR would still like to know, there could be more people that have the same concern. If it's a policy that isn't flexible HR works with the individual to see how they can help.
 - HR also uses third party mediators when necessary.
- **Committee Reports**
 - [CEDI](#) - Miiko Taylor
 - [June 10th IDE Presentation by Cambridge Hill Partners Video Recording](#)
 - [College Council](#) - John Bermel
 - No meetings scheduled until fall term
 - [Budget Committee](#) - Cindy Spehn
 - Budget committee will not meet again until fall
 - [Benefits Committee](#) - Lanhao Yang
 - The committee met briefly discussing the renewal of insurance with Health Partner. Because it'll be a renewal, not much changes Carleton can do, but feedback about issues w/ our insurance is welcomed (contact Lanhao or HR for feedback) so that when a new contract is to be signed changes can be made. TransAmerica decided to leave the long-term care market so no new clients will be accepted but old clients will continue to be served. HR decided not to look for another vendor to replace TransAmerica due to past low enrollments.
 - [Campus Design Advisory](#) - Lee Clark
 - Exterior study and recreation spaces: The committee discussed the possibility of adding interactive, outdoor spaces for where students can pause, interact, and relax. Natural park-like settings that are quirky and whimsical were suggested. A process is needed to vet ideas for long-term structure and planning that could possibly include alumni and other departments. More information coming fall term.
 - [Security Services Advisory](#) - Mikki Showers, Barb Silk
 - Nothing to report.
 - [Special Events](#) - Linda Mueller, Vacant
 - I have not met with the SAC Special Events group since our last meeting. If anyone has ideas for events, please let me know.
 - [Bookstore Advisory](#) - No new meetings until Fall Term
- **Open Discussion**
 - [Forum Bylaws](#) - folx have commenting access; to be voted on in the fall
- **Announcements**
 - End of Year Report
 - Admissions is offering on-campus visits this summer on Mondays, Thursdays, and Fridays through September 3rd. Our first group of visitors were here on Monday and things went well. If you are on campus and see groups walking around, please be sure to greet them! Yay for getting back into a bit of normal.
 - Office Crawls!
- **Upcoming Meetings**
 - Have a fantastic summer, everyone! :-D